

Summary of Advisory Panels – Sport & Leisure Centre

Four advisory panels have helped to inform the design and development of the proposals for the new Sport & Leisure Centre, at Bar End, Winchester.
Each panel included experts, representatives from independent interest groups, funding partners, our design team and Council members

Contract Management	Sustainability	Design	Inclusive Design
<p>This panel advised on the procurement and evaluation process for the selection of an operator for the Sport & Leisure Centre</p>	<p>This panel advised on issues around energy use, transport and overall sustainability of the Sport & Leisure Centre</p>	<p>This panel considered and advised on internal and external design and landscaping proposals</p>	<p>This panel advised on design to ensure that the centre will be fully accessible and inclusive for people of all ages, gender, race, religion, ability and disability</p>
Terms of Reference	Terms of Reference	Terms of Reference	Terms of Reference
<p>The panel will consider and advise on issues relating to the ongoing management and operation of the new Sports and Leisure Facility and report this to the Leisure Centre Cabinet Committee to agree and then to instruct the design team.</p>	<p>The panel will help inform aspects of the project such as energy use, sustainability and transport during RIBA Stage 3. The panel will consider and advise on issues relating to energy use and sustainability and report this to the Leisure Centre Cabinet Committee to agree and then to instruct the design team</p>	<p>The panel will consider and advise on design issues, such as materials, design of the pool, sports hall and/ or other facilities, which will need to be considered and decided upon during RIBA Stage 3. The panel will report this to the Leisure Centre Cabinet Committee to agree and then to instruct the design team</p>	<p>The panel will consider and inform on accessibility and inclusivity for all issues which need to be decided upon during RIBA Stage 3. The panel will report this to the Leisure Centre Cabinet Committee to agree and then to instruct the design team</p>
Membership	Membership	Membership	Membership
<ul style="list-style-type: none"> • Representative Councillors • The Pinder Trust • University of Winchester • Hampshire County Council Procurement Specialists • St Albans Council (who had great success when they went through a recent similar process) <p>The Sports Consultancy also attended and informed this panel</p>	<ul style="list-style-type: none"> • Representative Councillors • WinACC Executive Director • WinACC sustainability expert and representative • University of Winchester • WCC In-house expert officers • Independent Transport Advisor <p>Members of the design team appropriate to the issue being considered also attended, primarily the mechanical and electrical designers</p>	<ul style="list-style-type: none"> • Representative Councillors • An external design expert • City of Winchester Trust • University of Winchester • Local architect Andy Ramus was appointed to provide external expertise, challenge and input into the design process <p>The meetings were also attended by the Council’s design team</p>	<ul style="list-style-type: none"> • Representative Councillors • Winchester GoLD Trustee, highly recommended by Winchester Access for All • Hampshire Parent Carer Network • Founder of Parability, a user-led organisation, and organisers of Hampshire Wheelchair Racing • Member of Winchester and District Sports Association for Disabled • Member of Winchester Goalball Club who is also visually impaired • Inclusive Design Advisor of LA Architects

Contract Advisory Panel

Issue raised	Considerations	Action
How will the Council ensure that a Profit share/income will be received from the operator?	<ul style="list-style-type: none"> The Council currently use income thresholds. Contract needs to be completely robust in providing detailed financial information and an open book policy on accounts demanded in the specification. 	<ul style="list-style-type: none"> Open book requirements included in the Contract Management fee thresholds included in the procurement requirements A Profit share mechanism is included in the contract documentation
What is the correct Contract length?	<ul style="list-style-type: none"> 10 years can be considered if there is uncertainty as to how the centre will perform. However 15 years encourages operators to make investments in the building in order for it to last. 10 years tends to be offered for older facilities, newer buildings attract longer lease terms. 	<ul style="list-style-type: none"> It was agreed that a 15 year contract period would be specified with possible 5 year extension agreed.
How will energy use be managed and carbon reductions sought?	<ul style="list-style-type: none"> Can we include guidance/ requirements/ targets? 	<ul style="list-style-type: none"> The design of the proposed Leisure Centre has sought to reduce energy demands as far as possible. The Contractor shall establish an "Environmental and Energy Management Plan" within the first six months following the Commencement Date that sets clear targets for achievement against its policy and Asset Management, Cleaning and Environmental Sustainability Method Statement. This Environmental and Energy Management Plan shall then be updated with new targets, which will be submitted to the Authority for approval on an annual basis by 31st December and the Contractor's implementation during the next Contract Year. The Contractor shall also be responsible for recording metrics on a quarterly basis for waste, energy, water use and travel in accordance with the travel plan targets. A requirement to formulate targets or reducing CO2 emissions in line with Government guidance was included in the specification, for which the baseline to be agreed at the end of the first year of operation. This is considered to be reasonable in order to formulate targets based on 1 years worth of data. The cost of energy consumption will be met by the operator so it is in their interest to minimise usage.
How do we evaluate the 60% commercial criteria?	<ul style="list-style-type: none"> This is mainly made up of the management fee but a small element will be made up of the operators approach to surplus share and risk. 	<ul style="list-style-type: none"> 60% agreed to be split across the items below. The final percentages were agreed by Cabinet as exempt information: Proposed Management Fee (annual average over 15-year term) Legal agreement mark up and approach to risk Surplus share
How do we evaluate the 40% qualitative criteria?	<ul style="list-style-type: none"> No right/wrong answer, different priorities for all. Relative importance matrix exercise undertaken by all in the group to establish the breakdown of the 40% commercial criteria. It was felt that the factors in the quality considerations and a sensible balance between them was identified and utilised in the procurement evaluation process 	<ul style="list-style-type: none"> 40% agreed to be split across the items below. The final percentages were agreed by Cabinet as exempt information: Programming and Pricing Asset Management and Cleaning Sports Development, Health & Wellbeing and Outreach Work Marketing, Customer Care & CRM Staffing Financial Management, Reporting & IT Systems Catering Contract Mobilisation
Can we make sure that the Operator specification includes clear responsibilities for maintenance and repairs?		<ul style="list-style-type: none"> An asset management document has been developed setting out clear responsibilities of both parties (The Council as landlord and the Operator as tenant) and included as part of the Contract documents.

Can we ensure that the cleaning regimes are clearly specified?		<ul style="list-style-type: none"> • Cleaning requirements and schedules have been included within the Contract Specification. The soft landings approach will be used to fully brief the Operator of cleaning materials and equipment requirements and to enable the operator to influence the process and final fit out of the new Centre.
Can we make sure that operators are carefully vetted and based on their performance of managing other leisure centres?		<ul style="list-style-type: none"> • This has been built into the procurement evaluation process.

Sustainability Advisory Panel

Issue Raised	Considerations	Action
The Energy Performance requirements for the new Centre was raised and an EPC 'A' rating aim endorsed	<ul style="list-style-type: none"> • Metrics were presented showing areas in which the building is designed to significantly exceed regulatory compliance. The panel noted that EPC 'A' rating aspiration is challenging to achieve due to energy requirements of swimming pools. • EPC reflects design only. Display Energy Certificate (DEC) reflects how the building is operated. Hoare Lea presented a DEC review to the Panel including information on how other centres perform. 	<ul style="list-style-type: none"> • The Energy and Sustainability Statement for the proposed Leisure Centre was provided to the panel by Hoare Lea at the final meeting. • An EPC A rating is being sought through the design.
Implications for the Operator specification: <ul style="list-style-type: none"> • Include maintenance of specific ratings, targets and include penalties • Include details regarding energy maintenance system and reporting • Provide specific cleaning / maintenance regimes 	<ul style="list-style-type: none"> • Many variables that influence how much the Centre will cost to run and the carbon produced as a result of energy use. • Incentivising the Operator (who will pay the energy bill), to run as effectively as possible. • Further details were provided in relation to questions raised about the Operator Specification regarding energy management. • WCC to review handover, commissioning and soft landing process. 	<ul style="list-style-type: none"> • Additions elements added to the specification regarding the energy management and targets of the centre. See above in Contract Advisory panel section. • Additional requirements regarding the use of chemicals added to specification. • The handover, commissioning and soft landing process has been reviewed and inclusion made in the specification in respect of sustainability issues and energy management.
Future proof the building for: <ul style="list-style-type: none"> • De carbonising of the grid in the future / price of electricity in the future • Potential to allow connection to DHN (District Heat Network) to allow future adaptation as technology develops 	<ul style="list-style-type: none"> • Presentation on range of methods which were considered and discounted in terms of energy generation and feasibility due to technical issues, ground conditions and visual impact. • Space, practicalities and cost rationale provided for not including ground source heat pumps (GSHP), air source heat pumps (ASHP) and biomass, wind, solar thermal. <ul style="list-style-type: none"> • GSHP discounted due to: a shallow GSHP installation would not be as efficient as a vertical pipework installation; a balanced heating and cooling load is required otherwise the efficiency of the plant is reduced; comparative high electricity usage and running costs when compared to a gas-fired installation; refrigerant on site which may result in losing some BREEAM credits; borehole GSHP is prohibitively expensive; a two stage process or direct electric heating to increase the temperature of the water would be required. • ASHP discounted due to: comparatively high electricity usage and future running costs when compared to a gas fired installation; refrigeration on site which may count against some BREEAM credits; a two stage process or a top up with direct electric heater increasing complexity of the system; this technology is best sited externally and locally to the end use; the units work best in warmer conditions, however they are required to work hardest when their efficiency is worst, in cold weather. • Biomass Boilers discounted due to: the equipment has higher capital and maintenance costs; the area required for not only the boiler but the fuel store (and issues around storage/ impact on nearby residences) is considerably more than the equivalent space required for gas installation; 	<ul style="list-style-type: none"> • The feasibility of Low or Zero Carbon (LZC) technologies has been investigated in line with the policy aspirations. The use of the Energy Hierarchy seeks to meet the requirements of WCC Core Strategy policy CP11 and a range of passive and active measures added including a Combined Heat and Power system. • Photovoltaics added to the range of measures included in the design. • In respect of battery storage for PV generated energy, WCC looking into amount of excess which will be generated and what type and size of battery will be required.

	<p>a turning circle for a fuel delivery vehicle would be required to be integrated into the site. To minimise the fuel store size frequent fuel delivery would be required, and could be several times a week in winter; full gas backup would need to be installed, so larger plant room.</p> <ul style="list-style-type: none"> • There is potential to connect to a DHN if one comes forward in the future. • Considering options for battery storage. 	
Endorsed Photovoltaic (PV) to be included in the scheme	<ul style="list-style-type: none"> • Hoare Lea presented their initial study. Considerations for ability to supply back to grid or store energy. 	<ul style="list-style-type: none"> • See comment above • A 2nd level of PV (212m²) has been included with the planning application design. A decision was taken to discount the 3rd level of PV due to its visual impact.
Recommended addition of electric car charging points	<ul style="list-style-type: none"> • Consider electric car charging points. 	<ul style="list-style-type: none"> • Electric car charging points have been added to the scheme
Focus on customer perspective on sustainability of building, how will we compare to other local leisure centres, e.g. Eastleigh	<ul style="list-style-type: none"> • This was considered and presentation given on the energy certificates of other centres as part of a benchmarking exercise to help gauge the performance on the Winchester Sport and Leisure Centre proposals. 	<ul style="list-style-type: none"> • The sustainability statement submitted with the planning application sets out the strategy and includes reusing heat, minimising energy usage, natural light and ventilation, minimising water usage and leak detection systems.
Investigate possibility of replacing Stadium lighting with LED lights	<ul style="list-style-type: none"> • WCC will consider. University of Winchester previously discounted this on a business case basis 	<ul style="list-style-type: none"> • A lighting engineer has been commissioned to review the University of Winchester business case for converting the flood lights to LED.
Review Pedestrian Audits undertaken by the Walking Group	<ul style="list-style-type: none"> • Copies of the Walking Group Pedestrian Audits were made available to the panel members and reviewed. 	<ul style="list-style-type: none"> • HCC reviewing all actions identified in the audits. • A new walking and cycling audit of the Bar End Road area was commissioned and 4 identified actions added to the package of off-site highway works. • WCC considering wayfinding information for walkers.
Improved link from Domum Road to the new Sport and Leisure Centre	<ul style="list-style-type: none"> • A link from Domum Road to the New Sport and Leisure Centre will be provided. Also considering a further link from Barfield Park and Ride site, however problematic due to differences in levels and land ownership. • Pedestrian access across Bar End Road to be significantly improved. • Consideration of a Tiger crossing (crossing designed for shared use by cyclists and pedestrians) across Bar End Road. 	<ul style="list-style-type: none"> • Details of Domum Road improvements and link to Centre included with the planning application. This includes street lighting and widening of pathways/ cycleway • Parking issues on Domum Road raised by the Panel addressed by the addition of wooden posts to restrict parking at this location. • A Tiger crossing is being considered as part of the overall provision.
Concerns with suitability and practicality of using bus services in relation to the timing and availability of these services, the cost of tickets/fares and inter-availability/use between services.	<ul style="list-style-type: none"> • Discussions with Stagecoach regarding No. 4 service and Park and Ride have taken place and are ongoing. • New bus stop on Barfield Close to be installed. 	<ul style="list-style-type: none"> • Ongoing liaison with HCC regarding the wider Winchester Movement Strategy • The Council has committed to review park and ride services on an ongoing basis and to work with Stagecoach to seek to improve services based upon increased demand. This will be done as part of the wider transport strategy .
Suggestion to reduce perception of distances from City Centre through use of travel time rather than travel distance for transport information.	<ul style="list-style-type: none"> • This will be part of the Travel Plan. The Operator will be obliged to disseminate travel information, to integrate it into the user experience. WCC to consider inclusion of management of the Travel Plan in the Operator contract. 	<ul style="list-style-type: none"> • There will be a designated Travel Plan Coordinator and the Travel Plan will be monitored. HCC also have set monitoring requirements, of which the Operator will be made aware of. • Management of Travel Plan has been included in the Operator specification.

Design Advisory Panel

Issue Raised	Considerations	Action
Welcomed the approach taken, and approved of both the design quality and the landscape setting of the centre. The design has the attributes of providing good public architecture.	<ul style="list-style-type: none"> • The brief is comprehensive and the design team aim to create a high quality, durable design with a 40 year lifespan, with the objective to inspire users, create a complex that they love, encourage them to come back, promote physical wellbeing but also good mental wellbeing of users. • The importance of the location next to the South Downs and a gateway into the city was stressed, creating a sense of civic arrival, linking to parkland and green space. 	<ul style="list-style-type: none"> • Progressing through design stages, RIBA Stage 3 completed April 2018 with RIBA Stage 4 due for completion end of August 2018. • Planning application validated June 2018.

	<ul style="list-style-type: none"> Ongoing engagement with residents, sports groups, national governing bodies, Sport England and other relevant consultees, e.g. South Downs National Park. 	
Thought has been given to blending the centre with nature which is essential to making the building work. Consideration for how the landscape will work in dealing with water. Noted that some HCC land adjacent to the centre looks scrubby.	<ul style="list-style-type: none"> Design of landscape to be low maintenance and naturally won't need a lot of irrigation. There will be a maintenance schedule. Landscape plans play a significant role in dealing with and managing water and ways of holding water could be considered. Deal creatively with the water table and surface water run off. Sustainable drainage features such as swales included as part of the drainage strategy. Consider the approach to the maintenance off HCC land. 	<ul style="list-style-type: none"> Chilcomb Lane residents' views on landscaping have been sought and two meetings have taken place. Considerations/ issues raised being considered in the landscape proposals. A licence is being sought so that WCC can manage the HCC highway land at the front of the Leisure Centre.
Potential to get trees in early to ensure maturity. Could more trees be placed amongst the playing fields	<ul style="list-style-type: none"> Consider when trees could be planted. Further trees located between pitches are not possible would not meet with Football Association (FA) guidelines. 	<ul style="list-style-type: none"> Points addressed in the landscape scheme/ proposals
Endorsed the design of the car parking area and approved of the landscaping design. Asked what material the balustrades will be. Endorsed the permeable surface of the swales.	<ul style="list-style-type: none"> Landscaping of car park considered to be essential to ensure gateway to the City is not solely seen as a car park, so parking area design is heavily landscaped. Consider timber or synthetic balustrades. Need to move water away from the surface so parking spaces will be permeable surface and swales incorporated. 	<ul style="list-style-type: none"> Have worked with Arup on swales – 3.5-5m width. Introduces ecological value, has visual impact and aids drainage, with bridges to move through the parking terrace area. The relationship of terrace to building is achieved as the landscape gradually slopes up, with planting flowing close to the edge of the building.
Approved of the external materials, and considered the approach to be in the right direction (examples of external materials were provided).	<ul style="list-style-type: none"> Consideration given for colour and the link to the local environment/South Downs, 'Winchester-ness', durability, self-cleaning features, costs. Consideration for impact of lighting. 	<ul style="list-style-type: none"> Progressing through design stages, RIBA Stage 3 completed April 2018 with RIBA Stage 4 due for completion end of August 2018. Material boards have been presented to Cabinet (Leisure Centre) Committee members and observers and discussed. Consultation with SDNP has taken place. Obtrusive lighting technical assessments completed. LVIA assessment completed. Submitted with planning application.
Approved of the flexible design of the sports hall, in that it can be used for sports and community uses, and for events.	<ul style="list-style-type: none"> Seating can be brought in and acoustics mean the hall has other uses too, e.g. events. Sports Hall provides a view and access to Stadium. Blinds already incorporated in design to be used as and when required. 	
Consider impact of noise of gym on areas below, e.g. treatment rooms.	<ul style="list-style-type: none"> Materials used (e.g. rubber flooring and plywood) and structure of the ceiling will be designed to absorb noise. 	<ul style="list-style-type: none"> Acoustics have been considered in all areas. Acoustic panels will be incorporated in ceilings where needed, and acoustics absorbers in walls. Café has a lower ceiling with more absorbency, breaking spaces down. Acoustic calculations completed.
Enable opportunities for parents to choose to be active, and not guilty about leaving their children.	<ul style="list-style-type: none"> Active approach to encourage people to be active together. 	<ul style="list-style-type: none"> Operator will have ideas and input. Viewing areas incorporated into the design. Operator will be required to work with the Council to encourage active lifestyles
Recommend we make decisions on furniture	<ul style="list-style-type: none"> Whilst free fittings such as tables and chairs are not included in the design brief, the importance of these is recognised. 	<ul style="list-style-type: none"> Discussions ongoing. Visits to Cafes have taken place (location in and around Queen Elizabeth Olympic Park).
Consider artwork from local, artistic input would be interesting. Opportunity to subtly integrate furniture, which will be part of the design and naturally add seating into the landscape, e.g. could enable carved seating into the landscape.	<ul style="list-style-type: none"> Consider separate work stream to explore the approach. 	
Consideration should be given to the possible franchise of the café and the quality of the café offer.	<ul style="list-style-type: none"> Consider separate work stream to explore the approach. Operator will have ideas and input. 	

Inclusivity and Access Design Advisory Panel

Issue Raised	Considerations	Action
Overall engagement , vision and objectives	<ul style="list-style-type: none"> • Accessible to all 	The design is being developed with the goal of providing a highly accessible facility with barrier-free access to all who use the building regardless of age, culture, ability or disability. This process has been aided with input from a specialist Inclusivity Consultant and reference to current good practice guidance.
Car Parking - Accessible bays, longer bays to allow for the drop down of accessible ramps from cars	<ul style="list-style-type: none"> • Accessible bays discussed, noting 6% of car parking spaces • Provision of drop of and pick up area • Vehicle access (for disabled users) to the stadium 	10 accessible bays have been planned Designated drop of and pick up area, with direct sightline to the entrance, added to the design of the car park
Wheelchair access / accessibility	<ul style="list-style-type: none"> • Corridor width • Access buttons • Gradients 	The design of the centre has been developed to include: Access buttons for disabled doors – visible and reachable Two meter wide corridors Appropriate gradients
Lighting / visual accessibility	<ul style="list-style-type: none"> • Define the edge of path between path and grass • Contrast in flooring and reception desk • Handrails in contrasting colour & lighting • Uniformity most important 	Considerations include in the design
General: <ul style="list-style-type: none"> • Reception turnstiles • Stairs • Changing Spaces • Hearing Loops • Signage • Guide / Assistant Dogs - need for quiet room with water and toilet facilities 	<ul style="list-style-type: none"> • Turnstiles to be automated • Stairs with double handrails • Adequate Changing Spaces provision • Inclusion of hearing loops • Signage - use of pictures / symbols to aid way finding • Quiet facilities /space for those with assistance dogs with water and toilet facilities 	Turnstiles automated and will be accessed by membership card or ticket Stairs with double handrails Changing areas, WCs, circulation routes and spectator seating are designed for inclusion in accordance with current accessibility guidance. Provision of five Changing Places Facilities, two in the hydrotherapy suite, one adjacent the main pool hall, one with access to both the wet changing village and sports hall and one at first floor for fitness changing. Spectator seating – wheelchair accessible spaces provided. As the design develops, this inclusive approach will continue to extend into the detailed consideration of finishes, signage, ironmongery and fittings.
Pool Access	<ul style="list-style-type: none"> • Methods / equipment to access to pools were discussed • Visual contrast at waters edge 	Teaching Pool - Submersible floor and steps, the steps adjust to the height of the floor Main Pool - Submersible lift on the side of the pool Hydrotherapy Pool - Hoist tracks from the Changing Places Facilities
Sports Hall	Contrast colour between walls and flooring Acoustic curtain to allow Goal Ball (inclusive football) to be played	Contrasting colours considered in the specification of internal materials An acoustic curtain has been included in the specification.