



Meeting Cabinet

Date and Time Wednesday, 13th December, 2023 at 9.30 am.

Venue Walton Suite, Guildhall, Winchester 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 (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

PROCEDURAL ITEMS

- 1. Apologies**
To record the names of apologies given.
- 2. Membership of Cabinet bodies etc.**
To give consideration to the approval of alternative arrangements for appointments to bodies set up by Cabinet or external bodies, or the making or terminating of such appointments.
- 3. Disclosure of Interests**
To receive any disclosure of interests from Members and Officers in matters to be discussed.
Note: Councillors are reminded of their obligations to declare disclosable pecuniary interests, personal and/or prejudicial interests in accordance with legislation and the Council's Code of Conduct.
- 4. To note any request from Councillors to make representations on an agenda item.**
Note: Councillors wishing to speak about a particular agenda item are required to register with Democratic Services three clear working days before the meeting (contact: democracy@winchester.gov.uk or 01962 848 264). Councillors will normally be invited by the Chairperson to speak during the appropriate item (after the Cabinet Member's introduction and questions from other Cabinet Members).



BUSINESS ITEMS

5. Public Participation

– to note the names of members of the public wishing to speak on general matters affecting the District or on agenda items (in the case of the latter, representations will normally be received at the time of the agenda item, after the Cabinet Member's introduction and any questions from Cabinet Members).

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

Members of the public and visiting councillors may speak at Cabinet, provided they have registered to speak three working days in advance. Please contact Democratic Services **by 5pm on Thursday 7 December 2023** via democracy@winchester.gov.uk or (01962) 848 264 to register to speak and for further details.

6. **Minutes of the previous meeting held on 21 November 2023** (Pages 5 - 12)

7. Leader and Cabinet Members' Announcements

8. Winchester City Football Club artificial turf pitch (Pages 13 - 34)

Key Decision (CAB3437)

9. Property disposals, 27 Eastgate street, Winchester (Pages 35 - 46)

Key Decision (CAB3438)

10. Q2 Finance & Performance monitoring (Pages 47 - 160)

Key Decision (CAB3424)

11. Park and Ride bus contract - results of tendering for new contract (less exempt appendices) (Pages 161 - 170)

Key Decision (CAB3431)

12. To note the future items for consideration by Cabinet as shown on the January 2024 Forward Plan. (Pages 171 - 174)

13. EXEMPT BUSINESS:

To consider whether in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

(i) To pass a resolution that the public be excluded from the meeting during the consideration of the following items of business because it is

likely that, if members of the public were present, there would be disclosure to them of 'exempt information' as defined by Section 100 (I) and Schedule 12A to the Local Government Act 1972.

14. Park and Ride bus contract - results of tendering for new contract (exempt appendices) (Pages 175 - 178)

Key Decision

(CAB3431)

**Laura Taylor
Chief Executive**



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5 December 2023

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

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

CABINET – Membership 2023/24

Chairperson: Councillor Tod (Leader and Asset Management)

Councillor	- Cabinet Member
Cutler	- Deputy Leader and Cabinet Member for Finance and Performance
Becker	- Cabinet Member for Community and Engagement
Learney	- Cabinet Member for Climate Emergency
Porter	- Cabinet Member for Place and Local Plan
Thompson	- Cabinet Member for Business and Culture
Westwood	- Cabinet Member for Housing

Quorum = 3 Members

Corporate Priorities:

As Cabinet is responsible for most operational decisions of the Council, its work embraces virtually all elements of the Council Strategy.

Public Participation at meetings

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

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

Filming and Broadcast Notification

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

Disabled Access

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

Terms Of Reference

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

CABINET

Tuesday, 21 November 2023

Attendance:

Councillors
Tod (Chairperson)

Cutler
Becker
Learney

Porter
Thompson
Westwood

Members in attendance who spoke at the meeting

Councillors Godfrey, Horrill, Lee and Wallace

[Video recording of this meeting](#)

1. **APOLOGIES**

There were no apologies received.

2. **MEMBERSHIP OF CABINET BODIES ETC.**

There were no changes of membership to be made.

3. **DISCLOSURE OF INTERESTS**

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

Councillor Becker declared an interest in respect of item 9 (report CAB3432) as a private householder connected to one of the council's sewage treatment works. She took no part in the discussion or decision on recommendation 9 of the report.

4. **PUBLIC PARTICIPATION**

Ian Tait spoke regarding reports CAB3433 and CAB3432 and David Chafe (TACT) also spoke regarding CAB3432. Their comments are summarised under the relevant minutes below.

5. **MINUTES OF THE PREVIOUS MEETING HELD ON 17 OCTOBER 2023**

RESOLVED:

That the minutes of the previous meeting held 17 October 2023 be agreed as a correct record.

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

Councillor Learney announced that a revised park and ride bus timetable with more frequent buses had been introduced for the Christmas period in order to reduce travel to the City Centre during this busy time of year.

Councillor Thompson announced that the second Jobs and Opportunities Fair would take place on 23 November 2023. She also highlighted the latest opportunity for applications to the Rural England Prosperity Fund with further information available on the Grants section of the council's website [here](#).

7. **59 COLEBROOK STREET - REFURBISHMENT AND CONVERSION TO SHARED ACCOMMODATION FOR THE USE OF UKRAINIAN AND AFGHANISTAN GUESTS**
(CAB3433)

Councillor Westwood introduced the report emphasising the demand for single occupancy accommodation for Ukrainian and Afghan guests, particularly with the lack of guarantee for government funding for host families beyond April 2024. The proposal also offered a good investment for the council in the longer term.

Ian Tait spoke during public participation as summarised briefly below. He considered that the capital sum required to refurbish the property appeared excessive given that it had only been empty for a few years and had been used as a house in multiple occupation (HMO) prior to this. He suggested it might offer better value to sell the property and buy an alternative house. He mentioned examples of other council owned properties that had remained empty for a number of years and expressed concern that the council was not effectively managing its assets and its approach lacked consistency.

At the invitation of the Leader, Councillors Lee and Horrill addressed Cabinet as summarised briefly below.

Councillor Lee

He welcomed the proposal to provide temporary shared accommodation, recognising the need. He asked what the refurbishment standard would be? He also requested that Cabinet consider changing the procurement requirements generally to specify refurbishment products with a lesser carbon impact.

Councillor Horrill

She welcomed the proposal to make additional accommodation available. However, she suggested that the council's approach to HMOs appeared to be inconsistent, mentioning another council owned property in Eastgate Street. In addition she queried the council's proposals for a newly renovated property at 163 The Broadway which she believed was currently empty. She also requested clarification regarding the provision for ongoing repairs of 59 Colebrook Street.

Councillor Westwood responded to the points raised above. It was clarified that the council also owned the freehold of the sites surrounding 59 Colebrook Street and it was not therefore considered financially prudent to sell one property in

isolation. The refurbishment would be undertaken to EPC 'C' standard in line with the "fabric first" retrofit programme. Councillor Westwood noted Councillor Lee's request for a change to the procurement rules for further consideration outside of the meeting. He advised that Barnes House was considered under report CAB3432 below and would make further enquiries regarding the other two properties mentioned by Councillor Horrill.

The Strategic Director responded regarding the provision for repairs which was set out in Appendix 1 to the report and also clarified that decisions on different properties were taken in order to ensure the best return to the council on its assets. The Strategic Director also advised that the property 163 High Street was in the process of being let.

Councillor Westwood responded to questions from Cabinet Members.

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

RECOMMENDED (TO COUNCIL):

1. **That a capital budget of £610,000 to refurbish 59 Colebrook Street to provide temporary homeless accommodation be approved, funded by £250k grant from HCC, £206k grant from LAHF, and £154k of prudential borrowing.**

RESOLVED:

That subject to Council approval of the budget:

2. That capital expenditure of up to £610,000 be approved to refurbish 59 Colebrook Street to provide temporary homeless accommodation.

3. That authority be delegated to the Strategic Director (responsible for Housing) to approve the tender evaluation model.

4. That authority be delegated to the Strategic Director (responsible for Housing) to appoint the preferred contractor(s) following a competitive procurement process.

5. That authority be delegated to the Service Lead (Estates): to enter into all relevant agreements, to negotiate the contractual agreements and see them to completion to enable the conversion and refurbishment contract to be executed.

8. **GENERAL FUND BUDGET OPTIONS & MEDIUM-TERM FINANCIAL STRATEGY**
(CAB3430)

Councillor Cutler introduced the report including outlining TC25, the council's organisation-wide transformation programme to seek out and to deliver

transformational changes to the way services are provided to save £3m a year within 3 years.

At the invitation of the Leader, Councillors Wallace and Godfrey addressed Cabinet as summarised briefly below.

Councillor Wallace

He believed it would have been preferable if the report had been considered by the Scrutiny Committee prior to Cabinet. He also highlighted the lack of inclusion of the council's nature emergency declaration despite the commitment to include consideration in all future plans. He asked the following questions: a) whether it was still the intention for the garden waste collection service to be cost neutral; b) queried the apparent proposal to freeze car parking charges; c) requested a more detailed analysis of projected waste collection costs; d) requested evidence of the ability of the TC25 programme to deliver the significant savings required.

Councillor Godfrey

He did not have confidence that the proposals currently available within the TC25 programme would be sufficient to address the predicted budget deficit and asked when councillors would be supplied with more information regarding the programme? He believed it would be unwise to rely on increased government grants to address the budget deficit. He considered that there appeared to be a focus on increasing council reserves rather than seeking new sources of income. He welcomed the action to reduce business rate spending on empty buildings but considered much more needed to be done to address the budget situation.

Councillors Cutler and Tod responded to the points raised above, including emphasising that this report was a part of the budget process and that both Scrutiny Committee and then Cabinet would consider the final budget proposals prior to submission to Council in February 2024.

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

RESOLVED:

1. That the assumptions set out in section 13 of the report and the projections set out in Appendix A of the report be noted.
2. That the Medium-Term Financial Strategy be approved as set out in sections 13 to 17 of the report.
3. That a detailed budget be prepared for consideration by Council in February 2024 based on the assumptions set out in this MTF; final spending review announcements; and including the following options:
 - a. That, in relation to Greener Faster and carbon reduction priorities:
 - i. £200,000 per annum be included for the carbon reduction measures on waste and recycling vehicles to enable the change to HVO fuel (as set out in paragraph 15.2 of the report).

- ii. £1,400,000 per annum (less assumed 80% government funding) be included to expand recycling services to include food waste collections (as set out in paragraph 15.2 of the report).
 - iii. £400,000 per annum be included to implement other changes to the collection of recyclables (as set out in paragraph 15.2 of the report).
 - iv. £500,000 be reduced in the annual waste income budget to reflect proposed changes to the Hampshire Inter Authority Agreement on waste (as set out in paragraph 15.2 of the report).
- b. That, in relation to the council's TC25 digital transformation programme:
- i. £100,000 per annum be included for the support and coordination of digital channel shift work across the council's services.
- c. That, in relation to services:
- i. An additional £100,000 per annum be included to fund the increased external audit fees.
 - ii. NNDR budgets be reduced by £177,000 per annum to reflect the reduced liability on corporate properties.
 - iii. An additional £20,000 per annum be included to fund the increased costs of temporary accommodation.
- d. That, in relation to service income annual budgets, amendments be made as follows, in response to revised estimates (see also paragraph 15.3 of the report):
- i. Building control fees reduced by £100,000
 - ii. Land charges income reduced by £100,000
 - iii. Legal services reduced by £50,000
 - iv. Pest control reduced by £50,000
 - v. Garden waste service income increased by £90,000
 - vi. Car parking income increased by £100,000
- e. That Council Tax will increase in line with the Government referendum limits (currently a maximum of 2.99% for a Band D property).
- f. That the annual contribution to the IT reserve be increased by £100k to support critical infrastructure and the digitalisation theme of the transformation programme.
- g. That a Future of Waste and Recycling reserve of £1m is established (using funds from the Major Investment Reserve) to support the implementation of the new recycling offer for residents.

4. Due to the inflationary increase in the Waste Collection contract cost, approve a corresponding September 2023 CPI rate increase to Garden Waste subscriptions with effect from March 2024, resulting in charges increasing to £45 for small bins and £69 for large bins (but maintaining the concessionary price at £29).

9. **HOUSING REVENUE ACCOUNT (HRA) BUSINESS PLAN AND BUDGET
OPTIONS**
(CAB3432)

Councillor Westwood introduced the report and emphasised the proposals to invest in homes to support the aim of going “greener faster” in addition to reducing heating bills for tenants so as to address the cost of living crisis.

Councillor Becker declared an interest in respect of item 9 (report CAB3432) as a private householder connected to one of the council’s sewage treatment works. She took no part in the discussion or decision on recommendation 9 of the report.

Ian Tait and David Chafe (TACT) spoke during public participation as summarised briefly below.

Ian Tait

He reiterated his comments made at the Cabinet Committee: Housing on 14 November regarding a request that the council seek to purchase land in order to build a new council house estate. He queried the high build cost for new homes quoted in the report when the council was currently buying homes for significantly less than this in Whiteley. He also believed that using Section 106 provisions did not increase the overall number of new homes being provided.

David Chafe (TACT)

He thanked Councillor Westwood, the Strategic Director and officers for assisting TACT in understanding the proposals included in the report. A full TACT meeting would be held in due course in order to provide a formal response in time for consideration of the HRA Business Plan and Budget at Cabinet in February 2024.

At the invitation of the Leader, Councillors Wallace and Horrill addressed Cabinet as summarised briefly below.

Councillor Wallace

As for CAB3430 above, he believed the report should have been considered at Scrutiny Committee prior to Cabinet. He asked the following questions: a) the implications of the proposed increase in debt to turnover ratio set out in Appendix 1 of the report; b) requested more information on how the £30m spend on retrofit would be spent; c) the implications of the new strategy to buy affordable homes; d) requested a specific standard be stipulated on reduction to energy costs; e) requested further detail on the consultation proposed in relation to sewage treatment works; f) whether the proposed rent increases had been reviewed with TACT and the Citizens Advice Bureau; g) what percentage increase was anticipated for service charges.

Councillor Horrill

She agreed with Councillor Wallace that the report should have been considered at Scrutiny Committee prior to Cabinet. She asked the following questions: a) did the commitment to provide 1000 new homes include new build and rural schemes? b) requested more specific reference to the ongoing maintenance of

existing properties; c) asked for reassurance that the increased rent levels for the newer more energy efficient properties would not be applied to existing properties? d) what types of HRA properties were being considered for sale? e) requested further information regarding the proposals to move to full cost recovery for private connection to the council's sewage treatment works.

Councillor Westwood responded to the points raised above, including confirming that the new higher rent proposal would not be applied to tenants living in existing properties but only to those in new build programme properties. The Strategic Director also responded to comments made regarding the rationale for disposal of a small number of assets.

Cabinet (with the exception of Councillor Becker) agreed an amendment to recommendation 9 of the report to request that the proposals be subject to consultation, the terms of individual leases and a review of costs. This was agreed as set out below.

With the exception of Councillor Becker who took no part in the decision on resolution 9 only, Cabinet agreed to the following for the reasons set out in the report and outlined above.

RESOLVED:

1. That the draft HRA Business 30-year Plan for 2023-24 to 2052-53 metrics shown in Appendix 1 of the report be noted.
2. That the budget options outlined within the report be approved.
3. That the proposed additional investment in the council housing stock of £30m over the next eight years to 2030-31 to retrofit properties on a fabric first basis to help improve their energy efficiency and reduce energy costs for tenants be noted. This additional annual investment brings the total annual investment here to £5.625m a year and £45m in total.
4. That the proposed strategic change in direction moving from a plan based upon direct delivery of new homes to one based upon a mixture of actively acquiring s106 affordable housing directly from developers alongside future development with grant funding and using Right to Buy resources be noted.
5. That the current financial viability assessment for new build be noted and that at present all potential development sites based on current assumptions evaluated this year have not been assessed as being financially viable within the existing viability model (see paragraphs 12.3 - 12.6 of the report).
6. That the proposed move to 80% market rent to help improve the viability of new homes development and to mitigate the increasing cost of delivery be noted.

7. That it be noted that a revenue savings target of £400k over two years has been set to assist with bridging the forecast gap in financing future capital expenditure.

8. That the disposal in principle of Barnes house in 2024-25 be approved, and in addition two strips of land with one surplus HRA property per year over the next eight years to generate additional capital receipts to help fund the increased investment requirement over these years.

9. That subject to consultation, the terms of individual leases and a review of costs, the move to full cost recovery for private connections of the council's sewage treatment works be approved and note that this will include transitional protection and be achieved within a five-year timeframe.

10. **FUTURE ITEMS FOR CONSIDERATION BY CABINET**

Councillor Cutler reported on two additional items for consideration by him at the Cabinet Member Decision Day on 4 December 2023 (neither were key decisions):

- a) Jane Austen 250 year memorial statue
- b) To consider and note the draft minutes from The Scrutiny Committee held 22 November in relation to reports CAB3430 and CAB3432.

RESOLVED:

That, with the addition of the above items, the list of future items as set out in the December 2023 forward plan be noted.

The meeting commenced at 9.30 am and concluded at 11.50 am

Chairperson

CAB3437
CABINET

REPORT TITLE: WINCHESTER CITY FOOTBALL CLUB ARTIFICIAL TURF PITCH

13 DECEMBER 20223

REPORT OF CABINET MEMBER: Leader and Cabinet Member for Asset Management – Councillor Martin Tod

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

WARD(S): ST BARTHOLOMEW

PURPOSE

The Council, as landlord, has been working in partnership with Winchester City Football Club (WCFC) in order to secure funding to install a 3G artificial turf pitch on the site that the club currently occupies at North Walls.

To date £200,000 of CIL funding has been allocated to the project (CAB3360 refers) and the Football Foundation (FF) has agreed in principle to provide a substantial grant towards the expected cost of circa £1.4m, with the decision likely in January 2024.

This report sets out the health and wellbeing, sport and community benefits and outcomes associated with the new development, as well as costs for the new facility. It also seeks approval for an increase to the budget including a further £100,000 of CIL funding to enable the project to proceed.

This forms the final business case for the new pitch and seeks approval, subject to a successful outcome of the funding bid, for budget and expenditure to enable officers to accept the preferred tender and commence works.

RECOMMENDATIONS:

Subject to successful funding applications to the Football Foundation, Cabinet approves:

1. An additional allocation of £100,000 of District CIL receipts to the project, bringing the total funding from District CIL to £300,000;

2. The countersigning by the council of a further funding bid to the Football Foundation, in partnership with Winchester City Football Club, for associated stadium improvements at the site;
3. An additional budget and expenditure of £461,000 (funded by the additional CIL, increased grant from the Football Foundation and contribution from WCFC), bringing the total approved budget and expenditure to £1.466m for the installation of a new 3G artificial turf pitch and associated improvements at Winchester City Football Club;
4. Delegated authority to the Strategic Director - Services to appoint the relevant contractors and to negotiate and agree contractual heads of terms with the contract appointment; and
5. Delegated authority to the Service Lead: Legal to prepare and enter into all relevant agreements, negotiate the contractual agreements and see them to completion to enable the proposed works at Winchester City Football Club.

Cabinet notes:

6. That the Corporate Head of Asset management will agree the terms of a new lease with Winchester City Football Club under his delegated authority;
7. That responsibility for operating, maintaining, repairing and replacing the pitch (including index-linked annual contributions to a pitch replacement fund) would lie with the council, but that the facility and these responsibilities would be passed to Winchester City Football Club along with all income, via the new lease;
8. That if for any reason Winchester City Football Club was unable to meet those responsibilities, the lease would be forfeited and responsibility would revert to the council; and
9. That the project will not proceed unless the grant application to the Football Foundation secures all necessary funding required to deliver the project in full.

IMPLICATIONS:1 COUNCIL PLAN OUTCOME

1.1 Living Well

1.2 Sports facilities such as this enable our residents to live healthy and fulfilled lives offering them the right mix of facilities for all ages and abilities that are accessible and offer a wide range of activities. The facilities are currently used for adult football and U23, U18's and U16's teams involving over 300 boys.

1.3 This project would deliver on aims and commitments such as reduced health inequalities, a wide range of physical and cultural activities for all ages and abilities and supporting communities to extend the range of sports and cultural facilities across the district.

1.4 There would be opportunities to host inter-school tournaments and skills workshops for under 16s (youth leagues, coaching programmes, affordable open sessions), older adults (walking and veterans' football), as well as disability football.

1.5 Through the involvement of Winchester City Flyers FC, the project would offer new opportunities for female coaches and players, enabling the growth and development of the game. The facility will be made available for local community use, schools, external partner clubs and holiday clubs for organised sessions and private hire.

2 FINANCIAL IMPLICATIONSCapital implications

2.1 The Football Foundation (FF) undertook a tender process for the supply and installation of the artificial pitch (subject to funding approval) through its framework. This framework has a pricing structure that results in a Guaranteed Maximum Price (GMP) by working through three stages:

- a) GMP1 is the price based on initial tender submission.
- b) GMP1.5 is the revised price, taking account of any pre-application planning discussion and amendments to the project specification.
- c) GMP2 is the final price, taking account of the financial implications of any changes resulting from planning conditions or other factors.

2.2 A capital budget of £1,005,000 was approved by Council at its meeting on 23 February 2023, based on the tender and initial cost projections (GMP1). Work has continued with the preferred supplier to develop a full planning application, which has resulted in a revised price of £1,445,215 (GMP1.5). A breakdown is given below, and section 11.8 provides detail on the reasons for the increase and the increased benefit achieved as a result.

Table 1. Project costs

	Initial costs	Revised costs
	GMP1	GMP1.5
Build Costs	£	£
Below Ground Works	461,741	533,953
Above Ground Works	418,730	711,214
Design Fees	10,000	32,355
Central Office Overheads	66,785	97,685
Profit	47,863	70,008
Total	1,005,119	1,445,215

- 2.3 Approval of an increased budget of £1.466m is requested, to allow for any unexpected increase in costs. Approval is also sought for expenditure against this budget to enable the tender sum to be accepted and to enter into contract and commence installation.
- 2.4 It is proposed that the capital costs are funded from the following sources, subject to the successful application for FF grants:

Table 2. Project funding sources

	£000	%	status
District CIL	300	21%	Part approved
Football Foundation 3G Pitch Fund	1,000	68%	Applied for
Football Foundation Stadium Fund	150	10%	Application pending
Winchester City Football Club (including deduction of VAT @ 20%)	16	1%	Confirmed
Total build cost	1,466		

- 2.5 The council's stated position has also been that only a limited amount of funding would be made available for this project so, if the FF is unable to provide sufficient grant funding to enable delivery of the project, the project would not be able to proceed.

Revenue implications

- 2.6 WCC has already met the £11k cost of pre-planning works, which were a requirement of the FF if they are to consider an application for funding in January 2024. Approval for the £11k spend was given via a Significant Officer

Decision on 25 October 2021 and was met from within existing revenue budgets.

- 2.7 The proposed long-term lease for the facility to WCFC would see the club take responsibility for all revenue, with the income generated by the facility to remain with the club and be used to meet the annual maintenance costs and allow for the creation of a sinking fund to replace the pitch surface in the longer term. It would also include conditions related to the delivery of sporting outcomes committed by the club as part of the grant application to the FF.
- 2.8 WCFC has produced financial projections that show an annual surplus of £25,000 pa after allowing for maintenance and an annual contribution to the sinking fund. If the surface is well maintained it will have a life of 10-12 years and would cost (in today's prices) circa £230,000 +VAT to replace, so the sinking fund contribution will be index linked.
- 2.9 There would be no revenue implication for the council, unless WCFC had to step away at some point. The business plan has been reviewed by FF and Hants FA, who judge it to be sound. It indicates that, in the event of the facility being handed back to the council, there would be sufficient income generated to cover all costs, including contributions to the replacement fund. In the unlikely event that WCFC were to go into administration, the responsibility for maintaining and replacing the pitch would fall to the council and it is not guaranteed that monies in the replacement fund would automatically transfer to the council.
- 2.10 WCFC would be responsible for meeting all financial and social performance indicators that are conditions of the FF grant award and this will be included as a condition within the terms of the new lease (see section 3).
- 2.11 Advice was sought from the council's external VAT advisors to ensure that no VAT implications arise from the proposed arrangements.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 The build project has been procured by the FF on behalf of the council using its framework which includes multiple suppliers for artificial grass football pitches. This framework is compliant with the Public Contract Regulations 2015 (PCR2015). It covers design, manufacture, supply, and installation and includes contract administration, cost management, health and safety compliance and independent testing to FIFA standards. The council's procurement team has been consulted on the proposed arrangements and use of the framework is permissible in accordance with the council's Contract Procedure Rules and PCR2015.
- 3.2 There would be a Framework Alliance Contract whereby the FF is the client and the council is the additional client. The council would be required to sign a joining agreement to enable the council to award the contract to an artificial grass pitch supplier. This will need to be tested against the FF grant funding agreement and the Joint Contracts Tribunal (JCT) contract.

- 3.3 The allocation and spending of CIL funding is conducted in accordance with previous decisions and protocol agreed by Cabinet, as well as the relevant CIL Regulations and Government guidance.

4 WORKFORCE IMPLICATIONS

- 4.1 There are no additional workforce requirements associated with this project. The procurement and installation of the pitch would be managed by the FF through its framework, with Estates providing client resources from within existing staffing.
- 4.2 The Community and Wellbeing team will provide support to WCFC for engagement, communication and liaison with funding bodies, Hampshire FA, local clubs and community stakeholders from within existing staff resources, working with the Communications team where appropriate.

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 The artificial pitch will be built on council-owned land and will become a council-owned asset but, following installation of the artificial pitch, ongoing management and maintenance will be the responsibility of WCFC under the terms of a new lease.
- 5.2 The council would enter into an agreement for lease, which would include a new lease with WCFC but would keep control of all collateral warranties / insurance policies rather than pass them onto WCFC. This would allow the council to get remedial work completed under the warranties/ insurance. If these are passed onto WCFC, the council would find it difficult forcing WCFC to act if remedial work is needed during the relevant time period.

6 CONSULTATION AND COMMUNICATION

- 6.1 The Hants FA and Football Foundation Local Football Facility Plan for Winchester (see background documents) indicates that there is a significant shortfall of community accessible artificial grass football pitches in Winchester. This is supported by the council's current Playing Pitch Strategy.
- 6.2 WCFC has researched potential demand via individual discussions and a series of meetings with other local clubs, community groups and schools. WCFC has also gained letters of support from others such as Winchester Youth FC, Winchester Flyers FC, St Swithun's School, Chelsea FC Foundation and Winchester Castle FC, confirming their need for additional match and training facilities and their wish to make regular use of the proposed facilities.
- 6.3 The Leader of the Council and relevant Cabinet members have been consulted on the proposals and the Leader approved the submission of a funding application to the FF at a Cabinet Member Decision Day in December 2022 (DD57).

6.4 A planning application was submitted in July 2023 with reference 23/01704/FUL and has been subject to the statutory consultation period.

7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 3G artificial turf is suited for football and rugby activities and to generate sports characteristics, the pitch surface is infilled with a stabilising material (silica sand) and a performance material (SBR – Styrene-butadiene rubber – aka – rubber crumb performance infill material). During the development of this proposal, a variety of potential performance infill materials have been considered, but SBR is the preferred performance infill material because it offers a number of beneficial qualities, including no fibre content and the ability to recycle.
- 7.2 During installation, the SBR material used to infill the 3G football turf will accord with a voluntary industry standard that provides minimum requirements above and beyond what is currently required for rubber crumb under European regulation. Sport England and leading sport governing bodies all support this approach.
- 7.3 As SBR is defined as a microplastic, it is vital to minimise infill loss from the 3G pitch and to prevent the transfer of this performance infill material to the environment by players or by maintenance equipment. Several design details are introduced to this proposal to minimise infill loss in accordance with the Football Association and FIFA recommendations, including:
- a) 0.25m high containment barriers installed around the facility enclosure (built into pitch barriers entirely surrounding the 3G artificial turf pitch surface);
 - b) Footwear cleaning stations;
 - c) Detox units to all gated entrances (steel grates with drainage outlets and waste trays);
 - d) Surrounding asphalt surfacing / paving; and
 - e) Drainage inspection chambers with waste collector to capture any materials entering the drainage system.
- 7.4 Most materials used to construct the proposed 3G pitch can now be re-used, recycled, repurposed, and recovered, including 3G pitch surface for which innovations mean that an aged football turf can be fully recycled back into raw material for the same industry to create new turf or secondary plastic products.
- 7.5 The sports area lighting proposal has been sensitivity designed in accordance with the requirements for an Environmental Zone E2, which is a rural surrounding - for example a sparsely inhabited rural areas, village, or relatively dark outer suburban location. The design of modern floodlights is

such that is very little spill light and back light is projected around the 3G artificial turf pitch enclosure.

8 PUBLIC SECTOR EQUALITY DUTY

- 8.1 The proposal would increase opportunity for under-represented groups. There would be increased opportunities for women and girls through involvement of Winchester City Flyers. Winchester Youth FC has been in dialogue with Hampshire FA with a view to offer a pan-disability football course as part of its community provision to support the bid. Although women and girls are not the WCFC's specific target group, the club will partner with Winchester City Flyers to double their ladies team participation (100% growth) and a 10% growth in their youth set up, particularly amongst the younger age groups. The club currently has 27 teams and there will be space for approx. three more. Winchester City FC do not have a disability team at the moment but intend to have at least one pan-disability team that can use the facility as a home ground for matches and training.
- 8.2 An equality impact assessment has been completed and is included at appendix 2.

9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None.

10 RISK MANAGEMENT

- 10.1 The primary risk is if the FF is unable to provide sufficient funding to meet the shortfall in project cost. If this is the case, then the project will not go ahead.
- 10.2 All other risks will be mitigated as detailed below and reported in more detail should the funding bid be successful and the project proceeds.

Risk	Mitigation	Opportunities
<u>Financial Exposure</u> Cost increases beyond budget Grant funding becomes unavailable during the term of the development contract which the council will have entered into with	The FF tender process required a Guaranteed Maximum Price so this risk sits with the contractor and there should be no unexpected increases. The council will seek to impose safeguards in the contract. If these safeguards are not forthcoming the council	

<p>the contractor; the council becomes liable for all further costs of the construction under the development agreement.</p>	<p>will not be in a position to enter into the development agreement and the project will not proceed.</p>	
<p>Club ceases to trade</p>	<p>In the unlikely event WCFC ceased to trade, the Council would become responsible for the maintenance, repair, and replacement in accordance with the grant conditions.</p> <p>Responsibility for replacing the pitch would also fall to the council and it is not guaranteed that monies in the replacement fund would automatically transfer to the council. Regular inspection of the club's accounts would enable early intervention.</p>	<p>Options would exist for in-house management or contracting out.</p>
<p>Clawback of grant funding by the Football Federation during 21-year clawback period</p>	<p>The council will ensure that use of the pitch / facilities continues in line with any conditions of the grant funding agreement in order to ensure the funding is not clawed back by the Football Federation.</p> <p>The council will need to ensure that it can comply with the terms of the grant funding agreement this will include ensuring that any tenancy agreement entered into contain terms that will ensure</p>	

<p>Insufficient funds are set aside in the sinking fund</p>	<p>compliance and not trigger clawback.</p> <p>Evidence of annual sinking fund contributions will be required, through a lease condition, index-linked to account for inflation increases.</p>	
<p><u>Exposure to challenge</u> Challenge from other potential sites for a 3G pitch</p>	<p>Other sites identified in the FF strategy for Winchester could also seek funding to develop a 3G pitch and would have the same option to submit a CIL bid.</p>	
<p><u>Innovation</u> Latest 3G pitch technology proves unsuitable or troublesome</p>	<p>The FF has extensive experience of 3G pitch provision and is fully confident of its suitability for this site.</p>	<p>3G pitches allow greater usage than grass so increase opportunity to participate.</p>
<p><u>Reputation</u> Failure to support club</p>	<p>WCFC has been made very aware that the council cannot provide further funding beyond that recommended in this report.</p>	<p>Should funding be secured, and the project proceed, the relationship between club and council should be noticeably strengthened.</p>
<p><u>Achievement of outcome</u> FF grant is not secured at a level sufficient or on terms suitable to deliver the project.</p> <p>The level of protection required by the council is not achieved by the terms of the development agreement or the grant funding agreement.</p>	<p>Project does not proceed.</p> <p>The council will seek to negotiate adequate protections in the terms and conditions of the development agreement and the grant funding</p>	

<p>WCFC does not deliver the sporting outcomes required by FF</p>	<p>agreement, or the project does not proceed.</p> <p>Legal agreement to include enforceable conditions that oblige the club to deliver promised outcomes.</p>	
<p><u>Property</u> Facility is not adequately maintained</p> <p>Insufficient provision for facility replacement</p>	<p>Warranties held to cover failure of equipment within an unreasonable period.</p> <p>New lease to WCFC will include clear responsibilities for maintenance and repair, with appropriate recourse if the responsibilities aren't adhered to.</p> <p>Agreement with WCFC will require them to invest in an index-linked sinking fund for replacement at end-of life.</p>	<p>WCFC will be invested in the facility which increases sense of pride and ownership.</p>
<p><u>Community Support</u> Lack of support from other football clubs and partner organisations</p>	<p>WCFC has done significant work to engage other clubs and secure their support.</p> <p>Facility now proposed to accommodate rugby use so has brought Winchester Rugby Club in as a partner.</p>	<p>Increased opportunity for a wide range of clubs and large numbers of local people.</p> <p>Improved accessibility for under-represented groups creates opportunity for wider participation.</p>
<p><u>Timescales</u> Failure to meet deadline for FF funding bid</p>	<p>Contribution from FF consultants, WCFC and council officers to meet the funding bid requirements.</p>	

<u>Project capacity</u> See timescales above		
-------------------------------------------------	--	--

11 SUPPORTING INFORMATION:

- 11.1 WCFC is based at the football ground in the northeast corner of North Walls Recreation Ground - a site that is owned by Winchester City Council. The ground is the home venue for WCFC who currently play in the Southern Football League Division One South. WCFC is a committee-run members club and has a history dating back to 1884.
- 11.2 WCFC currently has:
- a) U23, U18's and U16's teams.
 - b) Over 300 boys participating in youth football from U7 to U18 and a development section that covers Year R and Year 1 children who are just starting their journey in organised sport.
- 11.3 WCFC has asked the council to partner with them to install an artificial grass pitch on the site (106x70 community stadia 3G AGP). Much of the usage would be taken up by WCFC and the two youth organisations that are partnering with WCFC in this project (Winchester Flyers FC & Winchester Youth FC). Winchester City Flyers is a partner club with a youth setup with over 300 girls participating in youth football and an adult ladies' section with three teams.
- 11.4 Both clubs struggle to find suitable space to train and play at weekends, with teams frequently having to postpone fixtures due to the weather. A suitable and conveniently located 3G surface would enhance the match day experience. Furthermore, a reliable surface would greatly benefit the teenage groups of both organisations where there is a drop off in participation from the U15 to U18 age groups.
- 11.5 3G artificial turf pitches are a high quality and indispensable part of modern football facilities, creating playing surfaces that replicate a good standard natural turf pitch whilst significantly increasing levels of use (up to twenty-fold in comparison to a natural turf pitch). 3G pitches can be heavily used all year round with no decline in quality. They almost completely negate fixture cancellations during winter months, helping football to be a key part of a regular physical activity habit.
- 11.6 This area is a hub of sporting activity with the North Walls Recreation Ground, WCFC and Winchester Rugby Football Club. The proposal has been upgraded to be suitable for use for rugby, creating considerable potential for dual and combined use of the facilities in the area for the benefit of the individual clubs and the wider community. Winchester Rugby Club has stated

that the proposal will sit alongside plans to enhance its own facilities as it moves forward to another level of its development following promotion of the first XV to the Regional 2 South Central London & South-East Division for the 2023-2024 season.

- 11.7 £200k of CIL money was secured for this project (CAB3360). The FF has indicated a willingness to approve a grant towards the cost, and authority to submit a funding bid and planning application was given at a Member Decision Day on 5 December 2022 (DD57). The FF grant application was submitted on 13 January 2023.
- 11.8 The Football Foundation (FF) undertook a mini-competition for the pre-construction works which also includes the subsequent supply and installation of the artificial pitch (subject to funding approval) through its pre-tendered framework. The preferred supplier submitted a tender price (GMP1) of £1,005,119 but subsequent changes have seen the cost estimate increase by £440,096 to £1,445,215 (GMP1.5). The primary factors behind the cost increase are:
- a) Increased cost of the artificial pitch, in large part due to a new FF requirement to provide multi-sport benefit. In this case the pitch specification has been enhanced to allow use for rugby, which is supported by the neighbouring Winchester Rugby Club who would be able to use the pitch for training. This would be of significant benefit during the winter months and complements Winchester Rugby Club's plans to enhance the club's facilities as it moves forward to another level of the Clubs development following promotion of the First XV to the Regional 2 South Central London & South East Division for the 2023-2024 season. The increase also accounts for improved fencing around the pitch and industry cost increases since the original tender submission. Total increase to pitch costs - £95,000.
 - b) Enhancements to car parking and associated lighting to meet the demand of increased usage generated by the new pitch. This has been kept to a minimum through the development of a sustainable travel scheme - £89,000.
 - c) Additional surveys, assessments and design work to inform the detailed planning application - £22,000.
 - d) Improvements to the wider stadium setting, which are not directly related to the artificial pitch but to meet the requirements of step 3 of the National League System to which WCFC has recently been promoted. These costs relate to spectator facilities and are being fully funded by contributions from the FF Stadium Fund and WCFC - £178,000.
 - e) Contractor overheads and costs - £53,000.

- 11.9 Section 2.4 of the report details the intended sources of funding to meet the £1.466m cost (allowing for any small additional increases) of the project. This requires an additional £100,000 of District CIL funding, to supplement the increased amount now required of the FF to enable the project to proceed. The proportion of the total project cost being met from CIL would be 21% and has remained relatively consistent with the previous proposal.
- 11.10 A report to Cabinet in September 2022 (CAB3360) agreed the recommendation that *'the Strategic Director with responsibility for CIL in consultation with the Section 151 Officer be authorised to consider inflationary impacts on projects already approved and recommend adjustments to CIL to the Cabinet Member for Place and Local Plan'*. In accordance with this recommendation, it was also agreed that, *'if needed, authority could be delegated to the Cabinet Member for Place and Local Plan, to approve supplementary capital estimates and expenditure, via a Decision Day to existing projects for which additional funding is required due to inflation, and which in total should not exceed £500,000 in aggregate'*.
- 11.11 This report to Cabinet therefore replaces the requirement for a Decision Day report in setting out to Cabinet the need for an additional £100,000 of CIL funding for the provision of the 3G pitch, although the eventual CIL allocation will be subject to a successful FF application outcome and the approval of planning permission.
- 11.12 The planning application was approved by Planning Committee (ref. 23/01704/FUL) on 15 November 2023.
- 11.13 A decision on whether the FF application is successful will be made at its grant panel meeting in January 2024. The proposed programme for the next stages would be:
- | | | |
|----|-------------------------------|--------------|
| a) | FF funding panel outcome | Jan 2024 |
| b) | Award and enter into contract | March 2024 |
| c) | Construction commences | May 2024 |
| d) | Construction completes | Aug/Sep 2024 |
- 11.14 In order to secure the tender price and to minimise disruption to WCFC's match schedule, the aim would be to commence work as soon as the current league season finishes, allowing much of the work to take place during the summer break. Authority to incur expenditure is sought now to allow time for contracts and other legal agreements to be finalised without risk of entering the pre-election period ahead of May elections, thereby risking a delay in the works. Approval to incur expenditure is subject to the FF awarding a grant of the full amount requested, ensuring the necessary budget is in place.
- 11.15 Once completed, the asset would remain in WCC's ownership. The FF funding agreement would require the artificial pitch to be maintained and renewed during the funding period. The pitch would be leased to WCFC on a new long-term lease and the club would, as part of the lease, be responsible

for the ongoing maintenance of the pitch and for its eventual surface replacement.

12 OTHER OPTIONS CONSIDERED AND REJECTED

- 12.1 The council could have chosen not to support WCFC to proceed with a joint funding bid, but this would result in a number of missed opportunities. The work of WCFC has created an opportunity to secure a substantial amount of external investment in facilities in the district and this funding would otherwise be directed elsewhere. This project also creates an opportunity to increase participation amongst women and people with disabilities – an opportunity that would be lost had a bid not been pursued.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

1. CAB3310 - COMMUNITY INFRASTRUCTURE LEVY SPENDING PROGRAMME UPDATE - 15 September 2021
2. CAB3360 - COMMUNITY INFRASTRUCTURE LEVY – COMMUNITY AND WINCHESTER COUNCIL PROJECTS APPROVAL - 14 September 2022
3. DD57 - WINCHESTER CITY FOOTBALL CLUB ARTIFICIAL PITCH – 5 December 2022

Other Background Documents:-

[Winchester City Council Playing Pitch Strategy & Action Plan](#)

[Hants FA and Football Foundation Local Football Facility Plan for Winchester](#)

APPENDICES:

Appendix 1: Site plan

Appendix 2: Equality impact assessment

Appendix 1

Site Address:- Winchester City Football Club - Location plan

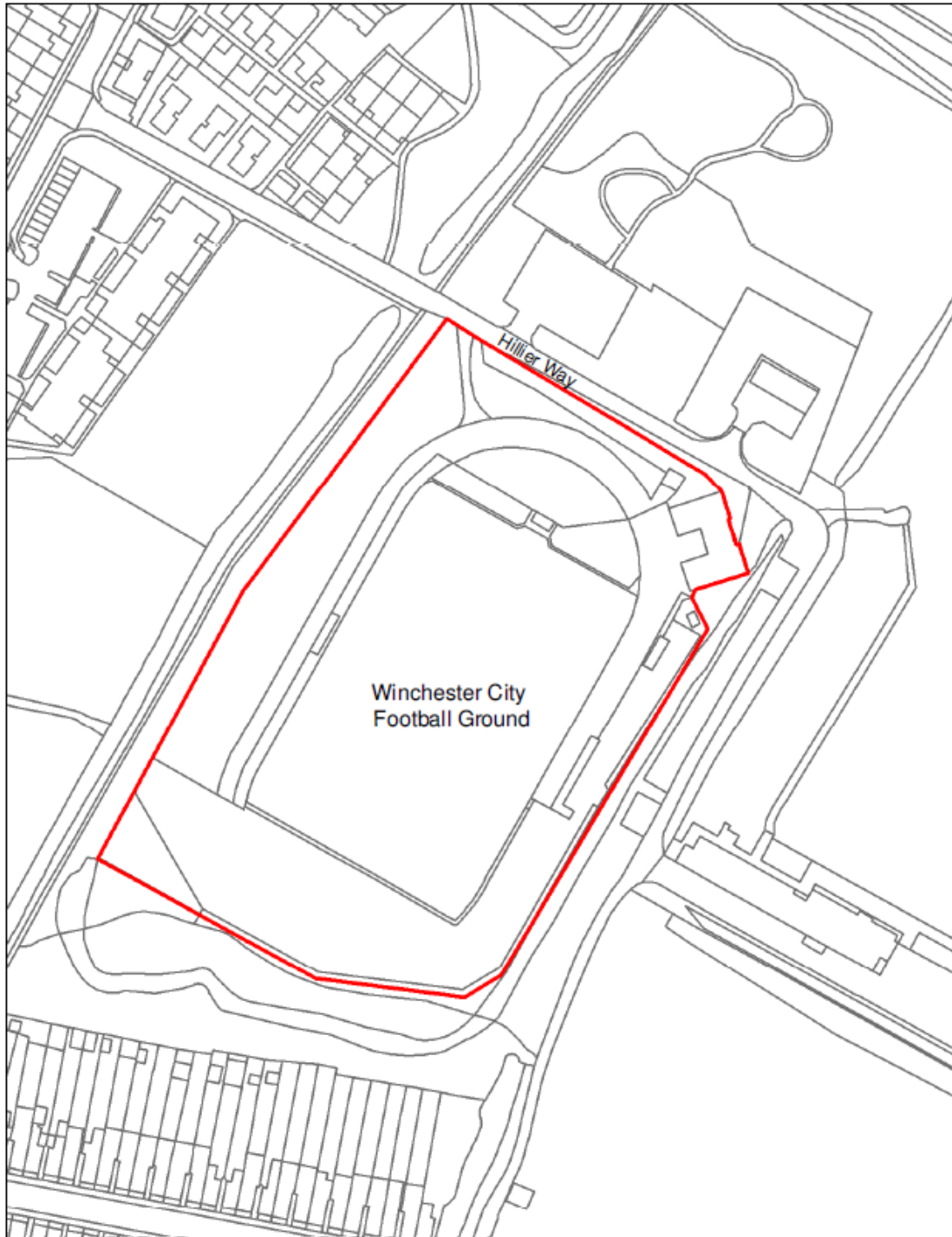


Winchester City Council
Estates Division

Scale:- 1:1,500 @ A4 Portrait
Date:- NOV 2022
Ref:-

Map Ref:- 4830

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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	N/A
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	Internal consultees included Finance, Legal, Procurement and Estates teams. The key external consultee is Winchester City Football, Club who is intended to be the long-term operator of the facility. Others include the Football Foundation and Hampshire FA.
3	Have previous consultations highlighted any concerns about the policy or project from an equality impact perspective?	No	This project is significantly enhancing opportunity and access to facilities for certain protected groups.
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	Input to the planning and development of this project from the Football Foundation and Hampshire FA has helped address any concerns and ensure a robust and comprehensive proposal.
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	National data on participation in physical activity identifies various under-represented groups. Two of these are females and disabled people, both of which are

		Yes/No	Please provide details
			positively supported to participate through this project.
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?	Yes	Key partners in this project are the Football Foundation and Hampshire FA, who bring national and regional perspective and extensive experience of projects such as this.
7	Are there any other issues that you think will be relevant?	No	N/A

Section 2 - Your EIA form

Directorate: Place	Your Service Area: Economy & Community	Team: Community & Wellbeing	Officer responsible for this assessment: Steve Lincoln	Date of assessment: 10 February 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 Football Club (WCFC) artificial pitch
2	Is this a new or existing policy?	New
3	Briefly describe the aim and purpose of this work.	Installation of an artificial grass pitch on the site that the club currently occupied by WCFC at North Walls.
4	What are the associated objectives of this work?	<ul style="list-style-type: none"> Increased accessibility of facilities and wider participation in sport. High quality, sustainable facilities.
5	Who is intended to benefit from this work and in what way?	<ul style="list-style-type: none"> Facilities such as this suit all ages and abilities. There is specific benefit for females (through link with Winchester City Flyers FC) and under 16s, older adults and disabled people through targeted programmes.
6	What are the outcomes sought from this work?	<ul style="list-style-type: none"> Sports facilities such as this enable our residents to live healthy and fulfilled lives. Reduced health inequalities. A wide range of physical and cultural activities for all ages and abilities. There would be opportunities to host inter-school tournaments and skills workshops for under 16s (youth leagues, coaching programmes, affordable open sessions), older adults (walking and veterans football), as well as disability football.
7	What factors/forces could contribute or detract from the outcomes?	<ul style="list-style-type: none"> Availability of external partnership funding. Stability of WCFC. Effective maintenance and upkeep of the facility. Strength of relationship between WCFC and other local clubs using the facility.
8	Who are the key individuals and organisations responsible for the implementation of this work?	<ul style="list-style-type: none"> Steve Lincoln, Calum Drummond and Graeme Todd (WCC)

		<ul style="list-style-type: none"> • WCFC • The Football Foundation
9	Who implements the policy or project and who or what is responsible for it?	<ul style="list-style-type: none"> • Steve Lincoln, Calum Drummond and Graeme Todd (WCC) • WCFC

		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	Facility would be available for use by all and is designed to be accessible to all.
10b	What existing evidence (either presumed or otherwise) do you have for this?	<ul style="list-style-type: none"> • Football Foundation and Hampshire FA endorsement of the project. 		
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	Proposed programmes would actively engage females and increase opportunities to participate. Winchester City Flyers FC is a female football club and an active partner in the project.
11b	What existing evidence (either presumed or otherwise) do you have for this?	<ul style="list-style-type: none"> • Football Foundation endorsement of the project. • Draft programme for use of the facility. • Support of Winchester City Flyers FC. 		
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	<p>Artificial pitches are more accessible for people with a disability, so delivery of this project would positively affect them.</p> <p>There would be disability football sessions built into the programme of use.</p>
12b	What existing evidence (either presumed or otherwise) do you have for this?	<ul style="list-style-type: none"> • Football Foundation endorsement of the project. • Draft programme for use of the facility. 		

		<ul style="list-style-type: none"> Hampshire FA involvement in planned delivery of disability football sessions. 		
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	Facility would be available for use by all.
13b	What existing evidence (either presumed or otherwise) do you have for this?	<ul style="list-style-type: none"> Football Foundation endorsement of the project. 		
14a	Could the policy or project have the potential to affect individuals on the basis of age differently in a negative way?	Y	N	Artificial pitches are more suitable than grass for walking football, so delivery of this project would positively affect older people by increasing suitable venues during the winter months. There would be walking football sessions built into the programme of use.
14b	What existing evidence (either presumed or otherwise) do you have for this?	<ul style="list-style-type: none"> Football Foundation endorsement of the project. Draft programme for use of the facility. 		
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	Facility would be available for use by all.
15b	What existing evidence (either presumed or otherwise) do you have for this?	<ul style="list-style-type: none"> Football Foundation endorsement of the project. 		
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	Facility would be available for use by all.
16b	What existing evidence (either presumed or otherwise) do you have for this?	<ul style="list-style-type: none"> Football Foundation endorsement of the project. 		
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	Facility would be available for use by all.
17b	What existing evidence (either presumed or otherwise) do you have for this?	<ul style="list-style-type: none"> Football Foundation endorsement of the project. 		
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	Facility would be available for use by all.
18b	What existing evidence (either presumed or otherwise) do you have for this?	<ul style="list-style-type: none"> Football Foundation endorsement of the project. 		

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										
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	<table border="1"> <tr><td>Race:</td></tr> <tr><td>Sex:</td></tr> <tr><td>Disability:</td></tr> <tr><td>Sexual orientation:</td></tr> <tr><td>Age:</td></tr> <tr><td>Gender reassignment:</td></tr> <tr><td>Pregnancy and maternity:</td></tr> <tr><td>Marriage and civil partnership:</td></tr> <tr><td>Religious belief:</td></tr> </table>	Race:	Sex:	Disability:	Sexual orientation:	Age:	Gender reassignment:	Pregnancy and maternity:	Marriage and civil partnership:	Religious belief:
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	
Signed by Corporate Head of Service Economy & Community 24/2/23	<p>Susan Robbins</p> 

CAB3438
CABINET

REPORT TITLE: PROPERTY DISPOSALS , 27 EASTGATE STREET

13 DECEMBER 2023

REPORT OF CABINET MEMBER: Cllr Martin Tod

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

WARD(S): ST MICHAEL

PURPOSE

The property 27 Eastgate street is a general fund property held for investment purposes. Following a review of the alternative uses of the property and its estimated value it is recommended that the best return for the council will be achieved by disposal of 27 Eastgate street . The property has been used as temporary accommodation for single homeless people when leased to the Housing revenue account . When taking into account investment needs to continue that use and the return that continued use would generate it would not meet or exceed the return that could be achieved by disposal. Moreover, the nature of the property is not considered as suitable to meet the needs for temporary accommodation and has not been included in the forthcoming review of homeless demand and temporary accommodation. Disposal of the property will enable external investment and achieve the Council plan outcome of Homes for all.

Consequently, Cabinet approval to the freehold disposal of as surplus residential asset at 27 Eastgate Street, Winchester is recommended.

RECOMMENDATIONS:

That Cabinet approve the sale of 27 Eastgate Street by private treaty or auction and approve retaining the freehold interest in the adjoining open ground that is currently used for car parking.

IMPLICATIONS:1 COUNCIL PLAN OUTCOME

- 1.1 *Tackling the Climate Emergency and Creating a Greener District*
- 1.2 Disposal of the property will inevitably lead to investment and improvement of the home which in turn will improve its energy rating and thus reduce carbon emissions.
- 1.3 *Vibrant Local Economy*
- 1.4 Disposal will inevitably lead to investment in the property that will have a multiplier effect in the local economy.
- 1.5 *Living Well*
- 1.6 No specific implications to this aspect of the Council plan.
- 1.7 *Your Services, Your Voice*
- 1.8 No specific implications to this aspect of the Council plan

2 FINANCIAL IMPLICATIONS

- 2.1 Since being vacated by housing tenants, the property has been vacant for nearly a year and is subject to non-recoverable expenditure including e.g. council tax. It is currently held in the council's General Fund as an investment property (for income and/or capital appreciation). A capital receipt in the region of £675,000 is anticipated.
- 2.2 As noted in the council's Capital Investment Strategy (CAB3389 refers), it is essential to regularly review the performance of the council's property portfolio and make active decisions on retention, disposal or rental/leasing options to best support council objectives. This has become increasingly important as part of TC25 challenge where increased income or reduced costs can positively impact the council's future forecast deficit.
- 2.3 When a capital asset is sold the proceeds can either be spent on new assets or to reduce debt (capital financing requirement) from prior year unfinanced capital expenditure; i.e. it cannot be used for general revenue expenditure. When applied to reduce capital financing requirement, it reduces the council's annual Minimum Revenue Provision (equivalent to principal repayment), with an increasing saving over time, and increases the council's cash and investment balances which results in increased investment income and/or a reduced cost of external borrowing.
- 2.4 Were the receipt to be applied to reduce the capital financing requirement in respect of the Winchester Sport and Leisure Park (WSLP) then, depending on prevailing interest rates, estimated revenue savings of between an average of

£41,000 per annum (at 3.5%) and £55,000 per annum (at 5.5%) can be made. This equates to a total potential saving of between £1.6m and £2.1m over the 38 year remaining estimated life of WSLP including between £0.9m and £1.4m of interest.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 The residential property will be sold with freehold title. The Council will retain the adjacent open ground for potential future use in the CWR development. In the interim, the land may be let on Licence for car parking. Appendix 3 includes the parking area to be retained , appendix 2 photo of the property and appendix 1 plan of the property.
- 3.2 The Constitution permits delegated authority to the Corporate Head of Asset Management to dispose of non-contentious assets up to £1million, but subject to Cabinet approval being given 'in principle'. This is a non-contentious disposal, but it still requires formal Cabinet approval

4 WORKFORCE IMPLICATIONS

- 4.1 None

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 This is the proposed disposal of an end of terrace surplus residential asset with no alternative use or benefit to the Council to realise the best return for the Council.

6 CONSULTATION AND COMMUNICATION

- 6.1 There has been no external consultation concerning this proposal. There has been internal consultation within the Council to ensure there is not a viable alternative use for the property. .

7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 The expectation is that the property will be improved by the purchaser in terms of energy performance. Disposal will reduce the Council's carbon footprint.

8 PUBLIC SECTOR EQUALITY DUTY

- 8.1 The property will be offered for sale on the open market for all interested parties to bid.

9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None

10 RISK MANAGEMENT

10.1 Anticipated risks are limited to a sale failing to complete.

Risk	Mitigation	Opportunities
Financial Exposure Not achieving the market value for the property.	Demand is expected to be high for this property. If the top bidder falls away, there will be under bidders to treat with.	Capital receipt can be used to finance capital expenditure or to reduce ongoing costs associated with prior year unfinanced capital expenditure.
Exposure to challenge The council will be challenged that it has not followed policy or not achieved best consideration for its asset.	Follow S123 disposal procedures	
Reputation The property is vacant and dilapidated. It is starting to look neglected and suggest the council is not managing its assets effectively.	Disposal will transfer ownership and management responsibility.	Disposal to a new owner should prompt investment to bring the property to a better state, giving an overall improvement to the site.
Achievement of outcome	The process will be managed by the Estates and Legal team who are used to handling disposal of assets.	
Property	The property is insured against fire etc and is inspected regularly.	Disposal reduces the council's exposure to property risks by transferring these to a new owner.

11 SUPPORTING INFORMATION:

11.1 This asset is held in the General Fund and was let to the housing service. It was used as a house in multiple occupation for single homeless people. Following assessment of fire risks it was established that the property would require investment to address fire risks if it were to continue in that use. The property was decanted and has been vacant since 2021 There are no alternative viable uses identified in the council and therefore it is declared surplus to requirements and is recommended for disposal.

- 11.2 Two similar properties in Eastgate Street, previously owned by the HRA, have been sold by WCC in identical scenarios where the HRA no longer had a need for them and proceeds were better invested into alternative provision.

12 OTHER OPTIONS CONSIDERED AND REJECTED

- 12.1 Retain the property and let for general fund housing purposes. This is not recommended due to the net rent that could be generated not representing the best return for the Council. Moreover, there are more economic opportunities open to the Council to meet that demand.

- 12.2 CWR team and Jigsaw were approached for use by them as operational premises or to be developed as part of CWR. The house is end of terrace so not suitable for either. However, the proposal is to retain the freehold of the adjacent open ground for potential use as public access or signage in the CWR development.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

None

Other Background Documents:-

None.

APPENDICES:

Photos and site plan

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Site Address:- 27 EASTGATE STREET, WINCHESTER

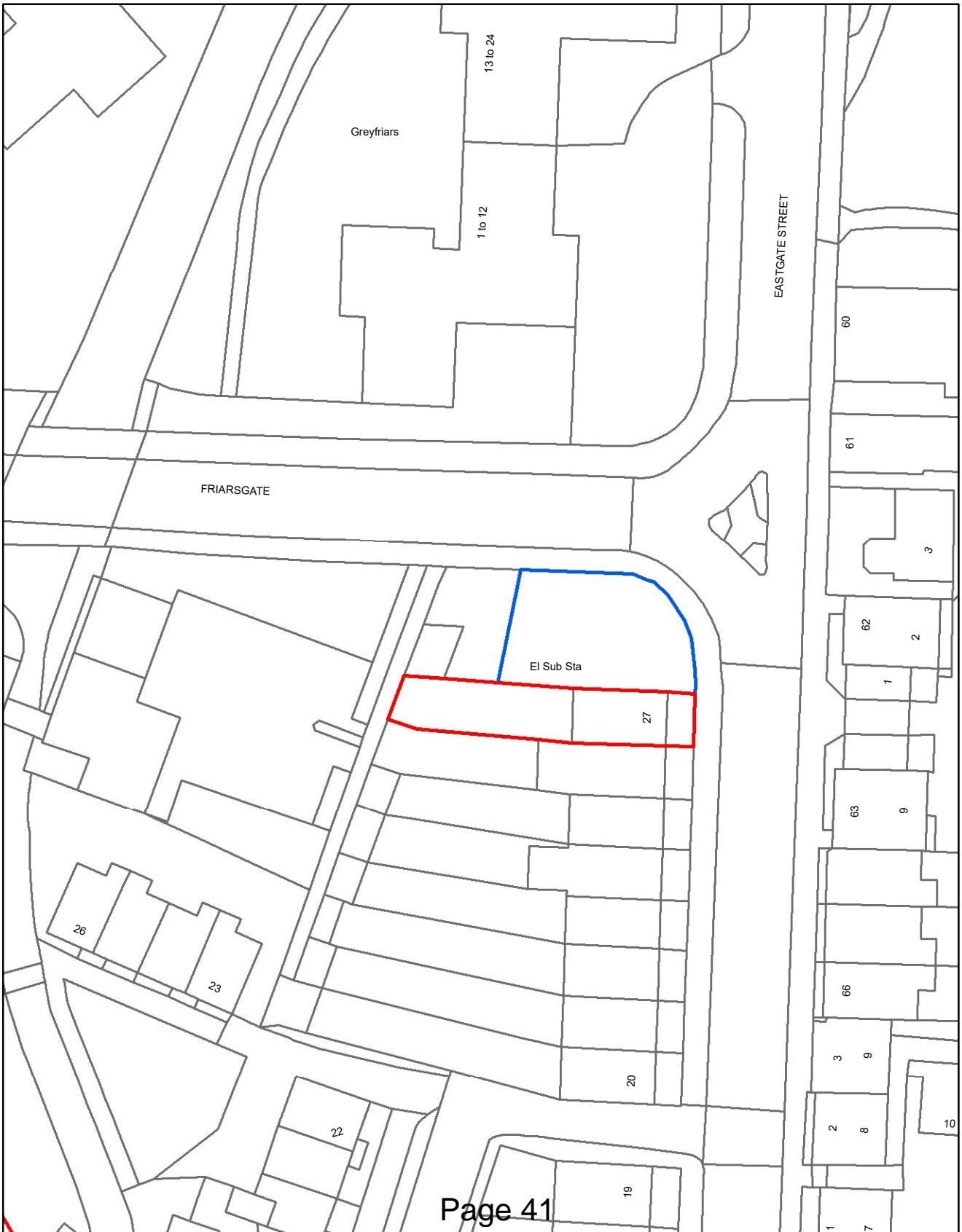


Winchester City Council
Estates Division

Scale:- 1:500 @ A4 Portrait
Date:- NOV 2023
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REPORT TITLE: Q2 2023/24 FINANCIAL AND PERFORMANCE MONITORING

13 DECEMBER 2023

REPORT OF CABINET MEMBER: CLLR CUTLER – DEPUTY LEADER AND
CABINET MEMBER FOR FINANCE AND PERFORMANCE

Contact Officer: Sharon Evans Tel No: 01962 848 135

Email: sevans@winchester.gov.uk

WARD(S): ALL

PURPOSE

The Council Plan sets out the strategic priorities of the council and this report and Appendix 1 provides a summary of the council's progress during the period 1 July 2023 to 30 September 2023 (Q2).

Appendix 2 provides a financial update for both the General Fund and Housing Revenue Account (HRA) as of 30 September 2023.

Appendix 3 provides the refreshed set of key performance indicators adopted in December 2022.

Appendix 4 includes highlight reports for each of the council's 'Tier 1' programmes and projects.

Appendix 5 are the action notes of the Performance Panel meeting that took place on 7 November 2023.

RECOMMENDATIONS

That Cabinet notes the progress achieved during Q2 of 2023/24 and endorses the contents of the report.

IMPLICATIONS:

1. COUNCIL PLAN OUTCOMES

This report forms part of the framework of performance and financial monitoring in place to provide an update on the progress being made against the projects and programmes supporting delivery of the priorities included in the Council Plan 2020-25.

All the information in this report, including the narratives in Appendix 1 relate to Q2; 1 July 2023 to 30 September 2023.

The council takes the opportunity to review the Council Plan on a periodic basis to make any necessary strategic changes. The current Council Plan was refreshed late 2022 and adopted by Council at its meeting in January 2023.

There were no significant changes in strategic direction, but the council proposed four areas of focus for the coming year, *cost of living support, greener faster, pride in place and listening better* all of which are detailed in this report. The refreshed set of key performance indicators adopted in December 2022 are presented in Appendix 3.

2. FINANCIAL IMPLICATIONS

There are no direct financial implications arising from the contents of this report. Almost all the programmes and projects undertaken to deliver the priorities included in the Council Plan will have financial implications, some significant and these are agreed and reported separately before the commencement and during the project life cycle.

3. LEGAL AND PROCUREMENT IMPLICATIONS

To ensure effective council governance, Key Performance Indicators (KPIs) and performance reporting must be fit for purpose, monitored and managed. KPIs enable evidence based quantitative management reporting and highlight when performance falls below agreed targets for improvement plans including remedial actions to be agreed and implemented.

There are no legal and procurement implications arising directly from this report, though individual projects are subject to review by Legal Services and Procurement as and when necessary and where they require consideration of the council's Financial Procedure Rules, Contract Procedure Rules and Public Contracts Regulations 2015 (PCR2015).

4. WORKFORCE IMPLICATIONS

There are no direct workforce implications, however staff are engaged and actively working across all projects.

5. PROPERTY AND ASSET IMPLICATIONS

There are no property or asset implications directly, but council assets are used to deliver this work.

6. CONSULTATION AND COMMUNICATION

Cabinet members, Executive Leadership Board, Corporate Heads of Service and Service Leads have contributed to the content of this report.

This report and appendices were reviewed and considered by Performance Panel on behalf of The Scrutiny Committee on 7 November 2023. Refer to Appendix 5 of this report for the action notes from this meeting.

A verbal update from the Chairman of the Performance Panel was given at the Scrutiny Committee meeting held 22 November 2023.

7. ENVIRONMENTAL CONSIDERATIONS

Many of the activities detailed in this report actively protect or enhance our environment and support the council and district to reduce its carbon impact. These will be considered as part of each detailed business justification case.

8. PUBLIC SECTOR EQUALITY DUTY

None arising from the content of the report. However, officers will need to consider the council's Public Sector Equality Duty and complete an Equality Impact Assessment on any specific recommendations or future decisions to be made.

This report is not making any decisions and is for noting and raising issues only.

9. DATA PROTECTION IMPACT ASSESSMENT

None required.

10. RISK MANAGEMENT

The council's Corporate Risk Register identifies the main risks associated with service delivery and performance and is reviewed by Executive Leadership Board (ELB) each quarter.

Risk	Mitigation	Opportunities
Financial Exposure Budget deficit or unforeseen under or overspends.	Regular monitoring of budgets and financial position including forecasting to year end to avoid unplanned variations to the budget. Exceptional Inflation	Early notification of unplanned under/overspends through regular monitoring allows time for plans to be put in place to bring the finances back

Risk	Mitigation	Opportunities
	Reserve approved in July 2022 to offset financial impact of increased inflation and price rises of some commodities particularly in the construction industry and energy price pressures.	into line with budget forecast.
Exposure to challenge	Legal resources are discussed with project leads.	Opportunity for the use of in-house resources able to input through the life of a project with local Winchester and cross council knowledge.
Innovation Improvement in service delivery.		KPIs used to evidence the need for innovation to improve service delivery
Reputation Ensuring that the council delivers the outcomes as set out in the Council Plan.	Regular monitoring and reporting of the progress the council is achieving against its priorities included in the Council Plan, including this report.	Work with communications team on press releases to promote and celebrate successes.
Achievement of outcome	Through the quarterly monitoring report, officers and members can monitor the progress of the priorities in the Council Plan.	Benefits of lessons learned from completed projects.
Property	Effective property management including carrying out timely repairs and maintenance ensures the council's property portfolio is fit for purpose.	Investment in property and building new council homes supports priorities included in the Council Plan
Community Support Lack of consultation and community engagement on significant projects that affect residents and can	Regular consultation and engagement with stakeholders and residents regarding	Positive engagement and consultation can bring forward alternative options that might not

Risk	Mitigation	Opportunities
cause objections and lead to delay.	projects or policy changes.	have otherwise been considered.
Timescales Delays to project delivery can lead to increased cost and lost revenue.	Regular project monitoring undertaken to identify and resolve slippage.	Improve subsequent forward planning and identify bottle necks.
Project capacity - Availability of staff to deliver projects.	Resources to deliver projects are discussed at the project planning stage and agreed by the project board and monitored by the Programme and Capital Strategy Board.	Opportunities present themselves for staff to get involved in projects outside their normal role enabling them to expand their knowledge and skills base as well as working with others.
Other	None	None

11. SUPPORTING INFORMATION:

Appendix 1 to this report provides an update on the council's progress achieved during the period July to September 2023 (Q2) against the priorities included in the refreshed Council Plan 2020-25 that was adopted by Council on 18 January 2023.

Cabinet adopted a new set of strategic key performance indicators (report CAB3370, 14 December refers) to be reported from 1 April 2023 and replace the previous set of performance indicators that were appended to the quarterly report.

Data for a significant number of the previously reported indicators was provided by third parties and is no longer being collected or made available. For these reasons a future report providing an update against the previously reported indicators will not be produced or forwarded to the Performance Panel.

Appendix 3 provides the second quarterly report including the new strategic key performance indicators. A draft report was provided to the Performance Panel at their meeting on 15 February and comments from the Panel have been incorporated in the revised report.

At the time that the refreshed Council Plan was adopted, Council also set out four areas of enhanced focus for the current year. Progress against the four areas of enhanced focus during Q2 is as follows:

Cost of living support

Pivoting our services and resources to support our residents, businesses and voluntary organisations with the cost-of-living crisis.

Additional funding provided to Citizen Advice Winchester District (CAWD) continued until the end of September, enabling them to provide further support to people experiencing cost-of-living challenges. On average, CAWD monthly client numbers remained consistent with Q1 at 614 clients each month and approximately 10% increase on the figure for the same period last year.

Q2 showed an increase in outreach activity, with the following support provided via outreach services:

- *27 outreach sessions were held, via sessions at housing schemes, food pantries, community café/lunch clubs, schools, libraries and support groups. These included sessions at Denmead, Wickham, Bishops Waltham, New Alresford and Kings Worthy, as well as some smaller villages and a session at Worthy Down garrison and involved a total of 266 people engaged with, leading to 71 client contacts.*
- *'Advice First Aid' sessions were delivered to 8 more partner organisations to help them support and signpost their clients to help and advice. This was delivered to a total of 16 organisation during the course of the programme and has increased the capacity of the community network to provide ongoing support.*

During August, the council ran three 'Fabulous Family Friday' events to provide free activities for families with school aged children. Events were held in Winchester and Wickham - locations with areas of multiple deprivation and low income, as well as the intended family demographic. However, families attended from across the district, with people also coming from South Wonston, Alresford, Durley, Bishopstoke, Hedge End, Waltham Chase, Knowle and Otterbourne so the benefit was felt across the district. The events were very popular, with more than 500 children and 250 adults attending in total and provided positive feedback.

The remainder of the council's CoL emergency grant fund was allocated during Q2, with four grants totalling £12,237 awarded to Awaaz Radio, Munch Nutrition, University of Winchester Students Union and Trinity Winchester. The entire emergency grant fund has now been allocated and the grant closed at the end of July 2023.

In addition, council officers reviewed applications to the first round of HCC's Household Support Fund. Six Winchester based organisations were awarded a total of £33,666 to support vulnerable residents with food and fuel poverty.

Further funding of the Household Support Fund has been renewed by government for 2023/24 which provides for a further round of food vouchers. The Revenues & Benefits team has been allocated £313k which will fund 5,700 households in receipt of Council Tax Reduction (CTR) with a £50 food voucher, and 330 households in receipt of Housing Benefit (who do not receive CTR) with an £80 food voucher. Eligibility for the voucher is reliant on

the said benefits being in payment on 18 September 2023. The issue of the vouchers to residents was completed on Tuesday (10 October 2023).

The dedicated section on the council's website with information for residents on cost-of-living support and advice, received 2,996 visits during Q2 and has now received almost 23,000 visits since it was launched.

Pop-up community support hubs ran at Wickham Community Centre, Sun Hill Junior School (Alresford) and Unit 12 Community Food Pantry (Winnall) to act as a pilot ahead of the opening of permanent support hubs, in the same areas. A total of 9 people engaged with services represented at the hubs and support was sought for housing, tenancy, debt advice, antisocial behaviour, income maximisation and relationship issues.

We continue to assist council and private rented tenants in maintaining their tenancies through support with budget plans and money management. Crisis food provision has provided FareShare food to tenants in immediate need, supplemented by food and fuel vouchers. We were able to support 21 families with food and fuel vouchers totalling £1,500. The food vouchers reach tenants within the hour, providing fast access to help which they can redeem at their closest supermarket. We gave out 13 emergency food parcels and 3 sanitary packs to families and single people in immediate need. A welfare fund supports tenants with items such as white goods and furniture as a last port of call and was able to assist 46 tenants with essential items totalling more than £12,000. The Summer Munchies pilot saw over 250 lunches for children in the summer holidays issued from Projects Café and Sparsholt across the 6 weeks.

Across our support services for tenants, we were able to help them secure additional income totalling nearly £292,000.

<i>Tenancy Sustainment</i>	<i>£166,236</i>
<i>Financial Inclusion</i>	<i>£24,534</i>
<i>Sheltered</i>	<i>£66,179</i>
<i>Citizens Advice</i>	<i>£34,965</i>

Greener faster

Adding weight to our commitment to achieve our net zero targets for 2024 and 2030.

The Council Plan overarching priority is to deal with the climate crisis and for the council to be carbon neutral by 2024 and the district to be carbon neutral by 2030. The climate emergency is considered to be one of the most significant challenges facing our communities and a key focus for 2023 is to go 'greener faster'. A full narrative of climate change work is set out in the main report, but accelerated activities are set out here.

The updated Carbon Neutrality Action Plan was approved by Cabinet in September. The updated plan incorporates the findings of the Winchester District Carbon Neutrality Roadmap, developed by consultants WSP during 2022. It prioritises high impact interventions and provides a forward trajectory

of quantified actions with a revised focus on the council 2024 and district 2030 carbon neutral targets.

The 'Retrofit Ready' programme was launched to all council tenants occupying traditionally constructed houses and bungalows with an EPC rating of 'D' or below. Due to the very high demand received, the resulting 800 Energy Assessments requested were split into two delivery and procurement programmes. Phases 1 and 2 have now seen 400 property assessments completed. Phase 1 is in its final stages of Assessments and Phase 2 will aim to be completed by Christmas. Progress with the delivery of energy improvement measures on the 'Retrofit Ready' initiative are monitored by the Retrofit Programme Board and specific numbers are provided later in this report.

Our consultants Buro Happold have continued to work on the research and feasibility work for the potential for large scale renewable energy generation across the district. Two Open Forums were held on 28th June (virtual) and on 10th July (in person) to communicate the benefits of renewable energy for our district. The consultants have assessed sites across the district for their potential for renewable energy and will be advising the council on the feasibility and potential ownership models early in Q3. The consultants ran a survey on attitudes to renewable energy during July 2023 and the majority of the 388 survey responses were positive, with stakeholders supportive of renewable energy projects in the district.

A pair of batteries have been added to Barfield Phase II Park and Ride car park to store the excess green energy generated at the site. The batteries store the energy generated by solar panels during the day which is then used overnight to reduce power drawn from the grid. The panels contribute electricity for the car park's needs, including its 16 electric vehicle charging points, and is the first car park in Winchester to have solar panels generating enough electricity to cover all the equipment and lighting in the building.

The Neighbourhood Services and Community Safety team are awaiting delivery of 5 electric fleet vehicles. This will increase the present fleet from 3 electric and 2 petrol vans to 6 electric and 1 petrol. The remaining petrol van will be replaced with either a hybrid or electric vehicle upon lease renewal.

Pride in place

Making a visible difference to our places to delight residents and visitors.

Work to refresh the Kings Walk area of Winchester has been completed to make this area of the city centre a more vibrant and attractive space for residents, shoppers, commuters and visitors.

The newly refurbished play area at River Park in Winchester reopened on 15 July in time for the school holidays. The play area has new accessible equipment including a wheelchair accessible see-saw and a rotating hamster wheel, an eye spy mural for children to spot the wildlife they may see living in the River Itchen to and a new toilet pod with three unisex toilets one with baby changing facilities and one with an accessible WC.

The Hat Fair took place from 30 June and 1 July where local and international performers took to the streets to provide the city with a lot of fun and some impressive displays. New bunting to advertise the event was displayed to the city's High Street marking the start of the festival season.

The Foodies Festival took place on 9 July at North Walls recreation ground. This included top chefs demonstrating their cooking skills, drink experts, local vendors and chart-topping singers. More than 15,000 visitors attended.

Wickham Festival took place between 1 and 4 August featuring many well-known musical artists.

Thousands of people attended Boomtown between 9 to 13 August enjoying a festival of live music, colourful costumes, amazing light shows, and theme-based entertainment.

Work is underway to replace tourist information signs in Winchester.

A new bin store has been installed in Bishops Waltham at Lower Lane car park and a second one is planned is planned at Basingwell car park; and works are planned to provide a new bin store in St Georges Street and extend the one in Cossack Lane, Winchester. A new cleaning regime has been initiated for public toilets following agreement of a public toilet improvement strategy. Funding was also approved to enable a refurbishment of public toilets in the new year.

Listening better

Being more effective at hearing the voice of residents and enabling them to influence our decision-making.

During the Q2 period the play area at River Park was reopened following refurbishment and included new equipment which was selected following successful public consultation and engagement with residents during the planning of the refurbishment.

The council continues to hold open forum events and on 25 September held the Carbon Neutrality Open Forum which provided the opportunity for discussion on the progress the council is making in achieving its carbon neutral targets and questions be submitted for the council to answer.

The Neighbourhood Services and Community Safety Team undertook walkabouts in Winnall and Highcliffe to listen to concerns from residents around community issues in order that the council can work together with partners to resolve these issues.

A consultation with local residents on a proposal to carry out improvements to the Westfield Road open space was also undertaken at the end of June with an informal street meet at the site held to hear the views of residents and what they would like to see at the site.

Following the introduction of new car parking tariffs in July 2023, further targeted engagement was undertaken with specific groups who have reportedly been affected by the introduction of overnight parking charges. The results of this engagement have led to fine tuning the charging options to better support specific businesses and voluntary organisations in the city centre.

12. OTHER OPTIONS CONSIDERED AND REJECTED

This is a report for Cabinet to review the comments of the Scrutiny Committee and consider the activity of the council for the period July to September 2023.

BACKGROUND DOCUMENTS: -

Previous Committee Reports:

CAB3415 – Q1 Performance Monitoring dated 13 September 2023.

Other Background Documents:

None.

APPENDICES:

Appendix 1: Council Plan 2020-25 progress update – Q2 1 July 2023 to 30 September 2023.

Appendix 2: Financial update to 30 September 2023.

Appendix 3: Strategic Key Performance Indicators Q2 update.

Appendix 4: Programme and Project Management – Tier 1 project highlight reports Q2 update.

Appendix 5: Notes from Performance Panel meeting 7 November 2023.

COUNCIL PLAN 2020–25

Q2 2023/24 Progress Update

Priority – Tackling the climate emergency and creating a greener district.

Dealing with the climate crisis and reaching carbon neutrality is the city council's overarching priority. Recent extreme weather events have demonstrated urgent action is needed to avoid catastrophic climate change and the associated nature crisis. We all need to play our part in tackling this challenge and hand our district to our children and grandchildren in a better state than it is now.

What we want to achieve:

- Winchester City Council to be carbon neutral by 2024.
- The Winchester district to be carbon neutral by 2030.
- Reduced energy demand and an increase in local renewable energy.
- Highly insulated homes with low energy bills.
- Homes and businesses protected against extreme climate events.
- Reduced levels of waste and increased recycling, exceeding national targets.
- Cleaner air than national targets.
- Everything most residents need in reach by foot, bike or public transport.
- Our district's natural habitats are safeguarded and enhanced.

Over the last quarter we have achieved the following:

- **Working with and enabling businesses, organisations and residents to deliver a clear plan to net zero guided by the Carbon Neutrality Roadmap for the district.**

The council held two Carbon Neutrality Open Forums on 28 June (online) and 10 July (in person) which attracted approximately 100 attendees, plus councillors and officers, to discuss renewable energy generation within the Winchester district. The meetings included contributions from Buro Happold and Community Energy South, the consultants working with the council to research the feasibility of the generation of renewable energy across the district, as well as presentations on biodiversity and solar from West Solent Solar Cooperative.

A further online Open Forum meeting on 25 September introduced the new Carbon Neutrality Action Plan and our plans to be Greener Faster. Fourteen Councillors and 27 members of the public heard about the council's revised Carbon Neutrality Action Plan, adopted by Cabinet on 13 September. Luke Maxfield, an analyst from the UK Climate Change Committee, an independent statutory body established under the Climate Change Act 2008 whose purpose is to advise the Government on progress in meeting the UK's

emissions targets, also spoke on the UK's progress on meeting its climate targets.

On 17 July, a hydrogen car showcase was held by the council for local public sector bodies to assess the potential for hydrogen in fleet vehicles. This was attended by around 20 stakeholders and councillors.

WinACC has been awarded a contract to support community halls and buildings to install solar PV under an SPF funded project called Community Solar Support Scheme. This does not fund the capital element but will provide support to obtain quotations, build a business case and apply for funding streams including CIL to make the schemes happen. It will run from October 2023 to March 2025.

The WeCAN network, led by WinACC and part-funded by the council, continues to foster community involvement in reducing carbon emissions. Notable activity includes:

- o Twyford Green Fair in July.*
- o Repair café sessions in Badger Farm, Winnall, Denmead and Hambleden.*
- o Harestock Eco Fair in September organised by Littleton & Harestock Parish Action on the Climate Emergency.*
- o An introduction to Carbon Literacy, run by the council, in association with WeCAN, was attended by 9 parish councillors, representing 7 different parishes.*

Winchester Green Week took place between 23 September and 1 October, with the theme of 'Let's Grow Greener Together'. In addition to the Open Forum meeting and Carbon Literacy for parishes mentioned previously, the council led a workplace travel network meeting that was attended by 12 partner organisations including Hampshire County Council, Hampshire Constabulary and Southampton University.

Hampshire County Council's Solar Together scheme was relaunched in August 2023 with registration closing at the end of September. It is a group buying scheme that helps residents to get high-quality solar Photovoltaic (PV) panels and battery storage at a competitive price, helping them through the process and keeping them informed at every stage. Details were circulated to all councillors and promoted on our social media. The 2022 scheme saw 306 installations of solar PV completed and 38 batteries in the Winchester district.

- Retrofit our own council homes and work with others on schemes to provide insulation, energy efficient heating and home renewable energy to private homes.**

Council housing

The 'Retrofit Ready' programme was launched to all council tenants occupying traditionally constructed houses and bungalows with an EPC rating of 'D' or below. Due to the very high demand received, the resulting 800 Energy Assessments requested were split into 2 delivery and procurement programmes.

Phases 1 and 2 have now seen 400 property assessments completed. Phase 1 is in its final stages of Assessments and Phase 2 will aim to complete by Christmas.

The energy improvement measures on the Retrofit Ready delivery programme are progressing as follows:

- Loft Insulation top-up and ventilation is procured and ready for October start.*
- Cavity Wall Insulation extract and install is underway, the contractor has completed 9 cavity wall installations, a further 26 are to be completed by end of October.*
- Conservation Area - Single Glazed Window Replacements – 37 properties to be completed. 1 pilot property completed, survey and quotation for the remaining 36 is underway. Planning Application for a block of flats has been submitted, conversations with Planners and change of material might result in approval prior to 12 week determination period.*
- Conservation Area - Single Glazed Doors – 12 to complete in total, all have been issued to contractors for installation.*

On void homes, the existing voids contractor has begun another strand of work to improve insulation to the council's homes. Loft top-ups and ventilation improvements are now being carried out to houses, bungalows and top-floor flats as they become empty, along with cavity wall insulation to houses and bungalows.

A pilot project is now being progressed to look at energy retrofit work to a pair of the council's post-war system-built, Pre-cast Reinforced Concrete (PRC) homes. The specification and drawings are being prepared for these typically hard to treat properties, where the existing steel and concrete structure has to be checked and repaired, and the external panels, depending on the system, are treated or removed, before constructing insulated masonry walls around the fabric. In most cases this could not be done with residents in-situ, so there is much disruption to consider, but the outcome is a home insulated to current standards, offering reduced energy bills and a 50-year plus design life.

Preparations continue following the council's successful grant bid under the Social Housing Decarbonisation Fund (SHDF). The loft top-up and ventilation installs and whole house retrofit to post-war Swedish timber frame homes has been awarded to a successful contractor, installation is due to begin end of October. Energy Assessments, Asbestos Surveys, Architects Surveys and Air testing are underway or completed.

The predicted outcome from the 2-year SHDF work and the Retrofit Ready delivery programme, depending on tenant uptake, is that over 20% of SAP D homes could be lifted into SAP 'C', which will be key progress towards the councils' 2030 climate targets.

To maximise the tenant uptake on these works a dedicated engagement project is underway on tenant advice and information. A digital tenant survey and focus group have already been undertaken, and in the coming weeks, local forums are being held in villages for those receiving the Swedish cottages retrofit works. A communication strategy is planned, and a dedicated resident liaison officer is

joining the Housing team soon. A project is also underway to review and update online resources for home energy saving and retrofit information on the council's website.

Private sector housing

Further benefit was gained by Winchester households from the government's Sustainable Warmth funding schemes:

- The HUG1 scheme for households with off mains gas was extended until the end of July. The total funding secured by Winchester households increased by £51,600, bringing the total to £369,600 with a total of 43 decarbonisation measures installed by the end of the scheme.
- The LAD3 scheme supporting mains-gas properties closed at the end of September. A further £15,197 was secured by Winchester households. The total secured during the life of the scheme was £232,197 with 39 decarbonisation measures installed.

The HUG2 and Great British Insulation Schemes were launched this summer. Warmer Homes have sent out 2,800 letters to private homeowners and landlords and the council will promote and market these schemes to encourage take-up.

- **Build our own buildings to the highest possible environmental standards.**

A tender was issued for the install of solar PV panels and air-source heat pump at Meadowside Leisure Centre in Whiteley. This would reduce the energy consumption of the building and the associated carbon emissions by 11 tCO₂ per annum. The tenders came back considerably in excess of the project funding granted and therefore a review of options is to be undertaken as to how this project may proceed.

A decarbonisation review of the council campus buildings is currently being undertaken. This includes Guildhall; West Wing; City Offices; Cipher House; Unit F Bar End Road (F2 Store); and Magdalen Hill Cemetery Lodge. External consultants have completed their surveys and are currently preparing their reports.

The council is currently constructing the new KGV pavilion in Highcliffe which aims to achieve a BREEAM rating of Excellent and will include a number of sustainable measures comprising of solar panels; green roof; efficient fixture and fittings.

The installation of an air source heat pump to Magdalen Hill Cemetery Lodge is planned for later this year and will reduce the energy consumption of the building and the associated carbon emission.

- **Promote recycling and increase what can be recycled, including food waste.**

There are significant proposed changes around waste and recycling; mostly driven by national requirements, and as a Waste Collection Authority (WCAs), Winchester City Council wants to take this opportunity to improve its household

waste and recycling collections. These changes and how they impact on Winchester's residents will inform the new waste strategy, the outcomes of which will be the core of Future of Waste and Recycling project.

Details on the national changes and how these will be funded are still to be confirmed by the Government.

A report was considered by Cabinet in July approving a consultation exercise to be undertaken later this year to help inform the new waste strategy for household properties, develop service options based on the outcome of the consultation, environmental factors and affordability and implement any changes. This survey has now been launched and responses are being generated.

The Government has announced a delay to introducing changes for 1 year in relation to its national waste consistency programme and extended producer responsibilities, this delay also impacts on associated Government new burdens funding to support local authorities in bringing in the new requirements. The impact of this and progress of Hampshire County Council's new waste recycling centre is currently being considered.

A further report will be brought forward to consider and agree the next steps.

- **Switch council vehicles to low and zero-carbon fuels**

Work on the decarbonisation of the Park and Ride bus service and waste collection service can be found in the 'Greener Faster' work in paragraph 11 of this report.

Initial work is underway to explore using Hydrotreated Vegetable Oil (HVO) instead of Diesel Engine Road Vehicle (DERV) to decarbonise the current waste and recycling vehicles. Further information can be found in the Future of Waste and Recycling highlight report in Appendix 3.

- **Continue working with Hampshire County Council to deliver the City of Winchester Movement Strategy and prioritise walking, cycling and public transport throughout the district.**

Work is progressing on the district wide and city local cycling and walking infrastructure plans. Officers are considering funding sources and bids to support scheme implementation. Some smaller active travel schemes are planned to start towards the end of this year and spring next all of which have been consulted on. These include pedestrian improvements on Romsey Road and Worthy Road and some city centre cycle schemes aimed at making it easier for cyclists to traverse the one-way system.

- **Deliver the Air Quality Management Action Plan**

Commencement on work to develop and adopt a new Air Quality Strategy (AQS) - reviewing the impact of adopting more stringent air quality standards across the district in line with government policy [LAQM-Policy-Guidance-2022.pdf](https://www.defra.gov.uk/publications/default.aspx?id=5222) ([defra.gov.uk](https://www.defra.gov.uk)). It is expected that a new AQS will be adopted by April 2024.

- **Agree a local plan which delivers low carbon homes, increased biodiversity and 20-minute neighbourhoods.**

Officers are in the process of finalising their recommendations on the comments that have been submitted on the draft Regulation 18 Local Plan that includes policies on low carbon homes, biodiversity net gain and 20-minute neighbourhoods.

Consultants were appointed to assist with analysing the technical comments that were submitted on Policy CN3 (Energy efficiency) and to recommend a way forward in terms of a Local Plan policy on embodied carbon. Once finalised, this will be shared with members.

- **Continue to roll out our Biodiversity Action Plan**

Full Council on 20 September unanimously voted to support a motion to declare a nature emergency, recognising the impact that the climate crisis is having on wildlife and nature. It recognised that Hampshire County Council has been appointed as the responsible authority under section 105 of the Environment Act 2021 for the Local Nature Recovery for Hampshire, but reiterated the city council's intentions to play as full a part as it can in nature's recovery.

58 TPO (82% within planning framework timescales) and 55 TPC (86% within planning framework timescales) applications responded to.

A new area of species rich grass (measuring 1,000 sq. m) has been created in Magdalen Hill Cemetery with Harebells growing due to the reduced cutting.

Another new species-rich grassland area was created at Gordon Avenue Play Area with the Community Group.

Natural England have signed off a Winchester's District Level Licensing scheme for Great Crested Newts – a new approach to protected species conservation.

Protected species - Dormouse - checks completed at Topfield, Kings Worthy and Deans Copse, Knowle. Woodland management plans for Topfield are being developed to ensure conservation and enhancement of habitat for dormice and other species.

Please refer to the Carbon Neutral programme highlight report at Appendix 3, the 'Greener Faster' work in section 11 and carbon neutrality objectives in the 'Homes for All' and 'Vibrant Local Economy' sections that follow.

Priority – Living Well

We want all residents to live healthy and fulfilled lives, to feel safe and secure in their neighbourhood, and enjoy the recreational and cultural opportunities that the district offers. We want to ensure the district offers the right facilities to support good physical and mental health for all ages and abilities.

What We Want To Achieve:

- Support for those most affected by the cost of living.
- Reduced health inequalities, tackling the environmental, financial and housing problems that most affect those with the biggest health challenges.
- Attractive public spaces where people feel safe and secure.
- Well-used and maintained public facilities and green spaces with space to play.
- A wide range of physical and cultural activities for all ages and abilities.
- Increased opportunities for active travel.
- Close work with local charities and voluntary organisations helping those most in need.

Over the last quarter we have achieved the following:

- **Focus on the most disadvantaged areas, communities and groups, supporting a greater diversity of residents.**

Homes for Ukraine Scheme

A further 40 Ukrainian families (55 individuals) moved to Winchester district. This brings the total of arrivals to 286 families (561 individuals), of which 185 guests remain with their hosts.

The Community Liaison Officer for Ukraine received and supported 107 enquiries, including 12 people through the independent support forum and 17 others through the biweekly online drop-ins during this quarter.

We continue to provide confidential advice, guidance and support via one-to-one assistance, online and face-to-face, for both hosts and guests. The most common enquiries were about professional qualifications, employment advice, language courses and children's activities.

On 19 July approximately 80 hosts on the Homes for Ukraine scheme attended a celebration event at Winchester College, to thank and recognise the continued support being provided to our Ukrainian guests.

At the celebration event we launched the Independent Support Fund, offering financial support of up to £500 per Ukrainian individual for a specific need that helps them with living independently and integrating with their local communities – whether that's removing language barriers, increasing employability, or providing digital connectivity. To date we have awarded 93 grants, totalling £46,500.

The peer-to-peer wellbeing support weekly pilot sessions provided by the Olive Branch came to an end. Following positive feedback from Ukrainian community and the facilitators, a further 4 sessions have been arranged for this cohort in order to provide closure and to ensure that they have the tools to assist them going forward. This support is anticipated to be rolled out again in November with a new cohort of attendees.

Grants to enable targeted support.

The district and town project grant schemes opened again this quarter and 27 applications were received totalling £110,270. Awards were made that total £61,289, enabling 16 organisations to deliver projects which include:

- *Autek CIC, supporting people with a disability to access the leisure centre through virtual and physical tours, videos and buddying to attend group sessions;*
- *Making Space for Craft, upskilling volunteers from the district's care homes and youth groups through a programme of craft sessions; and*
- *The Olive Branch Counselling Service, training volunteer counsellors to become clinical supervisors, increasing the capacity of the service.*

Health improvement

The Active Lifestyle programme of classes and bespoke activities for people with long-term health conditions continues to operate well in the hands of Winchester City Primary Care Network (PCN) and Everyone Active (EA). There were 50 referrals made to the PCN, and 81 made to EA, meaning that since the opening of the new leisure centre in 2021 there have been 657 referrals made.

Community classes for people with long-term health conditions continues to operate, with a throughput of 990 attendees during the quarter.

The seasonal park yoga initiative at the Garrison Ground in Winchester and Meadowside recreation ground in Whiteley came to an end in September. We had 81 people registered for Winchester and 45 people registered for Whiteley, with a total throughput of 1,407 since the programme began in May.

Wellbeing walks continue to grow, with six regular walks in Colden Common, Weeke, Whiteley, Winchester City Centre and two in Bishops Waltham. There are now 292 people registered on the scheme, with a throughput of 1,420 this year to date. We have just delivered a walk leader training session and have recruited three more leaders with the aim of launching a new walk in Alresford, starting in January.

- **Support residents in need through our Cost of Living response and the distribution of new government funding, including Council Tax Support Fund payments, Energy Bills Support and Alternative Fuel Payment schemes.**

Please see full details under section 11 'Cost of Living support'.

- **Work closely with the police and other partners to address anti-social behaviour and improve community safety.**

The police have successfully applied for 4 Criminal Behaviour Orders (CBOs) within this quarter (8 in the year to date). CBOs are granted on the back of other criminal charges such as shoplifting and carry their own local sanctions.

Police and partners work together to tackle ASB and increase feelings of safety across the district using a variety of methods to address concerns. 5 Acceptable Behaviour Contracts (ABC's) are due to be issued within the next week, on the back of ASB incidents perpetrated within this reporting period (in the north of the district). Of 8 ASB interventions, there were 2 Breaches, 1 will be moved forward as a Community Protection Notice and the other resulted in no further action, due to mitigating circumstance.

The team worked in collaboration with partners across the district through 3 Street meets and 1 police and partner rough sleeper operation. The team (ASB lead and x2 Community Engagement Officers) carried out 274 patrols (121 town forum, 153 across the wider district) to provide a visible presence and safety reassurance to communities.

The city council employs a dedicated ASB lead within the Neighbourhood Services & Community Safety team to cover the Winchester district alongside the Housing Tenancy team who also deal directly with ASB related concerns for council tenants.

The Neighbourhood Services & Community Safety Team take a collaborated approach to partnership working and have supported the Estate Improvement Officer in 2 specific locations with the aim of designing out crime. In addition the team have supported housing tenancy in community reassurance activity, specifically for a tenancy related hot spot location. There are currently 3 ASB hot spot locations as opposed to 7 identified at the start of this reporting period.

- **Partner with the new NHS local bodies to address the health and well-being needs of priority communities and priority populations.**

As part of the Southampton Airport Health and Wellbeing Board, a Community Health and Wellbeing Fund is being developed to assist communities affected by noise and set out measures to promote the use of public outdoor spaces for outdoor recreation and physical exercise which can lead to improved physical activity and mental health. This forms part of the planning conditions for the airport runway extension and a small part of the district that falls within the area most affected by the airport flight path will be eligible to apply for grants when the scheme launches in the coming months.

Established a community wellbeing forum jointly with Hampshire ICB to meet quarterly and enable voluntary and community groups to link with each other and agencies to support and promote existing projects and to enable progress in new initiatives. This quarter's topic was mental health, suicide prevention & tackling loneliness.

- **Offering and supporting a wide range of inclusive and accessible activities across the district including investment in our leisure centres, sports grounds, parks and play areas.**

WSLP continued to perform well, with some new highs achieved during Q2. Health and fitness membership numbers exceeded 5,500 for the first time and swimming lessons were at a new high of 1,470 during September. The overall attendance during Q2 was 286,167 of which 24% were concessionary visits (67,693), with monthly visits exceeding 100,000 for the first time.

More than 200 people with learning and physical disabilities came together for the Paralympic Personal Bests one-day sporting event at Winchester Sport and Leisure Park and in the University of Winchester stadium. The event was jointly hosted by the council, University of Winchester and Winchester Go LD, with special guest Maisie Summers-Newton, a double Paralympic, World, European and Commonwealth champion swimmer, and offered the opportunity to take part in multiple sporting activities including squash, cricket, track athletics and yoga.

Construction of a new pavilion at KGV playing fields in Highcliffe has continued, with completion expected late 2023 / early 2024. The site was visited by the local MP and the CEO of the Football Foundation during September.

The refurbishment of the play area at River Park was completed ahead of the school summer holidays. New equipment at the park includes a wheelchair-accessible see-saw alongside other inclusive features. Local artist studios and gallery space The Colour Factory provided a mural on the brick flood defence wall depicting animals found in and around the River Itchen which runs along the southern boundary of the play area.

- **Make it more attractive to use active travel, with new cycle and walkways and secure bike parking.**

Secure bike parking has recently been completed in a variety of locations to provide a choice of stands for different bikes and needs. Work is progressing to enhance facilities in the market towns. New information about bike parking has been added to the council's website.

Our newly appointed active travel officer is working with a variety of groups to encourage and facilitate active travel options. The draft Local Cycling and Walking Infrastructure plan for the district is progressing and has been subject to stakeholder engagement.

- **Develop Local Plan policies that promote healthy lifestyles in healthy surroundings: giving access to green spaces, protecting countryside and controlling urban development.**

Following the draft Regulation 18 Local Plan consultation, ongoing work is being carried out by officers on analysing the feedback in respect of the policy on promoting Biodiversity and the Natural Environment.

Officers met with Natural England on 20 April, Environment Agency on 17 May and Historic England on 30 June to discuss their representations on the Regulation 18 Local Plan.

Priority - Homes For All

Housing in our district is expensive and young people and families often struggle to find and retain suitable accommodation they can afford, particularly at a time when costs are rising steeply. We are focused on providing homes for all in the Winchester district – homes that are affordable, sustainable, with low energy usage and low bills, and built in the right areas for our changing communities.

What We Want To Achieve:

- More young people and families living and working in our district.
- All homes to be energy efficient and affordable to run.
- Diverse, healthy and cohesive communities - not just homes.
- Increasing the availability of housing for young people and key workers.
- Support to help people stay in their homes.
- No-one sleeping rough, except by choice.

Over the last quarter we have achieved the following:

- **Building significantly more homes ourselves, with a target to build 1,000 new homes by 2030.**

The new homes scheme at Whiteley for 54 new homes was completed at the end of August. The 27 rented homes have all been allocated and sales are progressing well for the 27 shared ownership homes. The Winnall scheme is progressing well and is expected to be completed on the 30 November consisting of 73 flats and 3 houses. Over 100 expressions of interest have been received after the soft launch of the Shared Ownership flats and houses. The show flat will be available mid-October for viewings. The pilot Passivhaus scheme of 6 flats at Micheldever is on target to be completed in January 2024.

Tender documents are in preparation for a scheme of 5 dwellings at Woodman Close, Sparsholt.

Planning consent has been applied for Dyson Drive (8 homes) and Corner House (6 flats) following the nitrate and phosphate solution generated by the improvement of 2 council owned sewage treatment works.

Completion has occurred for 16 ex council properties subsidised by funding from the governments Local Authority Housing Fund (LAHF) programme. A further 7 ex council properties have been identified for purchase with contracts being prepared for exchange funded from a further allocation under the LAHF programme.

- **Strengthening our Local Plan to ensure the right mix of homes is built for all sectors of our society, including young people.**

Following the draft Regulation 18 Local Plan consultation, ongoing work is being carried out by officers on analysing the feedback in respect of the policy on promoting high quality and well-designed places.

On 15 June a Planning Inspectorate Advisory meeting took place with Officers and the Cabinet Member of Place and Local Plan. Officers raised several issues including the Regulation 18 Local Plan approach to the distribution of housing.

- **Creating a new Winchester Housing Company to address the limited supply of affordable private rented housing.**

On 20 September 2023 full Council approved:

- *The draft financial business plan, as recommended by Cabinet Committee: Housing (CAB3406(H), 10 July)*
- *A proposal to reduce the share capital of Venta Living Ltd (VLL) from £300,000 to £150,000*
- *The appointment of Fiander Tovell Ltd as external auditors, as recommended by Cabinet Committee: Housing (CAB3406(H), 10 July)*

The lease between the council and VLL of one block of 41 one-bedroom flats at Winnall is being drafted and will be available for review by the VLL board of directors and their legal advisors during October.

Operational processes are being developed in consultation with the board of directors, including the procurement of an appropriate property management software system. A VLL logo and strapline have been approved by the board ahead of the soft marketing of the units and website development.

A date for practical completion of the block at Winnall will be confirmed during October, which will allow the timeline for lease commencement, advertising and occupation to be finalised.

- **Providing support for our homeless and most vulnerable people by working directly and in partnership with the voluntary sector**

During the quarter the housing options service.

- *Accepted 28 prevention cases.*
- *Accepted 20 Relief cases.*
- *Closed 28 general advice cases.*
- *Prevented 32 cases from homelessness.*
- *Relieved 10 cases from homelessness*
- *Received 14 Duty to Refers*
- *2 Rough Sleepers at the end of quarter 2*

John Banks joined the service in August as our outreach worker who is working with those individuals at risk of becoming street homeless or who are already street homeless.

The HARM reduction bus and inclusion now visit Milford House on a weekly basis.

The council has secured further Local Authority Housing Funding (LAHF round 2) to secure 6 units of accommodation to assist supporting Afghan households and

providing additional temporary accommodation. 2 units will be for temporary accommodation and 4 units of accommodation for Afghan households who have exited the bridging hotels.

SWEP was called once this quarter this quarter, due to extreme heat, no one accessed it.

Update on Ukraine families

- 26 households moved on.*
- 5 returned to Ukraine.*
- 9 went into private rented accommodation.*
- 3 moved out of area.*
- 4 were housed into social housing (2 Abri Vivid, 2 WCC)*
- 2 Moved to University*
- 3 rematches to new hosts*

There are currently 5 Ukrainian Households threatened with homeless at the end of the quarter and 1 households in triage state.

- **Helping vulnerable residents struggling with the rising cost of living to stay in their homes.**

The council received £86,000 from HCC as part of the DWP household support fund to assist with exceptional housing circumstances and costs. £2954.16 was spent assisting 2 households with 8 applications waiting assessment.

There were no food vouchers sent this quarter. The next batch of vouchers will be sent in October 2023.

- **Using targeted Disability Facilities Grants to help people adapt their homes as their needs change.**

In quarter 2 the team received 37 new applications, 44 applications were assessed and approved, and 26 adaptations were started/completed.

- **Moving the energy efficiency of new and existing homes towards zero carbon**

The 'Retrofit Ready' programme was launched to all council tenants occupying traditionally constructed houses and bungalows with an EPC rating of 'D' or below. Due to the very high demand received, the resulting 800 Energy Assessments requested were split into two delivery and procurement programmes. Phases 1 and 2 have now seen 400 property assessments completed. Phase 1 is in its final stages of Assessments and Phase 2 will aim to complete by Christmas.

Progress with the delivery of energy improvement measures on the 'Retrofit Ready' initiative are monitored by the Retrofit Programme Board and specific numbers were provided earlier in this report in the section on 'Retrofit our council homes...' under the Priority – 'Tackling the climate emergency and creating a greener district.'

Priority – Vibrant Local Economy

Our urban and rural areas are home to a host of successful businesses and enterprises. Following the pandemic, employment levels remain high but fresh challenges now face our business community.

The changing face of the high street, increasing costs, labour shortages and tackling climate change are forcing businesses to quickly adapt.

What We Want To Achieve:

- A stronger, greener, more sustainable local economy.
- New and renovated offices and workspaces to meet changing business needs in areas with sustainable transport links.
- More young people choosing to live and work in the district.
- Our city, market towns and rural areas all have a distinctive and competitive offer.
- Existing businesses are supported and new and relocating businesses attracted.

Over the last quarter we have achieved the following:

- **Implement our Green Economic Development Strategy to deliver green growth.**

As part of the data gathering for the Green Economic Development Strategy (GEDS) the team have commissioned a quarterly economy dashboard. The third edition of the dashboard is published here:

www.winchester.gov.uk/business/economic-development. The preliminary estimate of economic growth suggests that the Winchester economy again outperformed both the UK and the Hampshire economies in the second quarter of this year. Estimated growth in Winchester in the second quarter was 0.3% compared to 0.2% growth in the UK.

The Co-Mentoring Scheme is launched with its pilot phase with three pairs of businesses taking part. It connects creative and non-creative enterprises to share expertise and innovation. The feedback from this first cohort has been very positive.

We have requested quotes for a local company to help support creative and tourism businesses to reduce their energy consumption and carbon emissions. Six bids were received, and a local provider has been selected.

Green project grants will be launched in the next quarter. The grants will help businesses to reduce their carbon emissions and fund projects that deliver the five pathways for carbon reduction set out in the revised Carbon Neutrality Action Plan. They will also encourage businesses to carry out the work recommended in the carbon audits such as measures to reduce energy consumption and increase renewable energy generation.

21 businesses attended an in person Sustainable Business Network event held at Marwell on Wednesday 27 September 2023 on the subject of B-corp and Social Impact. The businesses rated the event as excellent. The content is available online for other businesses to [download](#) here: [carbonfootprint.com - Sustainable Business Network Workshop](https://carbonfootprint.com/Sustainable-Business-Network-Workshop).

The local plan has been updated to incorporate the need to develop green skills. Meetings have been held with Hampshire County Council to explore the use of UKSP funding for 2024/2025 to enhance the delivery of their Hampshire Retrofit Academy in the Winchester District with the possibility of Sparsholt College as a delivery partner.

In July, the Cultural Strategy stakeholder group met for a second time, to explore the themes and priorities for the emerging Cultural Strategy and explore asset mapping and benchmarking research. Since then, over 80 individuals operating within the arts, heritage, community, faith and creative industries have attended workshops to give their views on the priorities for the strategy.

More than £130,000 of this year's Rural England Prosperity Funding has been allocated to five rural businesses across the Winchester District. Design work has progressed on preparation for the opening of the funding call in the next quarter for 2024/25 projects.

£91,000 of the government's UK Shared Prosperity Funding has been allocated to seven internal and external projects to support businesses and community organisations across the district.

Take action to attract investment to:

- **Tackle run-down and derelict areas.**

During the first quarter a vacant property register was created to help match vacant spaces with businesses looking to start up or expand in the area. As a result of using this with businesses this has been further developed to make it more user friendly and are being dealt with. is now featured on the corporate website: www.winchester.gov.uk/business/invest-in-winchester The new register has been used to assist with eight investment enquires and there have been 80 hits to the updated web page..

- **Support new business and create new jobs.**

Employers and job seekers have been invited to a second Jobs and Opportunities Fair following the success of the first event held in February of this year. The free fair, run in partnership with Winchester Jobcentre, will take place at Winchester Sport and Leisure Park on Thursday 23 November 2023 28 local businesses have signed up to promote their vacancies and opportunities. The second fair will help local residents looking for new employment and provide information to support them with the rise of cost of living through the attendance of Winchester District Citizens Advice.

The council works closely with contractors to create employment and skills plans to help create employment opportunity for residents of the Winchester District. All large-scale planning applications (10 or more houses/1000sq.m plus floor space) require an employment and skills plan. The employment and

skills plan template has been updated to encourage and capture and encourage training in sustainable construction. Training www.winchester.gov.uk/business/employment/employment-and-skills-plans

Previous performance reports have included the number of jobs and opportunities created by Wates during the construction of the council's new council homes and flats in Winnall. Wates have also focused on supporting local businesses with an estimated spend of over seven million within 30 miles of the construction site.

- **Work with partners to promote and develop our unique cultural, heritage and natural environment assets.**

[Visit Winchester](#) marketing campaigns this quarter have promoted events and activities happening across the district over the summer holidays, festivals including Hat Fair, Winchester Heritage Open Days and Winchester Green Week, enjoy a greener visit to Winchester and Autumn breaks. A competition was launched across all Visit Winchester channels for two weeks in August to win an annual family Winchester trio ticket with Hampshire Cultural Trust. The competition received 36 entrants and had a total reach of 2,728 across Facebook and Instagram and 545 impressions on Twitter. Previous competitions have attracted more reach when the partner also promotes via their channels. These multi-channel marketing campaigns along with tailored promotional activities for partners have been promoted via the Visit Winchester website (over 98,000 users in Quarter 2, up 14% compared with Q2 in 2022) and Visit Winchester's social media platforms, (over 19.6k followers across Facebook, Instagram, Threads, LinkedIn, TikTok and YouTube).

The above campaigns have also been featured in three Visit Winchester business to consumer e-newsletters this quarter (19 July '[School's out for the summer \(mailchi.mp\)](#)', 18 August '[Win an annual family Winchester trio ticket \(mailchi.mp\)](#)' and 21 September '[Autumn colours, tips for a greener visit, plus upcoming events \(mailchi.mp\)](#)') with an average open rate of 38%.

www.christmasinwinchester.co.uk continues to be populated with partner events and the Council recently provided content on Christmas events across the district for Tourism South East's Group Friendly Events newsletter which went out to 2.5k Group Travel Organisers and coach operators.

[The latest industry news from Visit Winchester \(mailchi.mp\)](#) business to business e-newsletter was issued on 24 August. The e-newsletter detailed latest results from Visit Winchester campaigns, PR coverage and updates from the Council including the Workplace Travel Network and Jobs and Opportunities Fair.

Winchester Attractions and Discover Winchester PR meeting partnerships have taken place this quarter co-ordinated by Winchester City Council. The guest speaker for Attractions Partnership spoke about the Tourism South East Excursions Group Travel Show 2024 and International marketing campaigns. Over 16 attractions were represented at the most recent attractions meeting at Winchester Cathedral.

PR coverage achieved this quarter has included a double page editorial spread about in My Weekly, July/August printed edition of National Geographic Traveller and the Daily Express. BBC South Today's Jon Cuthill also covered cycling the King Alfred's Way.

The council has partnered with Tourism South East to feature in their North America Marketing campaign activity - recent data continues to show North America as the UK's no.1 inbound market for volume and value. As part of this activity, Visit Winchester was represented at VisitBritain's Destination Britain North America sales mission to New York in September – over 60 US operators were in attendance and direct contacts made with over 35 operators. Each region attending was given a mention by VisitBritain in their presentations. Winchester was the only destination mentioned in Tourism South East region's summary.

Winchester was also represented by Tourism South East at UKinbound in Ireland.

Three issues of Arts News were sent to 445 subscribers. The September issue attracted 58.3% opens and 14.6% clicks. As well as regular what's on and jobs and opportunities the issues promoted: Made in Winchester, peer mentoring programme, new art murals, Hampshire Open Studios, archaeology at Central Winchester Regeneration as well as individual artists and organisations. Cultural Networking events have been planned for November and January.

An experienced management company has been appointed to lead on the renewed Public Art programme at the West of Waterlooville / Newlands Parish development in the South East of the district. A site visit has been completed and stakeholder and community engagement are about to begin.

A final mock-up for the St Maurice's war memorial has been produced and proofread. Planning for the 2024 'light event' has commenced and an application for funding to support new interpretation panels at the Nunnaminster has been submitted.

- **Work with businesses, local universities and colleges to position Winchester as a centre for digital, creative and knowledge based industries.**

Meetings have taken place with Winchester University to agree the council's support in delivering Global Entrepreneurs week and how this opportunity can support the digital, creative and knowledge-based industries.

Working with our partners Partnerships & Places t/a Jigsaw Consortium to design in and plan for affordable homes for young people and key workers.

- **Use Local Plan policies, our own housing programme and developments such as Central Winchester Regeneration to help provide homes attractive and affordable to younger workers.**

See Local Plan, New Homes Programme and Central Winchester Regeneration highlight reports in Appendix 4 for more information.

- **Increase the attractiveness of all our high streets.**

A new operating policy, to align the operation of the city street market with the policies outlined in the council plan and the recommendations of an independent review, has been considered at Winchester Town Forum and the Business and Housing Policy Committee. This will improve the offer for both residents and visitors, improving the reputation and influencing dwell time, spend and impact on the overall local economy.

A tender for the procurement of an operator for the Winchester Street Markets Management Company will be prepared in the next quarter.

The street dressing that was deployed for the King's Coronation was replaced with festival bunting based on the colour palette of the St Maurice's Covert mural to celebrate Winchester's summer season of festivals. The Kings Walk Festival designed to promote the eclectic mix of independents and celebrate the renovations was promoted to locals and residents via Visit Winchester's digital marketing channels.

Provide tailored, sector specific business support.

Three editions of the regular Winchester Business Bulletin have been produced and circulated. These provided information for businesses to access funding, intelligence from the Economic Dashboard, advice on carbon reduction measures along with a range of business opportunities offered by the council.

- **Promote independent businesses and encourage start-ups.**

The Winchester Business Bulletin also includes a 'Business of the Month' feature which in the last quarter has promoted independent businesses such as the Handlebar Café, Jude's ice-cream and Open House Deli.

Independent Business Month was promoted throughout July via Visit Winchester's digital marketing channels (social media, e-newsletters and web content). Total page views across nine dedicated blogs and the associated landing page reached over 3,000 for the month. As well as highlighting independent businesses in the district's market towns with a blog for each (Alresford, Bishop's Waltham, Wickham and Denmead), the Council featured content from the BID and celebrated independent shopping and dining businesses in the High Street.

Work has continued to promote local makers as part of the Made in Winchester campaign (funded by UKSPF) via paid for Facebook boosted adverts which resulted in an average reach increase of 1,116% across Facebook and Instagram.

- **Work with partners to help disadvantaged groups including the homeless and refugees access work.**

A new post has been approved for a Ukrainian support officer whose role will be to support our Ukrainian guests to smoothly transition into living independently and sustainable employment. Support will also be offered at the Jobs and Opportunities Fair in November to those who have recently settled in the district.

Priority – Your Services, Your Voice

We will continue to provide high quality, good value, resilient services that are continuously improving to address the changing needs and expectations of residents, tenants, visitors, businesses and not-for-profit organisations across our district – and are accessible to all whatever their circumstances.

We will give all our residents the opportunity to make their voice heard and be able to understand how the council makes its decisions.

What We Want To Achieve:

- An open, transparent, inclusive and enabling council.
- Improved satisfaction for our services.
- Good value compared to other similar authorities.
- Continuous improvement in cost-effectiveness.
- High accessibility and usage of our services.
- Constructive and effective partnerships across the district.
- A balanced budget and stable council finances.

Over the last quarter we have achieved the following:

- **Continuously improving processes that:**
 - **Involve the public, businesses, stakeholders and ward councillors earlier in the design, deliberation and decision-making process.**

The Neighbourhood Services and Community Safety team carried out a consultation on reducing the fear of crime and the incidence of crime and disorder.

A consultation opened on 29 June asking residents for their views on the options for how to generate more renewable energy in the district. It ran until 31 July and attracted 388 responses which were overwhelmingly positive. In addition residents were invited to meet with the sustainability teams panel of experts to discuss the expansion of renewable energy generation within the district.

An introduction to Carbon Literacy training was held for parish councillors on Saturday 16th September as part of Winchester Green Week. Nine councillors attended and took part in several carbon literacy activities which were positively received.

The Water Lane Water safety awareness day took place on 26 July 2023 inviting residents to meet with the Neighbourhood Engagement team, the Winchester Fire & Rescue Service and the Water Safety Officer who provided water safety awareness tips and Anti-Social Behaviour reporting advice.

- **Effectively respond to and learn from complaints and feedback to drive service improvement.**

In relation to the data reported against YSYV5 shown in Appendix 4, the percentage of closed complaints either partially or fully upheld increased from 54% in Q4 to 68%.

- **Embed effective partnership working with the community, voluntary groups and organisations, local businesses, our suppliers and other public bodies.**

Monthly representation at the Winchester Business Improvement District Board and the Hampshire Chamber of Commerce Winchester Business Strategy Group ensures the business voice is embed into emerging priorities, such as the revised local plan, and encourages effective partnership working.

Engagement in partnership groups has included attendance at Tourism South East AGM, Festivals in Winchester, Creative Network South, Hampshire Arts Officers Network and Hampshire Cultural Education Partnership. Individual engagement with stakeholders continues along with attendance at events to ensure the district is represented.

Winchester City Council is also represented on a pilot Visitor Economy Leadership training programme run by the Local Government Association and delivered in partnership with the Tourism Management Institute.

- **Cut cost and focus spending where it makes the biggest difference.**

A Project Manager has been recruited to join the Transformation Challenge 2025 Programme (TC25) team. A dedicated TC25 email in-box has been set up for staff to share their ideas on ways to save money and improve services and several drop-in sessions have been held for staff to learn more and share ideas.

Approval to recruit an Energy Manager to scrutinise energy and gas spending has been obtained and the position advertised.

- **Successfully establish a new Equality, Diversity & Inclusion Forum**

The forum met for the fourth time on the 13 September and welcomed guest speakers from the National Autistic Society South Hampshire branch and the Office of the Police and Crime Commissioner Youth Engagement Team. Both guests delivered engaging presentations on their work and opened up insightful discussions with members on how to incorporate this good practice into the work of the council. The meeting also involved an update from officers including a preview of the upcoming Annual Equality, Diversity and Inclusion Report. An update was also provided on the council's work to become Dementia Friendly.

- **Transparent and publicly visible performance measures which drive improved satisfaction and performance.**

The member led Performance Panel reviews this quarterly performance report and the notes from these meetings are presented to The Scrutiny Committee and available to the public via publication on the council's website.

This report provides data against the new set of strategic key performance indicators that were approved by Cabinet in December 2022 (Report CAB3370 refers).

Each of the quarterly performance indicator reports are published on the council's website under the Open Data heading - [Strategic Key Performance Indicators - Winchester City Council](#).

- **More effective use of technology to make it simpler and easier to deal with the council and its delivery partners while reducing cost.**

In February 2023 a budget of £400k was approved for digital transformation to continue the drive to increase digital platforms to offer 24/7 services. (CAB3388 refers). The TC25 continue to work with Corporate Heads of Service on ways to increase digitisation.

- **Focus on accessibility and inclusiveness to ensure our decision-making and services are accessible to and usable by all.**

During this quarter, 11 equality impact assessments (EIAs) were completed and published on our website as evidence of the consideration of equality in the council's decision-making process. EIAs were completed and considered on several high-profile decisions this quarter including the refreshed Licensing Policy, Carbon Neutrality Action Plan, Public Toilets Improvement Strategy and the Town Forum Community Grants.

The council continues to ensure the services it provides are accessible to all. This has included further promotion of the Dementia Friendly training and a cross-departmental review of the Equality, Diversity and Inclusion Policy.

- **A wider diversity of residents and businesses involved in ensuring our services work for all.**

The Equality, Diversity and Inclusion Forum continues to act as a successful platform for diverse members of our community to share their experiences of equality and diversity within and beyond the services we provide.

For example, the September meeting welcomed the local Branch Chair of the National Autistic Society to magnify the voices of the neurodiverse community on Winchester.

- **Investing in our staff and making the most of their skills and talents**

The 2023 Employee Attitude Survey ran for 4 weeks from 12 June to 7 July to find out how employees feel about various aspects of their working lives. The results were reported to Audit and Governance Committee on 28 September. Results will be published on the intranet and in City Voice in October.

The HR Officer (Learning and Development) has met with managers to plan training in project management; climate change; Health and Safety (H&S) and service-related topics over the 2023/24 training period.

Employees have used the 'Skill gate' learning system to access on-line training.

HR has successfully implemented an improved appraisal process.

- **Keeping Council Tax increases below inflation.**

The Council Tax increase for 2023/24 was approved by Council at 2.65% in February 2023 (CAB3388 refers).

FINANCIAL UPDATE

As of 30 September 2023

This section presents a summary of the council's financial position as of 30 September 2023 regarding the General Fund and Housing Revenue Account budgets.

General Fund Revenue

Summary

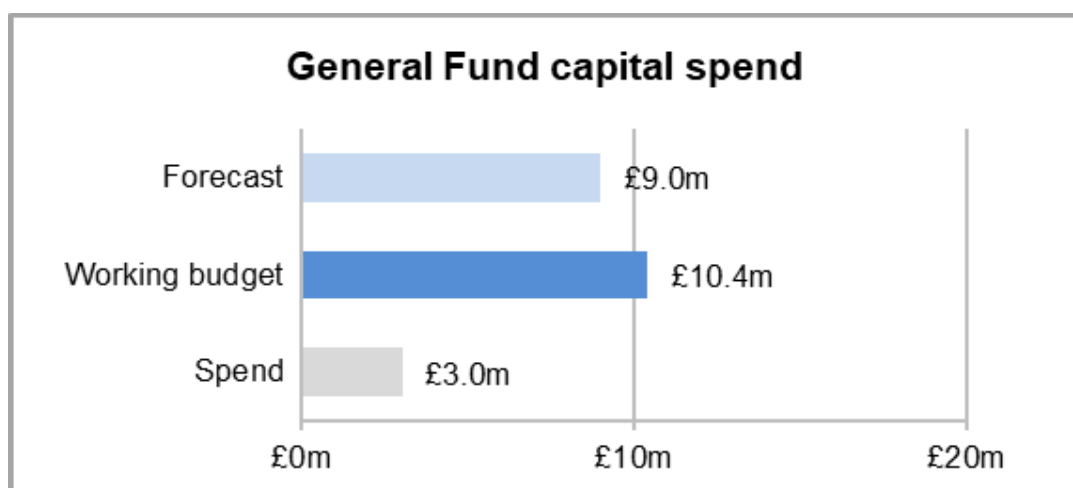
1. A balanced 2023/24 budget was set by Council in February 2023 (CAB3388 refers).
2. Inflation has continued to remain 'sticky' in recent months, with September CPI remaining at 6.7%, and work is underway to review and update the current Medium Term Financial Strategy (MTFS) assumptions. As inflation was forecast at 10% for 2023/24 this is not expected to impact on the current year.
3. Given the significant uncertainty during budget setting 2023/24 and year-end 2022/23 a number of prudent assumptions were made based on the best available information at that time. This was particularly so in relation to investment property where it was estimated that rental income may reduce by £300k and that some rent reviews may not be achieved. Close management and monitoring of this position have led to a revised favourable forecast of £650k for 2023/24 (£300k of this is baseline and £350k one-off).
4. NNDR appeals on WCC properties (notably the RPLC site) have successfully reduced NNDR costs by a baseline £300k.
5. Net interest receivable is subject to potentially significant variance against budget. The latest forecast, taking into account item 8 interest to the HRA, shows a forecast general fund interest of c£0.5m for 2023/24 compared to a budget of £0.9m. This forecast takes into account latest balance and interest rate forecasts and the high proportion of overall forecast interest going to the HRA based on HRA cash forecasts.
6. A number of income forecasts have now been revised for 2023/24 which are showing lower than budgeted income in relation to: Planning Fees, Building Control, Pest Control, Market Income, and Land Charges Income. However slightly higher than budgeted income is forecast for Car Parks and Garden Waste Income.
7. The above updated forecasts give a total forecast 2023/24 favourable budget variance of £0.41m. It is important to note that only £0.21m of this is expected to become part of baseline forecasts and the other £0.20m is only available on a one-off basis.

General Fund Budget Forecast 2023/24 (£000)

	<u>Expenditure</u>	<u>Income</u>	<u>NET</u>
Environment	18,046	(11,457)	6,588
Living Well	5,889	(1,251)	4,638
Homes for All	2,332	(145)	2,186
Vibrant Local Economy	1,951	(634)	1,317
Your Services, Your Voice	9,084	(2,027)	7,057
TOTAL before funding	37,301	(15,515)	21,786
TOTAL funding			(22,196)
FORECAST BUDGET UNDERSPEND			(410)
of which:			
Baseline			(210)
One-off			(200)

General Fund Capital

1. General Fund capital expenditure to the end of September was £3.0m of which the majority relates to the following: KGV Pavilion (£0.92m) and Disabled Facilities grants (£0.88m). In addition, improvements were made to King's Walk (£0.29m), works commenced on Friarsgate demolition (£0.3m), the North Walls play area refurbishment was completed (£0.15m), and stabilisation works were completed to St Giles Hill (£0.16m). There were small amounts of expenditure on several other projects.
2. Capital budgets for 2023/24 were revised for brought forward balances and other changes, such as reforecasting, as part of the General Fund 2022/23 outturn reported to September cabinet (CAB3416 refers). Due to the nature of capital expenditure, there is risk of programme slippage particularly in respect of projects that have yet to commence. There have been further revisions to the forecast such as a reforecast of the drawdown of CIL funded community grants.
3. The full year budget and forecast below excludes £4m in respect of the Strategic Asset Purchase scheme (SAPS). This budget will only be spent if suitable assets are identified. There have been no SAPS purchases to date in 2023/24.



4. Key items of expenditure in Q1-Q2 2023/24:

- **King George V (KGV) Pavilion**

Total Budget: £3.3m

Exp: Prior years £0.79m

Q1-Q2 £0.92m

Total £1.71m

Work on the new pavilion is well underway and is expected to be complete by December 2023/January 2024. It replaces two out-dated, underused, and inaccessible pavilions with a single larger, accessible, modern facility designed with sustainability and carbon saving measures. The new pavilion will benefit communities across the city and district and looks to support the

development of 'grass roots' football, with a particular focus on women's, girls', and youth football.

- **Disabled Facilities Grants** *Total Budget: £1.23m*

Expenditure: recurring annually Q1-Q2 £0.88m

During the period 1 April to 30 September £875,000 of grants were paid over.

Such grants enable residents of private and/or social housing who are disabled or have a mobility or other limiting condition to apply for adaptations to be undertaken in their home. Adaptations can include the installation of stair lifts, level access showers, kitchen adaptations or ramping etc. and enable residents to remain in their homes rather than having to move, go into hospital, or into residential care.

- **King's Walk improvements** *Total Budget: £385,000*

Exp: Prior years £68,000 Q1-Q2 £289,000 Total £357,000

Enhancements have been made to King's Walk to improve the experience for shoppers and to increase footfall. The work included improving the appearance of the façade and entrance as well as enhancing open spaces. The exterior has been painted and lighting improved, and a new sign has been installed at the entrance.

- **St Giles Hill stabilisation works** *Total Budget: £180,000*

Exp: Prior years £nil Q1-Q2 £158,000 Total £158,000

Works to stabilise the chalk face backing on Matley's Yard have been completed. Matley's Yard is the site of light industrial units owned by the council and the work has become necessary following a partial collapse in December 2022.

Housing Revenue Account 2023/24
Forecast as at September 23

	Housing Revenue Account					Notes
	Budget	Forecast				
Income	Expenditure	Net contribution / (spend)	Full Year Forecast	Full Year Variance		
£'000	£'000	£'000	£'000	£'000	£'000	
<u>HRA Revenue</u>						
Rent, Service Charges and Other Income	31,406	0	31,406	31,354	(52)	1).
Housing Management General	164	(6,507)	(6,343)	(6,028)	315	2).
Housing Management Special	1,155	(3,567)	(2,412)	(2,399)	13	
Repairs (including Administration)	101	(8,002)	(7,901)	(6,866)	1,035	3).
External Interest	0	(6,857)	(6,857)	(7,067)	(210)	4).
Contribution to Major Repair Costs (depreciation)	0	(8,821)	(8,821)	(9,340)	(519)	5).
Surplus / (Deficit)	32,826	(33,753)	(927)	(345)	582	
Working Balance at 1 April 2023			15,354	15,354	0	
Add Surplus / (Deficit)			(927)	(345)	582	
Forecast Working Balance at 31 March 2024			14,427	15,009	582	

Summary

The HRA revenue budget for 2023-24 was approved in February and is a deficit budget with a budgeted call on HRA Reserves of £0.909m. The forecast position at period 6 is a positive variance of £0.582m, largely in line with quarter 1, with an anticipated reduction in the call on reserves £0.345m, resulting in forecast HRA year-end general reserves now decreasing from £15.354m to £15.009m.

However, as previously explained in closing the 2022-23 accounts it was necessary to recognise a one-off accrual of £1.394m, this has now been reversed in the first period of 2023-24 and is not expected to result in any corresponding revenue charge.

Although the headline performance reported above is a positive variance, excluding the reversal of the accrual the actual underlying performance is a forecast adverse variance of £0.812m.

At Period 6 the following major variances are reported: -

[1] Rent, Service charges and other income – an adverse variance of £0.052m – this is made up of two items an improved performance on rental income £0.060m offset by an adverse variance on interest on balances £0.112m (see 4 below)

[2] Housing Management General – As a result of the high level of vacant posts the employee budget is currently forecast to underspend by £0.129m, in addition the contingency £0.100m and other budget underspends £0.086m.

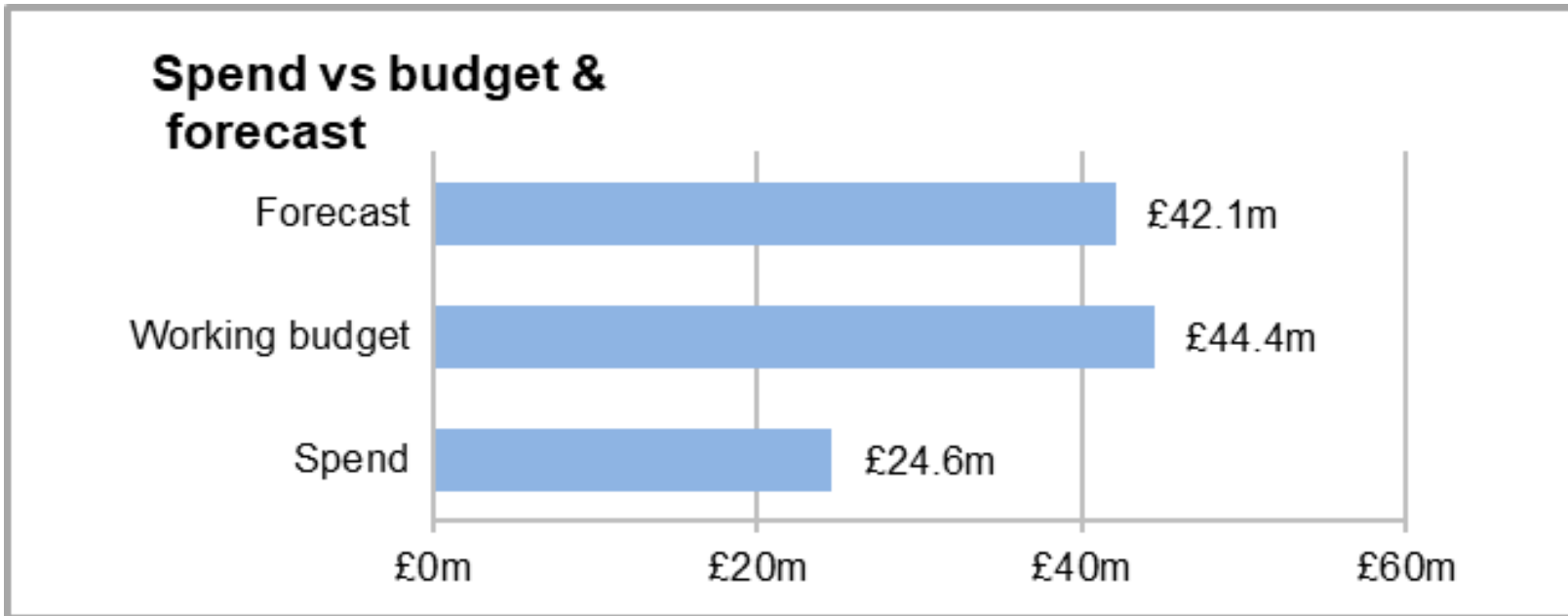
[3] Repairs – Overall there is a projected underspend of £1.035m. Underlying this are several material variances - a projected overspend of £0.189m on responsive revenue repairs, £0.160m overspend on Void repairs and £0.200m on cyclic repairs. There has been a change in management arrangements in this area and these variances are being reviewed to ascertain if correct and whether management action can be taken to bring the budget back into balance. These adverse variances are currently offset by an unbudgeted insurance claim settlement of £0.189m and the before mentioned accrual of £1.394m.

[4] External Interest - There is a forecast adverse variance here of £0.200m. The forecast outturn on the approved capital programme for 2023-24 is now c.£42.1m and the requirement to borrow is £20.8m with current interest rates for long term PWLB HRA borrowing at c.4.75% (12 Oct 2023). The intention at present is to fund this in the short term from internal borrowing from HRA cash backed reserves unless interest rates fall to more affordable levels. The impact overall is anticipated to be an overspend of £0.200m on the cost of borrowing and £0.112m on the loss of interest on internal reserves now applied temporarily to fund the need to borrow.

[5] Contribution to major repairs costs (depreciation) – This is the required deprecation charge to revenue that in turn creates the funding pot for major repairs. Following the closing of accounts for 2022-23 it is apparent that there has been a material increase in the likely replacement cost of components that drives the calculation of depreciation. This variance will set aside the same amount of funding as was required in 202-23 to fund depreciation.

HRA Capital Spend

The revised HRA Capital budget for 2023/24 is £42.2m and includes additional budget provision brought forward from future years new homes unallocated budget towards the LAHF property acquisitions approved by CAB3402 and CAB3420. At period 6 the spend to date against the HRA revised budget was £24.6m or 58%. The revised forecast is £42.1m reflecting the fact that the property acquisitions have been made within the grant envelope, that one potential property is in the General Fund, and that two acquisitions will be exchanged in 2024/25.



HRA Capital Programme			
Budget	Forecast	Variance	Notes

£'000 £'000 £'000

HRA Capital Programme

Housing Major Works	(6,102)	(6,102)	0	
Improvements and Upgrades	(370)	(370)	0	
Other Capital Spend	(4,623)	(4,623)	0	
New Build Programme	(33,344)	(30,964)	2,380	1).
Total Capital Spend	<u>(44,439)</u>	<u>(42,059)</u>	2,380	

New Build Programme

The reported variance of £2.380m is largely the result of three scheme variances - Winnall +£0.673m, and LAHF property acquisitions (3.198m) and Dyson Drive £0.151m where the scheme has now moved on to the planning stage now that the nutrients issue has been resolved.

STRATEGIC KEY PERFORMANCE INDICATORS REPORT

This table provides the data against the set of strategic key performance indicators that were approved by Cabinet in December 2022.




This set includes a combination of long-range trackers and real time measures and gives an overview of how the council is performing.

Where targets or standards have been set, a RAG status has been included and a commentary is given at the end of each priority section.

Several indicators capture activity or throughput during each quarter and a target for these has not been set. Consequently, a status for these indicators is not given, however comparisons can be made with the data for previous quarters and the same quarter 12 months ago to identify trends.

Where this is the case, the words “Measure Only” have been included in place of a target.

RAG Parameters:

	This actual data for this performance indicator is meeting or exceeding target
	The actual data for this performance indicator is below target but within 5% of the target
	The actual data for this performance indicator is below target by more than 5%



Figures and percentages are representative of status at end of the reporting quarter, either as a total at end of quarter; cumulative total; or percentage average across that quarter.

PRIORITY: TACKLING THE CLIMATE EMERGENCY & CREATING A GREENER DISTRICT

Long range trackers (Annual)

No.	Performance measure	Cabinet member (Cllr)	Lead Director	2019-20	2020-21	2021-22	2022-23	Target 22/23	Status
TCE1	Carbon emissions for the council (tonnes)	Learney	Dawn Adey	4,268	2,810	4,147	Not yet available	3,750	
TCE2	Carbon emissions for the district (tonnes)	Learney	Dawn Adey	579,700	506,900	456,210	Not yet available	2022: 405,520	

Practical real-time measures (Quarterly)

Page No.	Performance measure	Cabinet member (Cllr)	Lead Director	Q2 - 22/23	Q3 - 22/23	Q4 - 22/23	Q1 - 23/24	Q2 - 23/24	Target 23/24	Status
TCE3	% of household waste sent for reuse, recycling and composting	Learney	Simon Hendey	39.01%	38.70%	35.07%	42.38%	42.70%	35.87%	
TCE4	Residual household waste kg / household	Learney	Simon Hendey	103.43	105.01	106.37	104.87	100.54	<450 kg/hh pa	
TCE5	Energy usage (kWh) corporate buildings: Electricity	Learney	Simon Hendey	124,712	161,866	130,336	131,647	125,340	Measure only	n/a
TCE6	Energy usage (kWh) corporate buildings: Gas	Learney	Simon Hendey	8,575	163,404	254,925	84,981	26,644	Measure only	n/a
TCE7	Retrofit adjustments – total number of houses	Westwood	Simon Hendey	Programme commenced 2 May 2023			See comments	See main report for updates	522	n/a
TCE8	Retrofit adjustments – total number of measures completed	Westwood	Simon Hendey	Programme commenced 2 May 2023			See comments	See main report for updates	898	n/a
TCE9	Renewable energy generated (kWh) from solar panels	Learney	Simon Hendey	116,398	32,042	44,148	158,836	121,809	Measure only	n/a

INSIGHTS & COMMENTS – Tackling the Climate Emergency & Creating a Greener District

TCE1/TCE2

Emissions of 4,147 tCO₂e for the council in 2020/21 were significantly lower than expected due to the impact of the COVID-19 pandemic, therefore an increase in 2021/22 was unavoidable as activity returned to normal; Data is released annually in arrears.

TCE5/TCE6

Actual consumption figures relate to electricity and gas usage at the City Offices complex (City Offices, main Guildhall plus West Wing); West Wing meter however is not separated so includes all usage in that building, therefore will also incorporate the university usage. We recharge them a percentage for the cost of this, but for metering purposes it is all currently one meter. City Offices reading also includes the CAB and NHS offices who are recharged a percentage for the costs, but the metering includes all usage. Central Depot figures were also included up until May 23 but have been zero since. As the council moves towards to achieve net zero carbon emissions, energy saving measures will continue to be pursued for our buildings and target reductions implemented. (Q2 22/23 gas figures are an anomaly as not all meter data was provided and isn't available online)

TCE7/ TCE8

The 'Retrofit Ready' programme was launched to all council tenants occupying traditionally constructed houses and bungalows with an EPC rating of 'D' or below.

Due to the very high demand received, the resulting 800 Energy Assessments requested were split into 2 delivery and procurement programmes. Phase 1 has now seen 230 property assessments completed.

For the 400 Energy Assessments in Phase 2, the procurement exercise is due to be completed early July and successful contractor appointed for delivery through to the late autumn. Further details are provided in Appendix 1 of this report.

TCE9

Data reported relates to the following sites; City Offices, Cipher House, Winchester Sport and Leisure Park, Winchester Depot and Marwell Zoo. Unseasonable weather in July, along with reduced sunlight hours as the quarter progressed, have contributed to lower than expected. Generation, although higher than when compared with the same period a year ago.



PRIORITY: LIVING WELL

Long range trackers (Annual)

No.	Performance measure	Cabinet member (Cllr)	Lead Director	2019-20	2020-21	2021-22	2022-23	Target 23/24	Status
LW1	% of adults participating in 150+ mins of sport or physical activity per wk within the Winchester district	Becker	Dawn Adey	71%	73.7%	73.0%	Not yet available	73%	
LW2	Number of unemployed (source: Economic Activity data)	Thompson	Dawn Adey	n/a	1,800	1,700	1,235	1,700	

Practical real-time measures (Quarterly)

Page No.	Performance measure	Cabinet member (Cllr)	Lead Director	Q2 - 22/23	Q3 - 22/23	Q4 - 22/23	Q1 - 23/24	Q2 - 23/24	Target 23/24	Status
LW3	Winchester Sport and Leisure Park - total number of visits	Becker	Dawn Adey	189,247	164,282	203,110	262,177	286,167	1,012,724	
LW4	Winchester Sport & Leisure Park - number of concessionary rate visits	Becker	Dawn Adey	61,420	53,396	60,092	56,388	84,947	360,000	
LW5	Meadowside - total number of visits	Becker	Dawn Adey	15,720	16,138	17,706	18,052	14,367	71,000	
LW6	Meadowside - number of concessionary rate visits	Becker	Dawn Adey	665	664	743	953	884	2,800	
LW7	Number of housing benefit claimants (rolling total)	Cutler	Sharon Evans	3,087	3,026	3,026	2,955	2,916	Measure only	n/a
LW8	Number of Council tax reduction claimants (rolling total)	Cutler	Sharon Evans	5,711	5,752	5,752	5,776	5,757	Measure only	n/a
LW9	Average time taken to process new housing benefit claims (days)	Cutler	Sharon Evans	29	28	25	25	24	24 days	
LW10	Number of housing tenants in arrears owing 4 months or more	Westwood	Simon Hendeby	151	123	94	53	47	45	
LW11	Number of reported fly-tips (actual incidents)	Cutler	Sharon Evans	264	226	403	255	200	<1,178	

LW12	Number of reported graffiti incidents (online form totals)	Cutler	Sharon Evans	74	31	20	30	18	<169	
LW13	Number of reported litter incidents (online form totals)	Cutler	Sharon Evans	26	32	58	31	39	<144	

INSIGHTS & COMMENTS – Living Well

LW1
Sport England have changed the reporting period to calendar year and will released next in April. The current reporting period in the table above is for the 12 months December 2021 - November 2022, this being the latest available.

LW3/ LW4
Data from Q1 23/24 expected to show an increase due to inclusion of non-gated visits to both Winchester Sport & Leisure Park and Meadowside Leisure Centre.

LW5/LW6
Data from Q1 23/24 expected to show increase owing to the inclusion of non-gated visits to both Winchester Sport & Leisure Park and Meadowside Leisure Centre.

LW11
The number of fly tipping incidents reported have dropped by around 30% during the period April to June when compared with the previous quarter, however, is more in line now with earlier numbers. There are currently 7 cases pending prosecution with Legal Services, with 1 previous prosecution achieved in September.






Figures will always be in fluctuation, as they are based on total forms received (less any that have been identified as duplicates, out of district, private land etc.) but if any are in an 'open' status still at time of figure collation then they will be added to the numbers. It may be that once they have been actioned they turn out to be a duplicate/private land etc. and so come off the totals.

PRIORITY: HOMES FOR ALL

Long range trackers (Annual)

No.	Performance measure	Cabinet member (Cllr)	Lead Director	2020-21	2021-22	2022-23	2023-24	Target 23/24	Status
HFA1	% of all WCC homes achieving energy efficiency rating of C or above	Westwood	Simon Hendey	62%	63%	65%	Not yet available	70%	
HFA2	Net total new home completions across the district (rolling total)	Westwood	Simon Hendey	Not available	121	139	157 to date	1,000 by 2030	

Practical real-time measures (Quarterly)




Page No.	Performance measure	Cabinet member (Cllr)	Lead Director	Q2 - 22/23	Q3 - 22/23	Q4 - 22/23	Q1 - 23/24	Q2 - 23/24	Target 23/24	Status
91 HFA3	Homelessness – numbers recorded as rough sleepers (as at period end)	Westwood	Simon Hendey	2	4	2	4	2	0	
HFA4	Number of new homes started by the council (active total at end of quarter)	Westwood	Simon Hendey	130	118	118	100	82	37	
HFA5	Number of new homes completed by the council (during quarter)	Westwood	Simon Hendey	0	12	6	18	18	135 for year	
HFA6	Number of households in temporary accommodation (at month close)	Westwood	Simon Hendey	54	55	55	55	62	50	
HFA7	Numbers on housing waiting list	Westwood	Simon Hendey	1,480	1,537	1,584	1,468	1,539	Measure only	n/a
HFA8	Voids cumulative re-let time (general/older persons) (days)	Westwood	Simon Hendey	17.21	16.30	15.74	12.52	13.52	13	

PRIORITY: VIBRANT LOCAL ECONOMY

Long range trackers (Annual)

No.	Performance measure	Cabinet member (Cllr)	Lead Director	2019	2020	2021	2022	Target 23/24	Status
VLE1	% of economically active people in employment (aged 16-64 - source: NOMIS)	Thompson	Dawn Adey	75.7%	77.4%	83.7%	75.1%	75%	
VLE2	Business counts (micro, small, medium, large – source: NOMIS)	Thompson	Dawn Adey	8,010	8,035	8,110	8,165	8,200	

Practical real-time measures (Quarterly)

No.	Performance measure	Cabinet member (Cllr)	Lead Director	Q2 - 22/23	Q3 - 22/23	Q4 - 22/23	Q1 - 23/24	Q2 - 23/24	Target 23/24	Status
VLE3	% of WCC revenue spend with local suppliers	Cutler	Dawn Adey	22.73%	22.31%	21.60%	26.44%	23.43%	Min 25%	
VLE4	% residents claiming out-of-work benefits	Thompson	Dawn Adey	1.8%	1.9%	2.0%	2.0%	2.0%	1.90%	
VLE5	City centre high street footfall metrics	Thompson	Dawn Adey	404,605	566,086	551,890	2.73 million*	2.70 million	1.3 million	

INSIGHTS & COMMENTS – Vibrant Local Economy

VLE4

Data provided by ONS – “CC01 Regional labour market: Claimant Count by unitary and local authority”.

VLE5

Data provided by the Winchester BID – *reporting system used and calculations have now changed so from Q1 23/24 figures are for total footfall (previous recording was estimated visitors). Target to be reviewed in light of the revised reporting and calculations.







PRIORITY: YOUR SERVICES, YOUR VOICE

Long range trackers (Annual)

No.	Performance measure	Cabinet member (Cllr)	Lead Director	2019/20	2020/21	2021/22	2022/23	Target	Status
YSYV1	Residents' satisfaction with the way the council runs things (Residents' Survey)	Becker	Sharon Evans	79% (SE 65%)	n/a	75% (SE 62%)	n/a	79%	n/a
YSYV2	% of Residents' Survey respondents that feel the council involves residents when making decisions	Becker	Sharon Evans	69%	n/a	58%	n/a	60%	n/a
YSYV3	Value for Money - total net expenditure per head (via: LGA Value for Money toolkit)	Cutler	Sharon Evans	£353	£406	£341	£315	Target not set	n/a

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Tactical real-time measures (Quarterly)

No.	Performance measure	Cabinet member (Cllr)	Lead Director	Q2 - 22/23	Q3 - 22/23	Q4 - 22/23	Q1 - 23/24	Q2 - 23/24	Target 23/24	Status
YSYV4	% complaints responded to within 10 working days	Becker	Sharon Evans	81%	73%	67%	57%	62%	90%	
YSYV5	% of upheld and partially upheld complaints	Becker	Sharon Evans	49%	44%	54%	68%	58%	< 58.75%	
YSYV6	Number of residents digitally interacting with the council - number of online reports submitted on My Council Services platform	Becker	Sharon Evans	7,981	5,937	18,140	10,195	9,429	40,000	
YSYV7	Number of respondents to consultations	Becker	Sharon Evans	716	2,001	653	998	734	5,000	
YSYV8	% of major planning applications decided within time (WCC / SDNP)	Porter	Dawn Adey	100% / 100%	100% / ~	100% / ~	100% / ~	100% / ~	80%	
YSYV9	% of non-major planning applications decided within time (WCC / SDNP)	Porter	Dawn Adey	93% / 84%	92% / 84%	92% / 84%	96% / 83%	93% / 82%	80%	

INSIGHTS & COMMENTS – Your services. Your voice.

YSYV4/YSYV5

During the reporting period July to September a total of 77 complaints were closed of which 48 were closed in 10 working days. Of the 29 that were closed later than 10 working days, 17 were related to Housing (Property Services, contractor / service failure and repairs, etc.) and 11 to Waste.

Reports containing details of complaints are regularly sent to corporate heads of service to enable the close monitoring of how long is being taken to respond to complaints. Reminder notifications are automatically sent to managers of complaints several days before the due date. Programme and Capital Board, which also monitors performance, receives detailed monthly reports covering complaints.

Internal communications have been circulated via City Voice newsletters to remind staff of the standard that the council has set that is to respond to all complaints within 10 working days; there is also work going on to help in identifying any trends with complaints and if improvements to processes can be put in place to minimise them.

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YSYV6

Figures are inclusive of website and My Winchester app totals; they also include payments forms in My Council Services.

The total forms amount is also inclusive of garden waste form submissions and renewals which is the reason behind the figures being higher in January – March (Q4) owing to this being the period for renewals, and then scaling back proportionately in the following quarters.

YSYV7

This data is extracted from the council's consultation and engagement platform; 'Citizen Space' and reports the number of responses received within the given period. Fluctuations between quarters is expected with numbers of responses dependent on the number of consultations and the topic being consulted on, therefore if there are no or limited consultations in a quarter then the response number will be lower; similarly, if the consultation is for a limited audience number rather than open to all (e.g. housing tenants).




Tier 1 Programmes and Projects

Reporting Period Q2 – 1 July 2023 to 30 September 2023

This report provides an update on the progress of the council’s Tier 1 projects for Q2 2023/24 (June to September 2023). Below is a summary of each project and their current RAG Status.

Project Name	RAG Status	
	Timeline	Budget
Bar End Depot	Yellow	Green
Carbon Neutral Action Plan (WCC)	Yellow	Green
Carbon Neutral Action Plan (District)	Yellow	Green
Central Winchester Regeneration	Yellow	Green
Future of Waste and Recycling	Yellow	Green
Local Plan	Green	Green
New Homes Programme	Yellow	Yellow
Station Approach	Green	Green
Winchester Movement Strategy Programme	Green	Red

RAG Status Key

	“Normal level of attention”. No material slippage. No additional attention needed
	“Minor concern – being actively managed.” Slippage less than 10% of remaining time or budget, or quality impact is minor. Remedial plan in place
	“Major concern - escalate to the next level”. Slippage greater than 10% of remaining time or budget, or quality severely compromised. Corrective Action not in place, or not effective. Unlikely to deliver on time to budget or quality requirements

Bar End Depot

Reporting Period: Quarter 2 2023/24 (1 June 2023 to 30 September 2023)

LEAD CABINET MEMBER: Cllr Martin Tod




PROJECT SPONSORS: Dawn Adey / Simon Hendey

PROJECT LEAD: Geoff Coe

PROJECT MANAGERS: Geoff Coe

PROJECT TIER: 1

REPORT DATE: October 2023

Project RAG Status:	Timeline		Budget	
	"Normal level of attention". No material slippage. No additional attention needed			
	"Minor concern – being actively managed". Slippage less than 10% of remaining time or budget, or quality impact is minor. Remedial plan in place			
	"Major concern - escalate to the next level". Slippage greater than 10% of remaining time or budget, or quality severely compromised. Corrective Action not in place, or not effective. Unlikely to deliver on time to budget or quality requirements			

Project Description and Outcome

The Bar End Depot project is a land transaction and forms part of the wider Bar End regeneration area.

There has been extensive previous engagement to develop a design framework for Bar End and these consultations led to a Community Plan and adoption of the Bar End Design Framework.

As part of this framework a shared vision for the site was developed which allows for the provision of:

- An area for sport and recreation, leisure, wellbeing and enjoyment.
- High quality, highly valued and accessible facility for the community.
- Complementary uses and facilities such as hydrotherapy, treatment, and recovery alongside recreational, sporting and competitive activities.

Project Managers Progress Report for Q2

The development site is now on the market with a bid deadline in November 2023. Bidders will need to demonstrate how their schemes will meet Council Plan objectives and planning policy.

A successful public presentation was held on 4 September 2023 with over 40 members of the public in attendance.

Project gateways

Stage	Duration	Start Date	Planned End Date	Projected End Date	Outcome
Marketing appointment		April 2022	June 2022	June 2022	Appointment of Selling Agent – Vail Williams
Public Engagement		March 2022	November 2022		Feedback on marketing plan and subsequent feedback on use type preferences
Marketing for Bids		August 2023	October 2023	November 2023	Marketing for Formal Bids
Developer selection and Planning application		November 2023	September 2025		Selection of Developer(s): Planning Application Submitted
Construction Start		September 2026			Subject to planning
Handover & Review		December 2026			Depends upon whether WCC retains an active development role.

Upcoming milestones for current project stage

Stage	Original Target	Current Target	Milestones and Actions	Outcome
Feasibility		Mar 2022	Public consultation	Positive feedback on Hobb's scheme. A food retail use would be welcome by the community.
Feasibility		Jul 2022	Appointment of Selling Agent	Vail Williams appointed
Transport Feasibility		August 2023	Transport planning advice	Further transport planning advice and pre-app being sought
Stage One Marketing – Expressions of Interest		Sept 2022	47 Expressions of Interest from market to identify potential market demand were received.	Uses included: residential; retail; leisure; industrial; Food and Beverage
Community Engagement		Nov 2022	Community Engagement re mix of uses proposed	Feedback concluded that the local community's first preference is for a new food store. The wider population of respondents (extending from Basingstoke to Southampton) had a first preference for more leisure including an ice rink. Feedback to be published in May/June 2023
Stage Two Marketing – Formal Bids		August 2023	Request for formal bids	
Preferred Bidder Evaluation and potential request for		November to December 2023	Review and evaluation of bids. Possible request for best and final bids.	

Stage	Original Target	Current Target	Milestones and Actions	Outcome
best and final offers				
Cabinet		June 2024	Cabinet Approval	
Contract documentation		July 2024	Contract documents issued	
Exchange		March 2025	Contract exchange	Purchaser to progress with planning application
Planning Application		September 2025	Submission of planning application	
Planning approval		March 2026	Planning approval	
Legal Completion		June 2026	Legal completion of sale	
Construction		Sept 2026	Construction starts on site	
Project Completion and Close		Dec 2026	Completion of works on site	Depends upon whether WCC are to retain an active role in development.

Carbon Neutrality Action Plan (WCC)

Reporting Period: Quarter 2 (1 June to 30 September 2023)

LEAD CABINET MEMBER: Cllr Kelsie Learney

PROJECT SPONSORS: Dawn Adey

PROJECT LEAD: Susan Robbins




PROJECT MANAGER: Steve Lincoln

PROJECT TIER: 1

REPORT DATE: October 2023

Programme RAG Status

Project RAG Status:	Timeline		Budget		Carbon	
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	On track
	30% off track but likely to hit target
	60% off track and unlikely to hit target

Project Description and Outcome for Council Actions

WCC declared a Climate Emergency in 2019, setting the ambitious aim of being a carbon neutral council by 2024.

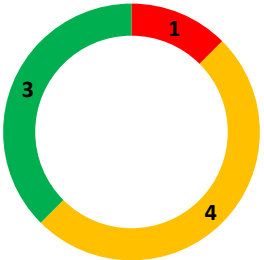
In response to the declaration, a Carbon Neutrality Action Plan (CNAP) was adopted by the council in December 2019, which set out the actions the council should deliver, the way it will work and the collaborations it would seek in order to achieve its aims. This has now been supplemented by the advice contained in the Carbon Neutrality Roadmap for the Winchester District adopted in January 2023 as the primary advice and the adoption of the ‘Greener Faster’ priority with the Council Plan 2020-2025 which puts the climate emergency at the heart of its agenda. Delivery of the Carbon Neutrality action plan will focus efforts and prioritise actions based on the following five pathways, this will be used to frame the actions and interventions needed.

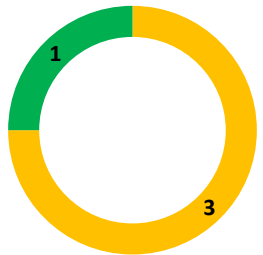
1. Reduce Energy Consumption
2. Reduce Transport Carbon Emissions
3. Increase Renewable Energy Generation
4. Carbon Sequestration / Nature Based Solutions
5. Support local carbon credit creation

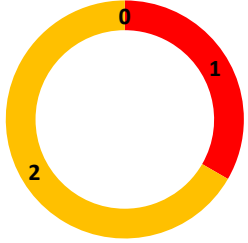
This programme update will report on the 19 projects which have the greatest carbon impact and are key to helping the Council achieve its carbon neutrality target of 2024.

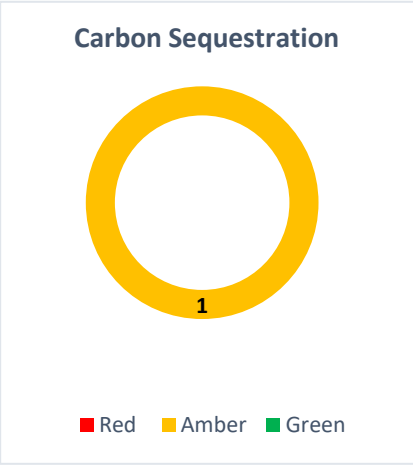
Carbon Emission Target	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Council by 2024 Target (tCO2e)	N/A	3,201	1,873	3,750	3,000	0	0
Actual (tCO2e) Market Based	4,268	2,665	4,147	3,837			

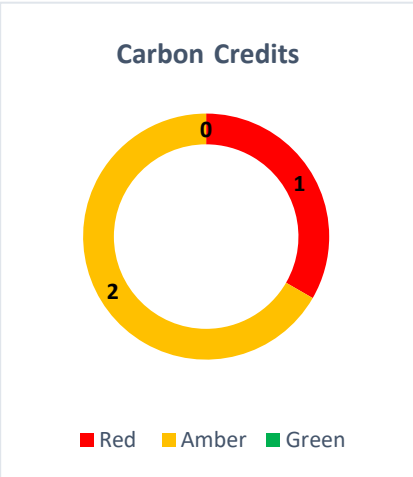
Programme Update Summary of Pathways and Council Actions

Pathway	RAG Project Status	Quarterly update	
<p>1. Reduce energy consumption</p>	<p style="text-align: center;">Energy Consumption</p>  <p style="text-align: center;">■ Red ■ Amber ■ Green</p>	<p><u>Quarter 2 Update</u></p> <p>Red:</p> <p>Tender for solar PV panels and ASHP at Meadowside came back 250% over budget. Current CIL funding of £60K and PSDS funding of £64K is insufficient. The project is now on hold while options are assessed.</p> <p>Amber:</p> <p>Approval obtained to recruit an Energy Manager to monitor and target energy consumption in corporate assets.</p> <p>Submetering of the Guildhall West Wing would require extensive electrical rewiring and alterations to plumbing at significant cost and disruption, so is not financially viable at present.</p> <p>Installation of AMR's in sheltered and cared for homes continued and will allow for a better understanding of energy usage to develop targeted behavioural change campaigns.</p> <p>Green:</p> <p>4 of the 5 decarbonisation reports for council owned and occupied buildings</p>	<p><u>Actions for next quarter</u></p> <p>Decision on the preferred option for decarbonisation of Meadowside Leisure Centre.</p> <p>Recruit and appoint Energy Manager. Move forward AMR installation across all sites.</p> <p>Scope and assess the viability of offering staff discounts for switching to renewable energy at home.</p> <p>Move forward AMR installation across all sites, including sheltered and cared for homes, and confirm viability of sites for submetering.</p> <p>Review decarbonisation proposals for owned and occupied property and</p>

Pathway	RAG Project Status	Quarterly update	
		<p>have been received and will inform decarbonisation plans.</p> <p>Retrofit and energy efficiency work is progressing on Magdalen Cemetery House.</p> <p>Appointment of a contractor to segregate Special Maintenance skip waste offsite has achieved a 99% carbon saving.</p>	<p>shortlist viable projects to be put forward for a more detailed design stage.</p> <p>Magdalen Cemetery House works should be completed by end of December.</p>
<p>2. Reduce transport carbon emissions</p>	<p>Transport Emissions</p>  <p>■ Red ■ Amber ■ Green</p>	<p>Quarter 2 Update</p> <p>Red: n/a</p> <p>Amber: Cabinet decision in July, approved move to HVO fuel for waste vehicles (Biffa Contract). Special Maintenance have been working with contractors to determine if their vehicles are HVO compatible. Series of sustainable travel staff engagement events including bike doctor, love to ride workplace challenge and launch of carshare scheme.</p>	<p>Actions for next quarter</p> <p>Monitoring of price of HVO to determine if Biffa transition to HVO is viable.</p> <p>Business case for replacing 6 Special Maintenance vehicles with electric alternatives and replacement 2 existing council pickups with HVO diesel dual fuel alternatives.</p> <p>Anticipated delivery of 5 electric vehicles for housing and communities.</p> <p>Workplace Travel Plan due in late Autumn and promote car sharing to staff.</p>

Pathway	RAG Project Status	Quarterly update	
		<p>Green:</p> <p>Tenders have returned for supplying HVO fuel to Park and Ride buses for minimum of 3-year contract.</p>	<p>Evaluation of tenders for HVO fuel Park and Ride contract and report to Cabinet in December for approval to award the contract.</p> <p>Anticipated outcome from EM3 Future Fund application.</p>
<p>3. Increase renewable energy generation / purchase</p>	<p>Renewable Energy Generation / Purchase</p>  <p>■ Red ■ Amber ■ Green</p>	<p>Quarter 2 update</p> <p>Red:</p> <p>Solar potential of City Offices and car parks have been reviewed. GIS analysis of our potential sites has been completed and discussions had with HCC on potential for P&R sites.</p> <p>Amber:</p> <p>Discussions with leisure centre operators Everyone Active to move to 100% green electricity tariff by end 2024. Discussions around green gas have been more challenging with the need to understand the technical implications.</p>	<p>Actions for next quarter</p> <p>Develop Renewables Strategy to cover car parks, roofs and large-scale ground-mounted to meet council target of increased generation.</p> <p>Renewable energy paper to HEP in December 2023.</p> <p>Progress discussions with Everyone Active on feasibility of using green energy at WSLP.</p> <p>Further appraisal of sites with solar PV potential outside WCC/HCC ownership and of solar canopies on P&R sites.</p>

Pathway	RAG Project Status	Quarterly update	
		<p>388 responses to the renewable energy attitude survey, of which the majority of these were supportive of renewable energy projects in the district. Consultants Buro Happold have provided a detailed review of all sites and engaged with DNO to understand grid capacity potential.</p> <p>Green: n/a</p>	
<p>4. Carbon sequestration through nature based solutions</p>	<p>Carbon Sequestration</p>  <p>■ Red ■ Amber ■ Green</p>	<p><u>Quarter 2 Update</u></p> <p>Red: n/a</p> <p>Amber: This is a new action from revised CNAP - there has been no progress on this action for this quarter.</p> <p>Green: n/a</p>	<p><u>Actions for next quarter</u></p> <p>Scope and research best practise to gain a better understanding of options and move this forward.</p>

Pathway	RAG Project Status	Quarterly update	
<p>5. Support creation of local carbon credits</p>	<p style="text-align: center;">Carbon Credits</p>  <p style="text-align: center;"> ■ Red ■ Amber ■ Green </p>	<p><u>Quarter 2 Update</u></p> <p>Red: Smart Export Guarantee (SEG) payments not progressed due to lack of DNO permission evidence.</p> <p>Amber: Quotes obtained from Total Gas in relation to procuring Green Gas for the council.</p> <p>Green: n/a</p>	<p><u>Actions for next quarter</u></p> <p>Complete SEG payment agreements.</p> <p>Consideration of options for purchase of green gas.</p> <p>Progress work with SDNPA on carbon credits scheme.</p>

Carbon Neutrality Action Plan (District)

Reporting Period: Quarter 2 (1 June to 30 September 2023)

LEAD CABINET MEMBER: Cllr Kelsie Learney

PROJECT SPONSORS: Dawn Adey

PROJECT LEAD: Susan Robbins




PROJECT MANAGER: Steve Lincoln

PROJECT TIER: 1

REPORT DATE: October 2023

Programme RAG Status

Project RAG Status:	Timeline		Budget		Carbon	
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	On track
	30% off track but likely to hit target
	60% off track and unlikely to hit target

Project Description and Outcome for District Actions

WCC declared a Climate Emergency in 2019, setting the ambitious aim of being a carbon neutral district by 2030.

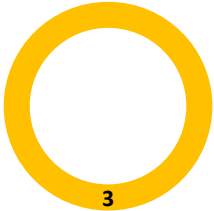
In response to the declaration, a Carbon Neutrality Action Plan (CNAP) was adopted by the council in December 2019, which set out the actions the council should deliver, the way it will work and the collaborations it would seek in order to achieve its aims. This has now been supplemented by the advice contained in the Carbon Neutrality Roadmap for the Winchester District adopted in January 2023 as the primary advice and the adoption of the ‘Greener Faster’ priority with the Council Plan 2020-2025 which puts the climate emergency at the heart of its agenda. Delivery of the Carbon Neutrality action plan will focus efforts and prioritise actions based on the following five pathways, this will be used to frame the actions and interventions needed.

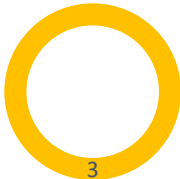
1. Reduce Energy Consumption
2. Reduce Transport Carbon Emissions
3. Increase Renewable Energy Generation
4. Carbon Sequestration / Nature Based Solutions
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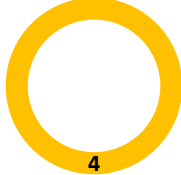
This programme update will report on the projects which have the greatest carbon impact and are key to helping achieve the district carbon neutrality target of 2030.


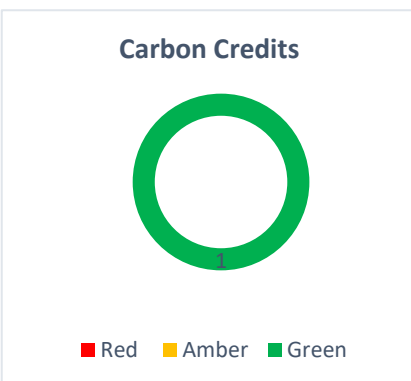
Carbon Emission Targets	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
District by 2030 Target (tCO2e)	N/A	527,000	456,210						
Actual	579,700	506,900							

Programme Update Summary of Pathways and Council Actions

Pathway	RAG Project Status	Quarterly update	
<p>6. Reduce energy consumption</p>	<p style="text-align: center;">Energy Consumption</p>  <p style="text-align: center;">3</p> <p style="text-align: center;">■ Red ■ Amber ■ Green</p>	<p><u>Quarter 2 Update</u></p> <p>Red: n/a</p> <p>Amber: <u>Private sector homes:</u> HUG1 ended in July 2023 with 43 measures installed for off gas properties in Winchester totalling £369k. LAD3 ended in September 2023 with 39 measures installed for on-gas properties in Winchester totalling £232k. HUG2 launched in July 2023 and Warmer Homes consortium have sent 2800 letters to private homeowners and landlords. 30 properties registered to date.</p> <p><u>Council housing:</u> There have been 380 retrofit ready energy assessments. Development of 6 Passivhaus units at Southbrook Cottages in Micheldever and Passivhaus Units at Winnall is progressing. Completion of 7 Association for Environment Conscious Building (AECB) homes at North Whiteley to WCC.</p> <p><u>Commercial property:</u> Commissioned a consultant to help businesses measure their carbon footprint and provide decarbonisation advice.</p>	<p><u>Actions for next quarter</u></p> <p><u>Private Sector homes:</u> Deliver marketing plan for HUG2 in partnership with Warmer Homes Consortium. Ecofurb national retrofit offer (Parity Projects) to be explored.</p> <p><u>Council housing</u> Retrofit ready insulation will commence in Autumn, as will replacement of single glazed windows and doors. On track to receive all retrofit ready energy assessments by end of December. Swedish Cottages retrofit will commence at the end of October. New homes scheme at Southbrook Cottages expected to complete in January. Completion of 3 shared ownership units and 73 flats at Winnall Flats expected in November.</p> <p><u>Commercial property:</u> Appoint consultant and implement grant assistance programme to assist businesses with retrofit measures to reduce their carbon footprint.</p>

Pathway	RAG Project Status	Quarterly update	
		Green: n/a	
7. Reduce transport carbon emissions	<p data-bbox="613 421 864 448">Transport Emissions</p>  <p data-bbox="613 711 880 735">■ Red ■ Amber ■ Green</p>	<p data-bbox="974 387 1216 414">Quarter 2 Update</p> <p data-bbox="974 443 1093 470">Red: n/a</p> <p data-bbox="974 499 1559 660">Amber: New EVCP installation at the Coach Park of a second rapid charger. Alresford Station car park also had a rapid and a fast charger installed.</p> <p data-bbox="974 703 1496 762">12 large businesses attended the online sustainable travel business event.</p> <p data-bbox="974 805 1559 1002">Promoted a series of sustainable travel initiatives, including 'Love to ride', car free day and £2 bus fare cap, through Winchester business networks. Advised and Supporting the Leisure centre to run a travel survey for staff and visitors</p> <p data-bbox="974 1042 1122 1069">Green: n/a</p>	<p data-bbox="1597 387 1928 414">Actions for next quarter</p> <p data-bbox="1597 491 2085 518">Public consultation for district LCWIP.</p> <p data-bbox="1597 558 2163 617">Promotion of under-used EVCPs at Barfield 2.</p> <p data-bbox="1597 657 2136 716">Discussions with HCC on accessing LEVI funding to install EVCPs in 2025/26.</p> <p data-bbox="1597 756 2181 959">Promotion of sustainable travel initiatives, including staff car share scheme and Breeze app (sustainable travel planning and payment app). Develop business case to promote 'My Journey' new car share platform with Winchester workplaces.</p>

Pathway	RAG Project Status	Quarterly update	
<p>8. Increase renewable energy generation / purchase</p>	<p style="text-align: center;">Renewable Energy Generation / Purchase</p>  <p style="text-align: center;">■ Red ■ Amber ■ Green</p>	<p><u>Quarter 2 Update</u></p> <p>Red: n/a</p> <p>Amber: HCC solar together scheme launched in August. In its first week, Winchester district received 82 registrations.</p> <p>Planning applications received:</p> <ul style="list-style-type: none"> - Denmead 50MW solar farm and battery storage facility - Crabwood (Sparsholt Lane) 50MW - Instavolt at Littleton Development of an Electric Vehicle Charging Station <p>WinACC has been awarded an SPF funded contract to deliver community solar support scheme (CSSS) to increase solar capacity at community halls.</p> <p>Unsuccessful EM3 Future Fund bid submitted for £1.2M towards the £2.6M cost of solar canopies at two Park and Ride sites.</p> <p>Green: n/a</p>	<p><u>Actions for next quarter</u></p> <p>Continue to promote HCC Solar Together scheme ahead of final registration period ending 27th October.</p> <p>Share GIS mapping on website to allow public to access information and identify sites for potential for solar PV generation.</p> <p>Work with Community Energy South to provide support to South Wonston to run a community energy workshop.</p> <p>Through our CSSS 3 community buildings will have business plans approved for installation of roof mounted solar PV by end of December.</p>

Pathway	RAG Project Status	Quarterly update	
<p>9. Carbon sequestration through nature based solutions</p>	<p>Carbon Sequestration</p> 	<p><u>Quarter 2 Update</u></p> <p>Currently no actions relating to this pathway in district action plan.</p> <p>Red: n/a</p> <p>Amber: n/a</p> <p>Green: n/a</p>	<p><u>Actions for next quarter</u></p>
<p>10. Support creation of local carbon credits</p>	<p>Carbon Credits</p> 	<p><u>Quarter 2 Update</u></p> <p>Red: n/a</p> <p>Amber: n/a</p> <p>Green: SPF funded project with SDNPA continues to develop carbon credits from tree planting within Winchester farm cluster via its Revive platform.</p>	<p><u>Actions for next quarter</u></p> <p>Launch of Go Greener Faster grant will include opportunity for local organisations to apply for funding to develop carbon credits, as well as other green measures.</p> <p>Council will continue to explore options for purchase of local carbon credits.</p>

Central Winchester Regeneration (CWR)

Reporting Period: Quarter 2 2023/24 (1 June 2023 to 30 September 2023)

LEAD CABINET MEMBER: Cllr Martin Tod






PROJECT SPONSORS: Dawn Adey & Ken Baikie

PROJECT LEAD: Veryan Lyons

PROJECT MANAGERS: Rachel Robinson

PROJECT TIER: 1

REPORT DATE: October 2023

Project RAG Status:	Timeline		Budget	
	"Normal level of attention". No material slippage. No additional attention needed			
	"Minor concern – being actively managed." Slippage less than 10% of remaining time or budget, or quality impact is minor. Remedial plan in place			
	"Major concern - escalate to the next level". Slippage greater than 10% of remaining time or budget, or quality severely compromised. Corrective Action not in place, or not effective. Unlikely to deliver on time to budget or quality requirements			

Project Description and Outcome

Central Winchester Regeneration (CWR) is a major regeneration project in the centre of the city. The Central Winchester Regeneration Supplementary Planning document was adopted in June 2018. The vision is for the delivery of a mixed use, pedestrian friendly quarter that is distinctly Winchester and supports a vibrant retail and cultural/heritage offer which is set within an exceptional public realm and incorporates the imaginative re-use of existing buildings.

Development within the Central Winchester Regeneration area should meet the following objectives:

1. Vibrant mixed-use quarter
2. Winchesterness
3. Exceptional Public Realm
4. City Experience
5. Sustainable Transport
6. Incremental Delivery
7. Housing for all
8. Community
9. Climate change and sustainability

Project Managers Progress Report for Q2

The CWR Development Proposals were approved at Cabinet on 10 March 2021 following public consultation. The options for delivery of the CWR site were then explored through the Strategic Outline Case and the preferred delivery option, '*to enter into a contractual agreement with a single development partner across the defined site*' was approved at Cabinet on 21 July 2021, and approval for officers to progress to and develop the Outline Business case was granted.

The Outline Business case was developed alongside the procurement documentation and approved at Cabinet on 22 December 2021. At Full Council on 12 January 2022 authorisation was given to initiate and conduct the procurement process for the selection of a development partner. Final tenders were submitted on 09/12/22. A decision on the recommended development partner was approved by Cabinet on 6 March 2023.

Following Cabinet approval and completion of the 10-day standstill period, the council announced the appointment of Jigsaw. The council and Jigsaw have been working together to finalise the Development Agreement and work towards the first project milestone – Development Delivery Plan is underway.

Alongside this, officers are also tasked with:

- Implementing further archaeology investigations across the site. Works have commenced on site. Estimated to complete in December 2023.
- The demolition of Friarsgate Medical Centre (FGMC) and replacement space.
- Improvements to Kings Walk ground floor and surrounding public realm sitting with the CWR portfolio.

Key Documents

Latest Cabinet Decision / Report: [Cabinet 6 March 2023](#)

Project Plan: [CWR Project Plan 2023 - CURRENT](#)

Latest Project Team Meeting Minutes: [CWR Project Team Meeting Minutes 06 07 23](#)

CWR Risk Register: [CWR Risk Register - Strategic](#)

CWR Archaeology Evaluation (Trial Trenching) Risk Register: [CWR Archaeology Evaluation \(Trial Trenching\) Risk Register](#)

Joint Project Board Meeting Minutes: [CWR Joint Project Board Minutes 14 09 23](#)

Project gateways

Stage	Duration (months)	Start Date	Planned End Date	Projected End Date	Outcome
Roadmap Review	5	Jun 19	Sept 19	Nov-19	Review of CWR project to inform: - Land uses / mix - Delivery options and associated timeline - Key risks, constraints, and opportunities
Scenario Options	6	Sept 10	Jan 20	Mar 20	Test different land uses / mix to determine priorities
Development Proposals	3	Jan 20	Jan 20	Apr 20	Generate development framework (preferred option)
Development Proposals & Delivery Strategy	5	Mar 20	Jul 20	Nov 20	Agree solution for bus operations and carry out soft market testing to further inform the development proposals and delivery strategy
Delivery Strategy	13	May 20	Dec 20	July 21	Assessment of delivery models and appetite for risk and control, refinement of development proposals Approval of delivery strategy
Market Preparation	5/6	July 21	Dec 21	Jan 22	Prepare a marketing and procurement strategy, associated documents, and the Outline Business Case. Seek approval to procure a single development partner for the CWR site.
Market Launch and Procurement Process for	13	Jan / Feb 22	Dec 22	Mar 23	Data room set up, market launch, market engagement with potential developers, carry out the procurement process including

Stage	Duration (months)	Start Date	Planned End Date	Projected End Date	Outcome
Development Partner					evaluations. Identify preferred development partner and seek approval to appoint.
Development Delivery Plan	6	Apr 2023	Sept 2023*	Jan 2024	<p>On signing the Development Agreement, there will be an initial version of the draft Development Delivery Plan drawn from the Jigsaw's tender submission.</p> <p>The draft Development Delivery Plan is to be in accordance with the Development Objectives. The content will describe and enable further work by Jigsaw to support a planning application.</p> <p>Following the signing of the Development Agreement, Jigsaw will update the draft Development Delivery Plan and the projected dates will be amended.</p> <p>The updated Development Delivery Plan will be approved by Cabinet. The Development Agreement Long Stop date for the updated draft Development Delivery Plan is 6 months from signing of the Development Agreement.</p>
Planning Application	18	Sept 2023*	Q3 2025*		<p>Work up detailed scheme, carry out financial modelling, prepare Full Business Case and planning application for Cabinet approval prior to submission - a hybrid application is required, seeking a detailed Planning Permission for Phase 1 and an outline Planning Permission for the remainder of the Development.</p> <p>The Development Agreement Long Stop date for the submission of the planning application is 24 months from the date on which the council approves the Development Delivery Plan.</p>
Planning	18	Q3 2025*	Q2 2027*		<p>Planning permission granted - the Development Agreement Long Stop date for the Planning Decision is 42 months from the date on which the council approves the Developer's Development Delivery Plan</p>

Stage	Duration (months)	Start Date	Planned End Date	Projected End Date	Outcome
Phase 1 Primary Condition Satisfaction	6	Q2 2027*	Q4 2027*		Jigsaw is required to satisfy the Primary Conditions in order to take a Phase 1 Building Lease and commence Development. Phase 1 Primary Conditions to be approved by Cabinet prior to start on site. The Development Agreement Long Stop date for the Phase 1 Primary Conditions to be satisfied is 48 months from the date on which the council approves the Developer's Development Delivery Plan.
Start on Site	3	Q1 2028*			Subject to Cabinet approval of Phase 1 Primary Condition satisfaction. The Development Agreement Long Stop date for start on site is 3 months from the date on which the relevant Phase Building Lease is granted.

**once the Development Delivery Plan has been agreed these dates will be updated.*

Upcoming milestones for current project stage

Task/Milestone	Start Date	End Date	Current End Date	% Complete	Comments / Actions	Outcome
Development Agreement	April 23	April 23	November 23	95%	<p>The council and Jigsaw are working together to finalise the Development Agreement, this includes:</p> <ul style="list-style-type: none"> • Finalising the drafting • Templates for Building Lease and Long Lease HoTs • Schedules and appendices 	<p>Once the Development Agreement has been signed:</p> <p>Jigsaw will continue to update and finalise the draft Development Delivery Plan.</p> <p>Formal Project Board meetings and Quarterly Review meetings can commence.</p>
Development Delivery Plan	April 23	Sept 23	Jan 24	25%	<p>The Development Delivery Plan will be approved by Cabinet. The Development Agreement Long Stop date for the updated draft Development Delivery Plan is 6 months from signing of the Development Agreement.</p>	<p>On signing the Development Agreement, there will be an initial version of the draft Development Delivery Plan drawn from Jigsaw's agreed submission.</p> <p>The draft Development Delivery Plan is to be in accordance with the Development Objectives. The content will describe and enable further work by Jigsaw to support a planning application.</p>
Archaeology Evaluation (trial trenching)	July 23	Site works – Oct 23	Site works – Dec 23	45%	<p>Pre-Construct Archaeology started on site on 3 July 23.</p> <p>Initial estimate for the site works was 4 months,</p>	<p>Further archaeology investigations to build on the current understanding of archaeological potential on the site will help inform and guide proposals for the</p>

Task/Milestone	Start Date	End Date	Current End Date	% Complete	Comments / Actions	Outcome
		Reporting – Mar 24	Reporting – May / June 24		<p>followed by a high-level summary report one month after completion and a full report 6 months after completion.</p> <p>Estimated completion date has been extended to account for delays incurred which include staff sickness, adverse weather and discovery of a service pipe running through one of the trenches. Which in turn has resulted in delays to the reporting.</p>	<p>development and archaeological mitigation strategies.</p> <p>The council has the opportunity to progress this now - in doing so the implications this may have for how the development is brought forward can be gained sooner, helping to progress plans for the site and move towards a planning decision.</p>

Deliverables	Expected Date of achievement	On target (Y/N)	Expected Date of achievement (Revised)	Comment
Finalise and sign the development Agreement	June 2023	N	November 2023	The council and Jigsaw are working together to finalise the Development Agreement. This has taken slightly longer than initially anticipated.
Agree and implement governance arrangements	June 2023	N	September 2023	A joint Board meeting took place on 14 September 23 with key officers, Members and Jigsaw to make sure everyone is aware of the priorities (which need to be agreed), understand roles and responsibilities and start the working relationship that will steer the project in the crucial early months and years.
Agree stakeholder engagement approach and messaging.	June 2023	Y		Stakeholder engagement strategy was shared at Cabinet Committee: Regeneration on 7 June
Implement stakeholder engagement strategy	Q3 2023	N	Q4 2023	Key tasks include: <ul style="list-style-type: none"> • Continue engaging key stakeholders. • Prepare for and identify individuals to be involved in workshops. • Hold workshops. • Prepare for and identify individuals to be involved in youth and futures groups. • Establish youth and futures groups. • Co-creation workshops with Team, Members, Officers and community

Deliverables	Expected Date of achievement	On target (Y/N)	Expected Date of achievement (Revised)	Comment
Progress the Archaeology trial trenching	Site works – Oct 2023	N	Site works – Dec 2023	Works started on site on 3 July 23. Estimated completion date has been extended to account for delays incurred which include staff sickness, adverse weather and discovery of a service pipe running through one of the trenches. Which in turn has resulted in delays to the reporting.
	Reporting – Mar 2024	N	Reporting – May / June 2024	
Hold public Archaeology Event with CWR Archaeology Panel x2	June 2023	N	July 2023	Opportunity to introduce the winning bidder for the archaeology trial trenching works, provide details of the works and hold discussion regarding Jigsaw long term approach. Recap on the trial trenching investigations, present initial findings, explain how the findings will be used going forward and implications for the redevelopment.
	Oct 2023	N	Mar 2024	There was a slight delay to the first event due to existing diary commitments – the first event took place on 26 July 23. Current delays to the second event, where the public will be given an update on the findings and implications for the development as it is progressed, are a result of the delays to the completion date for the works.
Agree options for the bus solution	Q1 2024	Y		There is a need to pick up on previous discussions with HCC and the bus operators, to introduce Jigsaw and begin conversations in

Deliverables	Expected Date of achievement	On target (Y/N)	Expected Date of achievement (Revised)	Comment
				<p>relation to their revised thinking regarding the CWR bus solution whilst ensuring alignment to the wider Winchester Movement Strategy. An initial meeting with HCC took place on 2 May 23, followed by a second meeting joined by the bus operators on 17 July 23.</p>
<p>Investigate the option of taking Coitbury House as the Jigsaw base on site</p>	<p>Jan / Feb 2024</p>	<p>Y</p>		<p>Jigsaw have expressed an interest in using Coitbury House as their permanent base in Winchester – somewhere located with the site where officers, Members and the community can easily access them.</p> <p>Jigsaw have put a proposal together which will need to go to WCC Property Board.</p>

Future of Waste and Recycling

Reporting Period: Quarter 2 2023/24 (1 July to 30 September 2023)




LEAD CABINET MEMBER: Cllr Kelsie Learney

PROJECT SPONSORS: Simon Hendey

PROJECT LEAD: Andy Hickman

PROJECT MANAGERS: Judith Harper

REPORT DATE: October 2023

Project RAG Status:	Timeline		Budget	
	"Normal level of attention". No material slippage. No additional attention needed			
	"Minor concern – being actively managed". Slippage less than 10% of remaining time or budget, or quality impact is minor. Remedial plan in place			
	"Major concern - escalate to the next level". Slippage greater than 10% of remaining time or budget, or quality severely compromised. Corrective Action not in place, or not effective. Unlikely to deliver on time to budget or quality requirements			

Project Description and Outcome

As a council, Winchester has seen the fastest growing recycling performance in the County since 2019. It is one of the best performing authorities in Hampshire in terms of waste and recycling and has an ambition to become one of the best nationwide; minimising its carbon emissions, increasing the amount recycled and reducing the amount of waste produced in the fastest and most cost-effective way possible.

There are significant proposed changes around waste and recycling; mostly driven by national requirements, and as a Waste Collection Authority (WCAs), Winchester City Council wants to take this opportunity to improve its household waste and recycling collections. These changes and how they impact on Winchester's residents will inform the new waste strategy. The outcome of this strategy is the core of Future of Waste and Recycling project.

The project includes a public insight and engagement exercise, in progress, that will help inform the new waste strategy for household properties. The outcomes of this will help us:

- A) Develop service options based on the outcome of the engagement, environmental factors and affordability;
- B) Implement any changes.

In part-response to the national changes, Hampshire County Council is proposing to build a new Material Recovery Facility, which will require partners, including Winchester, to make changes to the way we collect dry recycling from households. Hampshire County Council and its partners are discussing an Inter-Authority Agreement (IAA) to act as an overarching agreement to set out how the new arrangements will work. The development of the IAA is a key work stream. Future of Waste and Recycling is also about decarbonising the waste and recycling collections.

The next stage is to analyse the public engagement responses, the modelling of options, consider the feasibility of the use of Hydrotreated Vegetable Oil (HVO) and to progress the Inter-authority Agreement.

Proposals will be taken to Cabinet in January 2024

Project Managers Progress Report

Timeline and Finance

Local authorities are still awaiting the details of the national changes, including how these changes will be funded. Government originally started consulted on consistent collections in 2019 with a final response due in 2021. This response has since been delayed and Government has remained silent on further intentions. The lack of clarity has delayed Winchester from delivering its ambitions as quickly as it would have liked. The ongoing delay with forthcoming information around government requirements and funding may impact on the development of the new waste strategy and how and when to implement any national and regional changes. This is being managed through regular engagement with external stakeholders to understand when any forthcoming information from government will be available. As this is still unknown the rag rating for timing is currently amber.

Cabinet in July approved recommendations, mainly to undertake a consultation, start negotiations to introduce HVO initially and progress work around the Inter-Authority Agreement. We have commissioned external specialists to undertake the consultation, financial, technical and operational modelling and provide external legal support. There is an existing project budget of £400k which c.£300k has been provisionally allocated based on assumed resource requirements. There is also a further £500k project reserve. It is likely that costs will increase above the forecast and the reserves will be used to offset these costs.

Costs will be budgeted once external support has been commissioned. It is anticipated that there are sufficient funds to continue to develop the strategy. Any mobilisation of changes will require additional funds including capital and will be requested as part of the governance sign-off process. As a result, the budget rag rating is green.

Public Insight & Engagement

The first part of the consultation is an engagement and information gathering exercise addressing residents recycling habits and understanding. This commenced on 16th October; outcomes from this will be used to inform alternative options that meet the government and local requirements and take into account the feedback, environment and affordability. This will be brought back to Cabinet in 2024.

Following this it is anticipated that a consultation around the detail of any proposed changes to the recycling services will be carried out in Q4. It would set out what is required by government as mandatory requirements and regional requirements by Hampshire County Council i.e. introducing a separate food waste collection to households, introducing a twin-stream collection that collects fibres separately and collecting the minimum suite of dry recycling material as specified by the Environment Act 2021. Although the council may be constrained in the service it can deliver due to these national requirements and the local treatment infrastructure, as well as government funding available, it is important that it consults residents on the changes as to how it can be delivered, so as to allow responses from residents to be considered and help inform the development of the waste strategy.

IAA

The County Council has asked the eleven local waste collection authorities, which includes Winchester City Council, to sign up to an Inter-Authority Agreement (IAA). This will change the way the current payment mechanism works between Hampshire County Council and the partners including Winchester City Council. Indicative initial costs due to some of the key changes of this new agreement have the potential to increase by c.£200k for a kerbside residual waste arising target, c.£500k for material income potential removal and c.£75k for contamination cost. Winchester City Council is continuing to negotiate with Hampshire County Council over the potential cost increases and issues such as income share.

The County Council is looking for reassurance that the eleven local waste collection authorities in Hampshire will utilise the proposed new Materials Recovery Facility which it intends to build in Eastleigh and seeking a commitment by October 2023. Currently the group of collection authorities has declined to commit to the IAA due to uncertainty in government direction and in available funding under the new burdens and is also looking for some amendments to the agreement. It is believed that HCC is prepared to delay the date for final decision.

Decarbonising waste and recycling collections

Hydrotreated Vegetable Oil (HVO) is an initial solution to decarbonise waste and recycling collections. Other alternative fuels such as electricity and hydrogen are being considered as part of the future strategy, subject to budgetary and contractual constraints and engagement with partners and residents as required. At present, electric vehicles require a substantial investment up front including infrastructure such as charge points. It is also unlikely that electric vehicles will be able to service all of Winchester. Ongoing consideration will be given to electric vehicles and alternatives as the market grows and the future strategy develops to ensure the best 'greener' solution is achieved. Implementing HVO across the existing fleet for recycling and waste will have increased annual costs. In recent months the cost of diesel and HVO has been volatile with cost per litre fluctuating significantly. Currently the contractor bears the risk of any price fluctuations in the cost of diesel and so changing to HVO will mean the Council bear the risk of the price difference between diesel and HVO. This risk changes depending on what price Biffa secure for diesel and HVO. This risk is considerable given recent changes in HVO costs. For reasons of cost, and the need to consider and identify a strategic option for alternative fuels longer term subject to consultation, HVO is intended to serve only as an initial solution.

Key Documents:

18 July 2023 Cabinet Report

Project gateways

Stage	Duration (months)	Start Date	Planned End Date	Projected End Date	Outcome
Project initiation		31 January 23	18 July 23	Completed	The start of a process to develop a new waste strategy. This includes key decisions taken at the July Cabinet around approval to go out and consult, start negotiations with the current collection contractor to decarbonise the waste and recycling vehicles through the initial use of Hydrotreated Vegetable Oil (HVO) and to continue working with Hampshire County Council on developing the new Inter-Authority Agreement.
Exploration and Feasibility		Autumn 23	Jan 24		<p>Public engagement, financial modelling and technical and operational modelling are in progress.</p> <p>Other exploration and feasibility work includes financial modelling around future disposal and treatment costs and understanding the draft Inter-Authority Agreement. These will also be brought to cabinet in January 24.</p> <p>The outcome of these along with understanding the government requirements and funding will help shape the new waste strategy that is intended to be brought to January 24 cabinet for a decision.</p>
Design					This will be dependent on government providing details of its requirements and funding. It will also be dependent on the final shaping of the Inter-Authority Agreement.
Delivery					This will be dependent on government providing details of its requirements and funding. It will also be dependent on the final shaping of the Inter-Authority Agreement.

Forthcoming milestones for current project stage

Task/Milestone	Start Date	Planned End Date	Forecast End Date	% Complete	Comments / Actions	Outcome
Respond to the draft Inter-Authority Agreement	24 August 2023	17 October 2023	January 2023	0%	The group of WCAs is negotiating on the agreement whilst there is uncertainty on government requirements and funding. End date excludes call-in period.	To achieve a mutually affordable and sustainable solution for treatment of recycling.
Public Insight & Engagement	16 October 2023	26 November 2023	January 2023	0%	Engagement will close on 26 th November 2023. The analysis and outcome will be available for presentation to Cabinet January 2024.	The purpose of the engagement is to seek resident views on how to improve recycling including more materials, benefiting carbon reduction, and to help inform the new waste strategy. The feedback will be used to inform a more detailed consultation on recycling options and thus to develop service options based on the outcomes of the consultation and environmental affordability and factors.

Task/Milestone	Start Date	Planned End Date	Forecast End Date	% Complete	Comments / Actions	Outcome
Financial modelling around Inter-Authority Agreement	27 July 2023	1 September 2023	1 September 2023	0%	There is a risk that the external funding will still be unknown at this stage. Therefore costs will need to be modelled on what is known against budgets.	To gain an understanding of what the cost implications will be of adopting the revised payment mechanism being proposed as part of the Inter-Authority Agreement
Financial modelling	27 July 23	22 November 23	22 November 23	50%		Model the financial implications and opportunities around the expected changes.
Technical and operational work and modelling	27 July 23	22 November 23	January 2024	30%	Initial work around operational feasibility has been explored by HCC and WCC to help understand what the parameters of any change may be.	<p>Develop service options based on the outcome of the engagement, environmental factors and affordability.</p> <p>Develop increased depot space options.</p> <p>Preparation work to understand requirements for procuring infrastructure to deliver mandatory requirements such as:</p> <ul style="list-style-type: none"> - what types of specialist food vehicles are available and the operational suitability; - food waste treatment options; and

Task/Milestone	Start Date	Planned End Date	Forecast End Date	% Complete	Comments / Actions	Outcome
						- limitations around multi-occupancy/high-rise housing
Decarbonise waste and recycling vehicles using HVO	27 July 23	10 April 24	10 April 24	25%	Assuming cost is agreed through the MTFS process.	The switch could reduce the overall council carbon footprint from 4042 tCO ₂ e to 3,195 tCO ₂ e, a significant reduction which supports the council's commitment to become carbon neutral by 2024.
Approval at January 2024 Cabinet	23 November 23	24 January 24	24 January 24		Excludes call-in period for January 24 cabinet.	

Local Plan

Reporting Period: Quarter 2 2023/24 (1 June 2023 to 30 September 2023)

LEAD CABINET MEMBER: Cllr Jackie Porter






PROJECT SPONSORS: Dawn Adey

PROJECT LEAD: Adrian Fox

PROJECT MANAGER: Adrian Fox

PROJECT TIER: 1

REPORT DATE: October 2023

Project RAG Status:	Timeline		Budget	
	"Normal level of attention". No material slippage. No additional attention needed			
	"Minor concern – being actively managed." Slippage less than 10% of remaining time or budget, or quality impact is minor. Remedial plan in place			
	"Major concern - escalate to the next level". Slippage greater than 10% of remaining time or budget, or quality severely compromised. Corrective Action not in place, or not effective. Unlikely to deliver on time to budget or quality requirements			

Project Description and Outcome

It is a statutory requirement under planning legislation to have an up-to-date Local Plan with the objective of sustainable development and setting out detailed planning policies for the management and development of land and buildings.

The Local Plan sets out our vision and objectives for future development across the Winchester district outside the South Downs National Park – in Winchester itself, our market towns, villages and countryside. It includes new Development Management policies against which planning proposals will be assessed for housing, employment and open space as well as the specific sites needed to deliver the growth we have to accommodate over the next 15 years or more.

In accordance with planning legislation, the council must review its Local Plan every 5 years.

A consultation on the Regulation 18 took place in November/December 2022. Consultation responses are being finalised by officers. Cabinet Committee: Local plan met on Thursday 10 August 2023 to discuss the extension of the Local Development Scheme. The Local Development Scheme (LDS) is the timetable for producing a Local Plan and it is good practice to review it at various stages to ensure it remains realistic [Local Development Scheme \(LDS\) 2023 - Winchester District Local Plan](#). In order to inform the LDS, a Planning Inspectorate Advisory meeting took place on the 15/06/2023. A meeting has also taken place with DAC Planning on the 06/07/2023 (who were appointed by the Planning Advisory Service) to provide Officers with assistance on the revised Local Plan.

Project Managers Progress Report for Q2

During Quarter 2 the Strategic Planning team have continued to work on analysing the recommendations from the consultation, preparing an officer response and identifying any changes to the wording of the draft Regulation 18 Local Plan.

Once all of the comments have been analysed and recommended changes have been reported back through Members, any changes to the wording of the Local Plan will be assessed through the Sustainability Appraisal/Local Plan Viability Assessment.

Alongside this work, officers have been working on completing the Evidence Base which needs to be concluded before the Regulation 19 Local Plan can be agreed by Cabinet / Full Council for public consultation.

Alongside analysing the representations, the team is:

1. completing the Evidence Base to support the Local Plan which includes:
 - Retail and Town centre study.
 - Strategic Transport Assessment.
 - Strategic Flood Risk Assessment;
 - Updated 2023 SHELAA.
 - Preparing and agreeing Site Delivery Statements.
 - Undertaking further work on a nutrient neutrality mitigation strategy;
 - Preparing an Infrastructure Delivery Plan;
 - Working with Consultants on Embodied Carbon; and
 - Updating the Statement of Community Involvement which will be the subject of a 6 week public consultation (Decision Day on the 9th October 2023).
2. Identifying any new work that needs to be undertaken to support the Local Plan that has come out of the representations.
 - The need for student accommodation; and
 - Flood site sequential test.
3. Arranging and attending meetings with neighbouring Local Planning Authorities which will be used to inform the content of Statement of Common Grounds.

4. Work will also need to be undertaken in early 2024 on preparing a number of Local Plan Topic Papers as this was a key recommendation from the Planning Inspectorate Advisory meeting.

Project gateways

Stage	Duration (months)	Start Date	Planned End Date	Projected End Date	Outcome
Concept	28	Jul-18	Oct-20		Produce the new Local Plan Evidence base
Feasibility	2	Feb – 2021	April - 2021	Completed April 2021	Consultation on the Strategic Issues and Priorities document took place between Feb and April 2021 for a period of 8 weeks
Design	2	Nov - 2022	Dec – 2022	Completed December 2022	Consultation on the Draft Regulation 18 Local Plan took place between 2 November to 14 December 2022, for a period of 6 weeks.
Plan for Delivery	2	Quarter 2 July – 2024	Quarter 2 Sept - 2024		Consultation on the Submission version of the Regulation 19 Local Plan.
Delivery	2	Quarter 3 Oct 2025	Quarter 3 Dec 2025		Adoption of the new Local Plan
Handover & Review	-	Ongoing	Ongoing		Monitoring the Local Plan and start the review process at the appropriate time

Upcoming milestones for current project stage

Task/Milestone	Start Date	End Date	Projected End Date	% Complete	Outcome
Consultation on the SIP Document	Sept 20		Nov/Dec 22	100	<p>Consultation on the Strategic Issues & Options Document took place from 11 February to 12 April 2021. The consultation period was extended to 8 weeks in recognition that it was taking place during a national lockdown. Despite this, there was a really excellent response (over 2,200 representations).</p> <p>A summary of all the feedback received from the Strategic and Priorities consultation informed draft Local Plan ('Regulation 18' stage) was published for consultation in Nov/Dec 2022 on the new LP website. www.localplan.Winchester.gov.uk</p>
Consultation on the draft Reg 18 Local Plan	Nov 22	Nov /Dec 22	Dec 22	100	This milestone has been achieved.
Analyse representations and complete the Evidence Base	Jan 23	Dec 23	Dec 22	80	<p>Over 3,400 representations have been received. Representations that were not submitted on Citizen Space had to be entered onto the system and then divided up according to topic.</p> <p>Work is well underway on completing the analysis of the representations and drafting recommended changes to draft policies. A Sustainability Appraisal/Habitats Regulations Assessment will need to be undertaken to assess any changes to the policies alongside work on a Local Plan Viability Assessment.</p> <p>Work on completing the evidence base for the Local Plan also needs to be completed.</p>
Consultation on the submission version of	Quarter 2 - July 2024	Quarter 2 - Sept -2024			

Task/Milestone	Start Date	End Date	Projected End Date	% Complete	Outcome
the Local Plan (Reg 19)					
Examination of the Local Plan	Quarter 4 - Jan 2025	Quarter 4 – March 2025			
Adoption of the Local Plan	Quarter 3 – Oct 2025	Quarter 3 – Dec 2025			

New Homes Programme

Reporting Period: Quarter 2 2023/24 (1 June 2023 to 30 September 2023)

LEAD CABINET MEMBER: Cllr Chris Westwood

PROJECT SPONSORS: Simon Hendey




PROJECT LEAD: Andrew Palmer

PROJECT MANAGERS: Andrew Palmer

PROJECT TIER: 1

REPORT DATE: October 2023

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Project RAG Status:	Timeline	Budget
	"Normal level of attention". No material slippage. No additional attention needed	
	"Minor concern – being actively managed". Slippage less than 10% of remaining time or budget, or quality impact is minor. Remedial plan in place	
	"Major concern - escalate to the next level". Slippage greater than 10% of remaining time or budget, or quality severely compromised. Corrective Action not in place, or not effective. Unlikely to deliver on time to budget or quality requirements	

Project Description and Outcome

The cost and affordability of housing in Winchester district is a serious problem and there is a genuine shortage of affordable properties in Winchester. Providing affordable housing can help tackle these problems and delivering new homes is a council priority.

The council is constructing new affordable council homes and also working with registered providers (sometimes known as Housing Associations) to provide new affordable housing across the district.

Housing will not be built for profit; it will be to meet the needs of Winchester people who cannot afford a home of their own.

Project Managers Progress Report for Q2

Updated summaries are provided against each project below. A total of 82 new homes are currently on-site (at Southbrook Cottages, and Winnall). The 54 homes scheme at Whiteley was completed at the end of August 2023 when the final phase of 16 homes were handed over.

The Local Planning Authority have been requested to determine 2 new homes applications at Dyson Drive and Corner House now that a date has been fixed for the upgrade of 2 sewage treatment works to mitigate for nutrients.

The main risks to the programme are the high interest rate costs and general slowdown of construction activity which are increasing costs of building new homes. Nutrient mitigation and the uncertainty around a resolution of this issue is affecting local supply.

All are being closely monitored.

Programme Detail

Completed to date - 192 (target 1000 between 2021 – 2030)

Project Name	No. new homes	Current Project Gateway*	Start Date	Projected End Date	Project Manager	Upcoming Milestone	Comments
Southbrook Cottages	6	Design	Nov-19	Feb-24	Deborah Sunley	Completion – Dec 2023	On target to complete in Jan 24
Woodman Close, Sparsholt	5	Design	Oct-19	March-25	Duncan Faires	planning application approved	proceeding to Tender
Winnall Flats	76	Design	Apr-20	Nov-23	Andrew Palmer	Completion	Started on site Dec 2021. Completion Nov 2023
Dyson Drive, Abbotts Barton	8	Design	Jan-20	June-25	Deborah Sunley	Final Business Case	Planning application submitted; nutrient mitigation solution has been identified.
Corner House	6	Design	Jan-20	Jan 25	Deborah Sunley	Final Business Case	Planning application submitted; nutrient mitigation solution has been identified.
Witherbed Lane	4	Design	Sep-19	Jan 25	Duncan Faires	Approval of planning application	On-hold, Ecology objection to planning application due to loss of woodland, off-setting options being considered.
Whiteley (CAB3304 refers)	54			June-23	Andrew Palmer	Completion	Scheme completed

Project Name	No. new homes	Current Project Gateway*	Start Date	Projected End Date	Project Manager	Upcoming Milestone	Comments
LAHF Property Purchase	39		Feb 23	Nov 23	Andrew Palmer	completion	32 properties completed. Contracts exchanged on a further 7 properties to be acquired by Nov 23.
Extra Care Projects	140	inception	2023	2027	Simon Maggs	Outline business case	2 schemes on S106 sites under discussion, Whiteley (phase 9) and Kings Barton (phase 2b)
Waterloo Rd, Micheldever	8	Community consultation	2023	2025	Duncan Faires	Outline business case	Consultation event planned for Oct 23 Pre-app completed
Wine Cross Cottages, Boarhunt	5	Community consultation	2023	2025	Deborah Sunley	Outline business case	Pre-app completed Bat survey underway

Station Approach – Stage 1

Reporting Period: Quarter 2 2023/24 (1 June 2023 to 30 September 2023)

LEAD CABINET MEMBER: Cllr Kelsie Learney & Cllr Martin Tod






PROJECT SPONSORS: Dawn Adey & Ken Baikie

PROJECT LEAD: Emma Taylor

PROJECT MANAGER: Kirstin Shaw

PROJECT TIER: 1

REPORT DATE: 04 October 2023

Project RAG Status:	Timeline		Budget	
	"Normal level of attention". No material slippage. No additional attention needed			
	"Minor concern – being actively managed." Slippage less than 10% of remaining time or budget, or quality impact is minor. Remedial plan in place			
	"Major concern - escalate to the next level". Slippage greater than 10% of remaining time or budget, or quality severely compromised. Corrective Action not in place, or not effective. Unlikely to deliver on time to budget or quality requirements			

Project Description and Outcome

This is a fresh look at an area of opportunity that has potential to create a welcoming gateway to the city and an enhanced public realm.

The aim of the first stage of this project was to explore the possibility of working jointly with Network Rail (NRIL), and London & Continental Railway Property (LCR) to see if we could bring forward our landholdings to regenerate the area known as Station Approach and re-develop these brownfield sites. This area is allocated in the local plan (current and emerging) for regeneration. The steps undertaken towards this aim were as follows:

- **Market analysis**
- **Public consultation and engagement with key stakeholders**
- **Parking usage and forecasting study**
- **Capacity Study**

The data collected from the work streams above was collated into a Strategic Outline Case (SOC) demonstrating that there is evidence of sufficient viability to proceed to the next stage of the project. On 18th July Cabinet approved the decision to move to Stage 2.

Stage 2 will consist of developing a concept masterplan that covers the whole area, builds upon the previous work and aligns to the emerging local plan Reg18/19 requirements. The creation of a concept masterplan for the entire area, including NRIL's sites, that, once endorsed by Cabinet, will become a material consideration for any future developer means that even if the area is regenerated one site at a time in the future, the sites will all be governed by this overarching masterplan. This will ensure each part complements the others and creates a cohesive sense of place with an enhanced, connected public realm.

This project is being managed by gateways and continued business justification will need to be demonstrated at each gateway checkpoint before the project is allowed to proceed to the next stage.

Project Managers Progress Report for Q2

Cabinet, 18 July 2023

In July 2023, following the collation of all works undertaken to date into a Strategic Outline Case (SOC), Cabinet agreed to progress the project to stage 2 where a concept masterplan (CMP) will be developed in conjunction with the community and stakeholders.

The full SOC can be reviewed here - [CAB3413 APPENDIX A SA - Strategic Outline Case - 18.07.23](#)

Procurement of multi-disciplinary Concept Masterplan Team

The Project team are in the process of procuring a team that can articulate our vision and produce a concept masterplan for the Station Approach area that is viable, deliverable and meets council, stakeholder and community ambition to ensure that the regeneration potential of the area is realised.

A multi-disciplinary team including the following disciplines is required to undertake this work:

- Master planning, to include:
 - Urban design
- Transport planning
- Public realm and landscape design
- Energy and utilities infrastructure planning
- Community/stakeholder engagement and consultation
- Sustainability
- Heritage / Archaeology

On 21 August 2023 an open tender was published on the council's procurement portal to invite tender submissions from interested specialists both locally and further afield. As well as relevant local knowledge, skills and expertise, the brief highlighted the need for a robust engagement and consultation approach, demonstrating our ongoing commitment to listening well and incorporating community views in the process.

The closing date for submissions was on 25 September and 16 submissions were received by the deadline. These are now being evaluated against the criteria set out in the Invitation To Tender (ITT). Following interviews and presentations, the preferred supplier will be notified at the end of October 2023. Work is expected to commence early November 2023.

Project Gateways

Stage	Duration	Start Date	Planned End Date	Projected End Date	Outcome
Start Up Stage 1 - High-level explorative studies to determine indicative viability. Engagement and consultation with stakeholders to determine aspirations and appetite for any potential future proposals.	20 months	Nov 21	July 23	July 23	Completed on time and within budget.
Initiation Stage 2 – Development of a concept masterplan (CMP) for the whole area.	20 months	Aug 23	March 25	March 25	This stage will consist of the development of a concept masterplan. It will continue to build on the engagement approach approved by Cabinet in July 2022 to ensure stakeholders are involved in shaping the development of the CMP and will include the following activities <ul style="list-style-type: none"> • Procurement of multi-disciplinary CMP team; • Baseline Assessment; • Interim CMP and Station Approach Vision; • Consultation on interim CMP and Vision; • Consideration of feedback and creation of preferred CMP; • Feedback to community and stakeholders and • Submit completed CMP for Cabinet endorsement
Delivery					
Closure					

Upcoming Milestones for Project Stage

Milestone	Start Date	End Date	Current End Date	% Complete	Comment
Procure multi-disciplinary CMP team	21/08/23	20/10/23	20/10/23	60%	16 tenders were received and are in the process of being evaluated.
Cabinet Committee Regeneration	04/08/23	04/10/23	04/10/23	100%	Officers have prepared a verbal update and presentation and will submit the SA Risk register for review on 4 October
Develop CMP	06/11/23	31/03/25	31/03/25		Expected start date for CMP is 06 November 2023
Cabinet Committee Regeneration	01/12/23	31/01/24	31/01/24		Officers will prepare a verbal update and presentation for review.
Develop and agree consultation and engagement plan for CMP	TBC				Officers will work with the CMP team to prepare a consultation plan that aims to reach a broad audience and encourages widespread participation in shaping the CMP.

Winchester Movement Strategy (WMS)

Reporting Period: Quarter 2 2023/24 (1 June 2023 to 30 September 2023)

LEAD CABINET MEMBER: Cllr Kelsie Learney






PROJECT SPONSORS: Simon Hendey

PROJECT LEAD: Andy Hickman

PROJECT MANAGERS: Lucy McKeown

PROJECT TIER: 1

REPORT DATE: October 2023

Project RAG Status:	Timeline		Budget	
	"Normal level of attention". No material slippage. No additional attention needed			
	"Minor concern – being actively managed". Slippage less than 10% of remaining time or budget, or quality impact is minor. Remedial plan in place			
	"Major concern - escalate to the next level". Slippage greater than 10% of remaining time or budget, or quality severely compromised. Corrective Action not in place, or not effective. Unlikely to deliver on time to budget or quality requirements			

Project Description and Outcome

The Winchester Movement Strategy (WMS) was adopted by Winchester City Council (WCC) and Hampshire County Council (HCC) in spring 2019.

WCC and HCC want to remove constraints to travel and transport around Winchester to enable growth and make the city a healthier and more accessible place to live, work and visit. We need a widely supported strategy, based on strong evidence, which clearly demonstrates realistic, safe and affordable priorities. This will help us to identify initiatives to improve movement across the city of Winchester and put us in the best position to prepare strong business cases to bid for future funding.

It identifies these three priorities:

- Reduce city centre traffic.
- Support healthier lifestyle choices.
- Invest in infrastructure to support sustainable growth.

Following adoption, the two councils have been undertaking feasibility work, through which a set of ten proposed “next steps” schemes have been identified. This work also included the preparation of a Local Cycling and Walking Infrastructure Plan (LCWIP) for the city. This has involved engagement with businesses and with cycling and walking stakeholders.

Project Managers Progress Report for Q2

Work on the ten next step proposals continues.

The city Local Cycling and Walking Infrastructure plan (LCWIP) primary routes will be reviewed to ensure compliance with cycle infrastructure design LTN1/20 guidelines and work has commenced to start looking at the secondary cycle route network and walking zone.

We are working on pre-planning advice for the proposed micro-consolidation centre trial with two potential locations identified on the edge of the city centre. A number of LCWIP active travel schemes have been progressed to be installed over the next quarter or have been completed by HCC in the city including:

- Advance Stop Lines (ASLs) at Jewry Street, North Walls and Hyde Street – completed,
- Cycle contraflows on Parchment Street and High Street,
- A modal filter on Hyde Church Lane,

- TRO to permit cycling on the pedestrianised section of Middle Brook Street and,
 - the trial of a puffin crossing on Romsey Road.
- Preliminary and detail design work has commenced on the Worthy Road Active Travel Corridor. HCC and WCC are considering how best to take forward the Mini Holland and Bridge Street work.

Project gateways

Phase 1 - Identify Options

Phase 2 - Detailed Assessment.

Phase 3 - Engagement with the public

Project Name	Phases	Current Project Gateway*	Start Date	Projected End Date	Internal Resources	Upcoming Milestone	Comments
Cycling and Walking Improvement Plan	Phase 1	Phase 1 study completion	Aug-19	Feb-20	Next stage contained in transport team	Phase 2 study completion Sept	Completed. Phase 1 Summary Report Issued.
	Phase 2	Completion of phase 2	May-20	Nov-20	None required	Review of designs based on engagement with HCC engineers, the walking group and the cycling groups	Completed. Summary Report issued.
Freight & Delivery	Phase 1	Phase 1 study completion	Aug-19	Jan-20	Next stage contained in transport team	Phase 2 study completion Sept	Completed. Phase 1 Summary Report Issued.
	Phase 2	Completion of phase 2	May-20	Oct-20	None required	Comments on Draft Freight and Delivery Plan to be provided	Completed. Summary Report issued.

Project Name	Phases	Current Project Gateway*	Start Date	Projected End Date	Internal Resources	Upcoming Milestone	Comments
Bus Provision	Phase 1	Phase 1 study completion	Sep-19	Mar-20	Next stage contained in transport team	Phase 2 study completion Sept	Completed. Phase 1 Summary Report Issued.
	Phase 2	Completion of phase 2	Jun-20	Jan-21	None required	Continued coordination with CWR as design developed	Draft report completed.
Movement and Place	Phase 1	Phase 1 study completion	Sep-19	Mar-20	Next stage contained in transport team	Phase 2 study completion Sept	Completed. Phase 1 Summary Report Issued.
	Phase 2	Completion of phase 2	Jun-20	Dec-20	None required	Engagement with walking and cycling groups	Comments on draft completed. Summary Report issued.
Park & Ride	Phase 1	Phase 1 study completion	Jul-19	Mar-20	Next stage contained in transport team	Phase 2 study completion Sept	Completed Phase 1. Summary Report Issued.
	Phase 2	Completion of phase 2	May-20	Jan-21	None required	Review of designs based on engagement with HCC engineers	Summary Report issued.
WMS Public Consultation	Phase 3	Underway	Dec 21	May 22	Transport team assisting HCC who are leading	Consultation Report issue May 2022	Consultation Report published
Friarsgate / Union Street One-Way Study	Phase 3	Atkins led Study underway	Oct 21	September 22	Transport Team to input and review study	Study Report August 22	Draft Feasibility Study completed.
Worthy Road / Worthy Lane Study	Phase 3	HCC led Study underway	Oct 21	Spring 23	Transport Team to input and review study	Feasibility Study Spring 2023	Bid for funding to undertake design work submitted to DfT successful

Project Name	Phases	Current Project Gateway*	Start Date	Projected End Date	Internal Resources	Upcoming Milestone	Comments
W1 Pre-Feasibility Study (section 1) – Upper High Street / Sussex Street	Phase 3	HCC led Study Underway	Oct 21	September 22	Transport Team to input and review study	Study Report September 22	Draft Concept Study completed

Upcoming milestones for current project stage

Task/Milestone	Start Date	End Date	Current End Date	% Complete	Comments / Actions	Outcome
Worthy Road Active Travel Corridor Improvements	Summer 2023	Summer 2024		25	Prelim and detailed design work and engagement	Design of walking and cycling improvements along Worthy Road corridor

Deliverables	Expected date of achievement	On target (Y/N)	Comments
City LCWIP	Autumn 2024	Y	Delay due to review of LCWIP in line with other Hampshire LCWIPs
Microconsolidation Centre Trial	Spring 2024	Y	

Place holder – minutes from Performance Panel meeting

PERFORMANCE PANEL

Tuesday, 7 November 2023

Attendance:

Councillors
Horrill (Chairperson)

Bolton
Pett

Laming

Apologies for Absence:

Councillor Williams

Deputy Members:

Councillor Reach

Other members in attendance:

Councillors Cutler, Tod and Westwood

1. **DETAILED REVIEW OF DRAFT Q2 FINANCE & PERFORMANCE MONITORING REPORT**

Items that were raised and responded to at the meeting.

1. Page 10. Retrofit-ready programme assessments.
2. Page 10. Barfield phase 2 car park - charging point availability and communications.
3. Page 10. Renewable energy survey report timing.
4. Page 11. Boomtown event traffic concerns.
5. Page 15. Loft insulation and ventilation project status.
6. Page 15. Single-glazed door and window replacements in conservation areas.
7. Page 16. Decarbonisation review report timing.
8. Page 17. Delivery of schemes against the movement strategy.
9. Page 17. Transition to hydrotreated vegetable oil for bin lorries, carbon appraisal and concerns on vegetable oil prices.
10. Page 17. Movement Strategy and focus on keeping cars out of the city centre.
11. Page 19. Anti-social behaviour hotspots reductions.
12. Page 19. Shoplifting concern in city and district areas.
13. Page 19. Concerns about anti-social behaviour amongst council tenants.
14. Page 22. Secure bike parking locations.
15. Page 30. Funding application for interpretation boards.
16. Page 30. Meetings with Winchester University on creative industries.
17. Page 31. Marketing and communication for residents versus visitors.

18. Page 36. Capital spend. Halfway stage with a spend of £3m versus a budget of £10m.
19. Page 38. King George V Pavilion and St Giles Hill stabilisation.
20. Page 40. Underspend in repairs in the Housing Revenue Account.
21. Page 47. Solar panel energy generation and carbon intensity.
22. Page 49 Key Performance Indicator LW11 - feedback on fly-tipping.
23. Page 49. Acknowledging graffiti incidents improvement.
24. Page 50. Key Performance Indicator HFA8 - increase in void time.
25. Page 51. Clarification on Key Performance Indicator VLE2.
26. Page 51. Revenue spend with local suppliers.
27. Page 58. Preferred bidder evaluation status.
28. Page 66. Biomethane purchase - carbon audit.
29. Page 70. Promoting electric vehicle charging points.
30. Page 77. Absence of a signed development agreement.
31. Page 78. Project schedule and realism of dates.
32. Page 82. Financial consequences of project delays.
33. Page 83. Use of property guardians.
34. Page 96. Local Plan and the possibility of having more drop-in sessions.
35. Page 100. Dyson Drive - question expected in Quarter 3 meeting.
36. Page 108. Effectiveness of advanced stop lines for cyclists.

Items raised where officer follow-up requested. (responses shown in red)

1. Page 8 - Cost of Living Grant Expenditure: Clarify Trinity, student union etc expenditure. [HEP035 - cost of living programme.pdf \(winchester.gov.uk\)](#) = full report including the grant expenditure at para 2.6
2. Page 12 – Typographical error "20923". Note: this has been corrected in the report before Scrutiny Committee dispatch. **Complete**
3. Page 14 – Re Photovoltaic Panels installation whether comparative performance data was available. **This related to the take up of Solar Together across Hampshire. Here is the table:**

Take-up of Solar Together Scheme in Winchester District

	Registrations	Accepted	Installed
2023	784		
2022		344	117
2021	1079	343	343

Figure showing take-up of Solar Together scheme across Hampshire.

September 2022		# Accepted	# Paid	% Paid	# Cancelled	% Cancelled	# Installed	% Installed
	Borough of Basingstoke and Deane	292	283	97%	88	30%	153	52%
	Borough of Eastleigh	229	222	97%	76	33%	95	41%
	Borough of Fareham	214	204	95%	56	26%	91	43%
	Borough of Gosport	62	60	97%	21	34%	10	16%
	Borough of Havant	112	110	98%	34	30%	38	34%
	Borough of Rushmoor	73	70	96%	22	30%	40	55%
	Borough of Test Valley	247	236	96%	73	30%	130	53%
	City of Winchester	344	328	95%	115	33%	117	34%
	East Hampshire District	301	293	97%	93	31%	23	8%
	Hampshire County Council	0	0		0		0	
	Hart District	238	226	95%	76	32%	121	51%
	New Forest District	259	250	97%	87	34%	94	36%
	Portsmouth (unitary)	12	10	83%	3	25%	2	17%
	Southampton (unitary)	70	65	93%	22	31%	26	37%
	Total	2,453	2,357	96%	766	31%	940	38%

- Page 15 – Clarify the number of pre-cast reinforced concrete homes.
88 homes
- Page 26 - Relocation Status Update: Update on the relocation of individuals, especially from Ukraine. Current numbers in the area, those moved elsewhere, and overall cumulative group status.

Current number still hosting = 93, that's 103 families and 169 individuals. (as of 23.11.2023)

How Ukrainians households have moved on is illustrated below:

Moved to another UK location	5
Moved to PRA	82 (according to our records, we have assisted with the deposits for 38 households)
Moved to social housing	22
Reached end of agreed hosting period	12
Rematched	43
Returned to Ukraine	24
Temporarily Moved	9
TA	2
University	1

- Page 36 - Strategic Asset Purchase Scheme: Provide details of the scheme for Cllr Bolton. **Email sent to Cllr Bolton with link to relevant Cabinet report.**
- Page 36 - General Fund Revenue Summary: Split of higher-than-budgeted income from garden waste and car parks and understanding

the contribution of each. £100K related to car parking income and £90K related to garden waste fees.

8. Page 48 - Sport Leisure Park Board Feedback: Clarity requested on Key Performance Indicators LW4 & LW5 activities, i.e., additional information in the narrative for better understanding. **Noted, an improved narrative will be included in the next quarterly report.**
9. Page 52 – Re Key Performance Indicator YSYV3 and clarification over the absence of a target. **Feedback noted, will clarify/add in Q3 report.**
10. Page 62 – Clarification as to why Meadowside recorded at 250% over budget. **Cost estimates were in 2022 and project 2022 with a budget of £125k approved. Tenders current cost is £260k.**

The increase has been driven by inflation and material/supply increases in that period. The tender period was extended a result of no responses to first round. Only two tenders were received. The tender was for combined Solar PV and ASHP installation which are different specialism and so to do both has come at a premium. We are assessing the business case to decide whether we can continue with this project; no decisions made as yet.

11. Page 72 - Carbon Sequestration Timeline: Expected implementation date or milestones. **This requires project work yet to be developed and will be reported in the appropriate quarterly report.**
12. Page 82 - Bus Station Solution Clarification requested.
13. Page 84 – Local Plan and whether the Evidence Base was complete, i.e., the economic base and whether Gypsy and Traveller issues had been addressed. **We are still working on the evidence base.**
14. Page 108 – Winchester Movement Strategy. Typographical error “model”. Note this has been corrected to “modal” in the report before dispatch for Scrutiny Committee. **Complete**

2. **NOTES OF THE PREVIOUS MEETING OF THE 21 AUGUST 2023**

Officers were asked to review the notes of the previous meeting and respond to any outstanding points.

3. **SUMMARY OF ACTIONS ARISING FROM THIS MEETING** **Items for referral to the Scrutiny Committee**

1. **General Review of Key Performance Indicators and Measures.**
 - a. Recommend that the Performance Panel feed into an annual review of Key Performance Indicators, recognising that some may be only measures without the possibility of setting a status or target. Particularly recommend further review of Key Performance Indicators TC1, TC2, TC7 and TC8 as part of this review.

The meeting commenced at 4.00 pm and concluded at 5.30 pm

Chairperson

CAB3431
CABINET

REPORT TITLE: PARK & RIDE BUS CONTRACT – RESULTS OF TENDERING FOR NEW CONTRACT

13 DECEMBER 2023

REPORT OF CABINET MEMBER: Cllr Learney – Portfolio Holder for Climate Emergency

Contact Officer: Andy Hickman Tel No: 07980732174 Email ahickman@winchester.gov.uk

WARD(S): ALL

PURPOSE

The purpose of this Report is to implement a new Park and Ride (P&R) bus contract to reduce the Council's overall annual carbon emissions by 8%. The current contract is due to expire on 18 April 2024.

The park and ride service is an integral part of the Winchester Movement Strategy and supports the achievement of the Council's carbon and air quality targets by providing an affordable alternative to parking within the city centre.

The previous Cabinet report in June (CAB 3397) recommended obtaining tender prices that allowed for three different tender options including Zero Emission buses, Euro VI standard buses (reuse of the existing or same specification buses), and Euro VI buses operating with HVO (Hydrotreated Vegetable Oil) as an alternative fuel. This was so that the comparison costs of different options could be determined. This report seeks to approve the award of a Tender that provides for HVO fuelled buses until such time as an electric bus option becomes more affordable or Government funding under the ZEBRA programme is secured.

Following additional legal and procurement advice it was subsequently determined that tenders could only be sought to one single option; therefore, tenders were sought for a service operating using HVO, albeit indicative prices were obtained for a zero carbon service. The HVO option supports the council priority of tackling the Climate Emergency and Creating a Greener District going greener faster and reducing the Council's overall carbon emissions by 8% within the existing service budget. The new reduced carbon service will commence in a timely manner as vehicles including infrastructure will be in place for April 2024 .

RECOMMENDATIONS:

1. The Strategic Director be authorised to award the contract in accordance with the published evaluation criteria to the company identified as Tenderer 2 in Exempt Appendices B and C.
The contract is for a 5-year period commencing April 2024 using Euro VI vehicles fuelled with HVO.
2. That the Strategic Director be authorised to enter into all necessary agreements with Tenderer 2.
3. That delegated authority be granted to the Service Lead, Legal to execute and enter into all necessary legal documentation.
4. Cabinet notes that external funding will be sought to enable a replacement zero emission bus contract in line with its ambitions to be carbon neutral and that the contract allows for termination with a 6-month notice period after the initial 36 months (3 years) to allow the City Council to procure a zero carbon service subject to funding availability.

IMPLICATIONS:1 COUNCIL PLAN OUTCOME

1.1 Tackling the Climate Emergency and Creating a Greener District

The city council has declared a Climate Emergency and addressing the climate crisis and reaching carbon neutrality is one of the city council's overarching priorities. The procurement of the cleanest buses to operate the park & ride service supports the council's strategy, though provision must be tempered against the need to present a balanced financial strategy for the authority.

The existence and operation of a park & ride scheme is already a key part of the council's desire to assist in tackling the Climate Emergency and Creating a Greener District in that it minimises the car based trips with associated emissions and congestion inside the city centre.

1.2 Vibrant Local Economy

The operation of the park and ride bus contract is a core part of the council's parking and movement strategies. It enables cost effective parking and access to the city for a range of trips and uses including employment, social, health, education and leisure. The park & ride now makes up more than 40% of the city's parking stock.

1.3 Living Well

Similar to the need to support and have a Vibrant Local Economy the park & ride offers access to a range of destinations to support employment, leisure and shopping activities.

2 FINANCIAL IMPLICATIONS

2.1 The majority of P&R services in operation around the UK do so with an element of public subsidy. Most, like Winchester, are supported by other off street parking income. The cost of the tendered bus service is the most significant part of the park and ride operation and therefore has a clear financial impact on the council's budgets.

2.2 The actual cost of the P&R operation in 2022/23 was £1.198m which included expenditure on the bus contracts of £0.963m with the remainder on NNDR, and running/maintenance costs. The total was offset by income of £0.974m leaving a total net expenditure of £0.223m. The relatively low level of expenditure on the bus contract (compared with figures for 2018 to 2021) is due to a reduced bus service reflecting a reduced passenger demand post pandemic.

- 2.3 The anticipated spend on the bus contract in 2023/24 is £1.12 million, which reflects the high CPI inflationary increase this year. Similarly, the budget forecast figure for 2024/25 is £1.195million.
- 2.4 The tendered option under consideration is slightly less than the budgeted figure for 2024/25 despite a lower carbon impact (HVO) service being delivered.
- 2.5 Further details on the costs of Park & Ride resource implications are included in Exempt Appendix A. The tendered price is within the available budget.
- 2.6 The indicative costs submitted by tenderers shows that at the current time a contract for electric bus operation would cost an additional £2million over 5 years (£400k additional yearly cost). There are also additional costs of c£1m to provide the infrastructure to charge the buses.

3 LEGAL AND PROCUREMENT

- 3.1 The contract has been procured in accordance with the Public Contracts Regulations 2015 (PCR2015) and the council's Contract Procedure Rules with support from the councils Procurement Team.
- 3.2 The recommendation made at Cabinet in June (CAB3397 refers) had been *"To include a tender option that allows for Euro VI standard buses (reuse of the existing or same specification buses) so that the comparison cost of a Zero emission vs conventional bus can be determined. This option will also include use of HVO as an alternative fuel."* This was so that the comparison costs of different options could be determined.
- 3.3 Although the tender approach adopted provided prices of the three options the only option that was assessed was the use of HVO as an alternative fuel. This followed external legal advice that advised that due to the complexities of evaluating the alternative bids against each other balanced with upholding the principal requirements of fairness and transparency as set out in the PCR 2015 there could be a risk of legal challenge.
- 3.4 The returns provide indicative costs of a zero carbon option. As such the tender approach decision should not prejudice moving to zero emission model in the future either based on ZEBRA funding or better understanding of the market response as was indicated in the previous cabinet report.
- 3.5 An open tender procedure was utilised, whereby a specification detailing sustainability requirements and a robust performance monitoring regime was issued to the marketplace. A public notice advertising the opportunity was placed on Find a Tender Service (FTS), and on Contracts Finder, inviting suitably qualified operators to submit tenders.
- 3.6 The evaluation of submitted tenders consisted of two stages.

- 3.7 Stage One; all Tenderers completed and needed to 'pass' a standard qualification selection questionnaire. The questionnaire is designed to check the business conduct of suppliers including proven offences of grave professional misconduct, including environmental matters and modern slavery.
- 3.8 Stage Two: was evaluated as determined by Cabinet (CAB 3397) in June this year, based on the most economically advantageous tender; an evaluation model of 80% price:20% quality.
- 3.9 10% of the of the evaluation weighting for 'quality' was allocated to environmental considerations including how the production and supply process of HVO would meet the council's genuine sustainability and low carbon credentials.
- 3.10 Evaluation details including results of the tenders submitted are set out in Exempt Appendices B and C. In summary, Tenderer 2 submitted the highest scoring tender bid, and it is recommended that its bid is accepted.

4 WORKFORCE IMPLICATIONS

- 4.1 The tendering process has been supported by existing staff resources as will the implementation and operation of the new contract.

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 Currently the City Council has a Tenancy at Will from HCC for the three park and ride sites which can be ended by HCC on very short notice. WCC does not have the legal right to request new leases from HCC. New long term HCC leases for the HCC owned park and ride car parks are currently being agreed. CAB3397 granted approval for the Corporate Head of Asset Management to enter into new leases for the county council owned park and ride sites.
- 5.2 Prior to 2020 HCC utilised their own private staff car park adjacent to the public P&R car park. HCC then made an annual £100k payment for HCC staff at this car park to utilise the P&R buses, since the pandemic this arrangement has stopped, and the associated support income has ended.

6 CONSULTATION AND COMMUNICATION

- 6.1 No further consultation has been undertaken since the June Cabinet report on this subject.

7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 The Park & Ride bus operation is a key part of the council's movement and parking strategies in that it seeks to encourage visitors and drivers to leave their vehicles outside the city centre and complete their journey on a bus. That action alone seeks to reduce and minimise the vehicular pollution and congestion within the city centre and on the approach roads and improves conditions for cyclists, pedestrians and residents.
- 7.2 Furthermore, the emission specification of the buses in operation on the P&R service can affect the air quality within the city centre. The last twenty years of P&R bus operation has seen the buses deliver cleaner and cleaner operations. The progression of much of Winchester's bus fleet to Euro VI emission standards has helped reduce the NOx emissions which had contributed to the declaration of an Air Quality Management Area for Winchester
- 7.3 Following detailed external legal and procurement advice (see above) it was decided to limit the tender specification to HVO fuelled (Euro VI) buses. HVO stands for Hydrotreated Vegetable Oil. This fuel is a suitable low-carbon drop-in replacement to regular diesel. It can be used in conventional diesel engines HVO and is a renewable diesel substitute based on vegetable oils, grease waste, or residue from industries such as food and agriculture. Compared to ordinary diesel, this can cut CO₂ emissions by up to 90%
- 7.4 P&R operations are responsible for 9% of the overall WCC carbon footprint. As research suggests that switching to HVO fuel can deliver a 90% reduction in net carbon emissions the introduction of HVO for the P&R buses will reduce WCC carbon emissions by 8% and the contribution of the P&R service to the overall figure would drop from 9% to 1%.
- 7.5 Traceability and accreditation certificates through the supply process for HVO will be required during the contract lifecycle to demonstrate supplier control at the various stages of production and to evidence genuine sustainability and low carbon credentials. To enable the council to track carbon emissions the appointed supplier must also submit reports to the council detailing fleet fuel usage in litres for the P&R service in Winchester.
- 7.6 In recent months it had become apparent that an electric bus option was unlikely to be affordable within current budgets without either external support or further reductions to the cost of procuring new Electric buses. At the time of tendering the ZEBRA (Zero Emission Bus Regional Areas) funding scheme had been suspended. This scheme had been designed to help Local Transport Authorities (LTAs) and Bus Operators to procure Zero Emission buses with financial assistance to offset the additional costs over conventional buses.
- 7.7 Without additional support the costs of transition to Zero emission buses is going to be very expensive and many bus operators are reviewing their intended plans to develop carbon neutral operations. It is also important to note that the city council is not an LTA and could not lead on a ZEBRA bid,

which would have to be done in partnership with the county council and local bus operator.

- 7.8 In September the Department for Transport announced a Second Round of Zebra funding. The Zero Emission Bus Regional Areas (ZEBRA) 2 scheme will provide £129 million to support the introduction of zero emission buses (ZEBs) in financial years 2023 to 2024 and 2024 to 2025. Officers have approached Hampshire County Council to explore the possibility of a joint bid and these discussions are ongoing. It should also be noted that there is long lead in times for the procurement of electric buses and in addition there are issues with electricity supply in Winchester which will be expensive to address and not within the Councils hands to deliver as well as appetite from the bus service provider to meet their investment requirements under the scheme.

8 PUBLIC SECTOR EQUALITY DUTY

- 8.1 Fully accessible buses are specified in accordance with the current contract. No route changes are planned, and frequencies will remain as they have been for the past two years. There are no changes in bus stop locations. Real time passenger information will continue to be provided along the route. Customer feedback is regularly monitored and is mainly about bus delays due to incidents and or congestion. As such we do not foresee any equality issues.

9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None.

10 RISK MANAGEMENT

- 10.1 Risk assessment for post tender stage set out below.

Risk	Mitigation	Opportunities
Financial Exposure	Financial checks undertaken on bidders. Requiring successful bidder to sign a contract.	
Exposure to a legal/ procurement challenge	The tender documents were prepared and issued in accordance with the external and internal legal advice and the Public Contract Regulations 2015.	

	Careful and through tender evaluation/assessment	
Innovation Use of lower carbon fuel	Accredited sources of HVO specified.	Reduced carbon emissions. Contribution to carbon reduction target.
Reputation Benefits of HVO fuel		Reduced carbon emissions. Contribution to carbon reduction target
Achievement of outcome New service in place in time for existing contract completion.	Good project management and set project plan/ timescales.	
Property Leases	New leases being agreed with the county council for main park and ride car parks.	
Community Support Happy customers	No route changes proposed. Bus levels and frequencies suggested have been in operation for the past 2 years and working well matching current passenger numbers.	
Timescales Allow adequate lead in times for operator to set up for HVO.	Early approval allows adequate time for this.	
Project capacity	Internal project team established	
Other		

11 SUPPORTING INFORMATION:

- 11.1 The detailed operational parameters behind the Park & Ride bus service were covered in detail in the previous Cabinet report (CAB3397 refers) - There are several key elements in the specification of the bus contract to operate as part of the Park & Ride service -
- a) Vehicle (bus) size and passenger capacity
 - b) Timetable / Frequency of buses during the day
 - c) Duration (hours of operation of the bus service)
 - d) Bus Fuel / Emission characteristics (Zero Emission Vs Diesel)
 - e) Route choice of buses serving the P&R car parks
 - f) Additional services to meet times of enhanced demand (XMAS)
 - g) Duration and Termination details of the contract
- 11.2 Whilst CAB3397 sought permission to seek tenders to operate the P&R bus service, this report is to seek agreement to award that contract.
- 11.3 The main change since the earlier report is that due to the high risk of legal challenge it was not possible to seek alternative prices for three different bus fuel options and therefore only a tender price was sought for the operation of the conventional buses running on HVO fuel.
- 11.4 It was thought that whilst there is inevitably some element of compromise over the longer-term aspiration for electric powered buses, there are significant benefits in an HVO fuelled bus over a conventionally fuelled diesel bus.
- 11.5 The contract to operate the Park and Ride service is for a 5 year period from April 2024 using Euro VI vehicles fuelled with HVO. Following the evaluation of submissions, the recommendation is to award the contract to the bidder with the highest score which is: Tenderer 2, please see Exempt Appendices B and C for details. The contract allows for termination with a 6-month notice period after the initial 36 months (3 years) to allow the City Council to procure subject to funding (if varying the current contract is not viable) a replacement Zero Emission bus contract in line with its ambitions to be carbon neutral.

12 OTHER OPTIONS CONSIDERED AND REJECTED

- 12.1 Tendering options were agreed as part of CAB3397.

BACKGROUND DOCUMENTS: -

Previous Committee Reports: -

CAB3397 - Park and Ride Bus Contract – 21 June 2023

CAB2791 – Park & Ride Contract – Results of Tendering - 21 October 2015

CAB2683 - Park & ride Tendering, Operation & Service Review - 15 April 2015

CAB2130 - Park & Ride Operation Review – 16 March 2011

CAB2240 - Car Parking Charges & Operation Review – 9 November 2011

Other Background Documents: -

None

APPENDICES:

Exempt Appendix A: Full P&R financial details 2018 to 2024

Exempt Appendix B: Price Evaluation of Tenders for the provision of the Park & Ride bus service

Exempt Appendix C: Summary Evaluation of Tenders for the provision of the Park & Ride bus service



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Forward Plan of Key Decisions

January 2024

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

This is the Forward Plan prepared for the period **1 - 31 January 2024** and will normally be replaced at the end of each calendar month.

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

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

The Plan has been set out in the following sections:

Section A – Cabinet

Section B - Individual Cabinet Members

Section C - Officer Decisions

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



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The Government Standard



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

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

Cllr Martin Tod

Leader of the Council

1 December 2023

Cabinet Members:	Title
• Cllr Martin Tod	Leader & Cabinet Member for Asset Management
• Cllr Neil Cutler	Deputy Leader & Cabinet Member for Finance & Performance
• Cllr Kathleen Becker	Community & Engagement
• Cllr Kelsie Learney	Climate Emergency
• Cllr Jackie Porter	Place & the Local Plan
• Cllr Lucille Thompson	Business & Culture
• Cllr Chris Westwood	Housing

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

Page 73	1	Car parking and access strategy	Cabinet Member for Climate Emergency	Significantly effect on 2 or more wards	All Wards	Andy Hickman	Cabinet report	Cabinet	Jan-24	24-Jan-24	Open
		Statement of Community Involvement	Cabinet Member for Place & Local Plan	Significantly effect on 2 or more wards	All Wards	Adrian Fox	Cabinet report	Cabinet	Jan-24	24-Jan-24	Open
	3	Land transaction	Cabinet Member for Asset Management	Expenditure > £250,000	All Wards	Geoff Coe	Cabinet report	Cabinet	Jan-24	24-Jan-24	Part exempt 3

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

None.

Section C
Decisions made by Officers

Page 174	Treasury Management - decisions in accordance with the Council's approved strategy and policy	Cabinet Member for Finance and Performance	Expenditure > £250,000	All Wards	Designated HCC Finance staff, daily	Designated working papers	Designated HCC Finance staff, daily	Jan-24	Jan-24	Open
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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

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