



Meeting	Winchester Town Forum
Date and Time	Thursday, 14th September, 2023 at 6.30 pm.
Venue	Walton Suite, Winchester Guildhall and streamed live on YouTube at www.youtube.com/winchestercc

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** (Pages 5 - 10)
That the minutes of the meeting held on 15 June 2023 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, 8 September 2023** via democracy@winchester.gov.uk or (01962) 848 264 to register to speak and for further details.

6. **Town Forum Grants Programme Update (WTF321)** (Pages 11 - 34)
7. **Winchester City Street Market Management Contract and Operating Policy (CAB3427)** (Pages 35 - 82)
8. **Winchester Town Account Financial Planning 2023/24 (WTF322)** (Pages 83 - 92)
9. **Update on Parking agency agreement changes with Hampshire County Council (Verbal Update)**
10. **Budget Review: Play Refurbishment Programme - Initial Draft Options (WTF323)** (Pages 93 - 114)
11. **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.
12. **Work Programme 2023/24** (Pages 115 - 118)
To note the latest Work Programme for 2023/24

Laura Taylor
Chief Executive

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6 September 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: Reach (Liberal Democrats)

Vice-Chairperson: Batho (Liberal Democrats)

Liberal Democrats

Becker
Edwards
Eve
Learney
Morris
Prest
Scott
Tippett-Cooper
Thompson
Tod
Westwood
Wise

Conservatives

Green Party

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

Thursday, 15 June 2023

Attendance:

Councillors

Reach (Chairperson)

Batho
Edwards
Eve
Morris
Prest
Scott

Tippett-Cooper
Thompson
Tod
Westwood
Wise

[Full video recording](#)

Apologies for Absence:

Councillors Becker and Learney

1. **APPOINTMENT OF THE CHAIRPERSON AND VICE CHAIRPERSON FOR THE 2023/24 MUNICIPAL YEAR**

RESOLVED:

That Councillor Reach be elected Chairperson and Councillor Batho be appointed Vice-Chairperson for the 2023/24 municipal year.

2. **APOLOGIES**

Apologies for absence were received from Councillors Becker and Learney.

3. **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 and as a board member on the Partnership for South Hampshire.

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.

5. **MINUTES OF THE PREVIOUS MEETING HELD ON 13 MARCH 2023**

RESOLVED:

That the minutes of the previous meeting held on 13 March 2023 be approved and adopted.

6. **PUBLIC PARTICIPATION**

Nicola Rule and Deirdre Wood spoke during public participation regarding Winnall Moors Nature Reserve and traffic issues on Hyde Street respectively. In summary they made reference to the following points set out below.

Nicola Rule made reference to the following points:

- Suggested that the profile of Winnall Moors Nature Reserve be enhanced to bring it to the forefront of Winchester's public eye as a space in the heart of the city that few residents currently used and fewer visitors know about.
- With 64 hectares of space and two and a half miles of boardwalk Winnall Moors featured flora and fauna and included the River Itchen and should therefore be signposted in town with a connection corridor created to the centre to enhance the public realm for the city.
- A prominent entrance should be considered with a manned kiosk in the style of the National Trust to welcome visitors or an honesty box with a view to charging in future to assist with the preservation of the Moors.
- She suggested that improvements be made to the lake area with the installation of benches, rare species of plants and flowers could be a labelled, carbon capture from the trees could be monitored and greater community involvement could be explored with the introduction of rotational working groups.
- The story and history of the Durngate could be explained at the entrance that area, with the involvement of other organisations such as Natural England to help ambitions for growth and work towards carbon neutrality targets.

In response to Ms Rule, the Forum considered that some of the suggestions raised should be explored further in dialogue with the Hampshire and Isle of Wight Wildlife Trust and the Winchester Town Forum Parks and Recreation Informal Group.

Reference was made to the planned works at Friarsgate which proposed to open up walking routes from The Broadway through this part of the town and to the nature trail project 'Wonky the Woodpecker' that was created to encourage young people to use the local parks and open spaces.

Deirdre Wood made reference to the following points:

- Growing unhappiness in Hyde Street regarding the volume and speed of traffic due to the narrow nature of the road, resulting in the 20mph speed limit introduced in 2014 being rarely observed.

- Noise, vibration and pollution from heavy traffic use with vehicles using the road as a 'rat run' and a high risk of road traffic accidents and a danger to cyclists and pedestrian users.
- The effective slowing of traffic in this area with proper controls would have a major impact on pollution, could improve road safety and decrease car emissions.
- The 20mph speed limit painted road signs have worn away and there were no repeater signs reminding drivers of the speed limit. The installation of red and green speed recording lights and gated white residential area markers were suggested as an effective way of patrolling traffic speed and tackling the worsening situation in this area.

In response to Mrs Wood, the issue of speeding traffic in Hyde Street and in other areas of the city centre was recognised. Councillor Tod stated that he supported the 20mph speed limit in Hyde Street in his role as HCC Councillor and reported that he sat on the working group looking at 20mph speed limits and options to extend their use and improve implementation. Fading road markings and lack of repeater signs had been reported to the HCC and would be followed up with the road safety team in due course. It was noted that there was a capital cost to install flashing speed light signage with safety audits etc and the town forum would explore the cost implications of this going forward. It was reported that there were a number of measures coming forward which should improve traffic on Hyde Street, including project work funded by Active Travel England to reduce traffic levels along Hyde Street by re-engineering Worthy Road, improving road safety for cyclists and pedestrians. Lastly, it was noted that Speedwatch investigated driving speeds and behaviours and residents interested in this matter were encouraged to come forward and participate on this group.

At the conclusion of public participation, the Chairperson thanked public speakers for their comments and contribution.

7. **TO NOTE THE DATE AND TIMES OF FUTURE MEETINGS OF THE FORUM AS SET OUT BELOW:**

RESOLVED:

That the date and times of meetings for 2023/24, as set out on the agenda, be noted.

8. **BUDGET REVIEW UPDATES 2023/24 (WTF319)**

The Strategic Director introduced the report which set out a summary of the medium-term financial projections published in January 2023, confirmed the budget review areas and timetable for consideration in 2023/24 and answered member's questions thereon. The Forum were reminded of their commitment to closing the cumulative shortfall of £282k by the end of 2025/26 to maintain a 10% net expenditure reserve balance required in the medium-term financial strategy. The outcomes of the research work carried out by the Town Accounts Informal Group had been timetabled into the work programme to come forward to the Forum throughout 2023/24, as set out in the report.

In response to a comment raised, it was considered beneficial to invite the neighbourhood services team to a future meeting of the forum to outline the positive work carried out by the team to reflect of the cost to the town account. Councillor Scott agreed to discuss this matter with relevant team.

RESOLVED:

1. That the medium-term financial projections from 2023/24 to 2026/27, as set out in Appendix 1 of the report, be noted.
2. That the budget review area target timetable for 2023/24, be noted.
3. That the budget timetable for 2024/25, be noted

9. **PUBLIC OPEN SPACE AT KINGS BARTON (WTF318)**

The Service Lead: Communities and Wellbeing introduced the report which advised the Forum of the proposed management arrangements for the public open space at Kings Barton which largely falls within the Parish of Headbourne Worthy, with a small proportion sitting within the town ward of St Barnabas, as set out in Appendix 1 of the report, for which the forum would have responsibility.

It was reported that Cabinet approval would be sought in July for the open space land (and associated maintenance) within the Headbourne Worthy Parish to be transferred in phases from Cala Homes to Headbourne Worthy Parish Council and for the open space land within the St Barnabas ward to be transferred from Cala Homes to the council and allocated to the town account. It was reported that this would come with a commuted sum for the maintenance of the land for the foreseeable future. As a result, the management of public open space at Kings Barton could be delivered by two independent and separate maintenance regimes.

The forum noted that Headbourne Worthy Parish Council had offered to take responsibility of the land that falls within St Barnabas to be managed under a single contract which would require a share of the commuted sum due to the town forum to be passed onto them for the maintenance of the town land. It was clarified that long term governance arrangements for the area would not be resolved completely until 2025/26, after which time responsibility would pass could be passed on. The report sets out the reasons why it is believed this was a positive and pragmatic approach for the council to take going forward as an interim solution until arrangements for the Kings Barton area are reviewed alongside boundary matters.

Members asked a range of comments and questions which were responded to by the Service Lead: Communities and Wellbeing. These included details surrounding governance, the transfer of land, the boundary review and further clarification surrounding open space small pockets of highways land.

RESOLVED:

1. That the proposed management arrangements for the public open space at Kings Barton that falls within the town wards be noted; and
2. That the forum note that Cabinet be asked to approve the transfer of open space terms and the schedule of payments that will be made by Cala.

10. **INFORMAL GROUP - VERBAL UPDATE**

The Forum noted that individual updates from the Chairpersons of various Town Informal Groups would come forward at the next meeting of the forum.

RESOLVED:

That the updates be received from the Town Informal Groups at the next meeting of the forum.

11. **TOWN FORUM INFORMAL GROUP APPOINTMENTS AND WORK PROGRAMME FOR 2023/24 (WTF317)**

The Forum agreed the work programme as set out in the report, with the inclusion of the budget review items, set out in report WTF319 above, subject to the further inclusion of an additional item regarding the Review of Street Markets to come forward to the forum in due course.

Regarding the informal groups, it was agreed that the Planning for the future in Winchester Town Informal Group be merged in with the City Centre Informal Group due to the similar nature of the subject.

RESOLVED:

1. That, subject to the inclusions above, the 2023/24 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 2023/24 be approved as stated above and set out below:

- (i) Winchester Town Forum (City Centre) Informal Group – (Planning for the future in Winchester Town Informal Group has now merged with this group above)
Members: Edwards (Ch), Batho, Becker, Learney, Scott, Thompson, Tod, Westwood and Wise
Lead Officer: E Ekeledo

- (ii) Winchester Town Forum (Parks and Recreation) Informal Group
Members: Batho (Ch), Becker, Edwards, Learney and Tippett-Cooper.
Lead Officer: S Lincoln
- (iii) Winchester Town Forum (Account Informal) Group
Members: Learney (Ch), Reach, Tod and Wise
Lead Officer: D Kennedy
- (iv) Winchester Town Forum (Heritage) Informal Group
Members: Tippett-Cooper (Ch), Eve, Morris, Thompson & Westwood
Lead Officer: D Ayre
- (v) Winchester Town Forum (Outdoor Swimming) Informal Group
Members: Eve (Ch), Becker, Tod and Tippett-Cooper
Lead Officer: S Lincoln
- (vi) Winchester Town Forum (Town Vision) Informal Group
Members: Batho (Ch), Becker and Prest
Lead Officer: S Robbins

The meeting commenced at 6.30pm and concluded at 7.30pm.

Chairperson

REPORT TITLE: TOWN FORUM GRANTS PROGRAMME UPDATE

14 SEPTEMBER 2023

REPORT OF CHAIR OF THE TOWN FORUM: Councillor Mark Reach

Contact Officer: Melissa Fletcher Tel No: 01962 848 492 Email: MFletcher@winchester.gov.uk

WARD(S): TOWN WARDS

PURPOSE

The Town Forum operated a community grants programme in 2022/23 which included contributions to core funded organisations, a Project Grant scheme and a Small Grant scheme. This paper reports on the grants awarded and outcomes achieved during 2022/23 and the programme for 2023/24 delivery.

Baseline reductions to the total town grants budget were proposed at the January 2023 Town Forum meeting (WTF314) for 2024/25, 2025/26 and 2026/27 so this paper also outlines the options for making the £10,000 required reduction in 2024/25 and the process for how further reductions will be achieved in 2025/26 and 2026/27.

RECOMMENDATIONS:

The Town Forum notes:

1. The achievements and successes of the Small Grant and Project Grant programmes in 2022-23;
2. The important role of members in supporting the community engagement process and encouraging grant applications;
3. The impending review of the overall council community grants programme as part of TC25, the outcome of which will feed into the proposal to address budget reductions to the Town Forum grants budget in 2025/26 and 2026/27;
4. That the Corporate Head of Economy and Community has the delegated authority to approve the grant criteria and allocations, in consultation with the Winchester Town Forum (Town Vision) Informal Group; and

5. The allocated grant budget of £40k for small grants / project grants is used flexibly and the split is adjusted to meet the relative demand for these grants, as in previous years.

That Town Forum approves:

6. That the £10,000 budget saving requested by the Winchester Town Account informal accounts group is to be achieved by the reduction of the Project Grant budget by £10,000 for 2024/25.

IMPLICATIONS:**1 COUNCIL PLAN OUTCOME**

- 1.1 Tackling the Climate Emergency and Creating a Greener District
- 1.2 The Project Grant scheme supports this outcome through the Environment funding priority.
- 1.3 Homes for all
- 1.4 The Project Grant scheme supports this outcome through the Homelessness funding priority. The Town Forum Small Grant scheme supports projects that contribute to this outcome through the Community Benefit priority.
- 1.5 Vibrant Local Economy
- 1.6 Core funding provided to Play to the Crowd addresses this priority.
- 1.7 Living Well
- 1.8 The Project Grant scheme supports this outcome through the funding priorities of mental health, isolation, low income and physical inactivity. The Town Forum Small Grant scheme supports projects that contribute to this outcome through the Community Benefit priority.
- 1.9 Core funding provided to Citizens Advice Winchester addresses this priority.
- 1.10 Your Services, Your Voice
- 1.11 The funding programmes aim to be open, transparent and inclusive. Applicants to the Small Grant scheme are invited to attend a panel meeting with members to discuss their application.

2 FINANCIAL IMPLICATIONS

- 2.1 The Small Grant and Project Grant schemes form part of the Town Forum grant budget for 2023/24, which remains the same as the previous year and as noted in budget paper WTF313 and WTF314:

FUND:	2022/2023 Budget	2023/2024 Budget
Strategic Fund:		
Citizens Advice Winchester District	£20,000	£20,000
Play to the Crowd	£20,000	£20,000
Project Grant scheme (including Crowdfunder match funding grants in 22/23 only)	£33,000	£33,000
Small Grant scheme	£7,000	£7,000
TOTAL	£80,000	£80,000

- 2.2 The Town Forum considered the town account budget on 23 January 2023 (WTF314) and set an expectation for reductions in the grants and Vision delivery budget. In accordance with this, the 2024/25 budget for Project Grants will be reduced by £10,000 to £23,000, bringing the total budget to £70,000. Further detail is provided elsewhere in the report at paragraph 11.11.

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. Once a decision is made, the authority to draft and seal the agreement (where required) is under the scheme of delegation to Service Lead – Legal in Part 3.4 of the Council Constitution
- 3.2 Checks are in place to ensure that the funds are used for the purpose for which they were awarded. Grant agreements include clawback clauses and safeguards include grant monitoring/reporting and for larger grants, evidence of expenditure.
- 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

Grant fund information and promotion

- 6.1 A grants information pack for members was created and circulated in October 2022 to ensure members had all the information required to enable them to speak with confidence to local organisations about the programme. Renewed information was distributed to members via the DSU e-newsletter in May 2023 following the local elections. In addition, two community grants webinars have been held for members in June 2023 to give an overview of the 2023/24 grants programme.
- 6.2 Three Town Forum grants panels were conducted between November 2022 and March 2023, bringing together applicants and members of the Winchester Town Forum (Town Vision) Informal Group.
- 6.3 Four drop-in grants surgeries have been held over the last month to inform potential applicants about community grants (two in-person and two on-line).

- 6.4 There is an ongoing programme of publicity for Town Forum grants including promotion of schemes in newsletters, social media and at funding events.

Review of the funding programme

- 6.5 The Winchester Town Forum (Town Vision) Informal Group were consulted on the proposal to replace the Crowdfunder match funding grants with a new Project Grant scheme and members were notified of the new scheme at the January 2023 Town Forum meeting (Chairperson's announcements).
- 6.6 At the Town Forum meeting in March 2023 the Chair discussed with Members and it was agreed that the Small Grants and Project Grant schemes would reopen in June 2023 with Cllrs Batho and Becker continuing the work of the Town Vision Informal Group through and into the new financial year. This resulted in a much earlier opening of the schemes than has been the case in previous years.
- 6.7 Report WTF316 to Town Forum in March 2023 included a summary of grants awarded that have contributed to the delivery of the Winchester Vision.

Consultation on options for savings

- 6.8 The proposal was discussed with the Chair of the Town Vision Informal Group in July 2023 and agreed with the Winchester Town Accounts informal group on 23 August 2023.

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.
- 7.2 The environment was one of the funding priorities for the Crowdfunder Town Community Fund and is a funding priority for the Project Grant scheme.

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. Applicants are asked to explain how they ensure their activities and services are open and inclusive when they apply for a grant.
- 8.2 Further consideration takes place during grant panel meetings and at the point of the decision making. Successful grant holders are required to report back through an end-of-grant report on whether their activities were directed at beneficiaries from groups with protected characteristics, and how they have ensured that all sections of the community could benefit from the services/activities provided by the grant.
- 8.3 An Equality Impact Assessment is attached in appendix 3.

9 DATA PROTECTION IMPACT ASSESSMENT

9.1 Grant applications are managed through a bespoke system called Flexigrant, which has been designed with in-built data controls that are in line with data protection legislation.

10 RISK MANAGEMENT

10.1

Risk	Mitigation	Opportunities
<u>Financial Exposure</u>		
<u>Exposure to challenge</u> Challenge of decision to award (or not) fund.	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.
<u>Innovation</u> Risk that organisations are not innovative with the funding provided.	Innovation encouraged through dialogue at grant panel meetings.	
<u>Reputation</u> Council funds an organisation or activity which is not well received by certain members of the community.	Criteria are set for the grant programmes to exclude funding of activities which are of a wholly and exclusively political or religious nature, or organisations supporting political activism. Every group or organisation must have a constitution or documentation which includes a formal decision-making process and aims that are acceptable to Winchester City Council.	Endorsement of worthwhile projects enhances the council's reputation.

<u>Achievement of outcome</u> 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.	
<u>Property</u>		
<u>Community Support</u> Local organisations and communities do not respond to the grant opportunities. Community opposition to decisions that are made.	Provide support to applicants and extensively promote the grants. Allow flexibility in allocation of funds between different grant programmes. Member involvement to help promote grant schemes. Clear and transparent grants processes.	
<u>Timescales</u>		
<u>Project capacity</u>		

11 SUPPORTING INFORMATION:

Small Grant and Project Grant schemes in 2022/23

- 11.1 Appendix 1 provides details of all the grant applications received and awarded from the Town Forum Small Grant and Project Grant budgets in 2022/23. Appendix 2 summarises some of the feedback received from grant recipients. In summary:

FUND:	2022/23 Budget	2022/23 Actual Awards

Strategic Fund: Citizens Advice Winchester District Play to the Crowd	£20,000 £20,000	£20,000 £20,000
Crowdfunder Grants (available Sept-Dec22) / Project Grants (available Jan-March 23)	£33,000 total budget for two schemes	£0 £26,510
Small grant programme	£7,000	£10,800
TOTAL	£80,000	£77,310

- 11.2 The Town Forum Small Grant scheme received a good number of applications from a variety of organisations across all five town wards. Overall, 16 applications were received and 12 grants were awarded totalling £10,800. Three of the unsuccessful applications did not meet the eligibility criteria, whilst one was awarded the grant but declined to accept it due to changing circumstances.
- 11.3 The temporary relaxation of rules for small grants meant that many applicants were able to secure grants of up to £1,000 in recognition of the increased cost of living.
- 11.4 The other temporary relaxation allowed applicants to include up to 50% of core costs in their application, if impacted by the cost of living crisis. This was only taken up by one applicant.
- 11.5 The Town Community Fund through Crowdfunder did not receive any applications, although it was only open for a relatively short period from September to December 2022. A review of the Crowdfunder match funding scheme was discussed at the Health and Environment Policy Committee in December (HEP029) which supported the decision to cease crowdfunding and stop offering this fund. It was subsequently replaced by a new Project Grant scheme, which was well received and awarded six grants totalling £26,510 in 2022/2023
- 11.6 A summary of the 2021/22 allocations compared to 2022/23 allocations is given in the table below.

	2021/22	2022/23
Small grants		
Number of applications	24	15
Number of awards	18	12
Total value of awards	£8,565	£10,800
Project Grants		
Number of applications	scheme closed	8

Number of awards	scheme closed	6
Total value of awards	scheme closed	£26,510
Crowdfunder Grants		
Number of applications	no applications received*	no applications received **
Number of awards	0	0
Total value of awards	0	0

* scheme open Sept 21-Mar 22. Three awards to town-based organisations totalling £3,750 were made from the General Fund during May-Sep 21.

** scheme only open Sept-Dec 22

Contribution to Strategic Funded organisations 2022/23

- 11.7 Winchester Town Forum made a £20,000 contribution to each of the Strategic Fund core grants to Play to the Crowd and Citizens Advice in 2022/23. These grants are monitored through submission of six and twelve month reports to update on achievement of expected outcomes, and annual review meetings involving officers and members. Highlights for the work that these core grants enabled are given below:

a) Citizens Advice

The £20,000 Town contribution to Citizen Advice's Strategic Fund grant of £195,000 for 2022/23 enabled continuation of their vital service delivery. An increased number of clients were supported compared to previous years and the core funding enabled the organisation to invest in capacity to bring in income and deliver projects through a Business Development Manager resource.

Metric	2021/2022	2022/2023
Advice issues	15,118	16,602
Clients supported (district-wide)	4,739	5,321
Number of people helped with financial advice	2,520	2,897
Number of people supported with debt	621	678

b) Play to the Crowd

The £20,000 Town contribution to Play to the Crowd's Strategic Fund grant of £147,000 for 2022/23 enabled people to connect with and participate in live performance.

Metric	2021/22			2022/23		
	Town	District	Total	Town	District	Total
People engaged with Theatre Royal performances	21,972	26,655	48,627	29,578	25,641	55,219
People engaged with Hat Fair performances	49,234	8,376	57,610	45,871	15,749	61,620
Number of participants in Playmakers activities including youth theatre	7,366	560	7,926	6,075,	1,888)	7,963
Number of volunteers supported						155
Number of 'Pick you price' events						9
Average ticket yield			£16.52			£17.19

Community Grants programme for 2023/24

- 11.8 The Town Forum budget for 2023/24 (WTF314) includes continued contribution of £40,000 to year two funding of the Strategic Fund 2022-2025 grants:
- a) Citizens Advice Winchester - £20,000
 - b) Play to the Crowd - £20,000
- 11.9 Town Forum Small Grant scheme 2023/24 budget of £7,000
- a) This scheme opened on 1 June 2023 with the continuation of the £1,000 maximum award but no longer allowing core costs, which were introduced as a short term support measure with regards to the COVID relaxation of rules. This is consistent with the district Small Grant programme.
 - b) The scheme for 2023/24 was opened up earlier than in previous years, in response to a request made by the Forum during last year's annual review.
 - c) The first Small Grant panel of the year will be held in September 2023 and the scheme will remain open until the budget is fully allocated, or 29 February 2024, whichever is sooner. The virtual nature of grant panel meetings involving the Forum's (Town Vision) Informal Group members works effectively and will remain unchanged.
- 11.10 Town Forum Project Grant scheme 2023/24 budget of £33,000

- a) Round 1 application window was 1 June 2023 – 7 July 2023. Six applications totalling £27,464 were received and three initial awards have been made totalling £12,500 with decisions deferred on a further two awards totalling £9,964 pending additional information. A second round is anticipated later in the year.
- b) A published scoring process is used to select grants for award and proposed awards are discussed with Town Forum (Town Vision) Informal Group members.

TC25 grant review and 2024/25 Town Account forecast

11.11 The Town Forum considered the town account budget on 23 January 2023 (WTF314) and set an expectation for the following reductions in the grants and Vision delivery budget:

- a) Reduction of £10,000 for the year 2024/25 to leave a budget of £70,000.
- b) Reduction of £10,000 for the year 2025/26 to leave a budget of £60,000.
- c) Reduction of £10,000 for the year 2026/27 to leave a budget of £50,000.

11.12 The proposal is to make the initial £10,000 reduction from the Project Grants budget, as a reduction from £33,000 to £23,000 would still allow for a viable scheme. The other options considered but discounted are set out in section 12.1.

11.13 The council's Transformation Challenge programme (TC25) includes a review of the district-wide community grants programme as per Cabinet report CAB3374 and will include a full options appraisal and cost benefit analysis of all community grants and explore further options to meet required reductions in future years. This will inform decisions on future funding of the Strategic Fund partners to which the Town Forum currently contributes £40,000 per year so, once this work is complete, we will better understand the implications of reductions in funding for those organisations. This work will be completed next year so future decisions on options for reductions to the grant budget for 2025/26, and beyond, will be considered when the findings of work are available. In the meantime, taking a £10,000 reduction in the project grant budget is the most straightforward and preferred option.

FUND:	2023/24	2024/25	2025/26	2026/27
Strategic Fund:				
Citizens Advice	£20,000	£20,000	TBC	TBC
Winchester	£20,000	£20,000		
Play to the Crowd				
Project Grants	£33,000	£23,000	TBC	TBC
Small grant	£7,000	£7,000	TBC	TBC

programme				
TOTAL	£80,000	£70,000	£60,000	£50,000

12 OTHER OPTIONS CONSIDERED AND REJECTED

12.1 Alternative options exist for reducing the budget by £10,000 in 2024/25, including

- a) A reduction in the core grants awarded; rejected as such a reduction would be premature as the impact of core grant reductions will not be known until a full review has taken place as part of TC25 process so this option has been rejected at this point in time.
- b) Elimination of the small grants scheme; rejected as this would reduce the grant options available to applicants and mean that no funding would be available for projects in the town area costing less than £1,000.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

[CAB3374 General Fund Budget Options and Medium Term Financial Strategy.pdf \(winchester.gov.uk\)](#)

[Winchester Town Account Medium Term Financial Position \(WTF313\)](#)

[Winchester Town Account Budget for 2023/24 \(to be recommended to Cabinet\) \(WTF314\)](#)

[Town Forum Grant Programme \(WTF311\)](#)

Other Background Documents:-

None

APPENDICES:

Appendix 1: Town Forum all grants awarded 2022/23

Appendix 2: Town Forum small grants report feedback 2022/23

Appendix 3: Equality impact assessment

WTF321 Appendix 1 Community Grants Awarded 2022-2023

Town Forum Small Grants Awarded 2022-2023

Organisation	Description of Request	Grant Requested	Authorisation Requested	Ward	Community Benefit
Munch	To run a joint event with Winchester GoLD for members, trustees and volunteers. GoLD members will be involved in event organisation and in preparing and cooking	£1,000	£827	St Michael	Inclusion/wellbeing
Dentaid	To provide 4 mobile dental clinics in 2023 at Trinity Winchester for 6-10 patients	£1,000	£1,000	St Bartholomew	Inclusion/wellbeing
Winchester Pregnancy Crisis Centre	The grant will help provide additional free, non-directive counselling for women in the Winchester area, who are facing an unplanned pregnancy, or struggling following a miscarriage, stillbirth or abortion. The group is seeing increased demand for support since promoting their services more widely.	£990	£990	St Bartholomew	Inclusion/wellbeing
Winchester Castle FC	Funding towards pitch hire for additional cup matches and a defibrillator which the club can take on the road and to trainings	£1,000	£960	St Bartholomew	Inclusion/wellbeing
Weeke Community Centre	Growing Saturday Children's club for local children. Require storage equipment for resources needed to provide varied activities and table and chairs. Club has grown from 4 children to 35 now attending in last 6 months.	£896	£896	St Barnabas	Inclusion/wellbeing
STREET REACH	Training and purchase of portable blue tooth speakers to deliver DJ/mixing workshops from a new mobile youth space.	£785	£785	St Bartholomew	Inclusion/wellbeing
Winchester Walking Football Club	Purchase of mobile goals and ancillary equipment, which will allow more games and practice sessions to enabling the club to grow by broadening access to more people in the Winchester community	£1,000	£1,000	St Michael	Inclusion/wellbeing
Hyde900	To purchase equipment for the HYDE900 Community Dig and other community activities. The equipment will also be made available to other community groups.	£998	£998	St Bartholomew	Inclusion
Cycle Winchester	The grant is for purchasing equipment to support the set-up and running of 'cycle buses'. Kits will be loaned out to existing and emerging cycle buses; used at other events (e.g. annual Mass Ride).	£972	£972	St Bartholomew	Environment/wellbeing
Hampshire History Trust	Seed funding to support the organisation through new paid administrative support and help with publicity costs	£1,000	£1,000	St Bartholomew	Inclusion
St Paul's Pre-School	Funding for a mud kitchen sink – will give outside area much needed new equipment, and will be available for wider community use	£1,000	£1,000	St Paul Ward	Inclusion
Highcliffe Community Forum for Action	Project to create and maintain a wildflower area using neglected and unused part of the playground in the Highcliffe area.	£372	£372	St Michael	Environment/wellbeing
Speakeasy Theatre Company	Seed funding to launch an amateur theatre production in Winchester for adults of all ages. Aims to be open and inclusive to all. The grant will help with show rights, venue hire, rehearsal insurance, props, costume and marketing.	£1,000	£0 decided not to go ahead	St Michael	
St Luke and St Mark PCC Winchester	12 extra chairs to be kept at St Mark's to expand community initiatives for the benefit of the community: community cafe, a monthly social group for older people and a monthly film club	£1,000	£0 ineligible	Badger Farm and Oliver's Battery	
Bespoke Biking CIC	Community cycling projects	£1,000	£0 ineligible	St Michael	
Total		£14,013	£10,800		

Town Project Grants 2022-2023

Organisation	Project Description	Grant Requested	Grant Awarded	Ward	Community Benefit
MUNCH	This funding will support an easy-to-read / understand cookbook which will help people (with literacy and learnign disabilities predicaments) develop their skills in cooking from scratch, make healthy food changes, waste less food and become more financially resilient. It is aimed at families on a low income (not exclusively), people with learning disabilities and vulnerable adults. The cookbook will contain approx. 80 go to recipes, to include breakfasts/brunches/light meals.	£5,000	£5,000	St Bartholomew	Inclusion/wellbeing
Winchester Poetry Festival	Funding for the costs associated with increasing access to those who may be isolated or vulnerable: engaging BSL interpreters for several events plus the provision of online events and digital live streaming services for those unable to attend in person, maximising digital platforms, reaching a wide community.	£1,875	£1,875	St Bartholomew	Inclusion
Winchester Baptist Church	To complete building project which requires provision of baby changing, kitchenette, flooring and improved lighting	£5,000	£5,000	St Bartholomew	Inclusion/wellbeing
Blue Apple Theatre	To produce a new theatrical version of Wind in the Willos showcasing skills of performers with learning disabilities in production at prominent theatre	£5,000	£5,000	St Paul Ward	Inclusion/wellbeing
Key Changes Music Therapy	Our project is the provision of music therapy centrally in the city to 12 adults in the Winchester community suffering the effects of mental health problems, isolation and poverty. Run in collaboration with Solent Mind - a weekly session for people at Winchester Wellbeing Centre.	£5,000	£5,000	St Michael	Inclusion/wellbeing
Winchester Street Reach	Seeking funding to deliver a new youth club for 11-17 year old on Tuesday evenings, and a daytime drop-in service for young people who are NEET, or at risk of becoming NEET, to access CV writing, job seeking advice and a sexual health service.	£4,635	£4,635	St Bartholomew	Inclusion/wellbeing
Stanmore Community Association	Need to address failings of building (toilets and kitchen upgrade) and address safety issues. Will do this by commissioning survey of building, then apply for a grant to do the work.	£1,100	£0	St Luke	
All Saints Church	Improve community hub space and accessibility to meetings rooms and hall which are used extensively by community for preschool, art classeses, charity/school/PTA events etc. New community Hub space will provide access to training and support for eg TEFL, maths and english support, parenting classes etc. Will use dead space in church building and open up unused area. This project will kick start further building projects - this is for mainly architects fees plus other expenses/contingency.	£5,000	£0	St Michael	
Total Town		£32,610	£26,510		

WTF321 Appendix 2: Town Forum Small Grants Feedback 2022/2023

Winchester Pregnancy Crisis Centre

The grant helped to provide 33 hours of additional free, non-directive counselling for ten local women. "Without this grant we could not have supported local women facing an unplanned pregnancy or pregnancy loss. Thank you for enabling us to be there for these women when they needed it most."

Dentaid



The funding was used to provide four dental clinics at Trinity Winchester and a total of 27 patients benefitted with 156 specific treatments carried out. These included 30 tooth extractions under local anaesthetic, 27 cancer screenings, 29 x-rays and one fluoride varnish. Each patient also received oral health education and a free toothbrush and toothpaste pack to assist in their daily oral hygiene.

Weeke Community Centre

The grant enabled the purchase of children's tables and chairs suitable for the age range attending, and additional storage for this growing children's club which started in 2022.

"This grant has meant we are able to offer a larger range of activities for Weeke Kids Club and open it up for more children in the wider community. We are also able to make the space an area that the children can see as their own and feel comfortable."

Cycle Winchester



"Cycle Winchester was delighted to secure funding from the Town Forum Grant to support the set up and running of Bike Buses. These are regular supported rides to / from places such as schools that act to build confidence and enhance rider safety. This is especially valuable in the absence of dedicated cycle infrastructure. Funds were used to purchase equipment such as puncture repair kits, bells, hi-vis vests, locks, trailers and signage. This is being used to support existing rides and to help publicise the concept more widely."

The kit has enabled existing bike buses to Winchester schools to run more smoothly and safely. It is also facilitating a potential new route in Weeke to the primary school, a pilot for which is planned for the start of the Autumn term using the kit.

St Paul's Preschool



“St Paul's Pre-School is so grateful for the grant we have received to fund a beautiful new mud kitchen for the children. The mud kitchen has transformed the outdoor space and created a beautiful imaginative play environment that will be enjoyed by many children for years to come. We cannot thank WCC enough!”

Many children from the local community have also been able to benefit since the mud kitchen is available for children to enjoy at community open days and during holiday club sessions for local children.

Highcliffe Community Forum for Action

“The grant has enabled Highcliffe Forum to purchase equipment to be able to provide an opportunity for members of the community to volunteer and come together in an outdoor activity to help improve the local environment and enhance biodiversity in the Highcliffe area.”

Munch CIC



Funding contributed towards a Christmas event for Winchester Go LD members where members and volunteers came to make and prepare the food, as well as decorate the venue, laying tables and helping to host the event. About 70 people benefited, not just from the event itself but through the development of food preparation and cooking skills.

“The grant from Winchester City Council has helped us to involve and include isolated members of the community, helping them feel a sense of belonging and enormously improving their sense of wellbeing.”

Winchester City Council

Equality Impact Assessment Template (EIA)

Section 1 - Data Checklist

When undertaking an EIA for your policy or project, it is important that you take into consideration everything which is associated with the policy or project that is being assessed.

The checklist below is to help you sense check your policy or project before you move to Section 2.

		Yes/No	Please provide details
1	Have there been any complaints data related to the policy or project you are looking to implement?	No	Information on grants awarded is made publicly available on the council website.
2	Have all officers who will be responsible for implementing the policy or project been consulted, and given the opportunity to raise concerns about the way the policy or function has or will be implemented?	Yes	Officers within the communities team are involved in the set up and running of these annual programmes.
3	Have previous consultations highlighted any concerns about the policy or project from an equality impact perspective?	No	Discussions take place with members, other council teams, and the wider the voluntary sector support as part of the delivery of this work.
4	Do you have any concerns regarding the implementation of this policy or project? <i>(i.e. Have you completed a self-assessment and action plan for the implementation of your policy or project?)</i>	No	This is an ongoing programme with dedicated resource to deliver.
5	Does any accessible data regarding the area which your work will address identify any areas of concern or potential problems which may impact on your policy or project?	No	Funding criteria are broad and enable support for a range of activity within Winchester Town.
6	Do you have any past experience delivering similar policies or projects which may inform the implementation of your scheme	Yes	The Community grants team is experienced in developing grant funding programmes and the Funding and Development Officer

		Yes/No	Please provide details
	from an equality impact point of view?		is well informed on best practices in this area.
7	Are there any other issues that you think will be relevant?	No	

Section 2 - Your EIA form

Directorate: Economy and Community	Your Service Area: Community	Team: Community Grants	Officer responsible for this assessment: Jane Chuhan	Date of assessment: 23 August 2023
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	Question	Please provide details
1	What is the name of the policy or project that is being assessed?	Town Forum community grants
2	Is this a new or existing policy?	Existing
3	Briefly describe the aim and purpose of this work.	To support voluntary and not-for-profit groups and organisations in Winchester town wards that can clearly demonstrate how their services and projects help deliver a cohesive, sustainable, resilient community.
4	What are the associated objectives of this work?	Deliver an annual small grants and project grants programme for the financial year 2023/24
5	Who is intended to benefit from this work and in what way?	The grants are awarded for work that brings community benefit, in particular inclusion, wellbeing and environmental outcomes and all communities may benefit, but in particular those who are most vulnerable.
6	What are the outcomes sought from this work?	A vibrant voluntary sector that support communities in Winchester town wards
7	What factors/forces could contribute or detract from the outcomes?	Budgets are reduced. Town Forum priorities change. Organisations do not take up the opportunity of applying for a grant.
8	Who are the key individuals and organisations responsible for the implementation of this work?	Community Grants Team
9	Who implements the policy or project and who or what is responsible for it?	Communities Team, Corporate Head of Economy and Community has delegated authority for programme, Cabinet Member for Community and Engagement, Winchester Town Forum (Town Vision) informal group

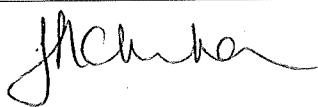
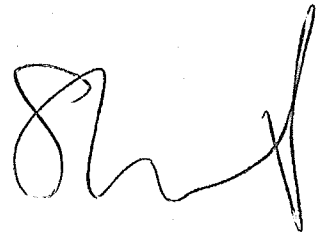
		Please select your answer in bold . Please provide detail here.		
10a	Could the policy or project have the potential to affect individuals or communities on the basis of race differently in a negative way?	Y	N	
10b	What existing evidence (either presumed or otherwise) do you have for this?	<p>Access to information on the grants scheme is made in a variety of formats to ensure accessibility.</p> <p>Applicants are asked to explain how they ensure their activities and services are open and inclusive when they apply for a grant. Successful grant holders are required to report back through an end of grant report on whether their activities were directed at beneficiaries from groups with protected characteristics, and how they have ensured that all sections of the community could benefit from the services/activities provided by the grant.</p> <p>There is nothing in our fund criteria which excludes those with protected characteristics. A new EDI collection tool in the grant management system is being considered to collect information on applicants.</p> <p>The proposed reduction in the Project Grant scheme budget does not disproportionately impact individuals or communities on the basis of race.</p>		
11a	Could the policy or project have the potential to affect individuals or communities on the basis of sex differently in a negative way?	Y	N	
11b	What existing evidence (either presumed or otherwise) do you have for this?	<p>See 10b – funding could be used to support projects which positively target this group.</p> <p>The proposed reduction in the Project Grant scheme budget does not disproportionately impact individuals or communities on the basis of sex.</p>		

12a	<p>Could the policy or project have the potential to affect individuals or communities on the basis of disability differently in a negative way?</p> <p><i>you may wish to consider:</i></p> <ul style="list-style-type: none"> • <i>Physical access</i> • <i>Format of information</i> • <i>Time of interview or consultation event</i> • <i>Personal assistance</i> • <i>Interpreter</i> • <i>Induction loop system</i> • <i>Independent living equipment</i> • <i>Content of interview)</i> 	Y	N	
12b	<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>Information about community grants is published on the council website and people are encouraged to contact the team if they require assistance in making an application. Contact details are provided. The grants team support applicants for whom the online application process may be a barrier, by making the application on their behalf.</p> <p>See 10b – funding could be used to support projects which positively target this group.</p> <p>The proposed reduction in the Project Grant scheme budget does not disproportionately impact individuals or communities on the basis of disability.</p>		
13a	<p>Could the policy or project have the potential to affect individuals or communities on the basis of sexual orientation differently in a negative way?</p>	Y	N	
13b	<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>See 10b – funding could be used to support projects which positively target this group.</p> <p>The proposed reduction in the Project Grant scheme budget does not disproportionately impact individuals or communities on the basis of sexual orientation.</p>		
14a	<p>Could the policy or project have the potential to affect individuals on the basis of age differently in a negative way?</p>	Y	N	

14b	What existing evidence (either presumed or otherwise) do you have for this?	See 10b – funding could be used to support projects which positively target this group. The proposed reduction in the Project Grant scheme budget does not disproportionately impact individuals or communities on the basis of age.		
15a	Could the policy or project have the potential to affect individuals or communities on the basis of religious belief differently in a negative way?	Y	N	
15b	What existing evidence (either presumed or otherwise) do you have for this?	See 10b – funding could be used to support projects which positively target this group. The proposed reduction in the Project Grant scheme budget does not disproportionately impact individuals or communities on the basis of religious belief.		
16a	Could this policy or project have the potential to affect individuals on the basis of gender reassignment differently in a negative way?	Y	N	
16b	What existing evidence (either presumed or otherwise) do you have for this?	See 10b – funding could be used to support projects which positively target this group. The proposed reduction in the Project Grant scheme budget does not disproportionately impact individuals or communities on the basis of gender reassignment.		
17a	Could this policy or project have the potential to affect individuals on the basis of marriage and civil partnership differently in a negative way?	Y	N	
17b	What existing evidence (either presumed or otherwise) do you have for this?	See 10b – funding could be used to support projects which positively target this group. The proposed reduction in the Project Grant scheme budget does not disproportionately impact individuals or communities on the basis of marriage and civil partnership.		
18a	Could this policy or project have the potential to affect individuals on the basis of pregnancy and maternity differently in a negative way?	Y	N	
18b	What existing evidence (either presumed or otherwise) do you have for this?	See 10b – funding could be used to support projects which positively target this group.		

		The proposed reduction in the Project Grant scheme budget does not disproportionately impact individuals or communities on the basis of pregnancy and maternity.
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19	Could any negative impacts that you identified in questions 10a to 15b create the potential for the policy to discriminate against certain groups on the basis of protected characteristics?	Y	N	Grant criteria state "Organisations/groups must be able to demonstrate that they have an open access/equal opportunities approach towards membership, use of their facilities and activities. Groups are required to take reasonable steps to ensure their activities can be made available for as broad a range of people as possible and that positive measures are put in place to remove any barriers to access."
20	Can this negative impact be justified on the grounds of promoting equality of opportunity for certain groups on the basis of protected characteristics? Please provide your answer opposite against the relevant protected characteristic.	Y	N	Race: Sex: Disability: Sexual orientation: Age: Gender reassignment: Pregnancy and maternity: Marriage and civil partnership: Religious belief:
21	How will you mitigate any potential discrimination that may be brought about by your policy or project that you have identified above?	N/A		
22	Do any negative impacts that you have identified above impact on your service plan?	Y	N	

Signed by completing officer	 Jane Chuhan, Funding and Development Officer
Signed by Service Lead or Corporate Head of Service	 Steve Lincoln, Service Lead: Community and Wellbeing

REPORT REF: CAB3427
WINCHESTER TOWN FORUM

REPORT TITLE: WINCHESTER CITY STREET MARKET MANAGEMENT
CONTRACT AND OPERATING POLICY

REPORT DATE: 14 SEPTEMBER 2023

REPORT OF CABINET MEMBER: Councillor Lucille Thompson, Cabinet Member
for Business and Culture

Contact Officer: Andrew Gostelow Tel No: 07980 732149 Email
agostelow@winchester.gov.uk

WARD(S): TOWN WARDS

RECOMMENDATIONS:

Prior to the consideration of report CAB3427 by Cabinet at its meeting on Tuesday, 17 October 2023, Winchester Town Forum are asked to:

1. Comment on the proposed council's vision for the Winchester city street market and the draft Winchester City Street Market Operating Policy;
2. Comment on the market trader selection process and assessment criteria;
and
3. Comment on the framework communications and transition plan.

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REPORT TITLE: WINCHESTER CITY STREET MARKET MANAGEMENT
CONTRACT AND OPERATING POLICY

17 OCTOBER 2023

REPORT OF CABINET MEMBER: Winchester City Street Market Management
Contract and Operating Policy

Contact Officer: Andrew Gostelow Tel No: 07980 732149

Email agostelow@winchester.gov.uk

WARD(S): WINCHESTER TOWN AND SURROUNDING WARDS

PURPOSE

This report sets out the Winchester Street Market Operating Policy which will provide the framework for operation of the city street market which has been created in response to:

- a review of the city street market which included the findings and recommendations made in an independent report undertaken by The Retail Group in 2022, see link to Business & Housing Policy Committee papers in previous committee report,
- the need to align the operation of the city street market with the priorities outlined in the council plan,

The Winchester City Street Market Operating Policy (attached as appendix 1) will form part of the specification for the competitive tender process to procure a market operator.

RECOMMENDATIONS:

Cabinet is asked to:

1. Adopt the Winchester City Street Market Operating Policy, see Appendix 1.
2. The Corporate Head of Service: Economy and Community be given delegated authority to commence the competitive tender exercise to seek bids for a market operator and to award the contract to the most economically advantageous tender for a term of 3 years with an option to renew annually for up to a further 2 years based on performance of service provision.
3. That the Corporate Head of Service: Economy and Community be authorised to enter into all necessary agreements with the preferred contractor to manage the street market.
4. That delegated authority be granted to the Service Lead: Legal to execute and enter into all necessary contractual agreements.

IMPLICATIONS:

1 COUNCIL PLAN OUTCOME

- 1.1 Tackling the Climate Emergency and Creating a Greener District
- 1.2 The Operating Policy encourages the adoption of sustainable measures such as discouraging single use plastics. Applications to trade will be considered against number of criteria with 40% weighting given to sustainable measures such as the where products are sourced and the trader approach to, for example reducing use of plastics recycling of products and waste.
- 1.3 Homes for all. None
- 1.4 Vibrant Local Economy
- 1.5 Having a vibrant and attractive street market in the centre of Winchester city contributes to the visitor economy, supports local traders including independent businesses, encourages start-ups and provides access to goods and services for both residents and visitors. In doing so this increases footfall and dwell time of people in the city which results in increased spend per visit. It helps achieve a stronger, greener, more sustainable local economy, contributing to the city's distinctive and competitive offer and influencing young people choosing to live and work in the district.
- 1.6 Living Well
- 1.7 The curation of the city street market through the adoption of the operating policy will ensure a suitable range of products are available at prices which meet the needs and expectation of our residents and visitors including those most affected by the cost of living.
- 1.8 Your Services, Your Voice
- 1.9 The operating policy and market operator contract aims to:
 - (i) Attract a wider diversity of residents and businesses
 - (ii) Ensures the market is accessible and inclusive
 - (iii) Drives satisfaction and performance

2 FINANCIAL IMPLICATIONS

- 2.1 The established city street market is currently operated on behalf of the council by Southern Market Traders. The market operates 51 weeks a year from Thursday to Saturday with a Sunday market alternating with the Winchester Farmers Market. The current income and expenditure for this activity is set out below:

	2023/24	
Winchester Market	Forecast	Budget
Daily Market (Thurs, Fri, Sat)	£250,000	£300,000
Sunday themed markets and concessions	£23,000	£25,000
TOTAL INCOME	£273,000	£325,000
Market Operators Contract Fee	£84,000	£84,000
Direct Operating Costs	£67,000	£67,000
Indirect Operating Costs	£41,000	£41,000
TOTAL EXPENDITURE	£192,000	£192,000
NET INCOME	£81,000	£133,000

- 2.2 The market layout has a maximum capacity of 65 pitches, including 20 pitches operated at weekends in the Broadway. Currently the market operates on an average 65% occupancy throughout the year, as reflected in the income above. Based on past performance of the market, feedback from the current operator and as a result of the soft market testing the aim would be to increase this occupancy to an average of 75%.
- 2.3 There are no plans to change the number of pitches operated on the market, or the layout of the market which would bring about a financial implication.
- 2.4 The number of days and times the market operates will be adjusted to enable the introduction of themed and specialist markets including evening markets, as supported by the recommendations in the independent review. The purpose of this is to add value to the overall markets and wider city offer for both residents and visitors, improving the reputation and influencing dwell time, spend and impact on the overall local economy. In doing so this will serve to protect the existing and develop new income streams.
- 2.5 Current pitch fees are broadly in line with local area and competitor destinations. Therefore there are no immediate plans to change pitch fees.
- 2.6 Consideration has been given to the current traders operating on the market and it is not anticipated that the adoption of the operating policy would unduly restrict the ability of the vast majority to trade and thus lead a financial impact.
- 2.7 The introduction of the operating policy would be phased as part of a structured transition plan over a six month period to provide sufficient time for those who need to undertake any enhancements to the way they trade in order to meet the requirements of the policy. Undertaking this approach is considered to limit any financial risk.

- 2.8 Despite the above, any change brought about by procuring a new contract and adopting the operating policy for the street market could present a financial risk. This is potentially due to a reduced number of traders taking pitches during the transition period and beyond following the commencement of the contract. This might occur because traders are unable or not prepared to align their business with the operating policy or do not wish to operate with the market operator.
- 2.9 In terms of financial implications that the procurement process might bring about, tenderers will be asked to outline their approaches to:
- a) protecting the established revenue streams for the council,
 - b) generate additional and new revenue streams, considering how they might:
 - (i) limit and/or share appropriate financial risk with the council,
 - (ii) propose incentives for the operator to develop the market offer both in terms of quality and additional revenue generation.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 There is no signed written agreement currently in place between the council and the market operator. In order to provide the necessary legal framework to manage the market operations a new contract needs to be issued.
- 3.2 The tender opportunity is above the UK threshold for a services contract and an open tender procedure is being utilised in accordance with the council's Procurement Rules and The Public Contract Regulations 2015. The opportunity will be advertised via 'Contracts Finder' and 'Find a Tender', both sites are designed to help suppliers find public sector procurement opportunities.
- 3.3 The contract will be for an initial period of three years, with annual reviews and will include an option to extend annually for a further two years.
- 3.4 An exception to procurement rules decision record was approved 27 October 2022. The variation of the standard evaluation weightings, as set out in 29.1 (ii) of the Councils Contract Procedure Rules, reflects 60% in favour of quality and 40% towards cost. This will enable the procurement of an appropriately experienced market operator and ensure that the service and quality of the city street market is the main consideration when evaluating tender submissions.
- 3.5 A robust performance monitoring schedule will form part of the contract and activities will be conducted in accordance with the council's Contract Management Framework.

4 WORKFORCE IMPLICATIONS

- 4.1 Responsibility for the street market contract will transfer from the Estates to the Economy team following completion of the tender exercise. Existing Economy staff resources will oversee the implementation of the Operating Policy and the competitive tendering for the market operator. The team will be responsible for the ongoing contract management and monitoring with the selected operator.

5 PROPERTY AND ASSET IMPLICATIONS

- 6 All necessary permissions from Hampshire County Council to enable the operation of a street market in the High Street and Middlebrook Street, as outlined in the Operating Policy will be secured prior to commencement of the new contract. The council will retain ownership of the stall gazebos for use by traders.

7 CONSULTATION AND COMMUNICATION

- 7.1 Business and Housing Policy Committee on 6 October 2022 considered the findings and recommendations of an independent review undertaken that year on behalf of the council by The Retail Group. This also incorporated findings and recommendations relating to the market from a wider retail study undertaken by Lambert Smith Hampton in 2020. The key areas raised by the committee have been considered within the operating policy and included:
- a) Discouraging the use of single-use plastic within the district's Street Markets.
 - b) Safety issues in connection with loading and unloading be considered as part of any future procurement exercise and separately with market stall holders.
 - c) Timescales relating to re-tendering.
 - d) The ease of access through the Winchester Street Market.
 - e) The long-term aim of using The Broadway be considered.
- 7.2 In considering the policies for the future operation of the market a working group of officers from the Economy and Estates teams was established. Representatives from Procurement, Legal, Finance and Environmental Health teams have provided guidance as part of this group's work.
- 7.3 A meeting with the current market operator was held on 20 June 2023 to discuss and gain feedback on the key changes proposed for the future operation of the market.

- 7.4 Soft Market Testing, see Appendix 3, has been undertaken with five established market operators including the existing operator to further test the proposed operating policy.
- 7.5 The Cabinet Member for Economy and Culture has been kept informed and has been given the opportunity to comment on progress via regular Cabinet Member update meetings.
- 7.6 To support the tender exercise and the introduction of the Operating Policy a communications and transition plan, see Appendix 4, will be produced to ensure local stakeholders, interested parties and residents are fully informed about the process and timescale proposed for this contract.
- 7.7 Town Forum on 14 September 2023 followed by Business & Housing Policy Committee on 19 September 2023 will (has) consider(ed) the Operating Policy.
- 7.8 **SPACE HOLDER** – feedback from Town Forum 14 September 2023
- 7.9 **SPACE HOLDER** – feedback from Business & Housing Policy Committee 19 September 2023

8 ENVIRONMENTAL CONSIDERATIONS

- 8.1 As part of the tender process bidders will be required to set out how they will assist the council to meet its environmental targets by reducing its carbon footprint, proactively managing and reducing its impact on the environment, its use of natural resources and to develop its Corporate Social Responsibility.
- 8.2 All bidders will need to complete and ‘pass’ a standard qualification selection questionnaire as part of the procurement exercise. The questionnaire is designed to check the business conduct of suppliers including proven offences of grave professional misconduct, including environmental matters and modern slavery.
- 8.3 Additionally, 10% of the evaluation weighting for ‘quality requirements’ will be allocated to environmental considerations.
- 8.4 The Operating Policy seeks to encourage applications from street market traders selling sustainable or Fairtrade products as well as street market traders operating in a sustainable way, for example by reducing plastic use and encouraging recycling of products and waste.

- 8.5 The location of where the street market trader's business is based and the geographic source of their products for sale will be considered as part of the application process. The highest scores being given to those that are travelling and sourcing products with the least miles to operate on the street market.
- 8.6 Sustainability will be considered when developing a programme of themed markets with the market operator. Additional sustainability focussed opportunities will be considered with the market operator as part of the transition plan.

9 PUBLIC SECTOR EQUALITY DUTY

- 9.1 The Public Sector Equality Duty (PSED), at section 149 of the Equality Act 2010, requires public bodies, including the council to have due regard to the aims of the general equality duty when making decisions and when setting policies.
- 9.2 Having due regard to the need to advance equality of opportunity involves considering the need to remove or minimise disadvantages suffered by people due to their protected characteristics.
- 9.3 An Equality Impact Assessment has been drafted which has not identified any significant negative impacts. Feedback from Town Forum and Business & Housing Policy Committee will be considered in the final version for Cabinet on 17 October.

10 DATA PROTECTION IMPACT ASSESSMENT

- 10.1 All personal information collected as part of the implementation of the new city street market operating policy and the procurement process, including that contained in contract documentation will be held in accordance with the Council's Data Protection Policy and comply with the six Data Protection Principles set out in Article 5(1) of the General Data Protection Regulation (GDPR) and sections 35 to 40 of the Data Protection Act 2018 (DPA).

Risk	Mitigation	Opportunities
<ul style="list-style-type: none"> - continued economic downturn results in reduced customer spend on the market leading to reduction in number of market traders. 	<p>to mitigate any significant risk will be considered.</p> <p>The tender specification will require bidders to outline their approach to relationship management as part of a transition plan and throughout the life of the contract to mitigate this risk.</p> <p>Competitive tender specification requires bidders to offer mitigating arrangements to respond to such circumstances to limit financial exposure for both the market operator and the council.</p>	<p>and shared ownership of risk and reward.</p>
<p>Exposure to challenge Challenge from market operators for failure to undertake a compliant competitive tender process.</p> <p>Existing market traders unable to trade due to inability to meet new operating policy.</p> <p>Residents unsupportive of the changes made to the market operation.</p>	<p>Robust tender process supported by the council's procurement and legal services to ensure compliance with the Public Contract Regulations 2015. Existing market traders will be supported through the changes as part of an agreed plan of transition delivered by the market operator and supported by the council. This will include advice and guidance as well as up to six months for traders to bring about the changes required.</p> <p>A communications plan will detail ongoing information to share with residents to keep them informed of any changes to the street</p>	<p>Effective communications raises awareness and drives additional resident</p>

Risk	Mitigation	Opportunities
	market.	footfall to the market.
<p>Innovation Inadequate innovative approaches to market operations stifles appropriate development of the offer, limits introduction of an appropriate range of products for sale, leading to reputational damage and reduction of footfall.</p>	<p>Best practice research along with soft market testing has generated innovative approaches which have informed the development of the tender specification. The competitive tender specification requires bidders to consider development of the market offer in terms of innovation and range of products for sale. This will be supported by the adoption of the City Street Market Operating Policy. Adoption of KPIs and associated contract management will also serve to mitigate this risk.</p>	<p>Innovative approaches to operating the market could lead to improved quality, reduced operating costs and strengthened reputation.</p>
<p>Reputation The provision of a poorly curated street market offer which does not meet the needs and expectations of residents and visitors results in a negative impact on the perception of the wider city offer, reduced footfall to the high street, leading to reduced spend in the local economy.</p> <p>The adoption of City Street Market Operating Policy leads to complaints from High Street retailers and traders.</p>	<p>The adoption of the City Street Market Operating Policy, the delivery of a robust transition plan, and agreed with the market operator, an incentivised plan of development will aim to mitigate these risks.</p> <p>The adoption of a robust transition plan along with regular communication with High Street retailers, which takes into consideration feedback, will form part of the contractual agreement between the market operator and the council.</p> <p>A proactive communications</p>	

Risk	Mitigation	Opportunities
<p>Public criticism of the planned changes to the market operation are experienced during the policy approval process, procurement/contracting of the market operator and delivery of the transition plan.</p>	<p>framework plan has been drafted which aims to define the need for change, its benefits, and fosters support and engagement from residents, businesses and market traders.</p>	
<p>Achievement of outcome Non-compliance with the City Street Market Operating Policy means that the desired improvements are not achieved.</p> <p>Time required to transition takes longer and delays delivery of outcomes.</p>	<p>A robust transition plan will be agreed and delivered to include advice and guidance to support existing traders to meet the policies over a six month period, and a requirement for the market operator to curate a waiting list of market traders who do meet the agreed policies.</p> <p>Through ongoing contract management, including regular performance reviews, established milestones and KPIs will be reviewed and actions put in place to mitigate emerging delays where possible.</p>	
<p>Property The location in which the city street market operates is not in the control of the city council.</p>	<p>The High Street and Middlebrook Street fall under the responsibility of Hampshire Highways. The city street market is an established operation in this area. However, periodic meetings and communications with Hampshire Highways will be maintained along with any licencing requirements met to mitigate any risks to operating the market.</p>	

Risk	Mitigation	Opportunities
<p>The street market cannot operate in usual location due to priority given to civic or other events.</p>	<p>A Festivals and Events programming policy is being developed which will outline the acceptable uses of High Street and Broadway and any instances where the city street market will need to be relocated. These will be agreed and deployed in partnership with Hampshire County Council.</p>	
<p>Community Support Residents do not support the revised operating policies resulting in a reduction in footfall.</p>	<p>A robust communications plan will be developed building on the framework , see Appendix 4, in partnership with the market operator which will include notification to residents of the planned changes. The Market Operator will be required to collect feedback from traders and market customers during the transition period and share this with the council. Any appropriate revisions to the City Street Market Operating Policy will be considered as a result.</p>	
<p>Timescales Timescales slip regarding the competitive tender process, contracting a market operator, undertaking the transition period and plan which limit the publicity opportunities due to the pre-election period.</p>	<p>Effective programme management will be used throughout the tender, contracting and transition periods including the establishment and monitoring of key milestones.</p>	
<p>Project capacity Competing council priorities result in a lack of resource available to deliver this</p>	<p>Options for redeploying capacity from other teams in the service (or wider) will be</p>	

Risk	Mitigation	Opportunities
programme of work.	explored as soon as resource issues are identified as part the programme management regime.	
Other The competitive tender process does not result in securing an ongoing market operator.	The existing market operator will be in place until such time as a successful competitive tender process is achieved. If an operator is not secured from the first competitive tender, feedback will be sought from bidders to enable a revision of the specification.	Feedback from the tender exercise leads to a new approach to contracting a market operator.

12 SUPPORTING INFORMATION:

Current street market operation

- 12.1 The city street market is a well-established, long-standing market, operated on behalf of the council since 2011 by Southern Market Traders Management Consultants Ltd. The market operates 51 weeks of the year daily from Thursday to Saturday. A themed antique/collectibles and art and design market operates on Sundays alternating with the Hampshire Farmers Market.
- 12.2 The maximum pitches available are 65 on a Sunday (including the Broadway) and currently 45 Thursday to Saturday.
- 12.3 The market currently operates in the High Street and Middlebrook Street. Whilst the intention is to maintain this location and layout flexibility will be reserved for the council to consider alternative/extended locations in the city, for example if there were road closures in Jewry Street and Market Street to facilitate one off/special events.
- 12.4 It has previously operated in Middlebrook Street car park and has extended up as far as The Ivy in the High Street in the past.
- 12.5 The market typically operates on average at 65% occupancy throughout the year, with January and February traditionally quieter months. Premium pitch fees are charged during the festive period with a flat rate fee at all other times.
- 12.6 For clarity the Hampshire Farmers' Market that takes place every second Sunday is operated under licence with council and falls outside the market management contract.

- 12.7 There are two pitches dedicated for concessions, numbers 75 and 76 in Market Street and St Maurice's Covert respectively. Concessions are operated under a licence with the council and form part of the market operator's contract. Traders operating on these pitches are required to meet the requirements of the operating policy.
- 12.8 Traders offer a range of goods for sale, typically found on a traditional market. Some traders are local, others travel significant distances to trade on the market, offering goods for sale but also services such as double glazing, driveway replacement, roadside recovery.

Evidence base and justification of the operating policies

- 12.9 The justification for the operating policy of the city street market is:
- a) the lack of a contract in place with the current market operator,
 - b) the findings and recommendation from the research undertaken by Lambert Smith and Hampton and the Retail Group,
 - c) the desk research into other markets undertaken by officers,
 - d) the outcome of the soft market testing,
 - e) that the market has capacity and can accommodate more traders,
 - f) the need to drive footfall after the pandemic and the impact of the cost-of-living crisis on residents and visitors,
 - g) the need to operate a curated market to protect the assets of Winchester's historic heritage setting.
- 12.10 A Retail Study was undertaken by Lambert Smith Hampton in 2020, see Appendix 2. As part of the study the following recommendations were made with regard to the street market:
- a) Whilst the facilities of the city centre were considered as quite or very good by the users surveyed the street market was rated mainly as quite good to middling,
 - b) The existing street market offer is a recognised strength and it is identified as a growth opportunity, both to improve the existing market offer and to add additional themed offers, evening markets, street food markets etc,
 - c) It is recognised as adding to the provision of independent retailers in the core city centre area, something that might not be otherwise affordable given pressures on space and rents,
 - d) Through expanding the independent offer, the street market will be expanding the choice and variety of goods available in the city centre.

12.11 An independent review was conducted on behalf of the council by the Retail Group in 2022, see Appendix 2. It concluded:

- a) The market is anchored by a good fruit and veg trader, excellent fishmonger and a butcher,
- b) There is an award winning cheese trader, excellent bread, pies and cakes traders and a growing range of other food operators,
- c) The catering offer is good, with an excellent coffee provider and several hot food specialists,
- d) The non-food traders cover a wide variety of categories, from silver plate cutlery to bedlinen, leather goods and artisan producers.

12.12 The research carried out with users of the market showed that whilst 75% of respondents were satisfied with the current street market provision:

- a) 72% were keen to see occasional event markets,
- b) 65% would like to see more visiting themed markets.

12.13 The research identified opinions from local businesses operating in and around the high street. These included:

- a) An improved market would be considered an attraction, generate additional footfall, would be popular and add some benefit to local businesses,
- b) In future the markets need to complement existing businesses and have broad appeal,
- c) The current markets are in the right location, market shoppers use other town centre facilities, traders do not provide unfair competition,

12.14 The independent review recognised:

- a) The Thursday, Friday and Saturday markets could all grow and use the space used by the Sunday market, further along the Broadway. This would increase the appeal of the market and all the associated economic benefits,
- b) The market needs to be presented to a better average standard, there are some excellent traders and some reducing the average. Despite this it was felt that the market was well managed and the trader manager relationship appeared positive,
- c) There are opportunities to improve the product quality, further expand the variety, more local / regional produce, trader delivery and improved stall quality, signage, information and use of space, sightlines, first impressions and overall experience.

12.15 The review also considered four well established markets:

- a) Ridley Road, Hackney – a large street market trading across the week

Accepted as a very important part of a visit to the town centre, with most people using it the majority of times they visit. Only 10 to 15 % of visitors never use the market.
- b) Medway Markets - Rochester High Street Farmers and Artisan Market

Two thirds of consumers visit the market most times or every time they visit the town centre and the market is trading. Consumers like the quality of the market (stalls and product) and the choice available.
- c) Bury Market, Greater Manchester

Bury Market recognised by the community as being of great importance and value, contributing to the local identity of the town. Repeat and long standing customers is high. The Market is described by the community as a vital social hub who feel safe and welcome there.
- d) Queens Market, Newham

Ninety-two percent of market users strongly agree or agree that it is a community hub offering a social and welcoming environment and 96% strongly agree or agree that significantly contributes to the areas local identity.

12.16 The review recommended:

- a) extending the offer to complement the wider retail offer in terms of quality and mix including more local and regional producers,
- b) introducing early evening, themed and touring markets including youth/student, entrepreneur/start up business and independent/local producer themes, and
- c) introducing street events and offerings to attract a younger adult demographic.

12.17 In summary the review recognised that whilst the market was established and long standing, there were opportunities to use it as a springboard to deliver a more proactively curated market offer which aligns more closely with the council plan. In particular around priorities including sustainability, supporting local businesses, competitiveness, driving footfall and the overall quality of the market offer and its impact on the reputation of the city for residents and visitors.

12.18 Desk research was undertaken by officers reviewing a range of local markets as well as those in locations complementary to Winchester city. This included Eastleigh, Southampton, Basingstoke, Salisbury, Chichester and Frome as well as the Christmas Markets hosted in Winchester, Bath and York.

12.19 The research concluded:

- a) All market operators had an operating policy in place, with some taking a more comprehensive approach.
- b) All market operators undertook some sort of application and assessment process, considering both mandatory compliance as well as qualitative considerations.
- c) A growing number of operators were considering the sustainability credentials of the traders and that of their goods for sale.
- d) The pitch fees currently charged in Winchester are broadly in line with others. There is the opportunity to consider modest increases when it is felt appropriate to do so.
- e) The delivery of a sense of place, clear branding, operator owned gazebo's was varied.

12.20 Soft Market Testing was carried out in order to inform how the council might progress future operations of the street market in central Winchester prior to procuring a contract for a market management company.

The aim of the soft market testing was to:

- a) gather information to support the council's decision-making process in any next steps,
- b) inform our thinking regarding commercial considerations of operating the street market,
- c) identify innovative and cost-effective delivery solutions, which may inform our specification development,
- d) understand the optimum way of procuring.

12.21 A soft market testing questionnaire, see appendix 3, was included on contracts finder which generated a significant amount of interest from operators and resulted in five, representing over 40 markets responding. A summary of the questionnaire responses included:

- a) All operators reported opportunity to grow and develop the Winchester city market. This included the average annual pitch occupancy, additional themed and touring markets as well as special events, additional trading days and sponsorship,
- b) All operators had experience of a range of financial models and most included a fixed management contract fee option in their response. Two have operated on a shared income model relating to additional income generated above set KPIs. One would consider operating on a profit share basis and one operated a revenue share arrangement with the traders,
- c) Most operators adopted a flat fee structure and one operated a pitch fee based on season and location,
- d) All operators adopted an application and assessment process to varying degrees,
- e) Most operators supported encouraging local traders, local goods for sale and start-up businesses,
- f) All operators supported the adoption of sustainability including two which operated a ban on single use plastics,
- g) All were supportive of a collaborative planned period of transition.

The Vision for Winchester City Street Market

12.22 Based on the independent review, research undertaken and the evidence base, the proposed vision for the Winchester City Street Market is for a well-curated, high-quality, locally driven street market which meets the expectations of its visitors, supports the local economy and adds to the vibrancy of the city centre by:

- a) providing access to a diverse and affordable range of products and food & beverage,
- b) driving footfall, spend and dwell time,
- c) raising awareness and reputation of the city's retail offer,
- d) reducing the street market's carbon footprint,
- e) complementing existing retail activities,
- f) encouraging business start-ups and innovation.

12.23 This approach also aligns with the Winchester District Ten Year Green Economic Development Strategy which aims to position the city as ‘a vibrant place for business’ making it ‘a go-to place’ for business start-up’s by providing affordable space.

Proposed Street Market Operating Policy

- 12.24 The Operating Policy which sets out the way the contracted market operator and market traders will be expected to manage and operate the city street market, responds to the reviews undertaken, feedback received and the evidence collected. It forms a key part of the competitive tender and contracting process and sets the standard expected in terms of:
- a) a City Street Market Operating Policy which drives the qualitative delivery of the city street market with which all market traders will be required to comply in addition to meeting compliance and legislative requirements,
 - b) market traders which offer a wide range of high-quality, appropriately priced products, which complement those currently available and meet the expectations from the range of visitors using the street market
 - c) national groups and chains as well as service providers such as motor breakdown, double glazing, subscription organisations such as Woodland Trust/RSPB, will be discouraged,
 - d) a market trader selection process (as outlined in 10.20) which recognises both qualitative considerations as well as compliance and legislative requirements,
 - e) practices which reduce carbon impact through the provision of locally sourced goods for sale; adoption of sustainable practices and the location of the market traders, favouring those that travel least miles to operate on the street market,
 - f) a pitch pricing policy which reflects seasonality, availability and within three pricing bands made up of premier pitches, standard pitches and charity pitches,
 - g) themed markets which encourage entrepreneurs, start-up business and independent/local producers as well as those that attract a young demographic/student audience,
 - h) opportunities to increase dwell time including the appropriate expansion of street food provision, street entertainment, outdoor seating etc,
 - i) repeat customer visits through encouraging up to four new approved traders to the market to replace the existing in any 12 month period enabling an appropriate level of mixed and changing offer,

- j) a stronger sense of place and visual identity through the provision of branding, signage and colour co-ordinated gazebos.

12.25 In order for market traders to operate on the city street market they will be required to apply for pitches and be assessed against a set criteria. This approach incorporates the existing arrangements. Successful applicants will be recognised as an approved trader and will be offered a permit to trade. As part of the transition plan, see Appendix 4, all current market traders will be assessed against the set criteria by the market operator in partnership with the council. All new applications will be assessed by the market operator, as set out in the operating policy, see Appendix 1 and overseen by the council as part of ongoing contract management.

12.26 There are five stages to the application process to become a trader on the street market as outlined below:



12.27 The table below outlines how applications to trade on the market and existing market traders will be assessed. A percentage allocation has been given to the five areas of qualitative assessment and within each of these applicants will be scored 0 – 5. Our research showed that this approach was in line with many other markets, including those who participated in the soft market testing, recognising some taking a less formal approach whilst others, such as Greenwich, London and LSD adopting an evaluation similar to that recommended. Full details will be available in the City Street Market Operating Policy.

Qualitative Assessment	
GOODS FOR SALE	SUSTAINABLE CREDENTIALS
60% of qualitative Score	40% of qualitative score
Areas for consideration: Quality of goods for sale Compatibility of goods for sale with existing high street offer Goods for sale meeting local need or demand	Areas for consideration: Sustainability credentials of the goods for sale and the market trader including: Provenance of goods, using local or fair trade products or ingredients use of recycled for sustainable goods organic and/or seasonal foods reduction of single use plastics reduction in energy consumption distance travelled trader

Market operator tender exercise

12.28 Bidders will respond to the specification with a fixed operating fee along with an outline their approach regarding the overall operation of the city street market and will include how the following will be delivered:

- a) The vision for the Winchester city street market,
- b) The adoption of the operating policy,
- c) The adoption of the legislation and compliance policy,
- d) Protection of the established revenue streams for the council,
- e) Opportunities to generate additional and new revenue streams and related financial models
- f) A detailed transition plan to include roles, responsibilities, and actions required of the market operator (both outgoing and incoming), the market traders and the council,

- g) A framework communications and engagement plan aimed at all audiences including residents, visitors, current market traders, high street retailers and other stakeholders, such as the BID.

12.29 The revenue collected from pitch fees on behalf of the council will fund the costs of the market operator contract fees, as outlined in 2.1.

12.30 The table below outlines the proposed competitive tender programme, which will be kept under review:

Activity	Timeline
Soft Market Testing	July 2023
Adoption of the operating policy and delegated authority to procure and contract	September/October 2023
Tender open to applications	October – November 2023
Response evaluation	November – December 2023
Tender submission interviews	January 2024
Appointment of contractor and contract execution	January – February 2024
Contractor handover period if required	March 2024
Transition period, adoption and execution of agreed operating policies	April to September 2024

13 OTHER OPTIONS CONSIDERED AND REJECTED

13.1 Do nothing – continue with the current market operator. This was rejected in favour of mobilising the findings and recommendation of both reviews.

13.2 Contract the current market operator to operate the market under the revised operating policies. This was rejected in favour of offering the opportunity to the market via the competitive tender process to ensure best value and compliance.

13.3 Serve notice to the current market operator and operate the market in house. This was rejected as neither the resources nor expertise is available within the council.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

Business & Housing Policy Committee, Thursday 6 October 2022, Findings and future plans following the Street Market Review:

[\(Public Pack\)Agenda Document for Business and Housing Policy Committee, 06/10/2022 18:30 \(winchester.gov.uk\)](#)

Other Background Documents:-

Retail Group Independent Market Study 2022

Soft Market Testing Questionnaire

Framework Transition and Communications Plan

APPENDICES:

Appendix 1 – Draft Winchester City Street Market Operating Policy.

WINCHESTER CITY STREET MARKET OPERATING POLICY
SEPTEMBER 2023



Winchester City Street Markets Operating Policy

September 2023

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1. INTRODUCTION

- 1.1 The council's vision for the Winchester City Street Market, referred to as 'the street market' is for a well-curated, high-quality, locally driven street market which meets the expectations of its visitors, supports the local economy and adds to the vibrancy of the city centre by:
- providing access to a diverse and affordable range of products and food & beverage,
 - driving footfall, spend and dwell time,
 - raising awareness and reputation of the city's retail offer,
 - reducing the street market's carbon footprint,
 - complementing existing retail activities, and
 - encouraging business start-ups and innovation.
- 1.2 This approach supports the Council Plan 2020 to 2025 vision for a vibrant local economy, achieved by having a compelling and competitive visitor offer, promoting independent businesses, encouraging start-ups and increasing the attractiveness of Winchester district's high streets.
- 1.3 This approach also aligns with the Winchester District Ten Year Green Economic Development Strategy which aims to position the city as 'a vibrant place for business' making it 'a go-to place' for business start-up's by providing affordable space.
- 1.4 This policy supports the outcomes of the independent review of Winchester District Street Markets, commissioned by Winchester City Council, which recommended:
- extending the offer to complement the wider retail offer in terms of quality and mix including more local and regional producers,
 - introducing early evening, themed and touring markets including youth/student, entrepreneur/start up business and independent/local producer themes, and
 - introducing street events and offerings to attract a younger adult demographic.

2. Purpose of this document

- 2.1 There are two key documents which outline how the Winchester City Street Market will be operated including the requirements of both the approved street traders and the market management company. These are:
- The Winchester City Street Market Operating Policy, (this document)
 - The Winchester City Street Market Compliance Policy. This policy can be found at [Markets - Winchester City Council](#)
- 2.2 The purpose of this document is to set out the policies which are of an operational nature and are in addition to those related to compliance and legislation.
- 2.3 For clarity this policy does not apply to Hampshire Farmers' Market that takes place every second Sunday. This is operated under licence with council and falls outside the market management contract.

3. Policy variations

- 3.1 Winchester City Council reserves the right to alter or vary any of the policies set out in this document including making any changes, either on a temporary or permanent basis, to ensure the viability and efficacy of the market. Due regard will be given to appropriate consultation and notification periods for those affected by the changes required.

4. Definitions

4.1 Winchester City Council:

Winchester City Council is the market owner. The responsibility and oversight of market operations sits within the Economy team who will act as client for the market management company contract, management of which will be robust and transparent ensuring best value and in compliance with the council's contract management framework.

4.2 The Market Management Company:

Day-to-day management of the street market is devolved to the market management company, as specified in the contract between Winchester City Council and the commissioned market management company.

4.3 The Market Manager:

The person/s appointed by the market management company to manage the operation of the street market on a day-to-day basis.

4.4 Approved Traders:

Any person/business wishing to sell food, drink or goods on the street market who has satisfied the requirements of the approved trader process.

4.5 Charities:

Charities are organisations that are registered with the Charity Commission for England and Wales.

4.6 Concessions:

These are two concession pitches, numbers 75 and 76 which are available seven days a week and are operated under licence from the council and managed by the market management company.

4.7 Exclusions:

Permission for the Hampshire Farmers Market, taking place on alternate Sundays, is given by licence from the city council and is not managed by the market management company.

5. THE MARKET MANAGEMENT COMPANY

- 5.1 The market management contract will be procured periodically in accordance with the council's Contract Procedure Rules and relevant legislation. The appointed management company will be responsible for gaining street trading consent from Winchester City Council for the duration of the market management contract.
- 5.2 The market management company will have devolved authority from Winchester City Council to be responsible for the day-to-day operation of the street market, ensuring that it and the approved traders including concessions, adhere to the requirements set out in:
- Winchester City Street Market Operating Policy (this document),
 - Winchester City Street Market Compliance Policy, and
 - the planning conditions governing town centre street markets, for further information please visit XXXX.
- 5.3 The market management company and Winchester City Council reserves the right to require an approved trader, in the instance of failure to comply with the Operating and Compliance policies, to remove themselves and their goods for sale from their pitch with immediate effect. Consequently, such approved traders may not be invited to trade on the market in the future.

- 5.4 If an approved trader wishes to appeal a decision of the market management company in its course of enforcing these policies as part of the day to day operation of the street market, they should do so in writing to the Economy team at: ecodev@winchester.gov.uk. All appeals will be considered in line with the procedure outlined in Appendix X and will be considered within 28 days, unless otherwise advised. The decision of Winchester City Council is final.

6. WINCHESTER CITY STREET MARKET

Types of market traders, quality, range and provenance of products

- 6.1 This section of the policy outlines the types of street traders and their products that Winchester City Council wishes to attract to apply to become approved traders and trade on its street market.
- 6.2 To be able to trade on Winchester's street market a street market trader must apply to be an approved trader. Approved trader applications are welcomed from street market traders whose products support the Winchester City Council's objective of a vibrant economy, see street market approved trader application process for more information on pages 15 – 20.
- 6.3 The street market will aim to offer a wide range of high-quality, appropriately priced products to meet the expectations from the range of visitors using the street market. Approved traders will include small independent businesses such as contemporary designers and makers, independent local, seasonal and regional food and drink producers, vintage fashion, collectables and furniture, as well as their distributors.
- 6.4 National groups and chains and service providers for example, motor breakdown services, double glazing, subscription organisations who are solely selling membership and have no goods for sale are discouraged and are at the discretion of Winchester City Council.
- 6.5 For the regular street markets duplication of approved traders offering the same or similar products will be kept to a minimum. This excludes specialist / themed markets, which by their nature, will have traders offering similar products.
- 6.6 The provision of street food is encouraged, with designated seating areas, to increase visitor dwell time.
- 6.7 Approved traders will be required to offer products for sale that complement existing retail activity in the local area.
- 6.8 Charities will be required to apply as an approved trader in the usual way. Charities must be registered with the Charity Commission for England and Wales. When trading on the market charities must be offering goods for sale. More information about charities is outlined in pitch allocation on page 11.

- 6.9 There are two pitches dedicated for concessions, numbers 75 and 76 in Market Street and St Maurice's Covert respectively. Concessions are operated under a licence with the council. Traders operating on these pitches are required to meet the requirements of this policy.
- 6.10 Applications for up to one year of consecutive trading will be considered and all applications are renewable annually with the same notice periods as outlined in this policy.
- 6.11 Winchester City Council declared a climate emergency in June 2019. The council is committed to becoming a carbon neutral local authority by 2024 and is aiming for the wider district to be carbon neutral by 2030. Applications are encouraged from street market traders selling sustainable or Fairtrade products and/or street market traders operating in a sustainable way, for example by reducing plastic use and encouraging recycling of products.
- 6.12 The location of where the street market trader's business is based and the geographic source of their products for sale will be considered as part of the application process.
- 6.13 Existing high street retailers and city centre business can apply for a pitch on the street market in the same way as all other market traders and will be assessed accordingly.
- 6.14 In order to manage appropriate churn and encourage customer loyalty and repeat visits a minimum three of approved traders must be new to the market in any 12 month period.
- 6.15 The market management company must consider the product price points of approved traders in relation to product price points available across the city to ensure an appropriate range is offered at the street market which meets the expectations of a broad range of residents and visitors.
- 6.16 Opportunities to extend the range of products available on the street market by attracting themed and touring markets will be considered by Winchester City Council as put forward by the market management company. These markets will be additional to the standard trading times and days (9am to 5pm Thursday to Saturday).
- 6.17 Themed markets and street market traders which encourage entrepreneurs, start-up business and independent/local producers as well as those that attract a young demographic/student audience are welcomed.

- 6.18 Events and entertainment which operate alongside the street market and which add value and are commensurate with the local environment, will be considered where appropriate, and where they:
- increase footfall,
 - dwell time,
 - visitor experience,
 - develop the reputation of the street market to generate increased repeat custom,
 - develop the reputation of the street market amongst traders influencing the best street market traders wishing to trade in Winchester.
- 6.19 Approved traders will be expected to conduct their business in such a manner as to maintain the good order, discipline, and positive reputation of the street market and that of Winchester City Council.
- 6.20 Visitors to the market may submit a comment about the street market via the online form available on the 'Markets' page at www.winchester.gov.uk. All comments from visitors to the market will be responded to by either the market management company or Winchester City Council. Any visitor who feels that the comment is not responded to satisfactorily may make a formal complaint by completing an online complaints form via the council's website. All complaints will be handled in line with Winchester City Council's complaints procedure as outlined on the website.

7. DAILY OPERATIONS

Street market operating times

- 7.1 The operating hours for the street market are Thursday to Sunday 9am– 5pm.
- 7.2 The market management company will ensure:
- the provision of an easily identifiable point of contact for both visitors and approved traders during market operating hours,
 - that all approved traders operating a pitch are open for trade during these operating hours.
- 7.3 Winchester City Council reserves the right to operate the market on additional days, for example at Christmas and for speciality/themed markets.
- 7.4 The market management company will need the written consent of the council to operate the street market outside of these operating hours.
- 7.5 Winchester City Council reserve the right to alter the street market operating days, trading hours and temporarily suspend or close any street market for any reason and on any grounds, for such period as the council requires.

- 7.6 Winchester City Council reserves the right to stand down the street market if it believes there to be any significant breaches of health and safety.
- 7.7 Without liability to the market management company, it may request not to operate a street market or similarly shorten the market operating hours in certain extenuating circumstances, such as Met Office severe weather warnings. Where possible 48 hours' notice should be provided, by email, to the council for approval and then to the approved traders.

8. Market location and layout

- 8.1 The main areas of operation of the street market are the bottom end of the High Street, Middlebrook Street and on Sunday's the Broadway, subject to agreed road closures.
- 8.2 The street market will be arranged within the physical parameters as indicated on the agreed plan. See Appendix A.
- 8.3 Key principles for the layout of stalls and traders use of them are:
- Space must be maintained between the stall and shop fronts to allow movement and access,
 - Stalls must not create pinch points or areas of congestion that restricts or prohibits access and movement,
 - The highway must remain unobstructed and allows for emergency vehicle access.
- 8.4 Additional layout requirements are outlined in the Compliance and Legislation Policy and the relevant risk assessment undertaken by the market operator as a requirement of the contract between Winchester City Council and the Market Management Company.
- 8.5 The market layout will allow for all pitches to be of the same depth to give the market the appearance of continuity. With the exception of regular concessions, pitch sizes will be either 3x3m or 3x4m, as set out in the plan.
- 8.6 Consideration will be given to approved traders who wish to apply to operate on more than one adjacent pitch. However, overall the market management company is required to ensure that the street market will not be dominated by a few larger pitches.
- 8.7 Winchester City Council reserves the right to allocate designated areas for special themed approved traders. i.e., food, and occasional table and chairs will be available where appropriate to influence the dwell time of market users.

8.8 Winchester City Council reserves the right to alter the location and layout of the street market at any time. In this instance due notice will be given to approved traders via the contracted market management company. Such instances include:

- the council's special and civic events, such as Mayor Making and Freedom Parade,
- the deployment of special or themed zones for times such as Christmas, and
- to accommodate major events and festivals, such as Hat Fair.

8.9 Where an event or festival still enables the street market to continue, the market management company would be expected to work with the event organisers to ensure the event and the street market run smoothly and in conjunction with one another.

9. Street market visual identity

9.1 The visual identity of the street market is important in ensuring that it evokes a strong sense of place, arrival and visitor experience.

9.2 The market management company is responsible for ensuring all approved traders comply with the branding guidelines that have been set out by Winchester City Council.

9.3 To create this sense of place and visual identity all street traders must only use the gazebos and accessories, including gazebo sides provided, unless otherwise agreed in advance with the market management company and such requests will need to be approved by Winchester City Council.

9.4 The market management company is responsible for maintaining all provided equipment to a high standard throughout the term of the contract. They will regularly inspect the condition of these and repair or arrange replacement as agreed with Winchester City Council.

9.5 The approved trader's promotional materials must be confined to the inside of the provided gazebo, on the front down stand of the canopy roof and/or a sail banner attached to the gazebo infrastructure. All approved traders sail banners must be no larger than 2 meters to ensure that no one approved trader's presence dominates the market.

9.6 Approved traders must not site stands or signs, such as A-boards on any other area than the traders consented pitch. The market management company is at liberty to remove any unauthorised promotional material.

9.7 Approved traders must only display branding attributable to the products they are selling. Any promotional material included on a pitch must be related to the approved trader that is trading from that pitch. Approved traders will be required to remove any unauthorised promotional material on the instruction of the market management company.

- 9.8 Approved traders must not move or remove any signage or promotional materials sited in the market and/or on the gazebo allocated to the pitch by the market management company.

10. Pitch allocation

- 10.1 Subject to the level of fee payable and any pitch location requests made by the approved trader, the market management company will have the final decision on which pitches are allocated to which approved traders. The market management company will be required to demonstrate equality of opportunity in its decision making.
- 10.2 Where possible, approved traders offering similar goods for sale will not be located within close proximity of each other.
- 10.3 Pitch number 77 is designated for charities at a discounted pitch fee. Charities must apply to trade on the market and meet all relevant requirements outlined in this policy. A charity cannot trade on the market consecutively for more than one week. A charity cannot trade on the market for any more than ten days per year.
- 10.4 There are two dedicated concession pitches, numbers 75 in Market Street and 76 in St Maurice's Covert.
- 10.5 Winchester City Council reserves the right to alter the number and allocation of pitches in discussion with the market management company.

11. Waiting list

- 11.1 If individual street market days are fully subscribed a waiting list will be operated by the market management company and overseen by Winchester City Council.
- 11.2 As pitches become available priority will be given to street market traders whose applications have been on the waiting list longest.

12. Pitch pricing

- 12.1 Pitch pricing is subject to seasonality, availability and within four pricing bands, as laid out below:

Band 1

Premier High Street pitches. Pitch numbers 15 to 31.

Band 2

Standard High Street and Middlebrook Street pitches. Pitch numbers 1 to 14.

Band 3

Charity rate. Pitch number 77

Band 4

Concession rate. Pitch numbers 75 and 76.

12.2 At the discretion of the council:

- reduced pitch fees will be offered on certain pitches during low season
- increased footfall is expected at Christmas, summer school holidays and when the city is hosting specific events, these periods are considered high season where increased pitch fees can be applied.

12.3 Non – refundable block booking incentives will be offered on a limited number of pitches to approved traders booking and paying for pitches in advance for a minimum of 24 and maximum of 48 trading days per year.

12.4 All fees and charges will be reviewed on an annual basis and changes will normally be implemented from 1 April each year. Winchester City Council reserves the right to review fees and charges at any time. Where possible 28 days notice of any / all price changes will be given.

12.5 Approved traders shall pay the full amount due regardless of whether the pitch is used or not, unless cancellation is given within the period outlined in the Pitch Booking Cancellation section.

12.6 For a tariff of current fees and charges, including seasonal rates and block booking incentives, please refer to Appendix X.

13. Pitch Payments

13.1 The market management company will collect all pitch fees on behalf of Winchester City Council.

13.2 Pitch fees will be paid in advance or as requested on the day of trading. All payments taken on the day of trading should be banked with Winchester City Council on the same day.

13.3 All payments should only be made in favour of Winchester City Council. Payments via cash will be discouraged.

13.4 The following methods of payment are available:

- In advance by a direct debit mandate/standing order
- In advance by BACS
- In advance or on the day, in person, via a debit or credit card
- In advance or on the day in cash

13.5 A receipt will be issued by the market management company on behalf of Winchester City Council for every payment made.

13.6 Approved traders not making pitch payments in advance or on request on the day of trading will be asked to remove themselves and their goods for sale from the street market with immediate effect.

- 13.7 In the circumstances of non-payment of pitch fee Winchester City Council reserves the right to refuse such approved traders the opportunity to trade on future street market days.

14. Pitch payment refunds

- 14.1 Refunds for pre-paid pitch bookings will only be made in line the the cancellation periods outlined below.
- 14.2 All pre-paid block bookings made at an incentive rate are non-refundable unless a street market trading day is cancelled by Winchester City Council or the market management company.

15. Pitch booking cancellations

- 15.1 72 hours notice by the trader of cancellation of paid for pitches in high season must be made to the market management company for all refundable advance bookings.
- 15.2 24 hours notice by the trader of cancellation of paid for pitches in low season must be made to the market management company for all refundable advance bookings.
- 15.3 Refunds relating to cancellations made after the cancellation notice period will be at the discretion of the market management company. The market management company reserves the right to offer a pitch on an alternative market day in lieu of a refund.
- 15.4 If any approved trader, having booked and paid for a pitch in advance, is absent from that day's market without informing the contracted market management company of the reason and expected duration of absence, they will be placed on the waiting list for future market days.

16. Street market set up, operating and take down requirements

- 16.1 The market management company will be responsible for overseeing the set-up, daily operation and take down of each street market.
- 16.2 The market management company will be responsible for all traffic management matters, including the production of a traffic management plan enforced by registered traffic management operative (RTMO), the movement of vehicles on the street market site, setting up and dismantling of stalls and arrangements for roads closures.
- 16.3 To ensure the smooth operation of the market the market management company is expected to:
- maintain regular communications with approved traders, and
 - develop a positive relationship with the surrounding businesses including dealing with issues and concerns arising from these businesses.

- 16.4 Winchester City Council will provide the gazebos, which all approved traders must use unless otherwise agreed in advance with the market management company.
- 16.5 The market management company will be responsible for the erection and dismantling of all gazebos and equipment for the street market on each market day, according to their agreed standard operating procedures.
- 16.6 Approved traders are not permitted to commence set up before 6am.
- 16.7 The market management company will ensure that the loading and unloading of stalls and products is managed in a safe way, taking account of pedestrians using the space.
- 16.8 Approved traders shall not unreasonably block the access to other approved traders, emergency vehicles or effective movement of visitors through the street market.
- 16.9 Noise and disturbance must be kept to a minimum during set up / take down periods which are between 6am and 9am and after 5pm.
- 16.10 Street market take down must not commence during market trading hours without the permission of the market management company and no earlier than 3pm.
- 16.11 Approved traders must have their pitches clear within one hour of the end of the street market operating hours.
- 16.12 All delivery and set up vehicles must be removed from the street market site by 9am. These vehicles are not permitted back onto the street market before the street market operating hours have passed, unless otherwise authorised by the Market Manager on the day of operation.
- 16.13 There are no facilities provided for waste disposal. All approved traders will be required to take their waste e.g., food waste, other rubbish and waste water with them at close of business for appropriate disposal. The market management company will be responsible for enforcing this.
- 16.14 All gazebos and equipment must be returned by the market management company to the designated storage facility.

17. ADVERTISING, MARKETING & PR

- 17.1 Winchester City Council and the market management company will, from time to time, undertake promotional and marketing campaigns to raise awareness and drive footfall to the street market. The street market's brand identity and marketing assets will be deployed as appropriate.
- 17.2 Approved traders are encouraged to adopt the street market brand identity as part of any advertising, marketing and PR activities undertaken to promote the approved trader's presence at the street market.

- 17.3 As part of the approved trader application process street market traders will be required to provide information about their business and products for sale. This will be used by the market management company and Winchester City Council to promote the street market and its approved traders including content on Winchester City Council's website. Approved traders have the right to opt out of promotional activities undertaken by Winchester City Council.
- 17.4 As part of the application process the street market traders will be required to confirm that:
- they will not promote the street market as their own event, for example by setting up public-facing social media account,
 - they will not act as official market spokesperson when making comment to the media,
 - that any media enquiries relating to the street market will be passed to Winchester City Council's communications team (communications@winchester.gov.uk) who will field any market-related press enquiries.

18. STREET MARKET APPROVED TRADER APPLICATION PROCESS

New applications

- 18.1 New street market trader applications will be considered by the market management company.
- 18.2 Street market trader applicants must demonstrate that they meet the criteria as set out in the:
- Winchester City Street Market Operating Policy
 - Winchester City Street Market Compliance and Legislation Policy
- 18.3 All applications will be subject to selection scoring, as outlined in this document.
- 18.4 The application and selection process for new applicants will be undertaken by the market management company and Winchester City Council will have oversight of the process and reserves the right to refuse any application.
- 18.5 The market management company will use the regular contract management meetings with Winchester City Council to consider any applications that do not meet all the relevant criteria and/or the required selection scores but which the market management company would like to be considered for a pitch.

Application process

18.6 There are five stages to the application process.



18.7 Stage one

All street market trader applications should be made via the online application process detailed on the street market pages on Winchester City Council's website. The web page details the application process which includes the requirement to provide a list of products for sale and all necessary supporting documentation and evidence required.

Approved traders cannot make a material change to the products or ranges for sale from the information supplied on their application form without consent.

If a material change is required the approved trader must seek consent from the market management company in advance of trading and an amended application form must be submitted for consideration.

18.8 Stage two

Street market traders, whether selling food or not, must comply with all applicable legislative and compliance requirements, such as health and safety, as outlined in the Winchester Street Market Compliance and Legislation Policy. These areas will be scored as pass/fail or not applicable on the scoring matrix. All street market trader's applicants that do not demonstrate that they meet all applicable legislative and compliance

requirements will not be considered beyond stage two of the application process.

18.9 Stage three

Applications will be scored zero to five against the quality and sustainability criteria, and the scores totalled as per the criteria weightings outlined in the scoring matrix.

18.10 Stage four

All street market trader applications will be ratified by Winchester City Council before approved trader status and consent to trade is granted by the market management company and prior to the street market trader trading on the Winchester city street market.

Consent to trade is solely at the discretion of Winchester City Council and does not entitle the approved trader to any form of tenancy of the site occupied.

18.11 Stage five

Approved traders are permitted to book and pay for a pitch, via the market management company, to trade on Winchester city street market. The market management company will undertake inductions with each newly approved trader to introduce the market facilities and complete assessments of each newly approved trader on their first day of trading.

18.12 Street market trader application scoring matrix (criteria and weighting model)

Assessment criteria <i>*Mandatory</i>	Weighting or Pass/Fail
Health and safety <i>(Please refer to the Winchester Street Market Compliance and Legislation for further information)</i>	
*Public Liability Insurance Policy that provides cover of no less than £5,000,000	PASS / FAIL
*Gas Safety Certificate	PASS / FAIL / NA
*Portable Electric Appliance Test Report	PASS / FAIL / NA
*Portable Electrical Appliance Test Report (PAT)	PASS / FAIL / NA
*Pressure Systems Report of Compliance and a written scheme of examination	PASS / FAIL / NA
*Fire Risk Assessment	PASS / FAIL
*Fire Extinguisher Certificate of Compliance or new purchase	PASS / FAIL
Food traders only	
*Registered with the market trader's local authority food safety team (for food businesses only)	PASS / FAIL / NA
*Market Traders must achieve a food hygiene rating of 3 or above	PASS / FAIL / NA
Level 2 in food safety/catering/retail	PASS / FAIL / NA
Food allergen and labelling training undertaken in the last three years	PASS / FAIL / NA
Food safety management system in place	PASS / FAIL / NA

Qualitative Assessment	
GOODS FOR SALE	SUSTAINABLE CREDENTIALS
60% of qualitative Score	40% of qualitative score
Areas for consideration: Quality of goods for sale Compatibility of goods for sale with existing high street offer Goods for sale meeting local need or demand	Areas for consideration: Sustainability credentials of the goods for sale and the market trader including: Provenance of goods, using local or Fair Trade products or ingredients Use of recycled for sustainable goods Organic and/or seasonal foods Reduction of single use plastics Reduction in energy consumption

	Distance travelled by trader
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18.13 Street market trader application scoring model

Each assessment area within the street trader's application will be scored in accordance with the following scoring model.	
The applicant exceeds the required standard, answers the area of assessment with precision and relevance, and adds value and innovation as appropriate ensuring that the specified requirements will be exceeded with no concerns.	5 – Excellent
The applicant meets the required standard, answers the area of assessment with precision and relevance, and adds value and innovation as appropriate ensuring that the specified requirements will be met with no concerns.	4 – Good
The applicant meets the minimum required standard and answers the area of assessment in an acceptable level of detail. The specified requirements will be met without any/or limited concerns	3 – Satisfactory
The applicant partially meets the minimum required standard and answers the area of assessment but with some details missing or unanswered. Contains minor shortcomings where information provided is either inconsistent or in conflict with other areas of the application and as such raises concerns.	2 – Minor Reservations Applications which receive '2' - minor reservations the council reserves the right to reject the application entirely.
The applicant fails to meet the minimum required standard in this area of assessment. The information provided raises many concerns.	1 – Serious Reservations Applications which receive a '1' – serious reservations' the council reserves the right to reject the application entirely.
No response or information is provided to allow proper evaluation, ability is not evidenced.	0 – no score – Fail Applications that 'Fail' will not be considered further

Termination of approved trader status

18.14 Termination of approved trader status and the opportunity to trade on the street market is 14 calendar days' notice in writing by either party.

18.15 A review of approved traders in terms of compliance and legislation obligations and the meeting of the requirements in this policy will be undertaken annually as a minimum by the market management company.

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APPENDIX A – MARKET SITE



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REPORT TITLE: WINCHESTER TOWN ACCOUNT FINANCIAL PLANNING
2023/24

14 SEPTEMBER 2023

REPORT OF CABINET MEMBER: Cllr Kelsie Learney, Cabinet Member for Climate
Emergency

Contact Officer: Darren Kennedy Tel No: 01962 848464 Email
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 2024.

RECOMMENDATIONS:

1. That the Town Forum notes the financial projections in Appendix 1, and agrees the budget timetable for 2024/25.

IMPLICATIONS:

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. Homes for all

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 This is an update report and as such there are no identified legal or procurement implications.

4 WORKFORCE IMPLICATIONS

- 4.1 The people who have been asked to carry out these reviews are doing so under the councils wider piece of work to meet the budget gap (Transformation Challenge – TC25). No additional resources have been identified at this stage of scoping the work except for the grants review programme which has a district budget allocated as part of the wider district review of the grants programme.

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 Where any projects have an impact on property or assets the impact will be identified and presented to the Forum in the next set of reports at project level.

6 CONSULTATION AND COMMUNICATION

- 6.1 We are currently in the scoping phase of these projects. Each project will have a consultation and communication plan where appropriate.

7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 We are currently in the scoping phase of these projects. Each project will have a section on Environmental considerations in its individual report.

8 PUBLIC SECTOR EQUALITY DUTY

- 8.1 This report reports on 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 2027/28 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:

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.
- 11.7 WTF314, presented to January 2023 Town Forum, identified significant budget shortfalls over the medium-term projection period from 2023/24 to 2026/27. The town forum identified four key budget review areas to be brought forward to help address this and WTF319, presented to June 2023 Town Forum, gave a timetable for how these reviews would be presented back to the town forum for decisions.

Budget Review Update

- 11.8 Summary updates are provided below on the progress of the four key budget review areas:
 - I. Play Refurbishment Programme – WTF323 elsewhere on this agenda provides initial draft options for the play refurbishment programme. This review work to date has shown that by taking a flexible approach there are many different ways of continuing to deliver the programme whilst

also bearing in mind the financial limitations currently facing the town account.

- II. Open Spaces and Grounds Maintenance – work is ongoing with an update due to be presented to November Town Forum.
- III. Cemeteries – initial project scoping is underway in order to produce options to come back to the town forum for consideration.
- IV. Grants – WTF321, elsewhere on this agenda, outlines how the initial £10k saving from 2024/25 will be actioned. It also outlines the review which will deliver the stepped budget savings in 2025/26 and 2026/27.

Community Infrastructure Levy

11.9 A CIL update report was presented to July Cabinet (CAB3385 refers) highlighted that out of a total Town CIL collected amount of £1.317m, £1.027m has been spent or committed, leaving an uncommitted balance of £0.290m.

11.10 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.

11.11 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.

Updated Medium Term Forecasts and the impact of inflation

11.12 The town accounts group met in August to review the latest forecasts and to start planning the focus of budget preparations. It was noted that inflation has remained far more 'sticky' than was forecast at the beginning of the year and therefore inflation forecasts needed review.

11.13 The budget forecast shown in Appendix 1 has been updated to reflect:

- a) Revised inflation forecasts – CPI inflation remained at 6.8% in July 2023 with a much slower decline that had originally been anticipated. Based on current forecasts it is considered reasonable to increase the 2024/25 contract inflation forecast uplift from 5% to 6%. Future uplifts from 2025/26 remained unchanged.
- b) WTF323 Budget Review: Play Refurbishment Programme, considered elsewhere on this agenda, outlines initial options for consideration.

However, it also includes a refresh of the timing profiles of the existing programme. This has moved some expenditure out to 2027/28 which has had a materially beneficial impact on the MTFP projections shown in Appendix 1.

- c) Forecasts now reflect the 2022/23 outturn and revised capital programme profiling/timing.

11.14 Current inflationary pressures are considerable and are having a material impact on the medium term financial projections shown in Appendix 1. To give an indication of this the 10% inflation forecast for 2023/24 brings an increased expenditure pressure of c£60k per annum.

11.15 The refreshed forecasts show that despite an assumed 3% annual precept uplift the town reserve will fall below the 10% strategy target during 2024/25. The shortfalls from 2024/25 are significantly lower than presented in January and June and this is mainly due to the re-profiling of the play refurbishment programme. Whilst this improvement is very encouraging it is important to take into consideration the risks around growth in expenditure both from existing services and also planned improvements.

11.16 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

11.17 **Winchester Town Precept** – The 2023/24 tax base is 14,665.50 with a precept of £80.93.

- The Council Tax Referendum limits for 2024/25 will be announced alongside the settlement. For modelling purposes it is currently anticipated that this will remain at up to 3% 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 1 shows the financial projections up until 2027/28, including illustrative increases in the precept which present a balanced overall position.

11.18 **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 under £160k supports annual expenditure of just over £240k.

- Open Spaces (including sports pitches) – expenditure of c£890k per annum is supported by income of just under £130k.

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

	2023/2024 Forecast	2024/2025 Forecast	2025/2026 Forecast	2026/2027 Forecast	2026/2027 Forecast
Assumptions:					
Contract inflation	10%	6%	4%	2.0%	2.0%
Utilities	5%	5%	5%	5%	5%
Percentage increase in tax	5.5%	3%	3%	3%	3%
Tax Base		1.2%	1.2%	1.2%	1.2%

11.20 The sensitivity of the above assumptions is as follows:

- Contract Inflation is around £6k per 1%. If inflation were 8% for 2024/25 then this would cost an additional £12k per annum. If inflation remained higher than forecasts for longer than one year then the impact would be cumulate, so 8% inflation in 2024/25 and 6% inflation in 2025/26 would give a cumulative cost increase of £36k by the end of 2025/26 (£12k in 2024/25 and £24k in 2025/26).
- A 1% precept increase generates additional funding of c£12k per annum.
- A 1.2% tax base increase generates additional funding of c£14k 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

11.21 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).

11.22 In January 2017 (WTF250) the Town Forum approved a strategy to fund the long term requirements of the play area refurbishment 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.

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

- Changing Pavilion North Walls - £800k total budget (£716k remaining 2023/24 budget) funded by Town CIL of £295k, S106 Open Space funding of £216k, and £205k external funding.
- King George V Pavilions - £450k funded from Town CIL.
- Play Area Refurbishments - £714k from 2023/24 to 2027/28.

- iv. North Walls tennis courts surface upgrade - £150k funded by annual capital financing costs.

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 May of the capital budget forecasts listed in 11.23 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.
- 11.26 It should be noted that the forecast reserve balance shown in Appendix 1 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 2024/25. The reserve balance is forecast to fall to £49k by the end of 2024/25, which is a shortfall of £71k to the current 10% MTFS target reserve level.

12 OTHER OPTIONS CONSIDERED AND REJECTED

- 12.1 Other options were considered in last year's budget process leading to the focus on four key budget review areas. This paper gives a progress update and refresh of the medium term financial forecasts. Alternative options will be considered and noted in this year's budget consultation process, with an options paper due at November Town Forum meeting.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

Budget Review Updates 2023/24 – June 2023

Winchester Town Account Budget for 2023/24 - January 2023

Other Background Documents:-

None

APPENDICES:

Appendix 1: Medium Term Financial Projections

WINCHESTER TOWN ACCOUNT - Medium Term Financial Projections

	2022/2023 Outturn	2023/2024 Forecast	2024/2025 Forecast	2025/2026 Forecast	2026/2027 Forecast	2027/28 Forecast
Assumptions:						
Contract inflation		10.0%	6%	4%	2%	2%
Utilities		5%	5%	5%	5%	5%
Percentage increase in tax		5.5%	3%	3%	3%	3%
Tax Base		14,666	14,842	15,020	15,200	15,383
Cost of Services						
Recurring Budgets:						
Allotments	(3,879)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)
Bus Shelter Cleaning / Maintenance / New Provision	6,980	20,000	20,000	20,000	20,000	20,000
Cemeteries	89,117	83,028	87,039	91,180	95,455	99,869
Christmas Lights	7,500	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
Footway Lighting	20,889	33,043	33,873	34,745	35,660	36,620
Grants and Vision Delivery	77,310	80,000	70,000	60,000	50,000	50,000
Support Costs for Grant Scheme	2,000	2,000	2,000	2,000	2,000	2,000
Maintenance Work to Council Owned Bridges	280	5,500	5,500	5,500	5,500	5,500
Night Bus Contribution	8,480	12,029	12,751	13,261	13,526	13,797
Public Conveniences (Contribution)	50,000	50,000	50,000	50,000	50,000	50,000
Recreation Grounds & Open Spaces	714,639	758,666	810,766	839,070	857,193	870,634
Recreation Grounds & Open Spaces - Tennis Court Improvements			9,000	9,000	9,000	9,000
Recreation Grounds & Open Spaces - Additional Budget	0	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
Total Recurring Budgets	1,023,316	1,147,766	1,204,429	1,228,255	1,241,833	1,260,920
One-off Budgets:						
Community Infrastructure	83,000					
Total One-off Budgets	83,000					
Total Cost of Services	1,106,316	1,147,766	1,204,429	1,228,255	1,241,833	1,260,920

	2022/2023 Outturn	2023/2024 Forecast	2024/2025 Forecast	2025/2026 Forecast	2026/2027 Forecast	2027/28 Forecast
Taxation and Non-specific grant income						
Council Tax Income	(1,103,623)	(1,186,879)	(1,237,186)	(1,289,581)	(1,344,272)	(1,344,271)
Interest on Balances	(7,828)	(1,998)	(877)	(245)	(153)	(266)
Total Taxation and Non-specific grant income	(1,111,451)	(1,188,877)	(1,238,063)	(1,289,826)	(1,344,425)	(1,344,537)
Transfers to/(from) Earmarked reserves						
(Surplus added to Reserves) / Deficit taken from Reserves	(5,135)	(41,111)	(33,634)	(61,571)	(102,591)	(83,616)
Capital Expenditure funded by Town Reserve	135,614	274,000	160,000	80,000	80,000	120,000
Release from Town Community Infrastructure Levy Reserve	(83,000)					
Opening Reserve Balance (at 1st April)	(455,699)	(408,220)	(175,331)	(48,965)	(30,536)	(53,127)
Closing Reserve Balance (carried forward)	(408,220)	(175,331)	(48,965)	(30,536)	(53,127)	(16,743)
Closing Reserves forecast as % of net expenditure (Target = 10%)	40%	15%	4%	2%	4%	1%

10% Reserve Target		114,777	120,443	122,826	124,183	126,092
Shortfall to Reserve Target		(60,554)	71,478	92,290	71,056	109,349

REPORT TITLE: BUDGET REVIEW: PLAY REFURBISHMENT PROGRAMME –
INITIAL DRAFT OPTIONS

14 SEPTEMBER 2023

REPORT OF CABINET MEMBER: Cllr Kathleen Becker, Cabinet Member for
Community and Engagement

Contact Officer: Steve Lincoln Tel No: 01962 848 110 Email
slincoln@winchester.gov.uk

WARD(S): ALL TOWN WARDS

PURPOSE

The council owns and maintains 24 play areas located within the town area, with exception of one and that will soon be transferred to a parish. Play areas are important and provide multi benefits for residents and visitors to Winchester. Each site is bespoke to the area taking account of the wider landscape and setting and encourages links to other places via pedestrian and cycle paths. They provide interesting and varied equipment that challenge children to be inventive and encourage imagination. They not only meet the play need but also deliver a range of benefits including biodiversity, flood prevention, pollution mitigation, urban cooling, and amenity value. There is a commitment to provide safe, high quality and accessible play areas which has been achieved through a planned five-year programme of programme of refurbishments funded from the Town Account.

As part of its medium-term financial strategy planning the Town Forum has requested reviews of areas of its expenditure to identify ways in which costs could be reduced. One such area was the play area refurbishment programme, so a review has started and this report sets out the initial options for, and likely implications of, reducing expenditure on the refurbishment programme. This is likely to result in cost reductions and deferral of costs until a later date, but more detailed work on options will be brought to the Forum in November 2023.

RECOMMENDATIONS:

That the Forum notes:

1. The work undertaken to date to review the play area refurbishment programme;
2. That a detailed options papers will be provided at its meeting in November 2023.

IMPLICATIONS:

1 COUNCIL PLAN OUTCOME

- 1.1 Tackling the Climate Emergency and Creating a Greener District
- 1.2 Provision of play areas in residential neighbourhoods supports the ambition of ensuring that everything most residents need is in reach by foot, bike or public transport.
- 1.3 Homes for all
- 1.4 Access to high quality play opportunity helps to achieve the ambition of diverse, healthy and cohesive communities - not just homes.
- 1.5 Living Well
- 1.6 The provision of high-quality play opportunities directly supports a number of Council Plan ambitions:
 - (i) Attractive public spaces where people feel safe and secure.
 - (ii) Well-used and maintained public facilities and green spaces with space to play.
 - (iii) A wide range of physical and cultural activities for all ages and abilities.

2 FINANCIAL IMPLICATIONS

- 2.1 There is a long-term programme of refurbishment and replacement of play equipment, with a 5-year funding requirement included within the council's capital programme. The programme currently includes 8 play areas and the total programme value is £714k, with the current 5-year spend profiled in the table below. Funding for the programme of works is entirely from the Winchester town reserve and so there is reliance on there being enough balance available to fund the programme of works alongside other town account priorities.

Current 5 Year programme		Town Account	General Fund	Total
Yr 1	2023/24	£274k		£274k
Yr 2	2024/25	£160K		£160k
Yr 3	2025/26	£80k		£80k
Yr 4	2026/27	£80k		£80k
Yr 5	2027/28	£120k		£120k
	Total	£714k		£714k

Note: Figures exclude skate parks, outdoor gym equipment, MUGAs and trim trails

- 2.2 The review of the programme is intended to reduce the capital cost of the programme and also defer costs where possible until a later date. This will result in a revised 5-year programme, reducing the overall programme cost and which can be updated annually to form a rolling 5-year programme. No target has been set for cost reduction and a detailed proposal will be brought to the next meeting in November.
- 2.3 A cost of £415 has been incurred this financial year to expand the scope of the annual play area inspections for the sites. The inspections are commissioned from an external provider each year and highlight any issues in need of rectification. With this review in mind, the scope of this year's reports was extended to include an estimation of the life-expectancy of each piece of play equipment. It would be appropriate to include this expanded scope in the future annual inspection which would result in a small increase to the cost of these inspections to be met from existing budgets.
- 2.4 The suggested approach of extending the life span of some equipment, rather than replacement, will result in an increase in the cost of reactive maintenance as more equipment will need to be repaired. This means that the reduction in capital replacement costs will need to allow for a small increase in reactive maintenance costs. Further work will be undertaken to assess the likely cost implication.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 All works that form part of the current play area refurbishment programme are procured in accordance with the council's Contract Procedure Rules and where applicable The Public Contract Regulations 2015.

4 WORKFORCE IMPLICATIONS

- 4.1 Delivery of the play area refurbishment programme is part of the ongoing work of the Natural Environment and Recreation Team, so there are no additional workforce implications.
- 4.2 Should the approach change to one of increased retention and/or renovation of equipment, there should be less time required for public consultation in comparison to the full refurbishment previously planned. However there will still be a need for staff resources to procure and contract manage the repair and renovation works which may be more frequent.

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 The proposal to retain equipment for longer than was previously the case may result in an increase in costs for reactive repairs and maintenance. This will be factored into the overall budget proposal when presented to the Forum in November.
- 5.2 New play equipment comes with warranties, but these vary depending on the type of equipment. Future decisions are unlikely to have warranty implications, but we will need to consider this when making decisions on whether to retain equipment for a longer period.

6 CONSULTATION AND COMMUNICATION

- 6.1 Options for reducing the cost of the play area refurbishment programme have been discussed at two meetings of the Forum's Parks and Recreation Informal Group, in July and August 2023.
- 6.2 Consultation has always been undertaken with the local community around the brief for each site, and views are factored into the proposal for the refurbishment before the procurement for work is issued. A need for community consultation would remain, although the format and timing of this may change based on the scale and extent of the scheme.

7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 Renovation of existing equipment rather than replacement would have positive environmental benefits by avoidance of upstream carbon emissions in the supply chain in new equipment and reduction from waste disposal.
- 7.2 Bidders as part of the procurement exercise for a play area refurbishment are required to indicate how they intend to minimise environmental impact through their design including materials sourcing, manufacturing location, packaging, transportation impacts and disposal of existing equipment and materials. This represents a minimum of 10% of the scoring in the assessment process.

8 PUBLIC SECTOR EQUALITY DUTY

- 8.1 It is important that the council's play area provision is suitable for all ages and abilities. The specification of all new play equipment is developed with the aim to maximise accessibility and inclusion - in practice this means:
- (i) The use of inclusive and fully accessible equipment as well as consideration of site layout, proximity to toilets and car parking
 - (ii) Inclusion of equipment that encourages children to take risks within a controlled environment.
- 8.2 A recent development has been the installation at Abbey Gardens of a communication board to assist non-verbal users. This has been very well received and similar boards will be installed in future at the larger, higher footfall sites.
- 8.3 It will be important that any changes do not compromise accessibility and inclusion, so an equalities impact assessment has been undertaken as part of this project - see appendix 3. This identified potential impact on users in respect of disability or age, but measures are taken to ensure this does not happen.
- (i) The specification for new play areas includes a requirement to provide equipment that is appropriate for all users, irrespective of any disability. The need to ensure an appropriate amount of inclusive play provision on the site will be a key consideration when planning replacement items in future.

- (ii) Adults can use the play equipment, but it is not designed or targeted for adult use. This is to ensure that children are provided with healthy and appropriate learning play places.
- (iii) Most play areas include a mix of equipment to ensure that there is appropriate provision for all ages. In cases where the provision is more targeted towards a specific age of child, there is always another play area in the near vicinity that meets the needs of other age groups.

8.4 An impact assessment is also completed for each play area refurbishment or replacement scheme, based on the detailed proposals for that scheme.

9 DATA PROTECTION IMPACT ASSESSMENT

9.1 None.

10 RISK MANAGEMENT

Risk	Mitigation	Opportunities
<u>Financial Exposure</u> Cost of refurbishment exceeds approved budget.	Procurement documents set out available budget and seeks proposals that can be delivered within budget.	The options discussed in this paper provide opportunity to reduce the cost of the refurbishment programme.
<u>Exposure to challenge</u> Play areas are not inclusive of the needs of all children.	Procurement documents include specific requirement for inclusive equipment.	
<u>Innovation</u> Play areas do not keep pace with industry developments in play provision.	Regular and scheduled replacement of equipment ensures nothing becomes too dated, although this could become more of a problem if equipment is retained for longer in future.	
<u>Reputation</u> Reduced investment in play provision could be criticised.	Regular inspections ensure that equipment is not retained beyond its safe or useful life.	Retention or reuse of equipment is consistent with the council's climate emergency commitments.

Risk	Mitigation	Opportunities
Injury to park users.	Options include increased investment in reactive maintenance to deal with problems as they arise. As above.	
<u>Achievement of outcome</u> Cost of refurbishment exceeds approved budget.	Procurement documents set out available budget (with contingency held back) and seeks proposals that can be delivered within budget.	The options discussed in this paper provide opportunity to reduce the cost of the refurbishment programme.
<u>Property</u> Equipment becomes dangerous.	Regular inspections ensure that equipment is not retained beyond its safe or useful life.	
<u>Community Support</u> Residents oppose reduced investment in their play areas.	Resident engagement would continue on a site-by-site basis and would allow clear communication of the council's approach.	Potential for community support to increase through their opportunity to influence decisions.
<u>Timescales</u> Deferred replacement of some equipment may not be possible.	Annual inspections ensure early understanding of likely replacement date for equipment. Flexibility within the programme to delay work on some sites, if other sites become a higher priority.	Inspections may show that replacement can be deferred even longer than initially thought.
<u>Project capacity</u> Insufficient capacity to effectively manage the refurbishment	Dedicated role with responsibility for this work.	

Risk	Mitigation	Opportunities
programme.	Programme managed to ensure work is spread evenly across each year.	

11 SUPPORTING INFORMATION:

- 11.1 When approving the Winchester Town Account budget for 2023/24 (report WTF314 refers), the Forum identified four key areas for review to both achieve the medium-term financial strategy and deliver on the aims of the Forum. One of the areas for review was the play area refurbishment programme.
- 11.2 Maintenance of good quality play areas is a high priority for the Town Forum, but it was 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 was to focus on ensuring the right mix of facilities are available and also give a detailed refresh on how this can be delivered.
- 11.3 The council owns and maintains 24 play areas located within the town area, plus one other that is located elsewhere in the district but will soon be transferred to a parish council. One of these sites (Abbey Gardens) is paid for via the General Fund, in recognition of its strategic function within the city serving residents from a wide catchment and visitors to the city. All other play areas are paid for via the Town Account and form the basis of this review – see appendix 1 for all a list of all play areas.
- 11.4 Excluded from the review are skate parks, outdoor gym equipment, MUGAs and trim trails. These items generally require reactive repair and maintenance rather than wholesale replacement, so are managed through the revenue budget rather than capital refurbishment programme. This work is funded from the Town Account. They are inspected annually by the Play Inspection Company
- 11.5 The refurbishment programme has traditionally seen all play equipment within a site removed and replaced with new after 20 years. The capital programme shows indicative figures with assumptions on life of equipment and largely assuming the current approach is maintained. There are three alternative approaches that could enable the Forum to reduce its expenditure on the play area refurbishment programme. It is likely that the final approach will be a blended mix of all three depending on the play area, its equipment and the intensity or frequency of use (its wear and tear).
- A. Retention and or renovation of equipment, rather than replacement.
- This would see equipment retained and repaired following inspection to assess its life expectancy. This requires a more detailed regular

assessment of the state of the equipment and would be a more complicated approach to manage.

B. Deferred replacement.

This would keep the current approach of a full replacement of all equipment on the site but with the replacement date pushed back so that a longer period of time elapses before replacement happens.

C. Decommissioning

This would see all equipment on a site removed without replacement at the end of its life span.

11.6 The review work has focussed initially on six of the sites included within the current 5-year funded programme between 2023/24 to 2027/28. The two sites being replaced during 2023/24 have been omitted, as the work on these has already begun. The initial review assessed whether any of the equipment has potential for retention or restoration, rather than replacement, as described in approach A above.

11.7 A study was conducted to estimate the financial implications of four different levels of retention and restoration. This was done using a 'bill of quantity' format:

- (i) Full replacement: Based on replacing equipment like-for-like, including all surfaces and ancillary equipment when required.
- (ii) Refurbishment: Replace play equipment with a life expectancy of less than 10 years and ancillary equipment (benches etc.) only where unserviceable. Resurface wet pour surface (wearing course) only, keeping the same footprint.
- (iii) Maintenance Plus: Replace play equipment with a life expectancy of less than 10 years and remove ancillary without replacement if unserviceable. Repair wet pour surface only around replacement equipment i.e. patching.
- (iv) Maintain: Basic maintenance, with replacement of play equipment with a lifespan of less than 5 years and remove ancillary without replacement if unserviceable. Minimum repair of wet pour only when essential.

The cost estimates associated with each of the four options is summarised below, which reflects the costs for all six sites in the funded programme. An example of the methodology for one of the sites is presented in appendix 2.

	Total cost	Saving or (overspend)
5-year programme - current budget	£440,000	-

Option 1 – Replace	£620,000	(£180,000)
Option 2 – Refurb	£460,000	(£20,000)
Option 3 – Maintenance Plus	£330,000	£110,000
Option 4 – Maintain	£80,000	£360,000

- 11.8 The programme budget estimates had not been increased over time to reflect the effects of inflation. This has now been factored into the costs of options 1-4, which explains why the costs appear higher in comparison to the budget but further increases the challenge in reducing the already challenging budget.
- 11.9 There are other factors that must also be considered when reviewing these cost estimates. All of the factors below mean that the estimates are purely indicative and not the basis of a revised budget:
- (i) The methodology is based on equipment at catalogue price, which is never the true cost due to variables such as the competitive nature of the procurement process and inflationary cost pressures.
 - (ii) We never tender for specific items of equipment. Instead we set out a brief that allows the providers to use their experience and creativity to provide a high-quality design to fit our available budget.
- 11.10 This assessment was informed by an enhanced annual inspection report of the six sites in question. A report was commissioned to identify the life expectancy of the equipment on those sites, which allowed us to identify which equipment is likely to last for a significant length of time. Commissioning such a report more frequently would incur a small cost, but would allow us to plan a more efficient refurbishment programme that maximises the use of each piece of equipment.
- 11.11 This exercise demonstrates it is possible to reduce the play area refurbishment programme to a level that will significantly assist the Town Forum to manage its financial challenges. What it doesn't provide is a detailed budget estimate for the programme going forwards – further work is required to achieve that.
- 11.12 Option 1 (continuing as we are) is clearly too expensive and option 4 is probably too extreme a reduction in the programme, with a risk of the quality of play reducing. Options 2 and 3 are similar in principle and a mix of the two would seem to balance the need to reduce costs and maintain play quality. However, combining this with the approach of also seeking to defer work on certain sites (approach B) may provide the best overall outcome, so further work will be undertaken to develop a more detailed proposal for the coming years based on a hybrid of the approaches.

11.13 The ultimate objective of the review is to identify ways to reduce the overall cost of the 5-year play area refurbishment programme, while minimising the reduction in play value and resultant impact on play quality in the town area. The initial work demonstrates this can be achieved and work will continue, in consultation with the Forum's Parks and Recreation Informal Group, to develop a revised 5-year programme that can be updated on an annual basis. Further work and recommendations on the options will be brought back to the Forum at its November meeting.

12 OTHER OPTIONS CONSIDERED AND REJECTED

12.1 Continue with the current programme – this has been rejected as the mid-term financial strategy has identified there is a future budget deficit. Planning now for the more effective and prudent approach to how the town play areas are maintained will ensure saving are made without compromising quality and safety of provision.

12.2 Discontinue the five year programme of refurbishment and decommission equipment at the end of its useful life. This was rejected as play areas form an important function bringing social, health and educational benefits to residents in the across the town. The play areas need to be safe and accessible, so in order to remain open and in use they require investment in the equipment and grounds.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

WTF314 WINCHESTER TOWN ACCOUNT BUDGET FOR 2023/24; 26 JANUARY 2023

WTF280 PLAY AREA IMPROVEMENT - 5 YEAR PROGRAMME UPDATE; 23 JANUARY 2020.

Other Background Documents:-

None

APPENDICES:

Appendix 1	Current play area 5-year refurbishment plan
Appendix 2	Example methodology of budget cost reduction options
Appendix 3	Public Sector Equality Duty – Impact Assessment

Proposed indicative time table of play area review 2022 – 2027 (No. 1-8)

No.	Play area name	Ward	Original installation date	Last refurbishment date
1	River Park (completed)	St Bartholomew	1999	2023
2	KGV	St Michael	2004	
3	Imber Road	St Bartholomew	1998	2005 (partial) 2012 (slide replaced)
4	Dean Park	St Barnabas	2001	2009 (partial)
5	Chaundler Road	St Bartholomew	1990/94	2004
6	Walpole Road	St Luke	2000	2009
7	Fairdown Close	St Michael	1999	2004
8	St Martins Close	St Bartholomew	2005	2005

Other play area sites for review beyond 2027

No.	Play area name	Ward	Original installation date	Last refurbishment date
9	Talavera Road	St Paul	2015	N/A
10	Stanmore Recreation Ground	St Luke	2004/2011	2011
11	Friary Gardens/Culver Road	St Michael	2000	2007
12	Arlington Place	St Bartholomew	1997	2008
13	Monarch Way	St Paul	2013	N/A
14	Nursery Gardens	St Paul	2013	N/A
15	Somers Close	St Luke	2000	2009
16	Oram's Arbour	St Paul	1993	2013/14
17	St Matthew Field	St Barnabas	2016	N/A
18	Abbotts Walk/Francis Gardens	St Bartholomew	2017	N/A
19	Winnall Manor Road	St Bartholomew	2018	N/A
20	Teg Down Meads	St Barnabas	2001	2009/10 (partial refurbishment) 2019 – multi play
21	Gordon Avenue	St Michael	2003	2019
22	Taplings Road	St Barnabas	2002	2019
23	Thurmond Crescent	St Luke	1994/2004	2021
24	Abbey Gardens	St Michael	1993	2023

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Imber Road**Budget: £40k**

Refurbishment of play equipment only (excludes exercise equipment)
 Price rise 27.7% since 2019 Catalogue prices (x1.28)

**DOES NOT INCLUDE
 FITNESS EQUIPMENT**

Item	Unit	Qty	Cost	Option 1 - Replace	Option 2 - Refurb	Option 3 - Maintain Plus	Option 4 - Basic Maintenance
Preparation:							
Preliminaries / preparation	ea	1	£6,000.00	£6,000.00	£6,000.00	£6,000.00	0.00
Removal and disposal of existing equipment	ea	9	£1,000.00	£9,000.00	£7,000.00	£7,000.00	1,000.00
					Avg of prelims Based on Abbey Gardens	Avg of prelims Based on Abbey Gardens	Provisional Sum
Paving:							
Excavation of paving area	sq m	182	£7.00	£1,274.00	£0.00	£0.00	0.00
Removal of Wetpour and Disposal off site	sq m	182	£26.00	£4,732.00	£4,732.00	£946.40	1,000.00
Terram geotextile supply and install	sq m	182	£5.00	£910.00	£0.00	£0.00	0.00
Paving sub-base, Type 1 Supply and install	sq m	182	£12.00	£2,184.00	£0.00	£0.00	0.00
Wet pour paving - wearing course, Supply and install	sq m	182	£90.00	£16,380.00	£16,380.00	£3,276.00	2,000.00
Edging, concrete pin kerb, supply and install	m	172	£18.50	£3,182.00	£0.00	£0.00	0.00
					REPLACE SURFACE ONLY	DISPOSAL 20%	Provisional Sum
						FIX SURFACE ONLY (20%)	Provisional Sum
Ancillary equipment:							
Gate - Entrance to park - maintenance issue	ea	2	£1,043.00	£2,086.00	£0.00	£0.00	0.00
Benches	ea	1	£550.00	£550.00	£0.00	£0.00	0.00
Litter bins - wheely - with support - by Earth Anchors	ea	2	£62.00	£124.00	£0.00	£0.00	0.00
Litter bins - static - by Earth Anchors	ea	1	£562.00	£562.00	£562.00	£0.00	0.00
					KEEP	KEEP	KEEP
					KEEP	KEEP	KEEP
					KEEP	KEEP	KEEP
					KEEP	KEEP	KEEP
Play equipment:							
Sweeping see-saw - Proludic	ea	1	£4,520.00	£4,520.00	£4,520.00	£4,520.00	4,520.00
1bay 2 seat cradle swing - Wicksteed	ea	1	£1,900.00	£1,900.00	£0.00	£0.00	0.00
Free standing slide - Wicksteed	ea	1	£2,300.00	£2,300.00	£0.00	£0.00	0.00
Spring horse - Wicksteed	ea	1	£1,110.00	£1,110.00	£1,110.00	£1,110.00	0.00
Spinning pole - Kompan	ea	1	£1,700.00	£1,700.00	£1,700.00	£1,700.00	0.00
Spinner bowl - Kompan	ea	1	£1,910.00	£1,910.00	£1,910.00	£1,910.00	0.00
Activity trail - Record RSS	ea	1	£7,000.00	£7,000.00	£7,000.00	£7,000.00	0.00
Single point swing	ea	1	£5,200.00	£5,200.00	£5,200.00	£5,200.00	0.00
Football goal	ea	1	£2,260.00	£2,260.00	£2,260.00	£2,260.00	0.00
					Life expectancy	Life expectancy	Life expectancy
					3-5yrs	3-5yrs	3-5yrs
					>10yrs	>10yrs	>10yrs
					>10yrs	>10yrs	>10yrs
					>10yrs	>10yrs	>10yrs
					5-10yrs	5-10yrs	5-10yrs
					5-10yrs	5-10yrs	5-10yrs
					5-10yrs	5-10yrs	5-10yrs
					5-10yrs	5-10yrs	5-10yrs
					5-10yrs	5-10yrs	5-10yrs
					5-10yrs	5-10yrs	5-10yrs
Installation of play equipment average cost / unit	ea	9	£1,000.00	£9,000.00	£7,000.00	£7,000.00	1,000.00
					£1k per equip	£1k per equip	£1k per equip
Sub-Total				£83,884.00	£65,374.00	£47,922.40	9,520.00
Contingency 5%				£4,194.20	£3,268.70	£7,188.36	1,428.00
Contingency 15%				£12,582.60	£9,807.10	£18,364.80	3,642.00
Total				£88,078.20	£68,642.70	£55,110.76	10,948.00

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Winchester City Council Play Area Refurbishment Programme Equality Impact Assessment (EIA)

Section 1 - Data Checklist

When undertaking an EqIA for your policy or project, it is important that you take into consideration everything which is associated with the policy or project that is being assessed.

The checklist below is to help you sense check your policy or project before you move to Section 2.

		Yes/No	Please provide details
Page 107	Have there been any complaints data related to the policy or project you are looking to implement?	Y	Greater inclusion of accessible and inclusive play items
	Have all officers who will be responsible for implementing the policy or project been consulted, and given the opportunity to raise concerns about the way the policy or function has or will be implemented?	Y	Has been circulated internally as per procedures
3	Have previous consultations highlighted any concerns about the policy or project from an equality impact perspective?	N/A	None undertaken so no concerns highlighted
4	Do you have any concerns regarding the implementation of this policy or project? <i>(i.e. Have you completed a self-assessment and action plan for the implementation of your policy or project?)</i>	Y	Five year rolling programme for refurbishment No
5	Does any accessible data regarding the area which	N/A	General understanding being gleaned relating to accessible and

		Yes/No	Please provide details
	your work will address identify any areas of concern or potential problems which may impact on your policy or project?		inclusive play areas
6	Do you have any past experience delivering similar policies or projects which may inform the implementation of your scheme from an equality impact point of view?	Y	Recent improvements to two city centre play areas – learning on the job. This learning is being embedded into our business-as-usual approach going forward.
7	Are there any other issues that you think will be relevant?	Y	There is currently no accessibility forum to consult for the Winchester area. Winchester Access for All is not comprehensive

Section 2 - Your EqIA form

Directorate: Place	Your Service Area: Community and Wellbeing	Team: Natural Environment and recreation Team	Officer responsible for this assessment: Katie Morgans	Date of assessment: 2 August 2023
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	Question	Please provide details
1	What is the name of the policy or project that is being assessed?	Winchester City Council Play Area refurbishments
2	Is this a new or existing policy?	Neither. It is a programme not a policy.
3	Briefly describe the aim and purpose of this work.	To reassess the level of budget each play area has to undertake improvements.
Page 109	What are the associated objectives of this work?	To improve facilities for all including those with accessibility needs. To ensure health and safety concerns have been addressed.
	Who is intended to benefit from this work and in what way?	All users – residents and visitors to Winchester
	6	What are the outcomes sought from this work?
7	What factors/forces could contribute or detract from the outcomes?	Lack of budget which would not enable new equipment to be installed
8	Who are the key individuals and organisations responsible for the implementation of this work?	WCC – Natural Environment and Recreation Team
9	Who implements the policy or project and who or what is responsible for it?	WCC – Natural Environment and Recreation Team

		Please select your answer in bold . Please provide detail here.		
10a	Could the policy or project have the potential to affect individuals or communities on the basis of race differently in a negative way?	Y	N	Play areas are available to all, and the design includes no element that could discriminate on the basis of race.
10b	What existing evidence (either presumed or otherwise) do you have for this?	The play area refurbishment programme does not differentiate on the basis of race in any way		
11a	Could the policy or project have the potential to affect individuals or communities on the basis of sex differently in a negative way?	Y	N	Play areas are available to all, and the design includes no element that could discriminate on the basis of sex.
11b	What existing evidence (either presumed or otherwise) do you have for this?	The play area refurbishment programme does not differentiate on the basis of sex in any way although some items such as MUGAs could be perceived as affecting some users negatively		
Page 110 11a	<p>Could the policy or project have the potential to affect individuals or communities on the basis of disability differently in a negative way?</p> <p><i>you may wish to consider:</i></p> <ul style="list-style-type: none"> • <i>Physical access</i> • <i>Format of information</i> • <i>Time of interview or consultation event</i> • <i>Personal assistance</i> • <i>Interpreter</i> • <i>Induction loop system</i> • <i>Independent living equipment</i> <p><i>Content of interview)</i></p>	Y	N	<p>The specification for new play areas includes a requirement to provide equipment that is appropriate for all users. In practice, this means that some items of equipment can be used irrespective of any disability.</p> <p>The need to ensure an appropriate amount of inclusive play provision on the site will be a key consideration when planning replacement items in future.</p> <p>The council has begun to install communication boards in some play areas that allow children facing language barriers to communicate more effectively.</p>
12b	What existing evidence (either presumed or otherwise) do you have for this?	The play area refurbishment programme ensures that all refurbished play areas consider and where possible include for accessibility as well as inclusive play.		
13a	Could the policy or project have the potential to affect individuals or communities on the basis of sexual orientation differently in a negative way?	Y	N	Play areas are available to all, and the design includes no element that could discriminate on the basis of sexual orientation.


13b	What existing evidence (either presumed or otherwise) do you have for this?	The play area refurbishment programme does not differentiate on the basis of sexual orientation in any way although some items such as MUGAs could be perceived as affecting some users negatively		
14a	Could the policy or project have the potential to affect individuals on the basis of age differently in a negative way?	Y	N	<p>Adults can use the play equipment, but it is not designed or targeted for adult use. This is to ensure that children are provided with healthy and appropriate learning play places.</p> <p>The design could also discriminate amongst children on the basis of age. To avoid this, most play areas include a mix of equipment to ensure that there is appropriate provision for all ages. In cases where the provision is more targeted towards a specific age group, there is always another play area in the near vicinity that meets the needs of other age groups.</p>
14b	What existing evidence (either presumed or otherwise) do you have for this?	The specification for play area refurbishments specifies the target audience.		
15a	Could the policy or project have the potential to affect individuals or communities on the basis of religious belief differently in a negative way?	Y	N	Play areas are available to all, and the design includes no element that could discriminate on the basis of religious belief.
15b	What existing evidence (either presumed or otherwise) do you have for this?	The play area refurbishment programme does not differentiate on the basis of religious belief in any way		
16a	Could this policy or project have the potential to affect individuals on the basis of gender reassignment differently in a negative way?	Y	N	Play areas are available to all, and the design includes no element that could discriminate on the basis of gender reassignment.
16b	What existing evidence (either presumed or otherwise) do you have for this?	The play area refurbishment programme does not differentiate on the basis of gender reassignment in any way although some items such as MUGAs could be		

		perceived as affecting some users negatively		
17a	Could this policy or project have the potential to affect individuals on the basis of <u>marriage and civil partnership</u> differently in a negative way?	Y	N	Play areas are available to all, and the design includes no element that could discriminate on the basis of marriage and civil partnership.
17b	What existing evidence (either presumed or otherwise) do you have for this?	The play area refurbishment programme does not differentiate on the basis of marriage and civil partnership in any way		
18a	Could this policy or project have the potential to affect individuals on the basis of <u>pregnancy and maternity</u> differently in a negative way?	Y	N	Play areas are available to all, and the design includes no element that could discriminate on the basis of pregnancy and maternity. It is advised not to use some play equipment when pregnant.
18b	What existing evidence (either presumed or otherwise) do you have for this?	The play area refurbishment programme does not differentiate on the basis of pregnancy and maternity in any way		

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19	Could any negative impacts that you identified in questions 10a to 15b create the potential for the policy to discriminate against certain groups on the basis of protected characteristics?	Y	N	No negative impacts identified
20	Can this negative impact be justified on the grounds of promoting equality of opportunity for certain groups on the basis of protected characteristics? Please provide your answer opposite against the relevant protected characteristic.	Y	N	Race: Sex: Disability: Sexual orientation: Age: Gender reassignment: Pregnancy and maternity: Marriage and civil partnership: Religious belief:
21	How will you mitigate any potential discrimination that may be brought about by your policy or project	Tenders for individual play areas are focussed on designing out negative impact and/or ensuring a range of play provision to meet the needs of		

	that you have identified above?	all.		
22	Do any negative impacts that you have identified above impact on your service plan?	Y	N	

Signed by completing officer	<i>Katie Morgan</i>
Signed by Service Lead or Corporate Head of Service	

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WINCHESTER TOWN FORUM – SCHEDULED ITEMS OF BUSINESS ETC

14 SEPTEMBER 2023					
	BUSINESS	LEAD OFFICER	COMMITTEE DATE		STATUS/COMMENT
	Town Forum Grant Programme Update	Melissa Fletcher/Jane Chuhan	14 September 2023		WTF321
	Winchester City Street Market Management Contract and Operating Policy	Andrew Gostelow	14 September 2023		CAB3427
	Winchester Town Account Financial Planning 2023/24	Darren Kennedy	14 September 2023		WTF322
	Update on Parking agency agreement changes with Hampshire County Council	Andy Hickman	14 September 2023		Verbal Update
	Budget Review: Play Refurbishment Programme – Initial Draft Options	Susan Robbins/Steve Lincoln	14 September 2023		WTF323
8 NOVEMBER 2023					

	BUSINESS	LEAD OFFICER	COMMITTEE DATE		STATUS/COMMENT
	Update from Sarah Davis, BID Manager re: bins/refuse in Winchester City Centre	Simon Hendey	8 November 2023		Verbal Update - tbc
	Winchester Town Account Medium Term Financial Position (Draft budget options)	Darren Kennedy	8 November 2023		WTF324
	Budget Review: Play Refurbishment Programme – Final Proposals	Susan Robbins/Steve Lincoln	8 November 2023		WTF326
	Budget Review: Open Spaces and Grounds Maintenance – IDV Contract – Initial Draft Options	Andy Hickman/Campbell Williams	8 November 2023		WTF325
	Budget Review: Cemeteries - Initial Draft Options	Sharon Evans	8 November 2023		WTF327
	Budget Review: Grants funding - Criteria proposals to be set for grants post 2024	Susan Robbins	8 November 2023		WTF328
25 JANUARY 2024					
	BUSINESS	LEAD OFFICER	COMMITTEE DATE		STATUS/COMMENT

	Winchester Town Account Budget for 2024/25 (to be recommended to Cabinet)	Darren Kennedy	25 January 2024		
	Budget Review: Open Spaces and Grounds Maintenance –IDV Contract - Final Proposals	Andy Hickman/Campbell Williams	25 January 2024		
	Budget Review: Cemeteries – Final Proposals	Sharon Evans	25 January 2024		
11 MARCH 2024					
	BUSINESS	LEAD OFFICER	COMMITTEE DATE		STATUS/COMMENT
	Winchester Town Vision – Annual Progress Update	Susan Robbins	11 March 2024		

Possible Items to be allocated for 2023/24

North Winchester Design Code (to be timetabled by officers when updates are available) – Date tbc

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