

**Winchester City Council  
Licensing Sub Committee – Monday 19<sup>th</sup> February 2024 10:00**

**Licensing Act 2003: Determination of an Application for a  
PREMISES LICENCE – The University of Winchester, The West  
Downs Centre, Romsey Road, Winchester, SO22 5HT**

**Supplementary Documentation.**

<b>Index</b>	
1.	Hospitality Brochure
2.	Photos of West Downs Centre
3.	Premises Layout Plans
4.	Letter to Residents
5.	Dispersal Policy

**TAB 1**



HOSPITALITY @  
WINCHESTER

# INTRODUCTION

With our continued commitment to customer service, the Hospitality team have increased the offer available on the King Alfred's, Medecroft, Bar End and West Downs' quarters. To make your selection easier and suitable to your clientele, location and more importantly budget, we have a selection of set menus competitively priced. The following menus and suggestions are an introduction to our most popular choices and we are always willing to compile a menu or dish unique to you and your guests. In addition we can also offer seasonal specials such as mulled wine, mince pies and hot cross buns.

To promote our commitment to sustainability we have developed our LIFE brand. The LIFE menus are a combination of local, ethical, seasonal or sustainable produce. Although slightly more expensive than our normal buffets they are ideal for special occasions or when your budget allows for something a little bit different. Please note due to their seasonal element, some items may be changed to reflect the time of year.

We hope you will appreciate that due to our quality commitment some areas of the University will not be suitable for china crockery. On these occasions we will use good quality reusables.

Unfortunately due to the continuing loss of equipment we charge a surplus on all items that were unavailable for collection or are not returned to the Hospitality department. Please note if you do remove any item of equipment from the booked room you will be responsible for returning it to the Food Hall on Level 3 of the King Alfred Centre within 24 hours to avoid any charges.

## CONTACT DETAILS

Email: [hospitality@winchester.ac.uk](mailto:hospitality@winchester.ac.uk)

Telephone: 01962 827686

Internal extension: 7686

# HOW TO ORDER

- All requests must be filled in online at [catering.winchester.ac.uk](http://catering.winchester.ac.uk)
- Please note only authorised users can book hospitalities. If you have not placed an order before, please speak to your Head of Department or administrator for advice.
- Before placing your first order, please contact the hospitality team on 7686 or [hospitality@winchester.ac.uk](mailto:hospitality@winchester.ac.uk) to add any workorder codes to your hospitality account.

# RESTRICTIONS

- Due to limitations imposed by some of our suppliers, and to ensure efficient service and delivery, we require 48 hours notice for all orders and 7 days for LIFE menus. However, as much notice as possible would be greatly appreciated.
- Although we do accept weekend bookings please be aware they are only accepted through prior consultation with the hospitality team. The hospitality team's normal working days are Monday to Friday, 8am to 5pm. Without prior consultation, weekend and evening deliveries will not be completed.
- We will endeavour to accommodate late bookings, but please be patient and understanding if items are unavailable, or we are unable to meet your requirements.
- On busy days it may be necessary to alter your delivery times. We try to keep this to a minimum and you will be notified in advance if this is greater than 15 minutes.
- Certain locations around the university have a £12.00 delivery charge if a minimum spend is not met.

West Downs: Orders under £25 will be subject to a £12 delivery charge

Bar End Sports Stadium: Orders under £35 will be subject to a £12 delivery charge.



# BEVERAGES

# HOT DRINKS

All hot beverages are served 'per jug' and each jug serves 10 cups. The hot beverage jug is a high quality stainless thermos flask, designed to keep all beverages hot for at least 4 hours. Allowing you the flexibility to enjoy your drink at any time without the need for interruptions for 'top ups' from the hospitality team

Freshly brewed fairtrade coffee  
Decaffeinated option available  
£12.00 per jug

Freshly brewed fairtrade tea  
£10.90 per jug

Hot water with a selection of English breakfast tea bags, herbal infusions, decaffeinated coffee and tea.  
£13.20 per jug

Hot water with a selection of English breakfast tea, caffeinated coffee sachets and decaffeinated coffee and tea  
£13.20 per jug

Freshly made hot chocolate  
£13.80

Soya, oat and coconut milks are available on request

# COLD DRINKS

Filtered still or sparkling water  
£2.20 per one litre bottle

CanO still or sparkling water  
£1.30 per 330ml can

Fairtrade apple or orange juice  
£5.00 per jug, serves 7 people

Sparkling elderflower cordial  
£3.50 per jug, serves 7 people

Assorted canned drinks  
£1.20 per 330ml can

# WINE LIST

Wine glasses and champagne flutes are provided when ordering bottles of wine. Each bottle serves an average of 5 glasses.

## Solstice Pinot Grigio

"Fresh, crisp with subtle notes of citrus and pear fruit."

£15.50 per bottle

## La Champagne Merlot

"This rich, juicy Merlot has been personally selected from some of the best estates to the west of Narbonne. It shows all the true characteristics of the variety, with lots of full plummy fruit and soft, rounded tannins."

£15.50 per bottle

## Berri Estates Rose

"Made from Shiraz with tiny amounts of other varieties included to add complexity and balance; this is a spicy, fruit-led rosé with a touch of richness on the palate."

£15.50 per bottle

## Da Luca Nero d'Avola

"Made from 100% Nero d'Avola grapes, bright and lifted fresh cherry and bramble fruit aromas on the nose; the palate is generous, yet not weighty, displaying a fruit salad of dark berries and a note of vanilla oak on the finish." This wine is suitable for vegans.

£16.00 per bottle

## Da Luca Pinot Grigio

"A richly flavoured Pinot Grigio, which has benefited from ripening in the Sicilian sunshine. Show aromas of white flowers, pink grapefruit and Cox's apple; the palate displays melon and guava flavours." This wine is suitable for vegans.

£16.00 per bottle

## Fantinel Prosecco

"A fresh, dry, fruity sparkler made using the Glera grape. Packaged in a skittle shaped bottle with a gold and black label that looks simply stunning."

£22.50 per bottle

## Codorniu brut cava

A classic, dry sparkling wine using the three traditional and indigenous grape varieties, Parellada, Xarello and Macabeo and the wine is aged on the lees for nine months.

£17.50 per bottle

## Louis Dornier Champagne

A light, fresh, vigorously youthful Champagne with a fine, elegant, slightly lemony nose, lively mousse and long, crisp palate.

£42.00 per bottle



# CAKES AND PASTRIES

# BREAKFAST

## Danish pastry platter

A selection of 20 mini danish pastries, suitable for ten people

£13.80 per platter

## Freshly baked all butter croissant

£1.70 per croissant

£2.10 with butter and jam

Gluten free and vegan options available

## Sausage rolls

Pork and vegan pastry sausage rolls.

Mini pork or vegan sausage roll platters are available

£2.00 per roll

## Sausage Bap

### Bacon Bap

3 farm assured bacon rashers or 2 farm assured pork sausages in a locally made bap.

Gluten free and vegan sausages are available, location and time restrictions apply.

£3.20 per bap

## Takeaway breakfast bag

This breakfast bag includes a muller corner yoghurt, perkier cereal bar, pot of fruit salad, pastry chocolate twist and carton on fairtrade orange juice.

£8.95 per bag

# HEALTHY SNACKS

## Rice cakes

A selection of gluten free milk chocolate, dark chocolate and yoghurt topped rice cakes

£1.60 per twin pack

## Perkier Bars

A selection of vegan and gluten free quinoa based bars

£1.85 per bar

## Nak'd bars

A vegan, gluten and dairy free fruit and nut bar, available in berry and cocoa orange

£1.45 per bar

# BISCUITS

## Bronte twin pack biscuits

A selection of shortcake cookies, fruit shrewsburys, chocolate chip cookies, golden crunch and viennese finger biscuits

£0.70 per twin pack

## Border twin pack biscuits

A selection of chocolate chip cookies, butterscotch crunch, shortbread rings, oat crumbles and viennese whirls

£0.75 per twin pack

## Freshly baked American cookies

A selection of milk chocolate, white chocolate and double chocolate cookies

£0.80 per cookie

# CAKES

## Flowerpot muffins

A selection of white chocolate and raspberry and triple chocolate muffins

£1.80 per muffin

## Fairtrade flapjacks

A selection of chocolate chunk, golden syrup and fruit flapjacks

£1.50 per flapjack

## Locally made cake slices

A selection of cake slices including loaf cakes, brownies and sponge cakes

£2.15 per slice

## Lizzie's cake bars

A range of pre packaged cake bars including brownies, flapjacks and rocky road

£2.00 per bar

# VEGAN CAKES

## Homemade vegan chocolate chip cookies

£1.00 per cookie

## Homemade vegan cakes

Flavours include chocolate brownie and spiced banana cake

£1.70 per cake



WORKING LUNCH  
IDEAS

# WORKING LUNCH IDEAS

The working sandwich lunches are ideal for any long meeting that only has a short, or no break and can be delivered to all rooms on campus.

## SANDWICHES

### Working sandwich lunch

4 quarters of sandwiches per person  
Real crisps  
Piece of fruit  
Fairtrade orange juice  
£7.95 per person

### Executive working lunch

4 quarters of sandwiches and wraps  
Kettle crisps  
Piece of fruit  
Fairtrade orange juice  
£9.00 per person

### Vegetarian sandwich platter

This platter contains 24 quarters,  
suitable for 6-8 people  
£26.00

### Meat sandwich platter

This platter contains 24 quarters,  
suitable for 6-8 people  
£26.00

### Fish sandwich platter

This platter contains 24 quarters,  
suitable for 6-8 people  
£26.00

### Vegan sandwich platter

This platter contains 24 quarters,  
suitable for 6-8 people  
£26.00

### Vegetarian wrap platter

This platter contains 16 pieces,  
suitable for 6 people  
£26.00

## TAKEAWAY LUNCHES

### Standard Takeaway Lunch

Standard sandwich  
Real crisps  
Mini pack of biscuits  
Piece of fruit  
330ml can of water  
£6.95

### Premium Takeaway Lunch

Premium sandwich  
Kettle crisps  
Fairtrade flapjack  
Seasonal fruit pot  
500ml bottle of Fairtrade orange juice  
£9.95

# CRISPS

Bowl of ready salted crisps  
£5.50 per bowl

Bowl of salted tortillas with dip  
£6.40 per bowl

Real crisps

Bags of sea salt, black pepper and sea salt, cheese and onion, salt and malt vinegar  
£1.20 per bag

Kettle crisps

Bags of lightly salted crisps, these crisps are vegan and gluten free  
£1.40 per bag

Propercorn popcorn

A selection of lightly sea salted and sweet and salty popcorn  
£1.65 per bag

# FRUIT

Bowl of fruit

A bowl of fruit containing 8 pieces including apples, oranges and bananas.  
£6.50 per bowl

Fresh fruit platter

A selection of seasonal fruit including melon, pineapple, oranges and grapes  
Suitable for eight to ten people  
£23.95 per platter

We also offer a selection of plated salads, gluten free rolls and jacket potatoes for customers who may have food allergies or dietary needs. All options are freshly made on site and delivered to your booked room. Add any preferences in to the catering notes on the hospitality booking website.

## JACKET POTATOES

**Jacket Potato**  
with chef's salad and  
a selection of spreads  
£3.20 per person

**Jacket Potato Fillings**  
Each filling serves six people  
Chicken Mayonnaise - £18.00  
Tuna Mayonnaise - £14.50  
Coleslaw - £7.45  
Cheddar Cheese - £11.00  
Baked Beans - £6.25  
Hot filling of the day - £22.00

## SALADS

**Grilled Halloumi Salad**  
Chargrilled halloumi on a bed of rice  
noodles, house mixed leaf salad, mixed  
peppers, sweetcorn, bean salad and sweet  
chilli sauce. Topped with homemade  
croutons and crispy onions.  
£4.95 per box

**Falafel and Mixed Rice Salad**  
Sweet potato falafel on a bed of rice with  
our house mixed leaf salad, beetroot,  
sundried tomatoes, roasted vegetables,  
edamame beans.

£4.95 per box

**Chicken Caesar Salad**  
Chargrilled chicken breast on a bed of cous  
cous with our house mixed leaf salad, carrot,  
spring onion, mixed peppers and a Caesar  
dressing. Topped with parsley and  
homemade croutons.  
£4.95 per box

**Cajun Tofu Salad**  
Cajun marinated chargrilled tofu on a bed of  
wholewheat pasta with our house mixed  
leaf salad, red onion, sundried tomatoes,  
olives and tomato pesto. Topped with fresh  
red chilli, coriander and crispy onions.  
£4.95 per box

**Tomato and Mozzarella Salad**  
Fresh mozzarella on a bed of fusilli pasta,  
house mixed leaf salad, cucumber, radish,  
cherry tomatoes and a balsamic dressing.  
Topped with crispy onions.  
£4.95 per box

## CRUDITIES

**Vegetable Crudities**  
A selection of sliced vegetables with a  
houmous dip, suitable for eight to ten people  
£11.45 per platter

## SOUP

**Soup of the day**  
with freshly baked bread rolls, spreads and  
pieces of fruit, serves ten guests  
£33.50



PIZZAS

# PIZZAS

Authentic hand stretched pizzas made to order in Cyber Italia, they are available to order from 12pm.

	14" 8 Slices
Margherita	£10.00
Veggie	£11.00
Spicy Veggie	£11.00
Vegan Salami	£12.00
Hawaiian	£12.00
Ham and Mushroom	£12.00
Fajita Chicken	£12.00
BBQ Chicken	£12.00
Pepperoni	£12.00
Spicy Beef	£12.00

10" pizzas, gluten free and vegan pizzas are available on request.

Garlic bread  
£2.95

Garlic bread with cheese  
£3.75

Potato wedges  
£3.35

## Pizza Meal Deal 1

14" pizza of your choice,  
Garlic bread,  
1l bottle of still water  
£13.60

## Pizza Meal Deal 2

14" margherita pizza,  
14" pizza of your choice,  
Garlic bread,  
2 x 1l bottle of still water  
£26.00



# BUFFET PLATTERS

# BUFFET PLATTERS

Each platter is designed for ten-twelve people

## Vegan Platter

Falafel  
Mini Indian snack selection  
Minted pea croute  
Sweet potato curry bites  
Vegetable money bags  
£34.00 per platter

## Gluten Free Platter

Chicken tikka skewers  
Sweet potato falafel bites  
Onion bhajis  
Cheese and garlic dough balls  
£35.00 per platter

# FINGER BUFFETS

The following menus are priced per person and please consider all dietary requirements when ordering

## Finger Buffet 1

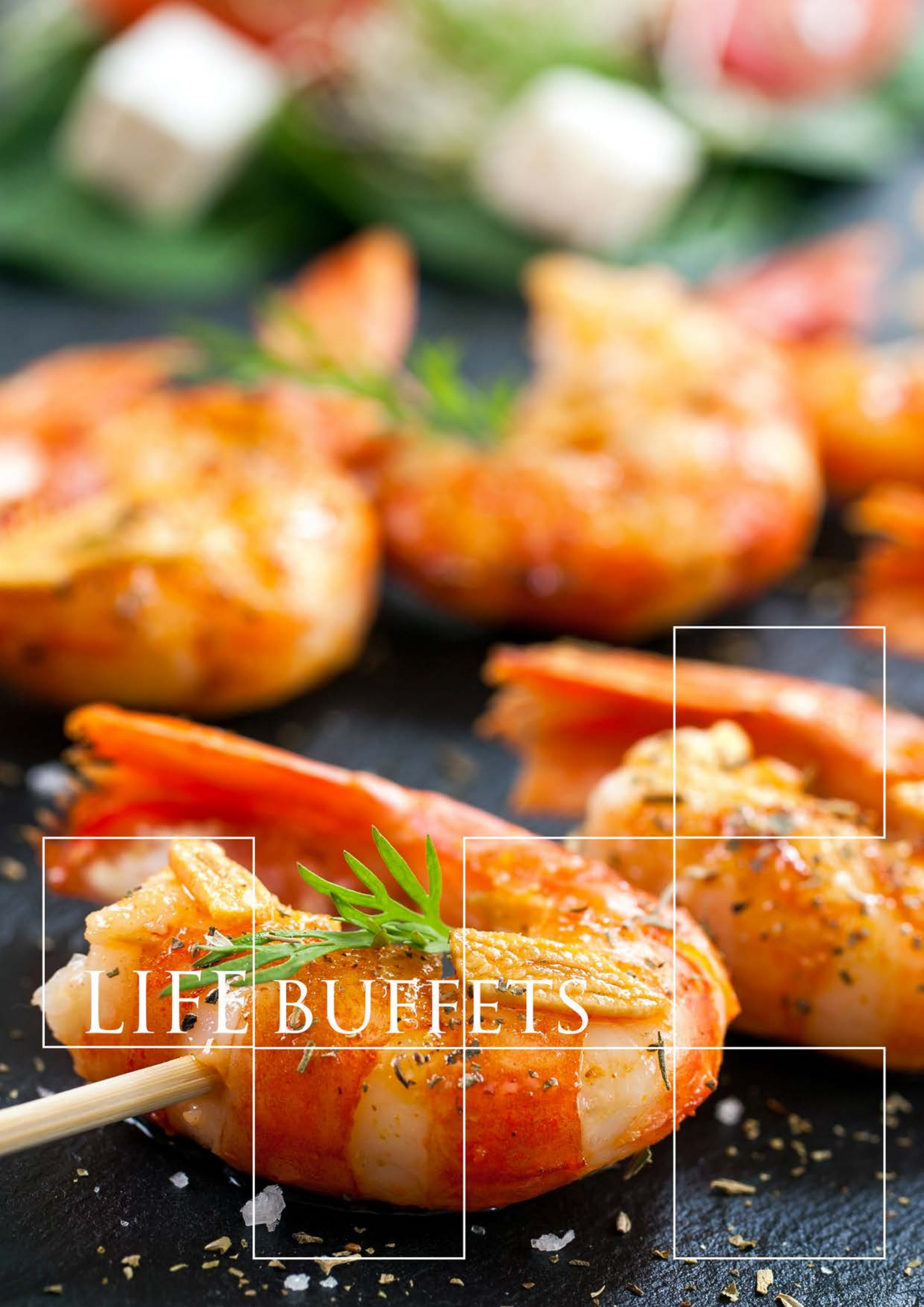
Mini vegetable samosas  
Selection of meat & vegetarian sandwiches  
Falafels  
Breaded jalapeno peppers  
Mini vegetarian quiches  
£7.25 per person

## Finger Buffet 2

Chicken sate  
Selection of meat & vegetarian sandwiches  
Beetroot falafel  
Breaded king prawns  
Vegetable moneybags  
£8.95 per person

## Finger Buffet 3

Selection of meat & vegetarian sandwiches  
Breaded jalapeno pepper  
Vegetable samosas  
Mini vegetarian quiche  
Falafel  
Sweet potato falafel  
Mini indian selection  
Duck spring rolls  
Cauliflower wings  
£11.00 per person



LIFE BUFFETS

# LIFE FORK BUFFET

All buffet items meet one or more of our "Food for Life" standard as either locally, ethically or sustainably produced or sourced. Some dishes may need to be adjusted to reflect seasonal availability

The following menu is restricted to twenty or more people and requires seven days notice.

Old Winchester cheese with chargrilled sliced pears and an organic  
Wiltshire watercress salad

Chargrilled free range chicken breast with seasonal mixed leaves &  
grilled peppers

Glazed cherry tomato and local Rosary goats cheese salad

Salmon nicoise salad with sustainably sourced chargrilled salmon,  
green beans, new potatoes, olives and organic hard boiled eggs

Fragrant quinoa with chives, mint and sliced peppers

Shaved fennel, beetroot and parmesan salad

New Forest seasonal mixed salad leaves

Selection of locally baked breads

Assorted dressings including locally produced Cold Pressed  
rapeseed oil

Fresh mixed berries and vanilla cream

Plant based chocolate pot

Served with organic fairtrade coffee and tea or fairtrade orange juice

**£22.40 per person**

# LIFE VEGAN FORK BUFFET

All buffet items meet one or more of our "Food for Life" standard as either locally, ethically or sustainably produced or sourced. Some dishes may need to be adjusted to reflect seasonal availability

The following menu is restricted to twenty or more people and requires seven days notice.

Homemade flat breads

Roasted red peppers stuffed with roasted vegetables and cheese

Chargrilled tofu with roasted butternut squash and chilli

Celeriac, leek and potato rosti with sweet chilli dip

Cos lettuce, peppers and watercress salad

Heritage tomatoes and shredded spring onions with a chive and lemon dressing

Beetroot, carrot and red onion coleslaw

Moroccan style giant cous cous with pomegranate, mint and coriander

Pear conde with a berry coulis

Served with fairtrade orange juice

**£18.00 per person**

# LIFE FINGER BUFFET

All buffet items meet one or more of our "Food for Life" standard as either locally, ethically or sustainably produced or sourced. Some dishes may need to be adjusted to reflect seasonal availability

The following menu is restricted to twenty or more people and requires seven days notice.

Farm assured pork sausages covered in a fairtrade honey and coarse grain mustard dressing

Locally baked bread, topped with a homemade mackerel pate and chives

Toasted locally baked granary bread, topped with fresh rocket and Two Hoots Barkham Blue cheese

Free range BBQ glazed pork belly bites

Free range chicken breast kebabs with fresh coriander

Caramelised red onion and Rosary goat's cheese tartlets

Fresh Wiltshire organic watercress and cream cheese roulade

Roasted seasonal vegetable skewers

Homemade mini fruit scones

Served with fairtrade orange juice

**£16.20 per person**

# LIFE VEGETARIAN FINGER BUFFET

All buffet items meet one or more of our "Food for Life" standard as either locally, ethically or sustainably produced or sourced. Some dishes may need to be adjusted to reflect seasonal availability

The following menu is restricted to twenty or more people and requires seven days notice.

Portuguese spiced mushrooms with olives

Cheese and organic watercress scones

Sauté leek frittata bites

Toasted locally baked granary bread, topped with rocket and Two Hoots Barkham Blue cheese

Sweet potato jacket wedges with a fresh beetroot dip

Caramelised red onion and Rosary goat's cheese tartlets

Fresh spinach and cream cheese roulade

Roasted seasonal vegetable skewers

Homemade mini fruit scones

Served with fairtrade orange juice

**£14.85 per person**



CANAPES

# CANAPES

Our Canapé menus are ideal for drinks receptions, weddings and high profile events. Our experienced catering staff can circulate the room serving canapés to your guests from silver trays.

## CANAPE MENU 1

Roasted tomato and pepper palmier,  
Smoked salmon blinis,  
Vegetable gyoza,  
Sun dried tomato and mozzarella arancini,  
Pork slider topped with onion jam

£9.50 per person

## CANAPE MENU 2

Croque monsieur,  
Teriyaki pork vol-au-vent,  
Smoked mackerel pate croute,  
Sweet potato and houmous disk,  
Rosary goats cheese and herb truffle,  
Curried potato and spring onion cake with tomato chutney

£11.50 per person

## VEGAN CANAPE MENU

Roasted pepper and pepper palmier,  
Chargrilled courgette with tomato salsa,  
Sweet potato cake with tomato chutney,  
Sweetcorn fritter with chilli mayonnaise,  
Minted pea croute

£9.50 per person



# FORK BUFFETS

# HOT FORK BUFFET

For a more substantial meal, why not select the hot or cold fork buffet. To ensure good presentation and to allow us to comply with health and safety regulations, the hot fork buffet is only available within rooms that are situated on the ground floor or are fully accessible by lift.

The following menu ideas are restricted to fifteen or more people

You will receive a selection of the dishes below so your guests are able to taste all options.

## Chargrilled Free Range Chicken Breast

Served with a peppercorn sauce

## Pork Stroganoff

Free range pork with button mushrooms in a creamy Dijon mustard sauce.

## Sweet and Sour Vegetables

Chargrilled vegetables cooked with a homemade chinese style sweet and sour sauce.

## Malaysian Butternut Squash Curry

Roasted cauliflower, chickpeas and butternut squash simmered in a homemade malaysian curry sauce. Served with mango chutney.

This dish is vegan and gluten free

All dishes are served with rice, garlic bread and a chef's salad

£12.00 per person

# COLD FORK BUFFET

The following menu ideas are restricted to fifteen or more people for each chosen dish

Please choose two of the options below:

## Free Range Coriander and Lemon Chicken

Free range chicken breast in a lemon and coriander mayonnaise

## Poached Salmon Fillet

Sustainable sourced poached salmon fillet with a dill dressing

## Chargrilled Cajun Tofu

Chargrilled cajun spiced tofu on a bed of mixed leaf salad

## Goat's Cheese Salad

Locally produced goat's cheese and cherry tomato salad

The cold folk buffet is served with four freshly prepared salads, locally baked bread and a selection of spreads

£10.50 per person

# EXECUTIVE LUNCH SELECTION

On those occasions when a more formal sit down function is required, we can recommend our executive lunch selection. This can be tailored to meet your needs as either a two or three course meal. Suitable for numbers of eight to thirty guests. The meal can be served in the Boardroom, The Food Hall, West Downs Centre or University of Winchester Business School by your own dedicated member of staff. For a small surcharge, we can provide linen cloths and napkins.

From £16.00 per person for a 2 course meal

From £18.75 per person for a 3 course meal

Please liaise directly with our hospitality team to create your menu.



# DESSERTS

# DESSERT SELECTION

We are able to offer a selection of cold desserts to finish your meal.

Fresh fruit salad  
Strawberries and cream  
Gluten free New York cheesecake  
Chocolate fudge cake

£3.30 per portion

# CHEESEBOARD

You may decide to complete your meal with our continental cheeseboard selection. The cheeseboard consists of 4 cheeses, celery, grapes and crackers.

## Continental Cheeseboard

Edam  
Mature cheddar  
Stilton  
Brie

£32.65 per board, serves 10 people

# DESSERT PLATTERS

## Afternoon Tea Scone Platter

A selection of homemade sweet scones served with jam, cream and strawberries

Suitable for eight to ten people

£14.75 per platter

## Cheese Scone Platter

A selection of homemade cheese scones served with spreads

Suitable for eight to ten people

£12.25 per platter

## Fresh Fruit Platter

A selection of seasonal fruit including melon, pineapple, oranges and grapes

Suitable for eight to ten people

£23.95 per platter



# HOSPITALITY@WINCHESTER

Email: [hospitality@winchester.ac.uk](mailto:hospitality@winchester.ac.uk)

Telephone: 01962 827686

Internal extension: 7686

**TAB 2**



UNIVERSITY OF  
WINCHESTER

# WEST DOWNS NEWSLETTER

JULY 2020





Entrance piazza and view from Romsey Road

## Construction complete on new West Downs Centre

Almost two and a half years after a groundbreaking ceremony in January 2018, the University took possession of the new West Downs Centre from contractor Osborne in May 2020.

The interior fit-out of the flagship learning and teaching building is underway, with the building due to open its doors to new and returning students and staff at the start of the new academic year in September.

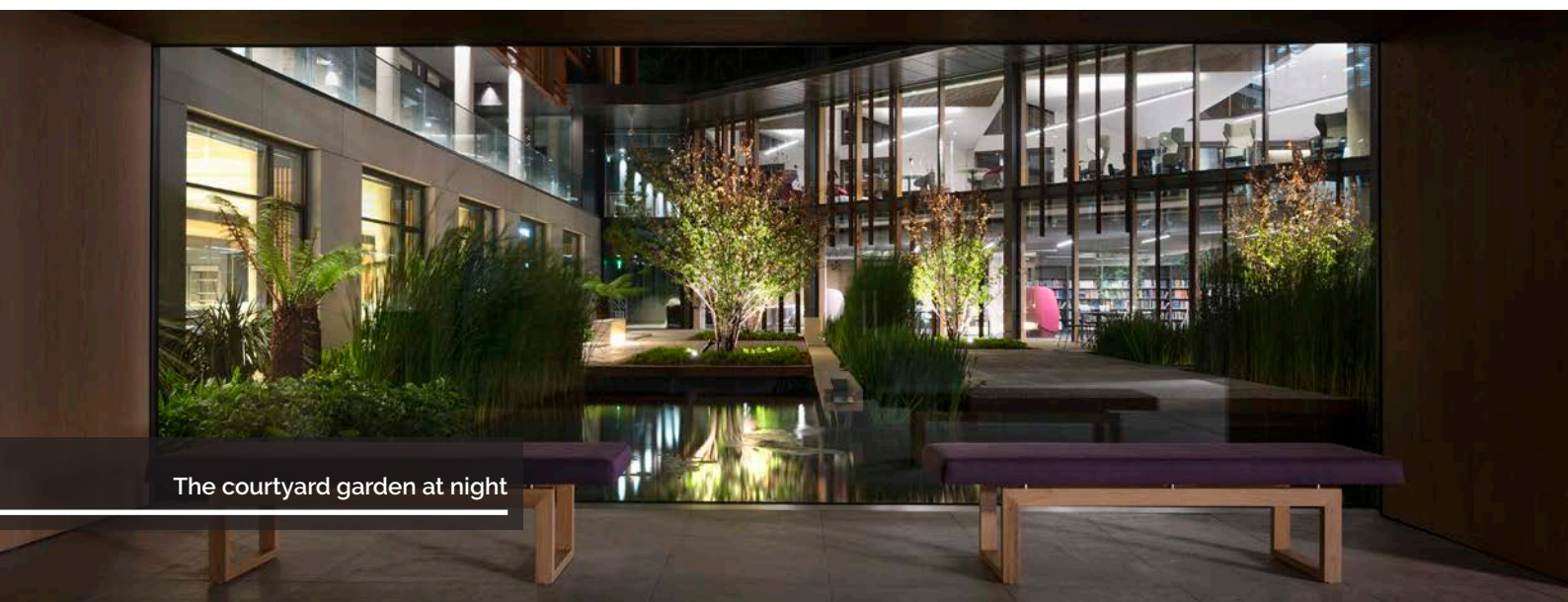
The University is putting in place a range of appropriate measures across all its buildings and campuses, including social distancing, to ensure students and staff are safe from the risk of Covid-19.

Home to our growing portfolio of programmes, including digital and computer-related degree courses and health and wellbeing programmes, the building boosts available

teaching space by 20 per cent, which is set to help in implementing appropriate social distancing measures.

"It is a huge thrill to now have ownership of our fantastic new West Downs Centre which has been delivered within budget. I want to thank everyone who has been involved for all their hard work to get us to this point," said Professor Joy Carter CBE, DL, Vice-Chancellor of the University of Winchester.

"These new state-of-the-art facilities will provide an outstanding learning environment for future generations of students here at Winchester. I also hope the people of Winchester will be proud of this new addition to the city's civic buildings, as we are here at the University," Professor Carter added.



The courtyard garden at night

## Green credentials

The West Downs Centre is set to achieve the 'Excellent' rating of the Building Research Establishment Environmental Assessment Method (BREEAM) - the benchmark standard for the construction of environmentally sustainable buildings in the UK - with 'Outstanding' credits for energy, contributing to the University's ambition to become the most sustainable higher education institution in the UK.

Features of the building include: solar panels, a 300sqm wildflower roof on the top of the drum-shaped Auditorium, built-in bird and bat boxes and carefully selected building materials, rainwater harvesting to recycle water from the roof of the Learning Hall to provide flushing water as well as irrigation for the trees and plants. The building is thermally efficient with mechanical ventilation and heat recovery systems to help minimise the amount of energy that can escape to the outside.

Winchester is the first UK university to secure Green finance for campus development, with a £30m loan from Triodos Bank, Europe's leading sustainable bank. Triodos Bank is a global pioneer in sustainable banking, using the power of finance to invest in projects that are good for people and the planet.

## Healthier people through better buildings

The West Downs Centre is one of the first university projects in the UK to register for WELL Certification, an accreditation scheme which recognises buildings that support and enhance human health and wellbeing.

The WELL Building Standard (WELL) is a performance-based rating system for measuring and certifying features of buildings and indoor spaces that positively impact human health and wellness.

Features of the development that boost wellbeing include a contemplation space for practising mindfulness; access to nature through the courtyard garden; landscaped areas for encouraging outdoor use; and reduced harmful buildings emissions, including air and water testing.

Currently, there are 215 WELL Certified projects around the world, with just seven certified projects in the UK. WELL Certification is due following an inspection of the completed building.

## Contemporary design, inspiring spaces

The contemporary design by Winchester-based Design Engine Architects includes a 250-seat drum-shaped auditorium, which will host public events, art gallery, café, food hall, library, social learning areas and versatile teaching spaces. There are also plans to open a zero-waste shop. Many of these facilities, including the café and shop, will be open to the public to enjoy.

The entrance piazza features informal seating areas, while an enclosed courtyard with a water feature offers a quiet space for reflection at the heart of the building.



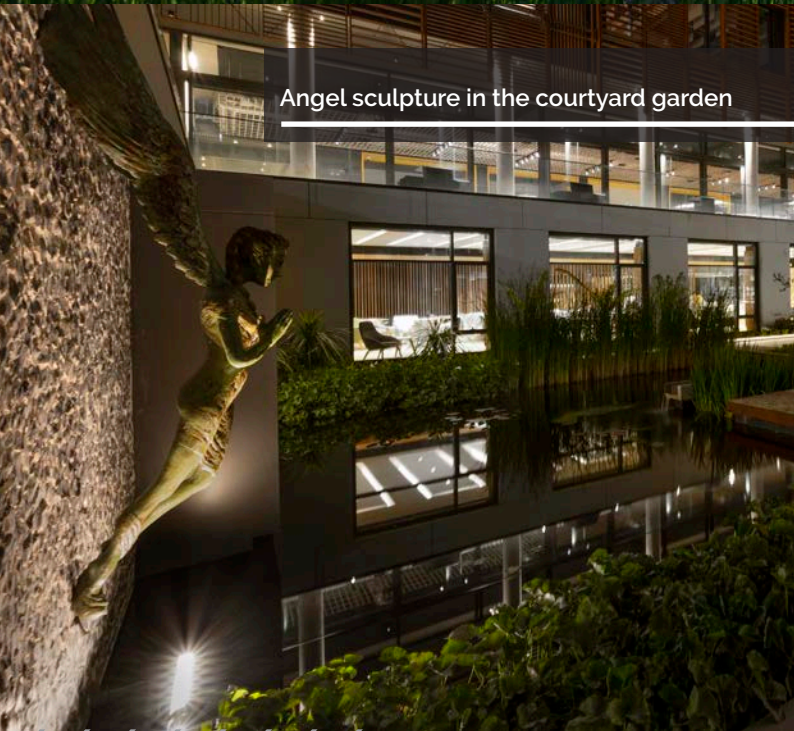
Aerial view of the West Downs Centre



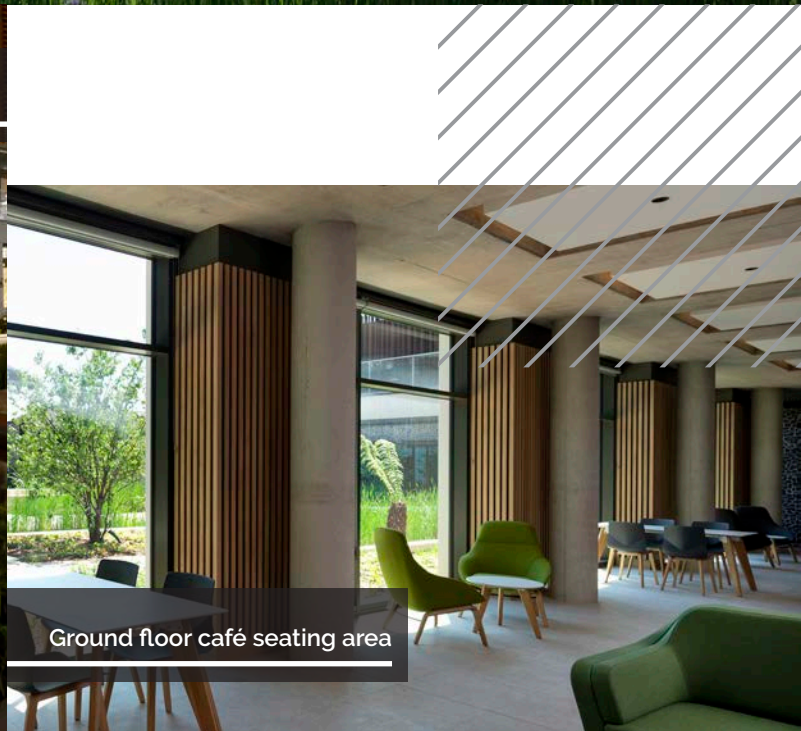
Courtyard garden



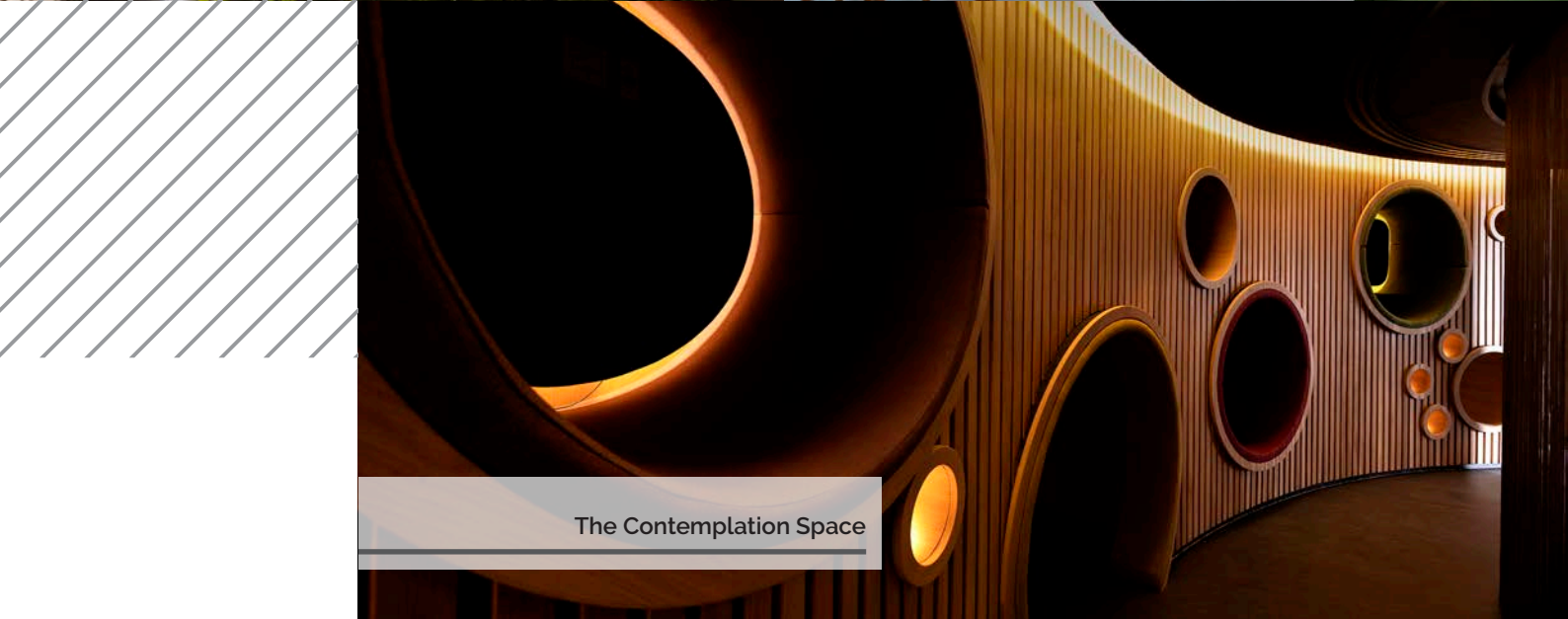
Looking east past the Auditorium to the Learning Hall



Angel sculpture in the courtyard garden



Ground floor café seating area



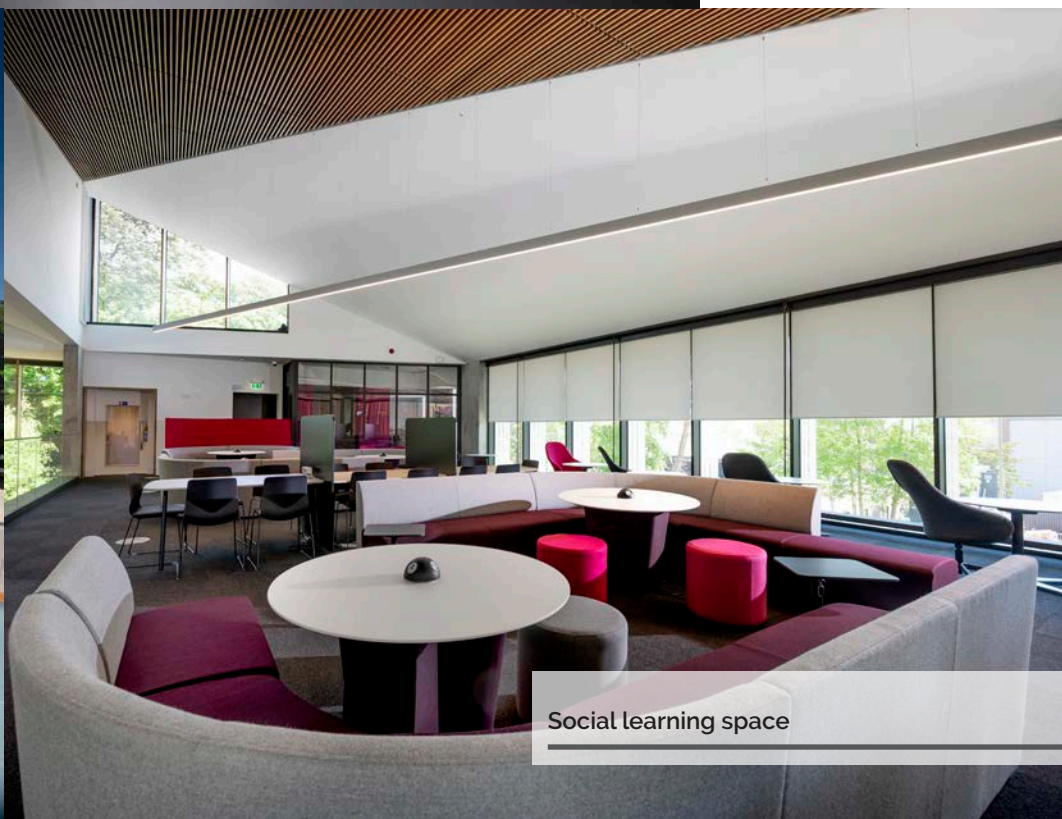
The Contemplation Space



Inside the Auditorium



Outside on the first floor terrace



Social learning space

## Meetings of the West Downs Neighbourhood Liaison Group

The University of Winchester hosts a West Downs Neighbourhood Liaison Group evening meeting twice a year. The meetings are an opportunity for University staff, Winchester Student Union, local neighbours, councillors, Neighbourhood Watch and other interested parties to meet and discuss University activity. Everyone is very welcome to attend any or all of the meetings.

If you would like further information about these meetings please contact Liz Sanders.

Email [Liz.Sanders@winchester.ac.uk](mailto:Liz.Sanders@winchester.ac.uk) or telephone 01962 827312.

## More information and contact us

Visit our YouTube channel at

[www.youtube.com/UniofWinchester](https://www.youtube.com/UniofWinchester)

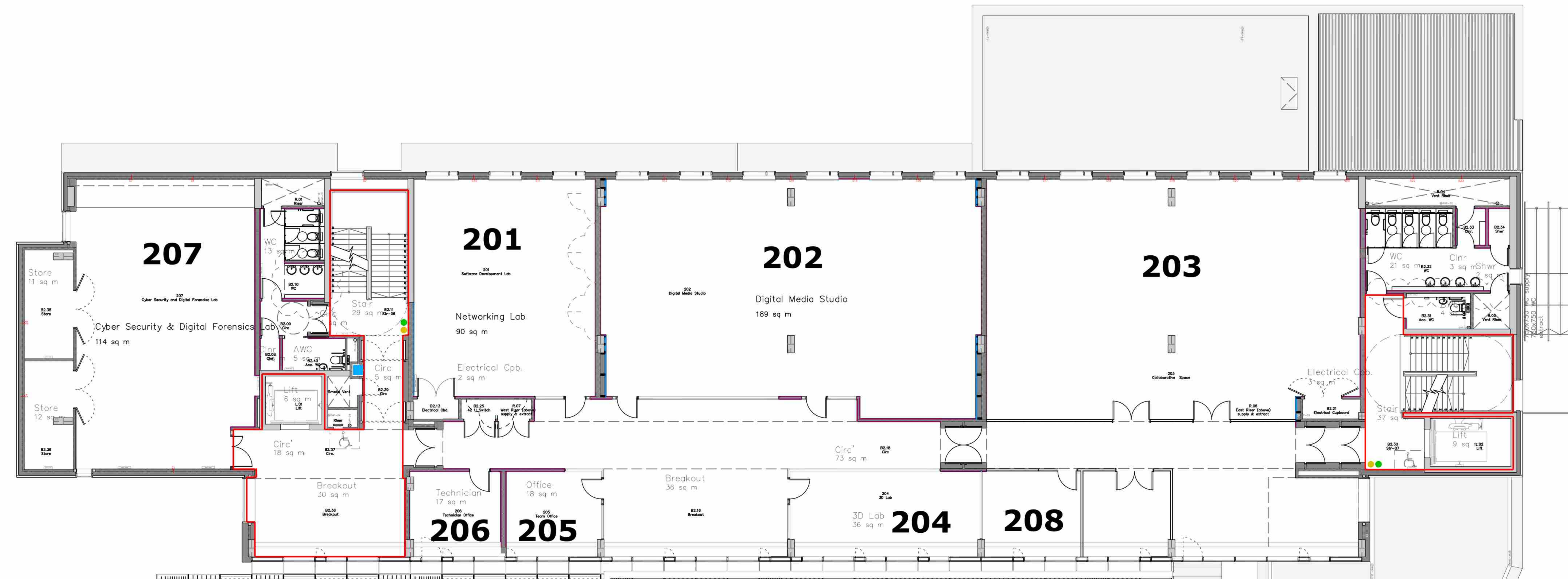
to watch short films about the development and timelapse videos showing the construction.

If you have any queries about the new West Downs Centre, please email: [campusdevelopments@winchester.ac.uk](mailto:campusdevelopments@winchester.ac.uk)

© University of Winchester 2020

PHOTOS:  PETERLANGDOWNPHOTOGRAPHER

**TAB 3**

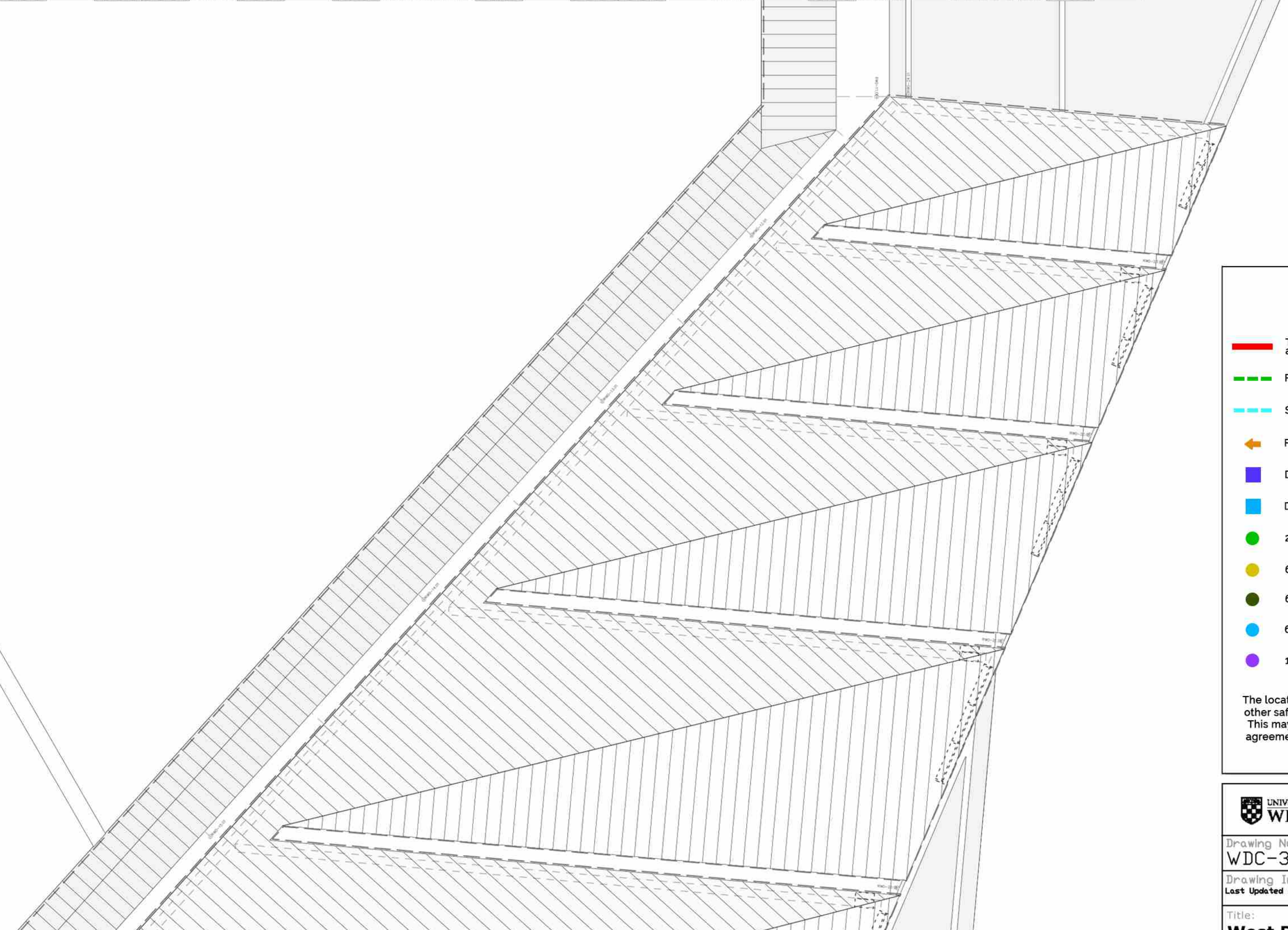
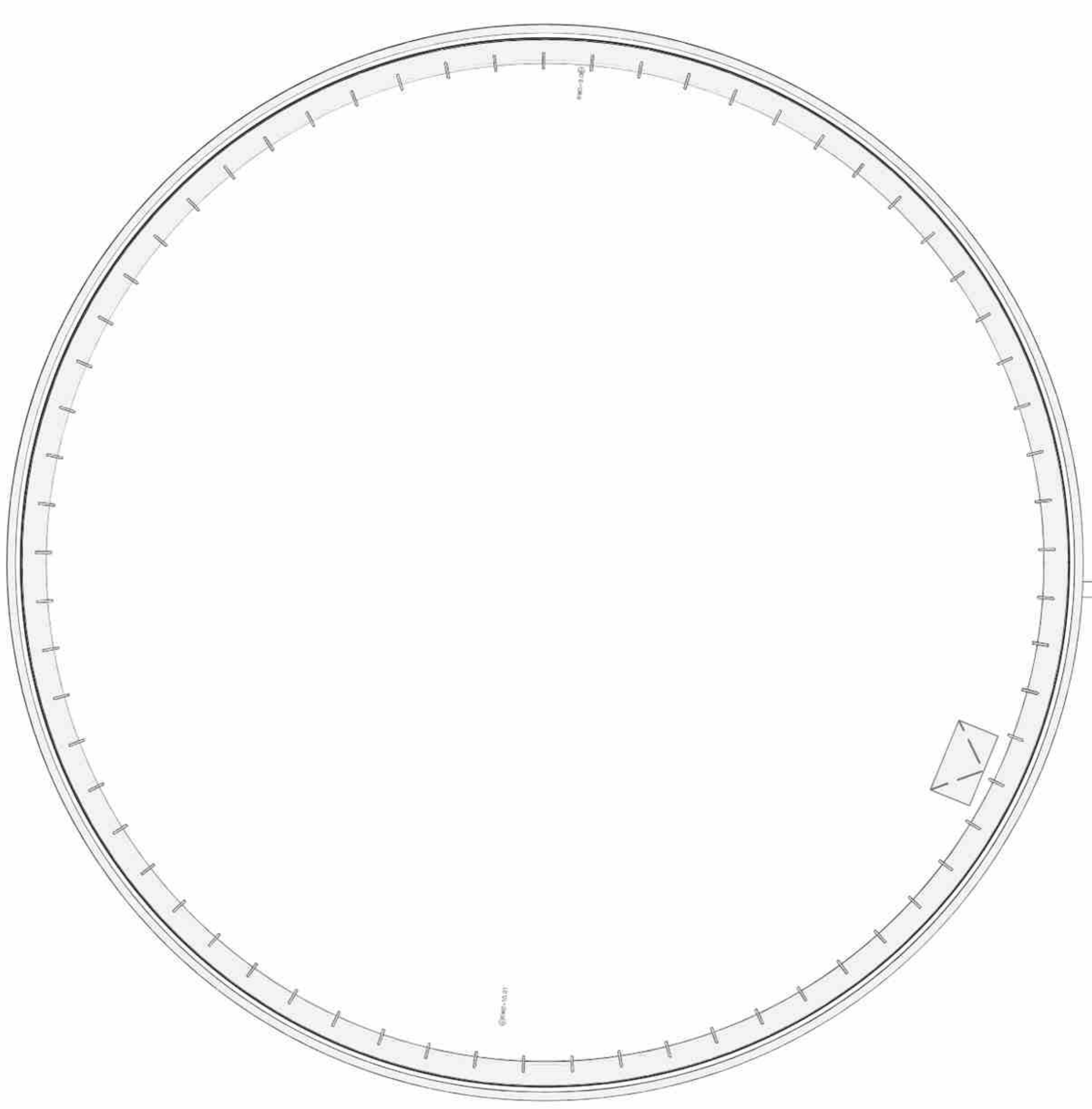
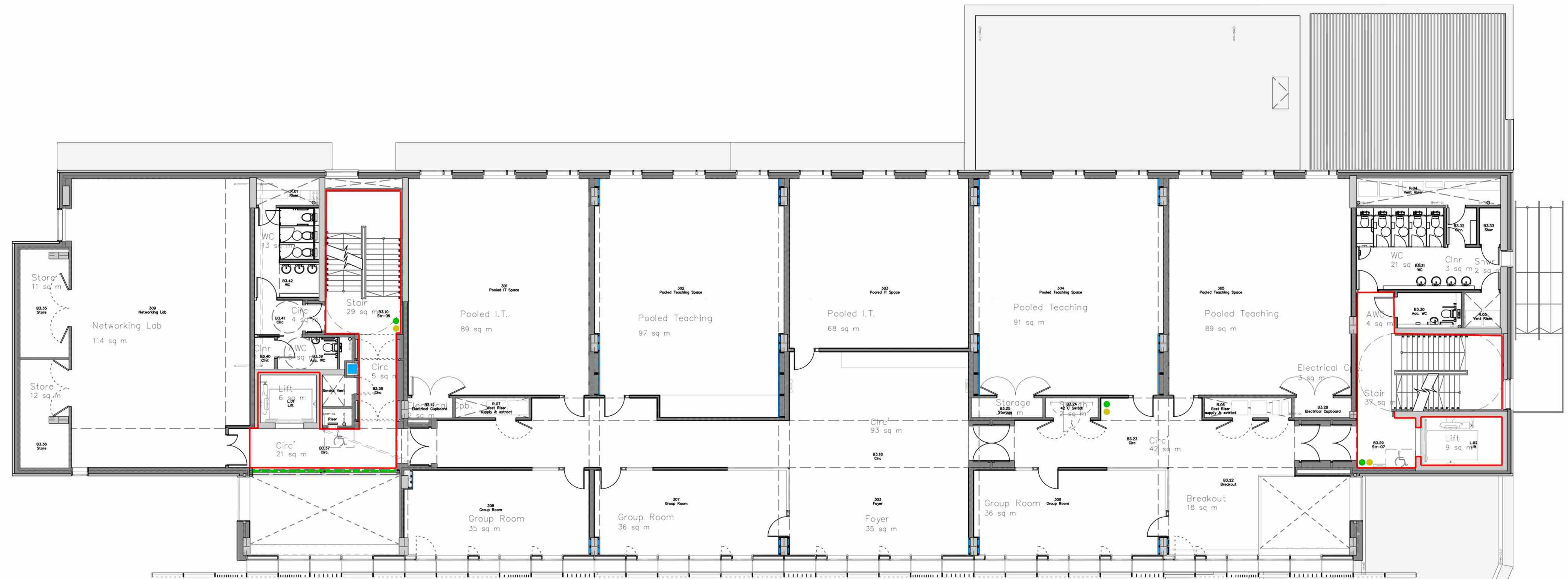


### KEY

- The red line denotes where licensable activities will take place
- - - Fire Curtain
- - - Smoke Sealed Glazed Screen
- ➔ Fire Exit
- Dry Riser Inlet
- Dry Riser Outlet
- 2kg CO2 Fire Extinguisher
- 6L Foam Fire Extinguisher
- 6L Wet Chemical Fire Extinguisher
- 6kg Powder Fire Extinguisher
- 1m Fire Blanket

The location and type of any fire safety and any other safety equipment is shown as at present. This may be varied from time to time with the agreement of the Fire Officer or after a fire risk assessment.

<span style="font-size: small; vertical-align: middle;">UNIVERSITY OF <b>WINCHESTER</b> Estates &amp; Facilities Services Winchester SO26 4AB</span>	
Drawing Number: <b>WDC-2</b>	Scale: (on A3) <b>1:200</b>
Drawing Information: Last Updated 31 October 2023 by Adon Boulton	
Title: <b>West Downs Centre - Second Floor</b>	



### KEY

- The red line denotes where licensable activities will take place
- Fire Curtain
- Smoke Sealed Glazed Screen
- Fire Exit
- Dry Riser Inlet
- Dry Riser Outlet
- 2kg CO2 Fire Extinguisher
- 6L Foam Fire Extinguisher
- 6L Wet Chemical Fire Extinguisher
- 6kg Powder Fire Extinguisher
- 1m Fire Blanket

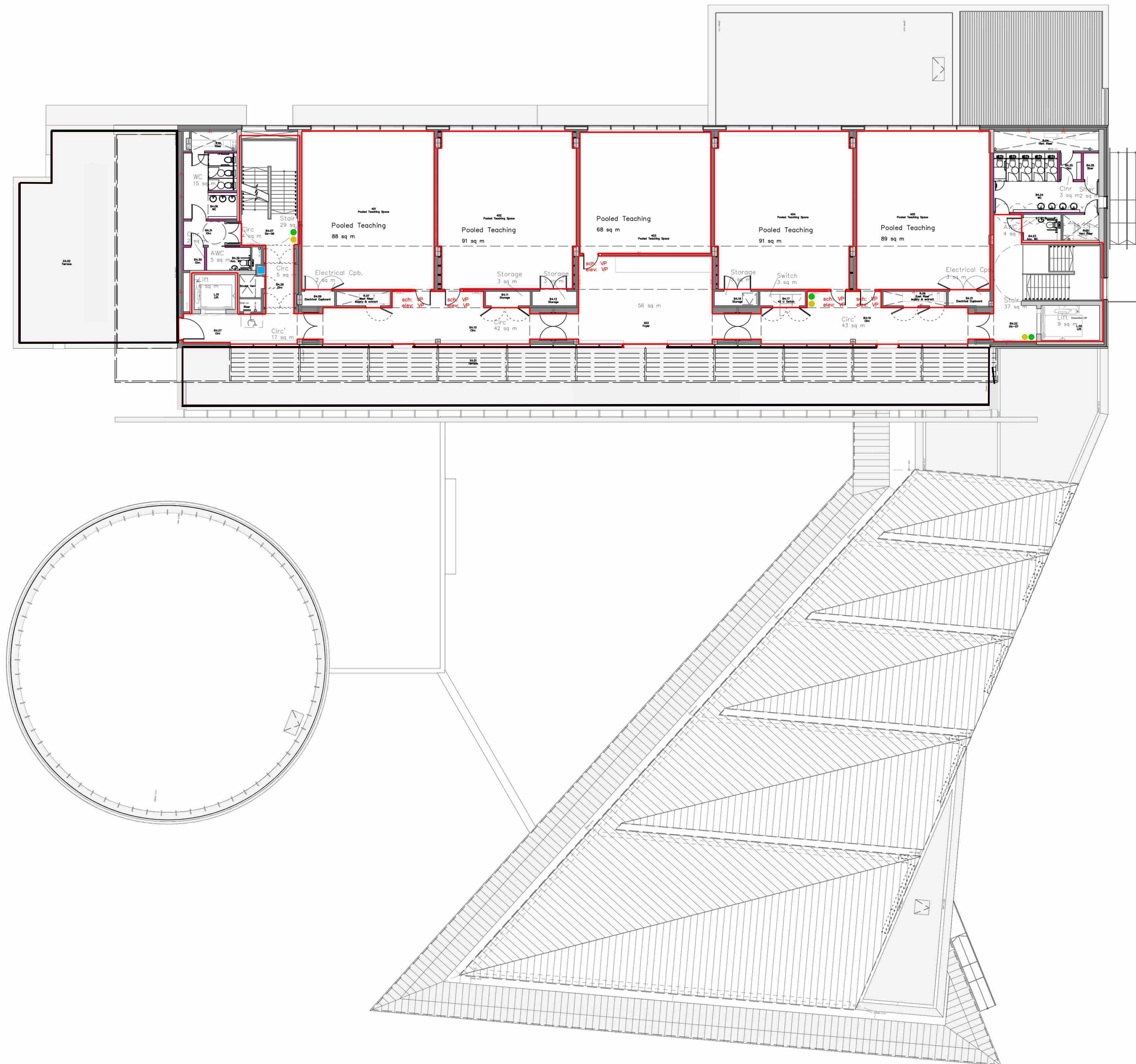
The location and type of any fire safety and any other safety equipment is shown as at present. This may be varied from time to time with the agreement of the Fire Officer or after a fire risk assessment.

UNIVERSITY OF WINCHESTER  
University of Winchester  
 Estates & Facilities  
 Winchester  
 SO22 4BB

Drawing Number: WDC-3F  
 Scale: (on A3) 1:200

Drawing Information:  
 Last Updated 19 May 2023 by Adan Boulton

Title:  
**West Downs Centre - Third Floor**

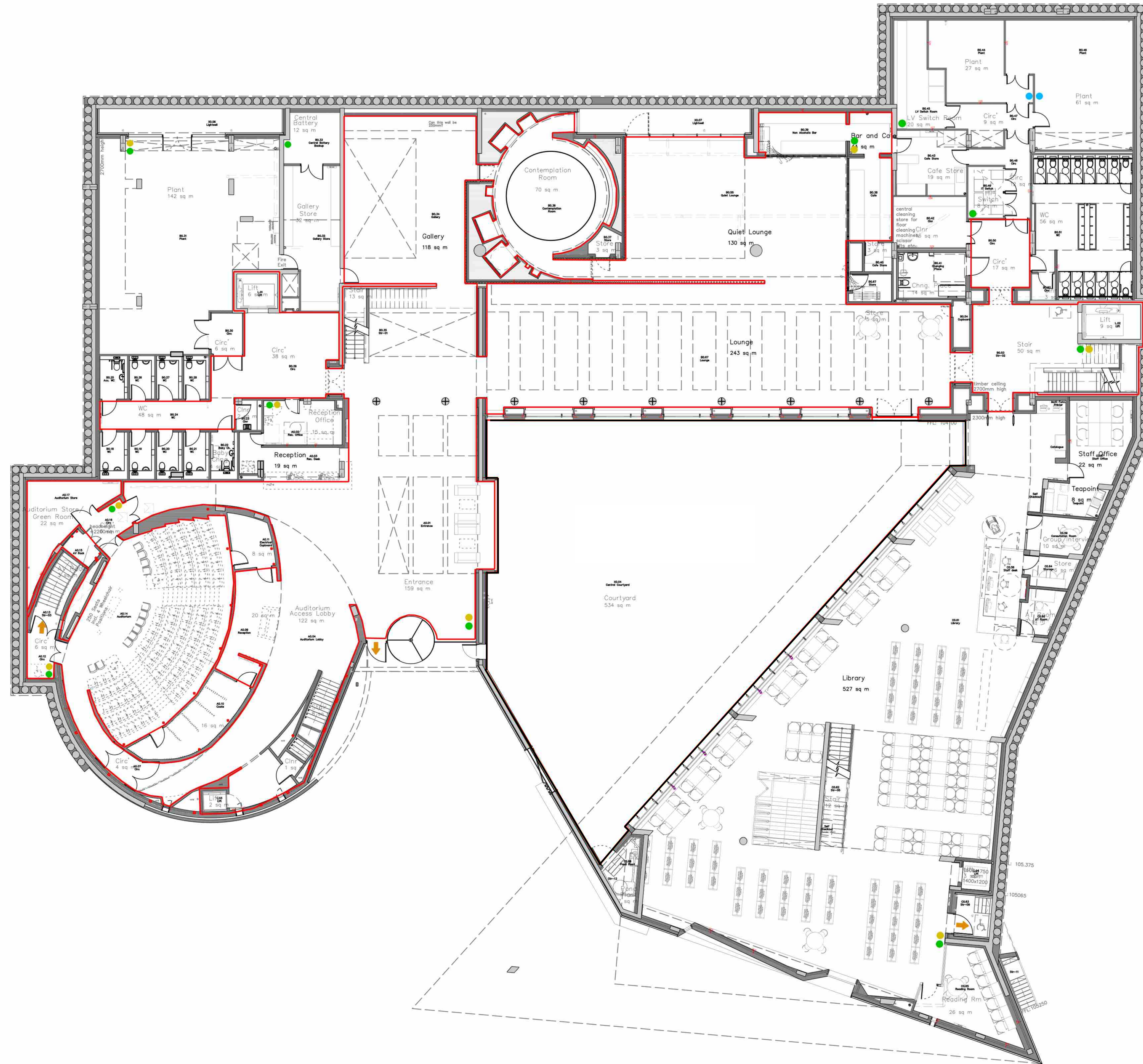


# KEY

- The red line denotes where licensable activities will take place
- Fire Curtain
- Smoke Sealed Glazed Screen
- Fire Exit
- Dry Riser Inlet
- Dry Riser Outlet
- 2kg CO2 Fire Extinguisher
- 6L Foam Fire Extinguisher
- 6L Wet Chemical Fire Extinguisher
- 6kg Powder Fire Extinguisher
- 1m Fire Blanket

The location and type of any fire safety and any other safety equipment is shown as at present. This may be varied from time to time with the agreement of the Fire Officer or after a fire risk assessment.

<b>UNIVERSITY OF WINCHESTER</b>		University of Winchester Estates & Facilities Services Winchester SO22 4NR
Drawing Number: <b>WDC-4F</b>	Scale: (on A3) <b>1:250</b>	
Drawing Information: Last Updated 23 November 2021 by Adan Boulton		
Title: <b>West Downs Centre - Fourth Floor</b>		



### KEY

- The red line denotes where licensable activities will take place
- Fire Curtain
- Smoke Sealed Glazed Screen
- Fire Exit
- Dry Riser Inlet
- Dry Riser Outlet
- 2kg CO2 Fire Extinguisher
- 6L Foam Fire Extinguisher
- 6L Wet Chemical Fire Extinguisher
- 6kg Powder Fire Extinguisher
- 1m Fire Blanket

The location and type of any fire safety and any other safety equipment is shown as at present. This may be varied from time to time with the agreement of the Fire Officer or after a fire risk assessment.

<span style="font-size: small; vertical-align: middle;">University of Winchester Estates &amp; Facilities Services Winchester SDB2 4NR</span>	
Drawing Number: <b>WDC-G</b>	Scale (on A3): <b>1:250</b>
Drawing Information: Last Updated 22 November 2021 by Adan Boulton	
Title: <b>West Downs Centre - Ground Floor</b>	

**TAB 4**

30 January 2024

Ref: 017574/00001

Doc Ref: 297118

Licensing  
Winchester City Council  
City Offices  
Winchester  
SO23 9LJ

Dear Sirs

**University of Winchester, The West Downs Centre, Romsey Road, Winchester -  
Premises Licence Application.**

I act on behalf of the University of Winchester, and write in response to your representation to my client's application for a new premises licence.

Firstly, I would like to offer my clients' sincerest apologies, the premises licence application should have been communicated to you and explanations provided as to why we have applied for the hours sought. My client is committed to working in partnership with yourself and would welcome the opportunity to discuss your concerns, clarify the application sought and explain the relevant measures to be put in place should the application be granted, along with the additional measures and conditions agreed with the Responsible Authorities.

By way of background, as you may know, construction of the West Down building was completed in the summer of 2020 and it opened for teaching in September 2020. The facilities within the building include a café, Art Gallery, an Auditorium for hosting public lectures and performances, a zero-waste shop and a Courtyard Garden, with the aim of providing benefits to the student population and local people. The University of Winchester wants to provide the best possible experience for students studying at Winchester while also balancing the needs of those living in the surrounding area.

The purpose of the application is to allow the University at the newly built West Downs Centre to operate corporate events, art exhibitions, plays and weddings. The introduction of a corporate event space into the locality, we hope assures you that the premises will be operated responsibly and can become a real asset to the local area.

The University of Winchester appreciates the concerns over the introduction of a licensed venue into the locality. Given the style of operation, hours of operation and additional robust conditions agreed with the responsible authorities, there is no evidence to suggest the style of operation will result in a significant increase in nuisance, crime or disorder or adverse impact on the promotion of the licensing objectives. For clarity, it is not the University's intention to use the licence to operate a student venue.

**List of partners and associates available on request**

**Address:** 37 Stoney Street, The Lace Market, Nottingham NG1 1LS | **T:** 0115 953 8500 | **F:** 0115 953 8501 | **W:** popall.co.uk

Authorised and Regulated by the Solicitors Regulation Authority (SRA no. 78244)

I have provided the updated conditions proposed within the application. These conditions have been agreed following consultation with the Police and Environmental Health Team and are deemed by them as appropriate and proportionate given the style of operation to ensure the promotion of the licensing objectives.

I note your various concerns relating to noise emanating from the premises and concerns relating to disturbance and I have attached a full list of conditions proposed with the application.

However, for ease, I have highlighted those below which I believe specifically relate to your concerns:

- Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
- A direct telephone number for the security at the University of Winchester shall be publicly available at all times the premises is open. This telephone number is to be made available to residents and businesses in the vicinity.
- A senior member of staff (manager) will assess the impact of any noisy activities on neighbouring residential premises at the start of the activity/entertainment and periodically throughout the activity/entertainment to ensure levels of noise have not increased.

Following receipt of your concerns, the University of Winchester has amended the application to reduce the hours of licensable activities with all licensable activities now ceasing at 23:00.

Both the University of Winchester team and I would welcome an opportunity to meet you at the West Downs Centre so that we can provide further details of the proposed operation and details of the application. Would you be able to attend the West Downs Centre (room 405) at 18:00 on 7<sup>th</sup> February for a discussion and walk around? If so, please do let me know.

Should you feel reassured by the information provided and are happy to withdraw your representation (confirming this to the Councils Licensing Team) so we can avoid a hearing as to this matter, then please be assured that my client would be happy to continue to liaise with you as to any issues or concerns you may have. Alternatively, you can contact me on my telephone number or email below.

Yours faithfully

**Poppleston Allen**

Alex Tomlinson

0115 9349180

a.tomlinson@popall.co.uk

## Premises Licence Conditions – West Downs Centre.

1. A CCTV system shall be installed at the premises and maintained in good working order and used at all times when the premises are open for licensable activities. Any CCTV footage shall be held for at least 28 days and shall be made available to an officer of the Licensing Authority or Police on reasonable request.
2. An incident log book (which may be electronic) shall be kept on the premises and made available on request to an authorised officer of the Council or Police which will record the following:-
  - a. Any incidents of disorder
  - b. Any seizures of drugs or offensive weapons
  - c. Any ejections of patrons
3. The Challenge 25 proof of age scheme will be operated at the premises where the only acceptable forms of identification are photographic identification cards such as a driving licence or passport.
4. All bar staff to receive appropriate training in relation to alcohol sales prior to commencing their duties. This will include the premise licence conditions, underage sales policy and other relevant licensing matters. Training documents (which may be in an electronic format) shall be made available to an authorised police officer and licensing authority officer upon request.
5. The sale of alcohol from the shop shown on the first floor will be by way of off sales only.
6. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
7. A direct telephone number for the security at the University of Winchester shall be publicly available at all times the premises is open. This telephone number is to be made available to residents and businesses in the vicinity.
8. Whilst music is being played at the premises, a Senior member of staff (Manager or Supervisor) will periodically monitor noise levels from the boundary of the site to ensure that noise levels are reasonable and not likely to cause public nuisance to nearby residents.
9. A copy of the premises' dispersal policy shall be made readily available at the premises for inspection by a police officer and/or an authorised officer of Winchester City Council.

### **List of partners and associates available on request**

**Address:** 37 Stoney Street, The Lace Market, Nottingham NG1 1LS | **T:** 0115 953 8500 | **F:** 0115 953 8501 | **W:** popall.co.uk

**TAB 5**

## **DISPERSAL POLICY**

The University of Winchester is an experienced operator and is aware of the importance of ensuring as far as possible that customers leave as quietly as possible.

The University of Winchester is also aware that the building location makes the safe departure and dispersal of customers of greater importance.

### **Key Targets for this policy.**

The below policy aims to take all reasonable steps to achieve the following targets:

- Guests leave quietly and safely and cause minimum nuisance, disturbance or impact to the surrounding area.
- Residents & other business operators (and their guests) are not disturbed by noise from our venue or from our guests, or our guests' actions.
- Prevention & removal of negative impacting factors on the surrounding area including (but not limited to) urination, littering and damage.
- Prevention of crime being caused or committed by our guests or indeed where our guests are the victim(s).
- Assist anyone who is vulnerable in our vicinity, even those who may not be guests.
- To be a positive influence on our community & work in conjunction with our neighbours, relevant bodies (inclusive of local security) and fellow operators nearby
- Adherence to the licensing objectives
  - o Prevention of crime and disorder
  - o Public safety
  - o Prevention of public nuisance
  - o Protection of children from harm

### **Winding Down**

The University of Winchester will ensure that at peak trading times which are likely to be after 5pm. on every day a manager who holds a Personal Licence is on duty together with sufficient staff (and door staff where appropriate) to adequately manage and control customers when arriving, during their stay and when leaving.

It is anticipated that during the early part of the week (Monday to Thursday) there is likely to be a drift away in keeping with many licensed premises in Winchester but if the space is busy then towards closing time gradual dispersal will be encouraged in the following ways.

1. Management of bookings for an efficient gradual dispersal.
2. Staff encouraging customers to finish their drinks and prepare to leave in plenty of time.
3. Adequate signage.
4. 'Dynamic Closing'
  - a. Use of increased lighting as the last orders are taken or even before and
  - b. Utilise slower music playlists and reducing volume from the time of last orders or even before.

## **Dispersal**

Customers will be directed by staff and signage as they exit the premises.

Sufficient staff (and security staff where appropriate) will be present at the front entrance to the venue and beyond.

At busy times staff will assist in the operation of the lifts to ensure that customers are able to leave the site as quietly as possible.

At that point staff (and door staff where appropriate) will encourage customers to disperse towards XXXXXX and the waiting transport options available as quickly and quietly as possible.

### **Staff and Door Supervisors roles will include the following:-**

1. To encourage customers to leave the premises in a quiet and orderly manner.
2. Not to allow any drinks to be taken outside the building.
3. If a group of customers are found to be loitering near the building, then they will be politely asked to move on as quickly as possible.
4. To do everything in our power to promote the objectives & targets laid out above.

### **General Manager's role**

It is ultimately the responsibility of the General Manager on duty to ensure that:-

1. Door supervisors (Security) and other managers and staff act effectively and responsibly to comply with this policy and are aware of the importance of customers leaving as safely and quietly as possible.
2. Customers do not cause any disturbance or nuisance to any local residents within the vicinity of the premises.
3. To prioritise and assist wherever possible in ensuring that customers leave as safely, quietly and in an orderly manner as possible.

## **Vulnerability**

The University of Winchester are proud to be responsible operators in the area and as such our assistance is not limited to guests alone. We should offer support, advice or assistance to other passers by where we can.

Potential Signs of Vulnerability:

- Persons whose intoxication or physical state means they may not be able to be able to look after themselves and make their way safely home
- A guest / potential guest who has been asked to leave or refused entry. Our responsibility does not stop there. Are we confident that person will get home safely?
- Those leaving alone or looking lost or unsure of where to go.
- People in a highly emotional state

- Persons leaving with a person or group of persons who you suspect are not their friends or trustworthy – For example, a lone guest leaving with a group who have not been guests in the venue may be a cause for suspicion.
- Persons being cajoled, persuaded or physically assisted / corralled away from the venue.
- Persons asking for assistance or lingering near security operatives / staff and not wanting to leave.
- Any body language, behaviour or reports of; violence, sexual misbehaviour or potential domestic abuse, children being in danger or anything else of concern.
- Vulnerability is not limited to specific gender or age and not only occurs at the end of the night.

**If we spot a vulnerable person(s):**

- If a crime is being committed or likely to, please call 999 and a manager should be called to support this process.
- For any other issues a manager should be called to assist if not present already.
- If there is simply a suspicion of vulnerability often the way to ascertain whether that is the case is to simply ask those involved if they're OK or need any assistance
- Remember that in examples of sexual criminal behaviour, the potential victim may not feel able to say they need assistance. In such instances we must endeavour to intervene or at the very least keep said persons in site while we call 999 for assistance
- In all cases – If you are in any doubt, it is always preferable to Investigate, report and take action

**How can we help:**

- Providing transport advice and information on the local area
- Intervention to prevent crimes or escalation of issues
- Providing safe-haven at our entrance or inside where applicable & possible
- Contacting loved ones, the police or other persons in order to make sure guests get home safely or to assist in other ways
- Managers are permitted to pay for transport or assist in other ways to help those most in need get home
- Reporting (either to police where applicable or internally) issues we have witnessed, details of persons involved, timings of issues etc
- Full co-operation with the police or other bodies to assist them at the time or in times subsequent to an issue around vulnerability

Whilst the topic of vulnerability and sexual criminal behaviour is a challenging one, the University of Winchester and other operators in our sector are proud to take steps and actions to support vulnerable people in our area.