



Meeting	Cabinet
Date and Time	Wednesday, 24th January, 2024 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 18 January 2024** 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 13 December 2023** (Pages 5 - 12)

7. Leader and Cabinet Members' Announcements

8. Statement of Community Involvement (Pages 13 - 124)

Key Decision (CAB3442)

9. Car parking and access - improvement programme update (Pages 125 - 146)

Key Decision (CAB3440)

10. To note the future items for consideration by Cabinet as shown on the February 2024 Forward Plan. (Pages 147 - 152)

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

Laura Taylor
Chief Executive



16 January 2024

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](#)

This page is intentionally left blank

CABINET

Wednesday, 13 December 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**

No apologies were received.

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

Councillor Tod announced that Councillor Batho had been nominated as the second councillor to be appointed as a company director of Venta Living Ltd (the Council's housing company). The other councillor was Councillor Pett who had been appointed at Cabinet on 21 June 2023 for the 2023/24 municipal year.

RESOLVED:

That Councillor Batho be appointed as a director of Venta Living Ltd for the remainder of the 2023/24 municipal year.

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.

4. **PUBLIC PARTICIPATION**

One member of the public spoke regarding report CAB3438 and his comments are summarised under the relevant minute below.

5. **MINUTES OF THE PREVIOUS MEETING HELD ON 21 NOVEMBER 2023**

RESOLVED:

That the minutes of the previous meeting held on 21 November 2023 be agreed as a correct record.

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

Councillor Thompson announced that the team from the Winchester Tourist Information Centre had won the Gold award at the Beautiful South Tourism Awards. On behalf of Cabinet, she congratulated all those involved.

Councillor Learney announced that the council's consultation on future recycling proposals had now closed with 8,740 responses received. A presentation on the waste strategy will be considered at the Health and Environment Policy Committee on 22 January 2024.

Councillor Learney also thanked all the council's officers and members who had taken part in the carbon literacy training which had resulted in the council achieving accreditation as a "Silver" carbon literate organisation.

Councillor Becker reported that the consultation on proposals for a future hospital in Hampshire had begun with further information available on the [Hampshire Together website](#). The proposals would be considered at a Health and Environment Policy Committee on 31 January 2024.

Councillor Tod announced that work on the demolition of the former Friarsgate surgery was making good progress. He also announced that he and Councillor Westwood had visited the improved sewage treatment works near Itchen Abbas. Finally, he reported that the Council had received the best score of all the councils within Hampshire on the Climate Emergency UK 2023 Council Climate Action Scorecard and the fifth highest score of any district in the country.

7. **WINCHESTER CITY FOOTBALL CLUB ARTIFICIAL TURF PITCH**
(CAB3437)

Councillor Tod introduced the report, highlighting the benefits of the proposal particularly in terms of improved access for a variety of different groups of people. He also emphasised that planning matters had been addressed by the Planning Committee on 15 November 2023.

At the invitation of the Leader, Councillors Lee and Godfrey addressed the meeting as summarised briefly below.

Councillor Lee

He expressed concern about the environmental impact of a 3G artificial pitch in terms of its manufacture, ongoing maintenance and limited availability for recycling at the end of its life. He highlighted that the EU had banned 3G artificial pitches in September 2023, although an eight year transition period was agreed. He requested that Cabinet attach strong conditions to the business

case to require that the surface management plan was stringently followed to ensure the impact of flood water escape was negligible and that at the end of life, the pitch was recycled to the highest possible standard.

Councillor Godfrey

He spoke in support of the project and the proposed funding as an artificial pitch would allow many more football games to be played each day. He hoped that the various clubs who played there took advantage of this and more members of the public were able to attend in support.

Councillor Tod responded to comments made including emphasising that paragraph 7.3 of the report outlined the measures proposed to minimise the environmental impact. The Service Lead – Community advised that DEFRA would be undertaking a research project into the longer term use of artificial pitches, the timing of which should tie in with when it would be necessary to resurface.

Cabinet Members emphasised the wider health benefits of the proposals in increasing the availability of the facility in terms of time available and also different groups of people (for example, both disability and walking football could only be played on an artificial pitch).

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

RESOLVED:

Subject to successful funding applications to the Football Foundation:

1. That an additional allocation of £100,000 of District CIL receipts to the project be approved, bringing the total funding from District CIL to £300,000;
2. That 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 be approved;
3. That an additional budget and expenditure of £461,000 (funded by the additional CIL, increased grant from the Football Foundation and contribution from WCFC) be approved, 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. That delegated authority to the Strategic Director - Services be approved to appoint the relevant contractors and to negotiate and agree contractual heads of terms with the contract appointment; and
5. That delegated authority to the Service Lead: Legal be approved 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.

That it be noted:

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.

8. **PROPERTY DISPOSALS, 27 EASTGATE STREET, WINCHESTER**
(CAB3438)

Councillor Tod introduced the report emphasising that the disposal of the property would offer the best return for the council and that the council had disposed of a number of other properties in Eastgate Street in recent years.

Ian Tait spoke during public participation as summarised briefly below. He queried why it was proposed to sell this property when at the previous Cabinet meeting it had been decided to refurbish another council owned property rather than sell it (report CAB3433 refers). He also queried the reason for the proposal to retain the car park area but not the house itself. He asked about any future proposals for 88 Sussex Street which was another council owned property the ground floor of which was currently unoccupied.

At the invitation of the Leader, Councillor Horrill addressed the meeting as summarised briefly below.

She understood the reasoning behind the proposal to sell the property but asked a number of points of clarification: a) the proposed use of the sale proceeds; b) when would the council's review of temporary accommodation be published and whether this disposal should be postponed until this was available? c) if sold, could the council still meet its obligations to provide temporary accommodation? d) why was this property not suitable for refurbishment?

Councillor Tod responded to the comments raised including explaining the rationale for the retention of the car park and the reasons for the different decision to that proposed for the Colebrook Street property. An update on the temporary accommodation review was expected at the Business and Housing

Policy Committee in February 2024. Councillor Tod also stated he would make further enquiries regarding 88 Sussex Street and respond to Mr Tait's question outside of the meeting.

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

RESOLVED:

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

9. **Q2 FINANCE & PERFORMANCE MONITORING**
(CAB3424)

Councillor Cutler introduced the report and emphasised the good progress being made against targets in general. He also highlighted that the report had been considered previously at a Performance Panel (minutes included as Appendix 5 to the report) and Scrutiny Committee on 22 November 2023.

At the invitation of the Leader, Councillor Horrill addressed the meeting as summarised briefly below.

She requested that any gaps on targets be completed prior to the publication of the Q3 report or if this was not possible, this be clearly stated. She also asked that the few remaining outstanding questions raised by the Performance Panel be responded to.

Councillor Cutler gave an assurance that both requests would be considered with before the next meeting of the Performance Panel.

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

RESOLVED:

That the progress achieved during Q2 of 2023/24 be noted and the contents of the report be endorsed.

10. **PARK AND RIDE BUS CONTRACT - RESULTS OF TENDERING FOR NEW CONTRACT (LESS EXEMPT APPENDICES)**
(CAB3431)

Councillor Learney introduced the report highlighting that the proposed tender price had come in under budget and also would reduce emissions through the use of Hydrotreated Vegetable Oil (HVO) as an alternative fuel.

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

Councillor Wallace

He raised concerns about the wider environmental impacts of the proposal to use HVO in terms of potential for increased deforestation, reduction in land available for growing food and the cost of shipping the required oils into the country. He asked why the decision to tender on the basis that the bus service would operate on HVO only had been made prior to the report being considered at Cabinet? He believed that the long term solution should be to operate an electric bus service and that steps should be taken to address the infrastructure issues involved.

Councillor Godfrey

He also raised concerns about the wider environmental impact of using HVO and believed that it would not offer significant reductions in polluting gases. He queried why it would be necessary for a future increase in subsidy from the council in operating the park and ride services and also why Appendix A to the report was regarded as exempt. He asked why the report did not give detail comparing the use of HVO, Euro 6 diesel and hydrogen operated vehicles?

Councillor Learney responded to the comments made including emphasising that the proposed approach was a pragmatic decision given the ongoing uncertainty regarding government funding for electric buses. The Strategic Director explained the reasoning behind the approach to tendering and highlighted that indicative prices for diesel and electric alternatives had been requested and were provided in exempt Appendix B of the report. The Head of Programme confirmed that the tender required that the HVO be supplied from certifiable sources and this would be carefully monitored.

The Monitoring Officer explained the reasons for Appendix A being classed as exempt and it was noted that this classification would be reviewed in due course as part of the council's commitment to make information public as soon as legally possible.

Cabinet Members confirmed that they did not wish to go into exempt session to consider further the contents of the exempt appendices.

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

RESOLVED:

1. That 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 of CAB3431. 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. That it be noted 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.

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

RESOLVED:

That the list of future items as set out in the January 2024 forward plan be noted.

12. **EXEMPT BUSINESS:**

RESOLVED:

1. That in all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

2. 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 100I and Schedule 12A to the Local Government Act 1972.

<u>Minute Number</u>	<u>Item</u>	<u>Description of Exempt Information</u>
13	Park & Ride Bus Contract – exempt appendices) Information relating to the) financial or business affairs of) any particular person (including) the authority holding that) information). (Para 3 Schedule) 12A refers)

13. **PARK AND RIDE BUS CONTRACT - RESULTS OF TENDERING FOR NEW CONTRACT (EXEMPT APPENDICES)**

RESOLVED:

That the contents of the exempt appendices be noted.

The meeting commenced at 9.30 am and concluded at 11.00 am

Chairperson

This page is intentionally left blank

CAB3442
CABINET

REPORT TITLE: STATEMENT OF COMMUNITY INVOLVEMENT

24 JANUARY 2024

REPORT OF CABINET MEMBER: Councillor Jackie Porter, Cabinet Member for Place and Local Plan

Contact Officer: Bethany Stokes Tel No: 01962 848909 Email: bstokes@winchester.gov.uk

WARD(S): ALL (OUTSIDE SOUTH DOWNS NATIONAL PARK)

PURPOSE

The Statement of Community Involvement (SCI) describes how the public, businesses and interest groups can get involved in the creation of local planning policy, neighbourhood planning and the planning application decision making process. This is essential to help improve understanding and openness of the planning process. It also identifies how people and groups can engage with the planning system in the best way.

The SCI complements the Council's broader commitment contained within the Council Plan with regards to promoting positive community engagement with local communities, businesses, and interest groups. In our public consultations, we are always striving for innovation to ensure we get as many responses as possible. The Strategic Planning team won two RTPI awards for their consultation methods on the Local Plan for going above and beyond to ensure that everyone could have their say.

The preparation of a SCI is a legal requirement of the Planning and Compulsory Purchase Act 2004 (as amended). Once adopted, the Council is legally obliged to comply with its SCI. The Council has to update the SCI every 5 years. The current SCI was adopted in 2018, and therefore in need of updating in order to ensure that it reflects the latest the government's latest planning policy guidance and legislation including the revised National Planning Policy Framework (NPPF, 2023).

Whilst there is no legal requirement to consult, consultation on the draft SCI took place for a period of 6 weeks between 10th October 2023 and 21st November 2023. The responses to the SCI consultation are attached at Appendix 3 to this document which includes responses to the comments.

This Cabinet paper seeks authorisation to adopt the Statement of Community Involvement (2024) set out at Appendix 1.

RECOMMENDATIONS that Cabinet:

1. Accept the recommended changes to the Statement of Community Involvement 2024 as set out in Appendix 1 (arising from the public consultation); and
2. Adopt the Statement of Community Involvement (dated January 2024) attached at Appendix 1 to this report.

IMPLICATIONS:

1 COUNCIL PLAN OUTCOME

- 1.1 The primary purpose of the Statement of Community Involvement (SCI) is to set out how the Council will engage with people on the Local Plan and associated documents. The SCI also sets out how the Council expects developers and applicants to engage in effective consultation and engagement as well as identifying how the City Council will engage and ask for comments on planning applications as part the development management process. Revising the current SCI ensures that it is up to date with Council's procedures as well as showing the Council's commitment in reviewing its consultation practices and ensuring that legal consultation requirements are being followed.
- 1.2 Tackling the Climate Emergency and Creating a Greener District
- 1.3 The Statement of Community Involvement (SCI) describes how the public, businesses and interest groups can get involved in the creation of local planning policy, neighbourhood planning and the planning application decision making process aimed at shaping where we live, work and enjoy the natural and built environment. This is essential to help improve understanding and openness of the planning process. It also identifies how people and groups can engage with the planning system in the best way.
- 1.4 The SCI does not include policies on tackling the climate emergency and creating a greener district as this is the role of the Local Plan but the SCI has been prepared similarly through the climate emergency lens. The changes to the SCI were prepared to help contribute towards helping to cut the district's carbon footprint and assist the Council to become carbon neutral by 2024 and achieve the same position for the district by 2030.
- 1.5 Homes for all
- 1.6 It is the role of the Local Plan rather than the SCI to determine where and how much residential development should be located in the district outside the South Downs National Park. The number of new homes that we need to plan for is set by the government by its standard method (currently 692 dwellings per year). The government requires all authorities in the country to have a five-year rolling supply of housing land.
- 1.7 Vibrant Local Economy
- 1.8 Whilst this is not a matter for the SCI, creating a vibrant economy is a really important matter in our district. The SCI identifies how we will enable Winchester residents, businesses and interested parties to have their say and get involved within the planning system to help to continue to have a vibrant economy by providing opportunities for new purpose-built employment space, the sustainable consolidation and expansion of existing businesses, and preservation of current employment floor space whilst seeking to protect and

enhance our town and other centres which provide a range of facilities and services.

1.9 Living Well

1.10 The SCI complements the Council's broader commitment contained within the Council Plan with regards to promoting positive community engagement with local communities, businesses, and interest groups. In our public consultations, we are always striving for innovation to ensure we get as many responses as possible. The Strategic Planning team won two RTPI awards for their consultation methods on the Local Plan for going above and beyond to ensure that everyone could have their say.

1.11 The SCI promotes the Council's commitment in engaging with local communities as well as facilitating innovative opportunities to encourage participation in Council services. It is the role of the of the Local Plan rather than SCI to identify how developers need to achieve high quality, well-designed places which are all a critical part of place making and an integral component of climate change and the City Council's journey to net-zero and health and wellbeing agendas. The SCI does encourage all residents, businesses and interested parties of all age ranges, genders and ability to have their say on planning policy matters and development management planning applications.

1.12 Your Services, Your Voice

1.13 The SCI is a very important document in that it enables people to have their say on planning related matters such as progress with the Local Plan and Planning Applications. Whilst there is no legal requirement to consult on the Statement of Community Involvement, a 6 week consultation was undertaken on the proposed changes to the 2018 document. This was on the grounds that a key priority of the Council is to ensure that as many people as possible are able to comment on documents regarding the Local Plan and development management planning applications. A key part of the SCI is ensuring it is updated every 5 years so that residents and interested parties know how they can get involved and have their say. All of the comments on the SCI consultation have been analysed and responded to which ensures that feedback is taken on board.

2 FINANCIAL IMPLICATIONS

2.1 None direct in terms of preparation and publication of the SCI. The different types and scope of community involvement discussed within the SCI will have various financial implications, particularly in relation to consultation on the Local Plan. These would be financed from the Local Plan budget. There is also a financial implication in terms of how the City Council consults and engages with people on development management planning applications. This will be met from existing development management general budget.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 Under regulation 10A of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), local planning authorities must review Statements of Community Involvement at least once every 5 years from their adoption date to ensure that policies remain relevant and effectively address the needs of the local community. In addition, the revised SCI has been produced in accordance with the statutory requirements of the Planning and Compulsory Purchase Act 2004 (as amended), The Localism Act 2011, The Neighbourhood Planning (General) Regulations 2012, The Community Infrastructure Levy Regulations 2010 and Town and Country Planning (Development Management Procedure) (England) Order 2015.

4 WORKFORCE IMPLICATIONS

- 4.1 The various types and scope of community involvement discussed within the SCI will require resources to be implemented, which will include staff resources. Delivery of planning engagement is generally undertaken from within the existing workforce.

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 None

6 CONSULTATION AND COMMUNICATION

- 6.1 The public engagement on the Strategic Issues and Priorities document was recognised by the Royal Town Planning Institute (RTPI) as 'going above and beyond what was expected' and received two RTPI awards including overall South East England award. The SCI needs to be updated to recognise all of the positive ways that the Council is engaging with local residents, communities, organisations and hard to reach groups. The SCI is also being updated to achieve the widest possible engagement on the Local Plan process and will be used during the Regulation 19 consultation. To help ensure that the Local Plan is found to be sound on examination we need to ensure the public and interested people comment on the updated SCI and have an opportunity to feedback on how the Council wishes to engage on the Local Plan and development management planning applications.
- 6.2 The Council must legally comply with its own statutory SCI which the Council previously adopted in December 2018. The world that we live in terms of how we engage with people following COVID has changed in terms of placing a greater emphasis on electronic forms of communication. It is essential that the SCI is updated to reflect these changes.
- 6.3 Consultation on the draft SCI was agreed by the Cabinet Member for Place and Local Plan and lasted for a period of 6 weeks between 10th October 2023 and 21st November 2023. The responses to the SCI consultation are attached at Appendix 3 to this document which includes responses to the comments. A summary of the feedback we received can be found at paragraph 11.8.

7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 The subject matters of the SCI (planning policies and planning applications) are vital considerations in the delivery of sustainable development. The proposed minor changes to the SCI includes electronic engagement which does support the Council's climate emergency.

8 PUBLIC SECTOR EQUALITY DUTY

- 8.1 The revised SCI does not introduce new policy but instead updates the existing SCI by way of the minor amendments outlined below. The SCI sets out generally how we will consult widely on planning issues and engage with hard to reach groups. Development Plan Documents (such as the Local Plan) will be subject to equality impact assessments to ensure that the policies and proposals are consistent with the Council's Equality Policy.
- 8.2 The EQIA for this SCI can be found in Appendix 2. It highlights that we need to:
1. Make sure that non-digital versions of planning consultations can be made available. This is achieved through providing paper documents which can be viewed in the Council offices. The Local Plan Regulation 18 consultation was also placed as a paper document in local Libraries.
 2. Ensure all of our Committees and locations for consultation when in person, are chosen to be accessible to all.

9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None required. The SCI refers to the need for consultations to comply with data protection legislation in respect of matters such as the use of databases and the retention of information. It also explains the role of anonymity in representations on planning documents and planning applications.

10 RISK MANAGEMENT

Risk	Mitigation	Opportunities
Property No risk identified	N/A	N/A
Community Support Risk of community engagement being considered un-comprehensive or ineffective	Ensure proportionate levels of community engagement. Ensure responses are adequately considered and feedback provided.	SCI provides scope for a variety of approaches to community engagement.

Timescales Engagement needs to be carried out in a timely manner.	Engagement and consultations need to provide clear timelines for responses.	Update the LDS if timescales need to be adjusted for the preparation, consultation and adoption of the Local Plan.
Financial exposure	The SCI has been created in house with resources from within the Built Environment team	N/A
Exposure to challenge	As the Government requires SCIs to be updated every 5 years, going out to a 6 week consultation will help mitigate any risks of potential legal challenge that the SCI has not been appropriately updated at the Local Plan Examination.	N/A
Innovation	In our consultations, we are always striving for innovation to ensure we get as many responses as possible. The Strategic Planning team won two RTPI awards for their consultation methods for going above and beyond to ensure everyone could have their say.	Opportunity to use methods developed and used during the 2020-2021 Covid period to reach a wider demographic and improve access via online events. Improvement of equity of access for those people that do not have access to the internet.
Reputation	The SCI ensures we adopt the approach in our Council plan: your service your voice and the 'listening better approach'. SCI enhances our reputation and directs developers how to engage too.	Opportunity to enhance view that the Council will use all methods to communicate as widely as possible. The Council will use post Covid methods of communication used, whilst continuing to support those who are not able to use the internet.
Achievement of outcome	We are following a project plan which controls the outputs of the Local Plan documents in a way to measure time and budget targets.	N/A
Project capacity	Completed in house with officers from the Strategic Planning Policy team	N/A
Other	N/A	N/A

11 SUPPORTING INFORMATION:

11.1 Background

11.2 The planning system is often described as being complex and hard to understand by the general public. A key issue is how local communities, individuals and local groups can be encouraged to participate in the planning process. The SCI seeks to address this by describing how the public, businesses and interest groups can become involved in the creation of local planning policy and the planning application decision-making process. Ensuring that the planning system is easily understood and is open for everyone, is a key corporate priority for the City Council and is essential to help improve understanding and openness of the planning process.

11.3 The Council is required to have a Statement of Community Involvement (SCI) that sets out how it will proactively engage and consult with the local community on the Local Plan and associated documents. The SCI also sets how the Council expects developers/site promoter to engage on development management planning applications. Having an up-to-date SCI is essential as a Planning Inspector at either the Local Plan Examination or a planning appeal, will consider whether the authority or a developer/site promoter have followed the principles that have been set out in the SCI.

11.4 The last SCI was updated in 2018. Changes to legislation in early 2018 now require that the SCI be reviewed at least every 5 years. This also enables it to be updated to include references to Neighbourhood Plans and the Community Infrastructure Levy. It also reflects changes in the capabilities and use of electronic communications which have affected the way the Council now operates in policy and development management.

11.5 The proposed changes to the SCI provides guidance for the preparation of the revised Local Plan and other local development documents that are intended to be prepared in the next few years

11.6 Content of the SCI

11.7 The SCI contains the following sections:

- **Introduction.** Explains the legislative background to the SCI. Summarises the process of preparing the new SCI, including the consultation.
- **Council Planning Engagement.** Sets out general principles for engagement. Outlines the differences between planning policy engagement and involvement in development management. Describes the roles of officers, councillors, parish councils and local MPs. Sets out how the council will communicate with the community, including commitment to equalities and suitable data protection requirements.

- **Planning Policy.** Describes the local plan documents that may be produced and how they inter-relate. Details the stages in preparation of a Local Plan, Supplementary Planning Documents and Community Infrastructure Levy. Describes the Neighbourhood Plan process and sets out the council's policy for assisting with preparation of a Neighbourhood Plan.
- **Development Management.** Sets out a general approach to applications and outlines performance standards. Explains the pre-application service. Describes how planning applications are notified, assessed and reported on. Details how to access the Council's planning portal and how to comment on applications, including relevant factors for comment. Describes the planning committee process. Sets out the post-decision and appeals procedure. Provides information on the planning enforcement service.

11.8 Summary of comments received in the SCI consultation

11.9 We received 20 respondents and 42 individual comments on the various sections of the SCI. Overall the feedback was mainly centred around ensuring communication between the Council and those concerned with Planning Applications and how people can have their say on the progress of the Local Plan. The majority of comments were concerned about matters which the SCI has no control over or power to change such as how long members of the public including Parish Councils are allowed to speak at Planning Committee.

11.10 Having reviewed the comments, two changes were made to the SCI:

1. Historic England suggested a minor change that would add clarity to the SCI. The text in paragraph 3.30 could be simplified as follows, also taking into account the environmental objective of the NPPF paragraph 8: "Conservation of the built, ~~and~~ natural **and historic environments**, including impact on the historic environment"; and
2. The order by which 'Town and Parish' Council is used. Instead of 'Town and Parish' Councils, it will be changed to 'Parish and Town' in order to be consistent with the Council's constitution.

Summary of other points raised:

- There was some confusion about the role of the SCI and some responses were more relevant to the Local Plan consultation rather than the SCI;
- There were multiple comments on the removal of contact details of planning officers from the SCI which has been addressed in the responses to the SCI in Appendix 3;
- There were also comments around the time that Parish Councils are given at Planning Committee. However, this is not something that the SCI has control

over. Public Speaking at Planning Committee is agreed within the Council Meeting Procedure Rules where it states: 'Members of the public will each be limited to a maximum of three minutes, subject to a maximum of fifteen minutes per decision being made.' For more information please click on the link here: [Complete constitution version with bookmarks.pdf \(winchester.gov.uk\)](#) (part 3.3, para 1.8)

- Other comments centred how people without internet access are able to be involved in the planning process; and
- Although not raised as part of the consultation on the SCI, there was a Councillor comment raised at the Decision Day meeting regarding the use of 'Town and Parish Councils' and whether it should be 'Parish and Town Councils'. Although both are correct and used in other Council's Statement of Community Involvements, in order to be consistent with the Council's constitution, the SCI has been changed to 'Parish and Town Councils'.

Responses to the comments that were raised during the public consultation on the SCI have been included in Appendix 3.

12 Conclusion and Next Steps

- 12.1 It is a requirement of the planning system that the Council produces a Statement of Community Involvement (SCI) which sets out how it intends to involve the local community in the preparation of planning policy documents and the consideration of planning applications. The Council's current SCI has been revised and brought up to date with the Council's consultation practices and National policy, regulations and/or wider corporate practice or objectives. Amendments have been made following public consultation as in section 10.8. The recommendation is that the SCI 2024 (Appendix 1) be adopted.

13 OTHER OPTIONS CONSIDERED AND REJECTED

13.1 Options Appraisal

- 13.2 Option1 is recommended: adopt a new version of the SCI which has undergone public consultation. It is important that the SCI is kept up-to-date and to ensure that it is less than 5 years old when the Local Plan goes to an independent Examination. This option follows the advice that was given to Officers of the Strategic Planning Team at the Planning Inspectorate Advisory meeting.

- 13.3 Option 2 – retain the existing SCI that was adopted in 2018. This is not considered an appropriate option because it would mean that the Council's SCI would be out-of-date at the time when the Local Plan goes to an

independent Examination. The SCI would also not accord with current arrangements for public consultation and community engagement on planning matters and National policy, regulations and/or wider corporate practice or objectives which was the main reason for undertaking a review of the content of the SCI.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

DD70 Statement of Community Involvement 2023

PHD776 Statement of Community Involvement FINAL 072318

Other Background Documents:

None

APPENDICES:

Appendix 1 Statement of Community Involvement (dated January 2024)

Appendix 2 SCI Equality Impact Assessment

Appendix 3 SCI consultation responses

This page is intentionally left blank

Appendix 1

**YOUR PLACE
YOUR PLAN.**
Winchester District Local Plan

**STATEMENT OF COMMUNITY
INVOLVEMENT IN PLANNING**

January 2024

Background

On the 9th October 2023 the Cabinet agreed to consult on the draft 2024 version of the Statement of Community Involvement (SCI). The consultation ran from the 10th October 2023 to the 21st November 2023 (a six-week period). The SCI is due to go to Cabinet on 24th January 2024 to determine whether it will be adopted.

A draft SCI is published for public consultation to give residents, businesses, Parish and Town Councils and other groups an opportunity to have a say on how they want to be involved in guiding future development within the Winchester district. Decisions we make, and policies we set affect local residents, businesses and organisations now and in the future, so it's important that everyone has the opportunity to be involved from the start. We aim to work positively and proactively with our local communities to make sure they are fully informed, feel involved in the decision-making process and have timely and meaningful opportunities to have a say on planning matters upon which we consult. This Statement of Community Involvement (SCI) explains how we ensure this happens.

CONTENTS

1. INTRODUCTION	4
What is the SCI?	4
Development of the SCI	5
2. COUNCIL PLANNING ENGAGEMENT	7
General Principles for Community Involvement	7
Roles of Councillors, Officers, Parish and Town Councils and your Local MP	7
Communicating With You	9
Communicating With the Council	10
3. PLANNING POLICY	11
Planning Policy Documents	11
Planning Policy Documents – Stages in Preparation and Opportunities for Involvement	17
Neighbourhood Plans and Neighbourhood Development Orders	26
Community Infrastructure Levy	28
Other Documents	29
4. DEVELOPMENT MANAGEMENT	30
General Approach	30
Planning Performance	30
Pre-Application	31
Planning Applications	32
Making the Planning Decision	37
Post-Decision & Appeals	38
Enforcement	39
APPENDICES	40
1 Planning application process	41
2 Consultees	42
3 Glossary	43

1 INTRODUCTION

What is the SCI?

- 1.1 The Statement of Community Involvement (SCI) is a document that describes how the public, businesses and interest groups can get involved in the creation of local planning policy, neighbourhood planning and the planning application decision making process aimed at shaping where we live work and enjoy the natural and built environment. This is essential to help improve understanding and openness of the planning process. It also identifies how people and groups can engage with the planning system in the best way.
- 1.2 The Planning and Compulsory Purchase Act 2004 (as amended) requires local planning authorities to have a statement of community involvement (SCI) and since January 2018 the regulations now require SCI's to be updated on a regular basis, at least every 5 years. ~~The Planning & Compulsory Purchase Act 2004 requires local planning authorities to have a Statement of Community Involvement (SCI) for planning, setting out their approach to engagement on planning issues. Since January 2018, Regulations now require SCI's to be updated on a regular basis, at least every 5 years.~~ Planning inspectors will consider whether the authority has followed the principles set out in the SCI, when assessing whether planning policy documents have been properly prepared.
- 1.3 The purpose of the 6 week public consultation is to seek views on a revised SCI and whether there are other changes in consultation methods that need to be reflected in this document.
- 1.4 Winchester City Council's 'Statement of Community Involvement in Planning' sets out the Council's approach to involving people in planning matters, whether residents, businesses, visitors or wider stakeholders such as statutory consultees. It covers both planning policy (e.g. the Local Plan and Supplementary Planning Documents) and development management (i.e. planning applications and other development applications). It provides guidance on how people can get involved in the development of planning policies and how they can comment on planning applications.
- 1.5 This document does not cover community involvement other than in regard to planning matters, - mainly statutory planning policy documents such as the local plan and planning applications. There are a number of abbreviations and planning terminology in this document, these are set out in full in the glossary at Appendix 3. The Council is developing more innovative and customer- focused engagement methods generally and participation in planning matters will follow these principles within any

statutory and resource limits.

- 1.6 There are legislative procedures that must be followed in the preparation of planning policy documents and the processing of planning applications, some of which relate to methods of consultation. There are also statutory timescales that must be followed and these factors are included as part of the SCI.

Development of the SCI

- 1.7 ~~The Council's previous SCI dated from 2007. There was a need to change the SCI to reflect changes to the planning system and to update the SCI to reflect new methods of communication, such as the increased role of electronic communication. The SCI also now needs to be updated at least every 5 years.~~
- 1.8 ~~Preparation of the new SCI began in spring of 2017, with the launch of a survey seeking views on methods for participation and consultation for planning policy and planning applications. Notification of the consultation was issued via newsletters including parish connect to those on both local plan and development management databases. The survey ran between 9th March and 24th April 2017 and 159 responses were received. The results of the initial survey fed into the development of the refreshed SCI and a draft SCI was prepared for public consultation. The draft SCI was subject to consultation for 8 weeks from 24th July – 21st September 2018, via the Citizenspace consultation portal. The same methods of publicity were carried out as for the initial survey. 12 responses were received.~~
- 1.9 ~~A final version of the SCI was prepared taking into account feedback from the original survey and the representation made during the consultation on the draft SCI. The final SCI and the preparation and consultation process were considered by the Local Plan Committee and Cabinet in December 2018 and the final document was approved for adoption.~~
- 1.10 The Council's previous SCI dated from 2018. It was temporarily amended to address the temporary legislation during Covid restriction. This highlighted publicity and consultation requirements in the adopted SCI that were not achievable due to these restrictions. This temporary legislation expired in December 2021. The 2018 SCI was then reverted back to the SCI that was adopted in 2018.
- 1.11 The updated SCI reflects the methods used to get various consultees and local groups involved in the consultation and includes methods that received positive feedback on the consultation process from the RTPI

awards in terms of 'going above and beyond what was expected'.

Final SCI

1.12 This SCI has been adopted by the Council as the Statement of Community Involvement in Planning (SCI) on 12th December 2018. This SCI only applies within that part of the District that is outside the South Downs National Park. The SCI is available to view on the Council's website at: [Statement of Community Involvement - Winchester City Council](#)

2 COUNCIL PLANNING ENGAGEMENT

General Principles for Community Involvement in Planning

- 2.1 The Council will use a wide variety of methods to encourage participation in planning, these will vary and a proportionate approach will need to be applied, taking into consideration resources and time available. However, the nature of community involvement is different in policy planning and development management.
- 2.2 In policy planning, involvement occurs through the participation in the development of policy. Different approaches will be appropriate depending on the nature of the document and its stage of preparation. Engagement will primarily occur during the initial preparation phase to gather views and opinions and to enable people to gain understanding of the issues. This will typically be followed by consultation on options or proposed policies, which is a more structured process. There is consultation on draft plans and policies and the council is obliged to consider the representations made.
- 2.3 Development management considers proposals for development, such as planning applications and other related procedures such as conservation area and listed building applications, tree preservation orders and works to trees. The Council's role is to publicise these applications and the community involvement is focused on commenting on the proposals. There is the opportunity to influence developments, as the Council must take account of any representations that are made. However, the scope for involving the public is limited by statutory procedures that need to be followed for consultation. Occasionally, with larger sites, there is an opportunity to become involved in the development of proposals at an early stage when potential applicants or site promoters carry out pre-application consultations.

Roles of Officers, Councillors, Parishes and the MP

Council Officers

- 2.4 Council officers will undertake research, draft planning policies and assess planning applications. In some cases officers will produce public reports or make decisions under delegated powers. Major decisions are made at committee and cabinet meetings, or occasionally at a full Council meeting. At these meetings the officers make recommendations, but it is the members of the committee/Council who make the decision.
- 2.5 Officers are able to provide advice on technical aspects of planning and opinions based on their professional experience. Officers are the first people to contact for queries on planning matters. Officers can assist both members of the public and the elected members with all aspects of the planning process, including planning applications and aspects of planning policy.

Councillors

- 2.6 Councillors (also sometimes called members) are the local elected representatives for the area. The District is comprised of Wards and each Ward has a number of Councillors who represent it. Councillors attend Council meetings and a number of them will comprise the members of various committees such as the Planning Committee and the Cabinet (Local Plan) Committee. The members of committees will listen to any statements made by the public, discuss and debate the reports of officers, question the officers and ultimately vote on any recommendations. The Overview and Scrutiny Committee plays a vital role in maintaining an overview of the City Council's work and looking in depth at areas of particular significance or concern, including examining decisions made by other committees and the executive.
- 2.7 Councillors are a bridge between the community and the Council, being able to liaise with constituents and raise any issues with council officers. Your local Councillor is able to act as an advocate on planning applications for constituents or applicants if they are not a member of planning committee and can also give advice on the planning process and talk about local planning issues in the area. Councillors can call for applications to be discussed at committee and there are specific provisions for them to address committees. If you would like to contact your local Councillor the list of names and contact details can be found on the Council's website at: [Your Councillors - Winchester City Council](#)

Parish and Town Councils

- 2.8 There are Parish and Town ~~& Parish~~ Councils covering all of the District except the Winchester Town area. Within Winchester Town, the Winchester Town Forum discusses issues that may affect the Winchester Town area, but they do not have the same formal role in relation to planning applications, that Town/Parish Councils do. Local residents should therefore contact their local Ward Member within Winchester Town in relation to planning applications.
- 2.9 Parish and ~~Town & Parish~~ Councils are formally notified of planning applications and are also consulted on planning policy issues. Most Parish and Town ~~& Parish~~ Councils have their own planning committees where they discuss applications and agree on a response.
- 2.10 Parish and ~~Town & Parish~~ Councils can request that an application is determined at the Winchester City Council (WCC) Planning Committee if their response raises relevant planning considerations which ~~matters are~~ contrary to the planning officers' recommendation. Town and Parish and Town Councils are provided with a pro-forma to complete which will be web published as part of the electronic case file. ~~The form on the consultation letter must be used in order to do this and it is requested that in doing so, the option to speak public at planning committee and justify your objections / support and call is taken up. Your local Town/Parish Councillors can help ensure that your concerns are addressed by liaising directly with Council Officers on your~~

~~behalf. Town/Parish Councillors cannot sit on Winchester City Council Committee in that role, or vote at City Council meetings, however they are encouraged to attend and participate at the planning committee during public participation.~~

Your Local MP

- 2.11 The role of your local Member of Parliament is to represent the people of their constituency in Parliament. MPs can act as an advocate on behalf of individuals or groups in a wide range of situations, however, MPs are entirely separate from local government and do not have a role within it or any special rights or privileges. Therefore, when planning concerns are raised with MPs, these are often passed directly to the Council for consideration.

Communicating with You

- 2.12 The Council promotes the use of plain English. Planning has a large amount of jargon, technical terms and acronyms. Many of these are necessary as they refer to legislation or are abbreviations for otherwise long titles and descriptions. Documents therefore often contain a glossary that will explain the terms used.
- 2.13 Documents and planning application details can be accessed online ~~and in electronic formats, which ensures a wide reach of circulation. It is recognized that not all people may be able to view information in this way and people should contact the relevant council officer for assistance with this.~~ Copies of important documents such as the Local Plan will be available for inspection at the Council offices in a paper format. Other documents can usually be made available in a paper form, although there may be a fee associated with this. Officers or the Customer Services team should be contacted if documents are required in an alternative format, such as large print or another language.

Equalities

- 2.14 The Council is mindful of its duties under the Equalities Act 2010 to eliminate unlawful discrimination and advance equality of opportunity for all. It is particularly important to encourage people with certain protected characteristics in relation to race, religion, age, disability, gender, sexual orientation, pregnancy or maternity to participate in public life.
- 2.15 Efforts will therefore be made to include those who don't normally get involved in planning, for example by using existing community groups and forums. Where appropriate, we will identify issues that may be of interest to specific groups in the community. The use of social media is a useful tool for reaching groups and individuals who have not traditionally been involved in planning. Workshops and focus groups have been used to successfully engage with particular groups.
- 2.16 The Council will carry out Equalities Impact Assessments (EqIA) on appropriate policies and documents to ensure that there are no adverse effects on the people with

protected characteristics.

Data Protection

- 2.17 We maintain a database of contacts to keep people informed of new policy initiatives. There is a similar database of planning agent contacts for development management. These databases are both covered by GDPR and only used to provide updates for which those who have signed up to the database have requested to be sent e.g. the Regulation 18 Local Plan. In order to register comments on applications and documents, we require contact details which will help us to contact you in regard to the comments made.
- 2.18 The Town and Country Planning (Local Planning) (England) Regulations 2012, requires copies of all representations to be made publicly available. The Council will also publish names and associated representations on its website but will not publish personal information such as telephone numbers, or email addresses.
- 2.19 In accordance with the General Data Protection Regulations (GDPR) the information on the databases and provided in association with planning applications will only be used for appropriate purposes, as agreed when originally provided. The information will only be kept for the necessary period of time required. The Council has an updated privacy policy which can be viewed on the [website](#).

Communicating with the Council

- 2.20 The [Planning Portal](#) provides helpful information on the planning system and processes. National guidance can be found in the [National Planning Policy Framework](#) and [National Planning Policy Guidance](#). Further information can be found via the planning professional body the [Royal Town Planning Institute \(RTPI\)](#). [Planning Aid](#) offers free, independent planning advice and assistance to individuals and communities. These services should be used to answer general queries on the planning process.
- 2.21 ~~The best way to contact the Council regarding planning matters is to contact the relevant officer directly where one is named. The details of case officers are shown on the planning application public access system and contact details will be given on all planning policy documents, or the covering letters or notifications. Representations on a planning application should be submitted via the online public access system, which also contains supporting information for a planning application.~~
- 2.22 Telephone calls can often resolve issues speedily. Planning policy can be contacted via customer services 01962 840222 and development management via 01962 848177. There are also general contact emails for planning policy (planningpolicy@winchester.gov.uk) and development management (planning@winchester.gov.uk)
- 2.23 While we try to provide a good service, we know that sometimes things go wrong. The

best way to resolve issues is to contact the relevant officer directly. Following that, the Team Leaders are best placed to discuss planning issues and procedures. There is also senior management to overview situations. Where issues are not resolved at this level, there is information on [complaints procedures](#) on the website, including a complaints form that can be completed.

~~1.1 The Planning Portal provides helpful information on the planning system and processes. National guidance can be found in the [National Planning Policy Framework](#) and [National Planning Policy Guidance](#). Further information can be found via the planning professional body the [Royal Town Planning Institute \(RTPI\)](#). [Planning Aid](#) offers free, independent planning advice and assistance to individuals and communities. These services should be used to answer general queries on the planning process.~~

3 PLANNING POLICY

3.1 The Council has developed various policies that help shape the form of development throughout the part of the District that is outside the South Downs National Park (SDNP). Within the National Park, the SDNP Authority is responsible for planning policy and has adopted its own SCI with the most recent version published in August 2017 [April 2022](#)

3.2 Planning policies set out a strategic vision for the pattern of future development within the area. Policies aim to provide guidance as to where development should take place, and the scale of that development, whilst protecting both the built and natural environment and maintaining and enhancing the local economy, and community facilities. There may be specific policies that allocate land for particular types of development, such as areas for new housing. There will also be planning policies that set out guidelines for assessing planning applications for development.

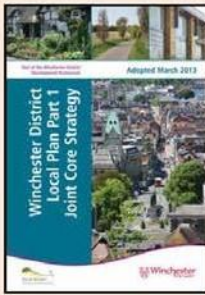
3.3 The Council maintains a list of individuals and groups that are interested in planning policy issues and want to be kept informed. The database's contacts will be informed of any new planning policy initiatives and consultations, as well as the status of planning documents as they move through the statutory plan process. It is advised that those with an interest in planning policy issues subscribe to updates on the local plan via the Council's website by clicking [here](#). The planning policy database will only be kept up to date and used in compliance with GDPR guidelines.

Planning Policy Documents

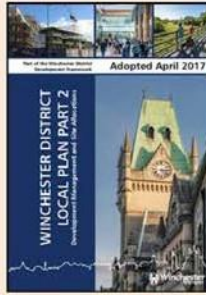
3.4 Planning policy documents comprise a mix of statutory documents such as the Local Plan and any Neighbourhood Plans, together with any Supplementary Planning Documents and other local development documents. These are supported by various reports, technical studies and research, which form the 'evidence base' for policies.

- 3.5 The Council's [Local Development Scheme \(LDS\)](#), which was updated in August 2023, provides a programme for the production of Development Plan Documents and associated documents. The LDS is the starting point for finding out what the timetable is for the local plan and other documents and to see key dates for decisions and public involvement. The LDS is updated on a regular basis as required. Changes to the LDS will be considered by the Council's Cabinet ~~/Local Plan Committee~~ and the final version published on the Council's website. ~~The existence of a revised LDS will be further publicised through the local plan newsletter circulation.~~
- 3.6 The local authority is required to follow procedures in the creation and adoption of statutory planning policy documents. Technical data and reports that are typically not subject to consultation make up a large portion of the evidence base. However, there may be some consultation or public participation when the evidence is based on surveys or input from specific groups. Parish Plans and other papers created by the community may also be used as background data when preparing plans. On the Council's website, any documents used as evidence should be viewable.
- 3.7 The diagram below (Figure 1) illustrates the planning policy documents for the Winchester District, and the table that follows describes the planning policy documents in more detail.

Winchester District Development Plan



Local Plan Part 1: Core Strategy



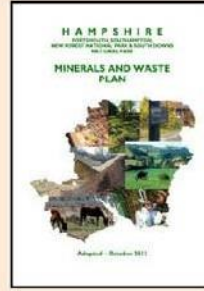
Local Plan Part 2: Development Management and site allocations



Gypsy, Traveller and Travelling Showpeople DPD



Denmead Neighbourhood Plan



Hampshire Minerals and Waste Local Plan

Supplementary Planning Documents

Other Planning Documents

Statement of Community Involvement

SCI Review

Local Development Scheme

Updated as required

Authorities Monitoring Report

Updated Annually

Community Infrastructure Levy Charging

CIL Review

Figure 1: Local Plan Documents Table 1: Planning Policy Documents and Consultation Requirements

Document	Consultation?
Development Plan Documents	
<p>Local Plan This may be formed of several parts such as the Core Strategy together with any allocations plans, development management policies and other plans such as Action Area Plans.</p>	<p>Statutory requirements at various stages.</p> <p>Set out in the Planning Acts & Local Plan Regulations</p>
<p>Neighbourhood Plan Once formally 'made', Neighbourhood Plans form part of the Development Plan for an area. To date, only the Denmead Neighbourhood Plan has been made in the Winchester area outside the SDNP.</p>	<p>Statutory requirements at various stages.</p> <p>Set out in the Planning Acts, the Localism Act, the Neighbourhood Planning Act, the Local Plan Regulations & Neighbourhood Plan Regulations</p>
<p>The Minerals & Waste Plan Also forms part of the Development Plan for the District, but it is prepared by Hampshire County Council as they are the Minerals and Waste Planning Authority. Therefore they will also undertake any consultation on its preparation.</p>	<p>Statutory requirements at various stages, as for other DPDs.</p> <p>Set out in the Planning Acts & Local Plan Regulations</p>
Local Development Documents	
<p>Supplementary Planning Documents (SPD) Not part of the Development Plan itself, but supplement policies within it. Formally adopted by the Council and provide guidance on particular topics and/or in particular locations. Examples in Winchester currently include High Quality Places, Affordable Housing, Residential Car Parking Standards and a number of Village/Neighbourhood and Local Area Design Statements</p>	<p>Statutory requirements at various stages, but different to DPD requirements.</p> <p>Set out in the Planning Acts & Local Plan Regulations</p>
<p>Community Infrastructure Levy (CIL) Charging Schedule. Community Infrastructure Levy (CIL) is a charge that allows local authorities to raise funds from new development to fund essential infrastructure. The Charging Schedule sets out the levy rates that will be charged and how and where they will be applied.</p>	<p>Statutory requirements at various stages.</p> <p>Set out in the CIL Regulations</p>

<p>Authority’s Monitoring Report (AMR) Reports on the progress on policy development and the performance of policies, on an annual basis. It includes information on housing completions and a housing trajectory plotting future housing delivery.</p>	<p>No consultation, as a technical document.</p> <p>Planning Acts and local plan regulations set out the requirements for producing monitoring reports and their required content</p>
<p>Local Development Scheme (LDS) A program <u>timetable</u> for the production of Development Plan Documents and associated documents. Contains a detailed timetable for a 3yr period. Updated on a regular basis as required.</p>	<p>No consultation, as a technical document, but is agreed by Cabinet .</p> <p>Required by Planning Acts. Needs to be kept up-to-date.</p>
<p>Statement of Community Involvement (SCI) Sets out the Council policy for involving stakeholders and the wider community in planning issues. Covers planning policy and development management.</p>	<p>Consultation and adoption is required, but the mechanisms are not specified.</p> <p>Required by Planning Acts. Needs to be kept up-to-date and now needs to be reviewed at least every 5yrs in parallel with the Local Plan.</p>
<p>Supporting Assessments Prepared alongside and submitted in support of DPDs and Neighbourhood Plans</p>	
<p>Sustainability Appraisal (SA) Considers the environmental, social and economic impact of the policies and proposals contained therein. Assesses policies at various stages of preparation, including the consideration of reasonable alternatives. The SA of a DPD includes the required Strategic Environmental Appraisal.</p>	<p>Consulted as part of the consultation on the DPD or Neighbourhood Plan</p> <p>Set out in Planning Legislation & Local Plan Regulations</p>
<p>Strategic Environmental Appraisal (SEA) This assesses plans and policies where there may be significant environmental effects. These may occasionally be required where a SA has not already been undertaken, for Neighbourhood Plans or SPD</p>	<p>Early consultation with the SEA consultation bodies and general consultation as part of the DPD/Neighbourhood Plan public consultation</p> <p>Set out in the SEA Directive and Environmental Assessment of Plans and Programmes Regulations,</p>
<p>Habitats Regulations Assessments The HRA screening considers if the potential impacts arising as from a plan are likely to have significant effect on any sites designated for their nature conservation importance, either alone or in combination with other plans and projects. If potential impacts are identified then this will</p>	<p>Consultation with specified bodies as set out under the Conservation of Habitats and Species Regulations 2017</p> <p>Consulted as part of the consultation on the DPD or</p>

trigger the need for a more detailed Appropriate Assessment.

Neighbourhood Plan

Other documents

Other documents and studies are necessary for the formulation of planning policies.

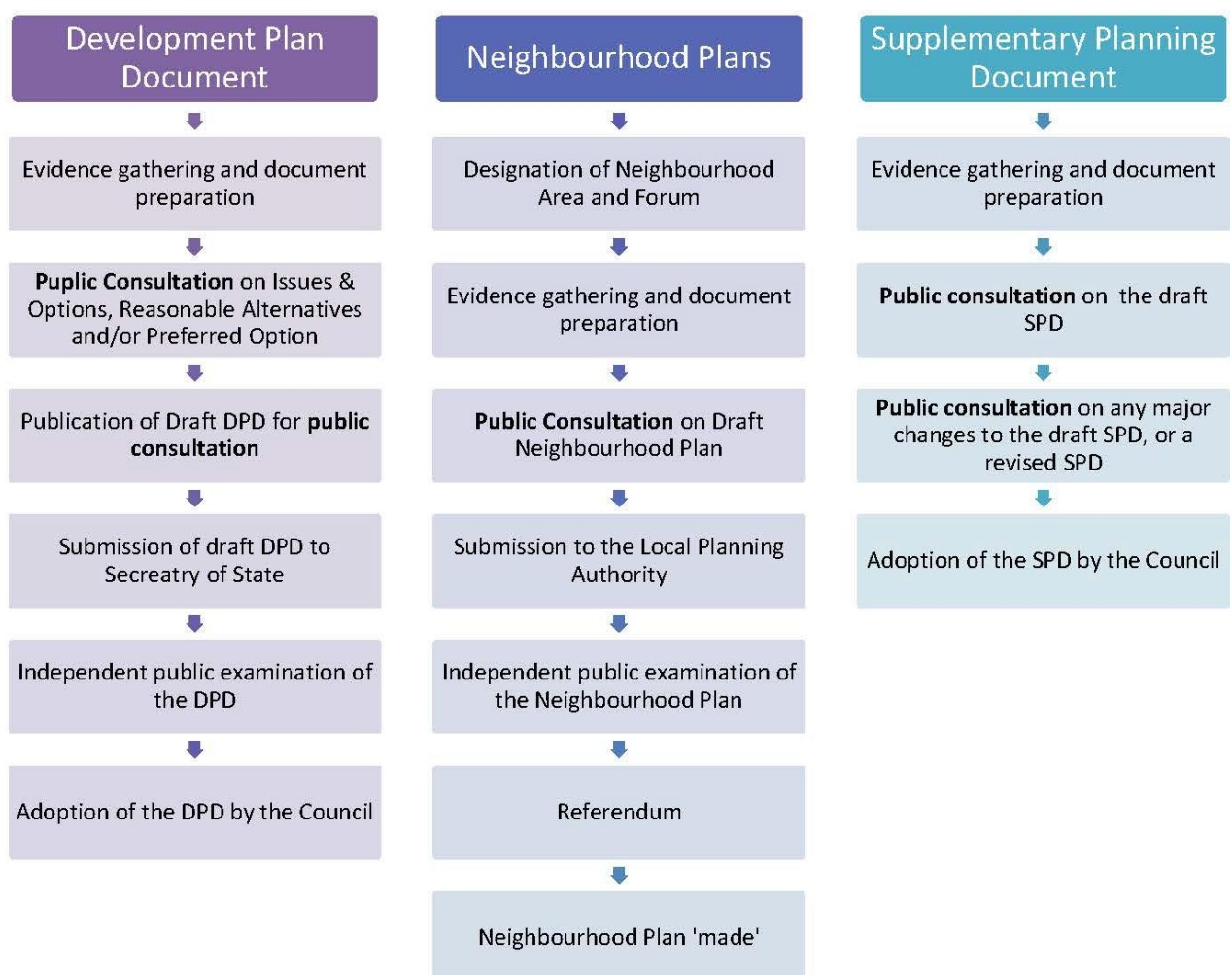
Examples include Strategic Housing & Economic Land Availability Assessment (SHELAA) [Formerly SHLAA], Brownfield Land Register, Housing Needs Assessments, Infrastructure Delivery Plan, Green Infrastructure Studies, Transport Assessments, and Local Flood Risk Assessments.

Not generally consulted on, but are parts of the evidence base and can be challenged through the examination process.

Planning Policy Documents – Stages in Preparation & Opportunities for Involvement

3.8 The diagram below (Figure 2) illustrates the preparation process for the main types of policy documents and the opportunities for engagement and consultation at each stage. References to preparation also refer to the preparation of any Local Planning Documents that are jointly prepared with other authorities and also to any revisions of any Local Development Documents (LDD)

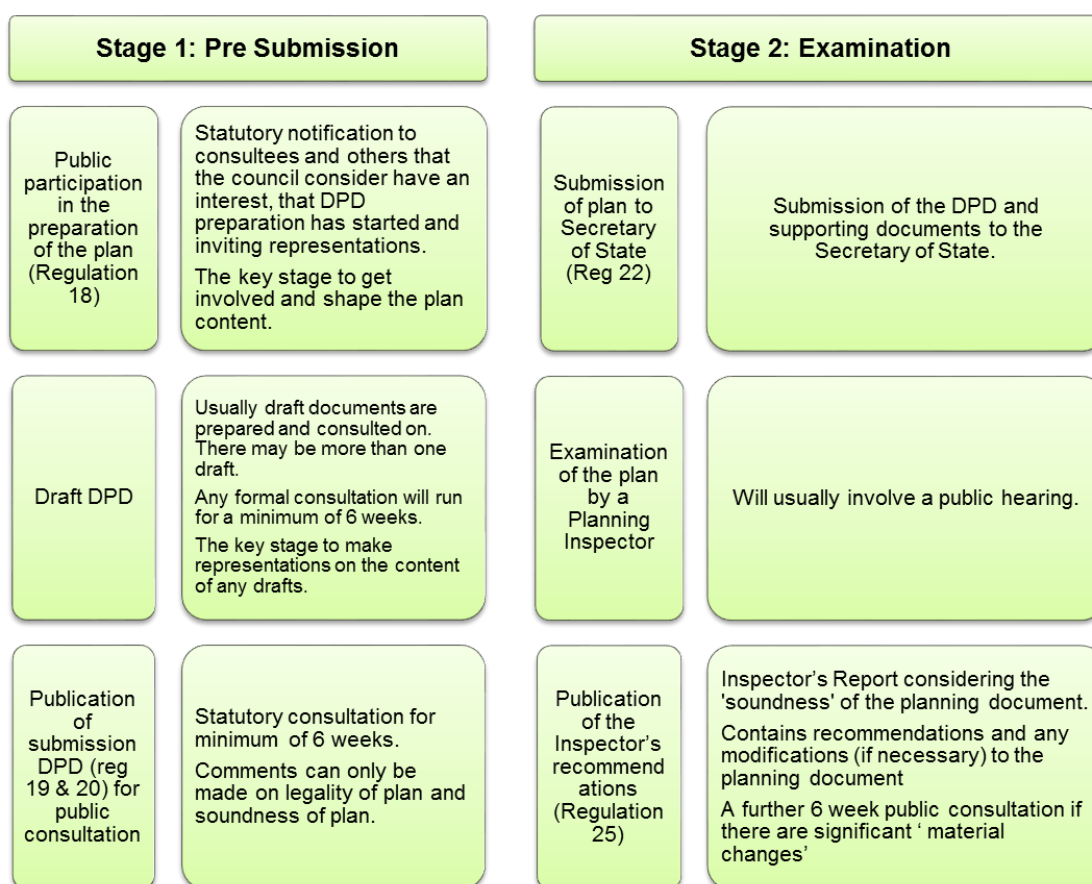
Figure 2: Planning Policy Documents Preparation Process



DEVELOPMENT PLAN DOCUMENTS (DPD) [Local Plan & others] & SUPPLEMENTARY PLANNING DOCUMENTS (SPD) PREPARATION

3.9 DPDs such as the Local Plan will require a wide range of engagement across the District over a considerable period of time in order to properly consider all the issues involved and develop a sound strategy. The following sections describe the main stages for its preparation and the opportunities for involvement at each stage and the diagram below (Figure 3) summarises the key stages for a DPD.

Figure 3: DPD Preparation Process



Preparation of DPD – early stages of evidence gathering and engagement, this stage is the main time to become involved in the identification of issues for the DPD and the development of emerging strategies, policies and proposals.

Consultees

3.10 Formal commencement of work on the preparation of a DPD such as the Local Plan requires notification under Regulation 18 of the Parish and Town & Parish

Country Planning (Local Planning) (England) Regulations 2012. The local planning authority must notify the specific and general consultees, local residents and business as appropriate, inviting representations on the content of the document. Councils are required to take into account any representations that are made in response.

- 3.11 The current list of specific and general consultees that would be relevant for Winchester City Council are listed in Appendix 2

Duty to Cooperate

- 3.12 Under the current legislation, Council's are required to compile and demonstrate how they have met ~~the~~ Duty to Cooperate obligations which requires that formal cooperation is sought from particular bodies required over planning for development needs. This is particularly important when it is difficult to accommodate identified needs, such as for housing within the authority and assistance is sought from neighbouring authorities. The Duty to Cooperate is not a duty to agree. The Council has to demonstrate that it has cooperated with the required consultees when submitting documents for examination. The current list of the Duty to Cooperate consultees is attached as Appendix 2. Some of these are also specific or general consultees.

Publicity

- 3.13 The Council will always give notification of the start of the front loading of a new planning policy (DPD or SPD). New initiatives will be publicised by a notice on the website. ~~Tweets and other s~~ Social media platforms may be used to increase awareness and invite involvement from a wider audience, particularly from those not traditionally engaged with planning. A press release is usually prepared for the commencement of work on a new document. Persons and groups registered on the policy database will be notified via the planning policy e-newsletter an email alert. ~~It is likely that there will also be a mention in the~~ Depending on the timing, documents will be advertised in Parish Connect newsletter, that goes to Parish and Town Councils (and the Winchester Town Forum) and Council Members will also be notified.

Community Involvement

- 3.14 The Council will undertake initial engagement with communities and stakeholders in early stages of preparing the Local Plan. This 'front-loading' gives people the chance to get involved in plan-making from the beginning of the process. The involvement should assist in the identification of important issues and the development of appropriate options.
- 3.15 The type of methods used and the scope and degree of engagement/consultation will vary depending on the nature and scope of the

document being developed. Examples include:

- Emails and letters targeting established contacts and Parish and Town & Parish Councils
- ~~Newsletters or leaflets enable more detail to be given on proposals. They can also be used to publicise events or meetings and be widely available~~
- Information(text and images) for Parish and Town & Parish Newsletters
- Posters (supplied and displayed at a range of venues and notice boards)
- Local plan exhibitions and public meetings, with officers available for questions
- Newspaper adverts
- Meetings with stakeholders and local communities such as Parish and Town & Parish Councils, or workshops on particular issues, or with specific groups
- Surveys and questionnaires
- Social media for publicity ~~and as a forum for debate~~

3.16 A combination of methods can often obtain the most comprehensive results, however consideration needs to be given to the availability of resources and the benefits that will be achieved. Statutory time constraints need to be taken into account. Methods should be chosen in proportion to the scale of the issue(s) and the resources (including time and money) available. In some instances there are statutory timescales for consultations or notifications and prescribed procedures that need to be followed, which may not allow for comprehensive engagement.

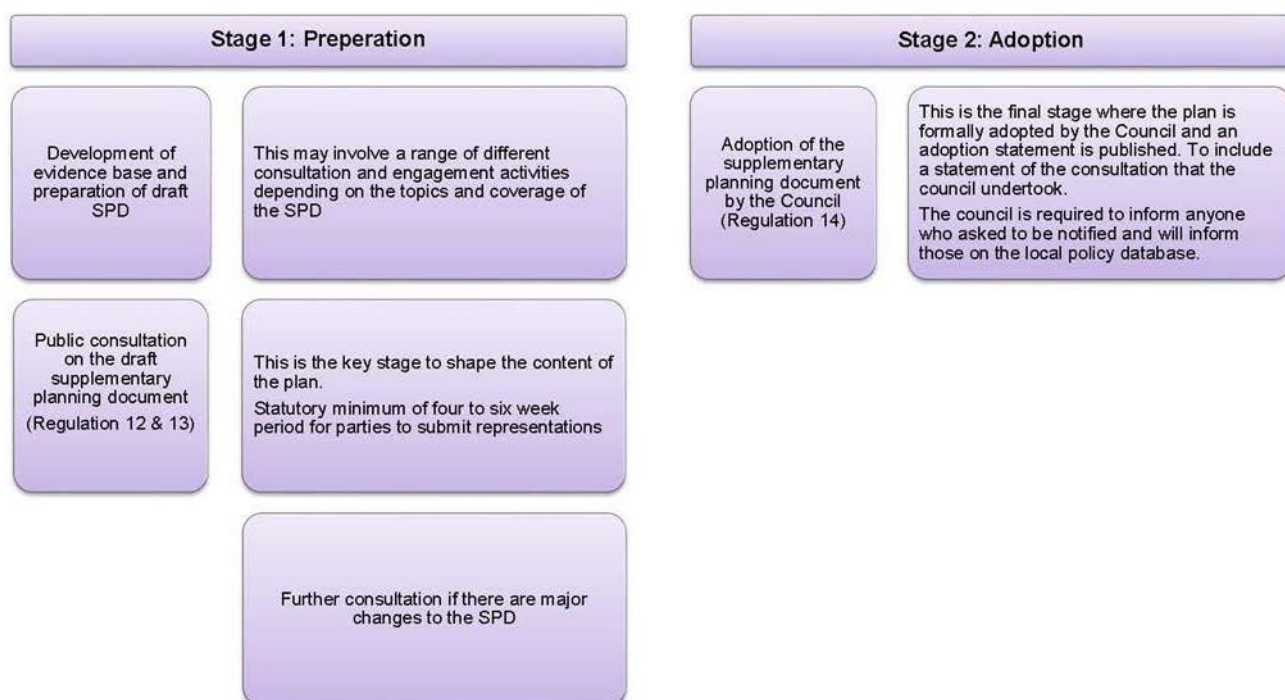
3.17 In all cases the following principles should be followed:

- Consultation should be clear & concise, informative and have a purpose,
- Engagement should reach out to groups, be creative, active and provide feedback.
- Arrangements should take into account the groups being consulted and be targeted where possible
- Consultations should last for a proportionate amount of time (usually 6 weeks)
- Consultations should not run over the main holiday periods, such as school holidays. If this is unavoidable, additional time periods should be factored in.
- Depending on the content, consultations should be avoided during national or local elections.
- Feedback should be provided and representations should be taken account of

in a way that enables persons to see the council's response.

Preparation of SPD

Figure 4: SPD Preparation Process



3.18 SPD supplement policies in the adopted development plan. They take a variety of forms and can be topic-specific or location-specific. SPDs can be prepared by the Council, but in Winchester, local communities have often taken the lead in preparing local design SPDs. Examples of these are Village Design Statements, Neighbourhood Design Statements and Local Area Design Statements.

3.19 Although there is a formal process for adopting SPDs, once done so, they can become a significant factor in planning requests. There is a lot of flexibility in how SPDs are created and should involve the community in the creation of the documents. The Council will use targeted engagement strategies similar to those used in the DPD preparation.

Draft DPD/SPD – this stage is the opportunity to make representations on draft plans and proposals.

Committee

3.20 Before publishing draft DPD or SPD for consultation, they will be considered by an executive committee of the Council (such as the Local Plan Committee, or the Cabinet) who will approve the draft for consultation. In some instances the

Council's ~~Portfolio Holder Decision Notice procedure~~ Cabinet Member Decision Day may be a more appropriate route to agree for example – draft SPD for consultation. This is opportunity for councillors to discuss the policies. The meetings are public, so there is the opportunity to speak to the committee, notice must be given to the Democratic Services Officer if a full reply is sought. More detail on how to speak at committees is provided on the [Council's website](#).

Consultation

- 3.21 There will then be public consultation on the draft. Regulations set out specific requirements, such as a minimum 6 week period for consultation on DPDs and a minimum of 4 weeks for SPD. Regulations also require that certain bodies that should be notified and that documents must be available on the website, displayed at Council offices and other appropriate places.
- 3.22 The Council will aim to go beyond these minimum requirements. The draft document (and the evolving sustainability appraisal for DPDs) together with any other supporting documents, will be made available on the website, the Council offices and key libraries for inspection. Further publicity will be achieved by press release and notices in the local paper.
- 3.23 Contacts on the data base will be notified of this stage and again, further publicity will be gathered via social media, articles on the website etc. There may be public meetings/exhibitions associated with this. The consultation will usually run for at least 6 weeks and will try to avoid major holidays, or extend the consultation period accordingly. The preferred method of making representations is via the Council's on-line consultation hub using Citizen Space. However, it is recognised that not everybody is able to make use of this format and all email or paper representations will be considered as long as they are received by the deadline.
- 3.24 Draft DPD may have a preferred option or series of options for consideration. For all types of policy documents there may be more than one stage of consultation depending on the document and the nature and scale of issues involved. This may include targeted consultation on certain issues, or for particular locations.

Final DPD/SPD Development Plan Document/Supplementary Planning Document

- 3.25 Following the consultation on the draft, representations received will be considered and changes made where appropriate and justified. A final version of the DPD/SPD will be prepared. SPDs can be adopted by the Council by a resolution of committee. However DPDs – such as the Local Plan – are subject to a statutory public consultation prior to the formal submission to the Secretary of State for examination.

Committee & Council

- 3.26 Before the DPD/SPD are finalised, they will again be considered at committee, which will be a public meeting as before. This enables local councillors to debate and agree the final document and ensures that matters raised through the consultation are taken into consideration.

Development Plan Document

- 3.27 A meeting of the Full Council is required to approve the final version of the DPD. This final version is the document that the Council intends to submit and it may be termed the Pre-Submission, Proposed Submission or Publication version of the plan (or other DPD).
- 3.28 Following approval by the Council for publication and submission there will be a further statutory consultation for a period of at least 6 weeks. Similar publicity will be carried out as for the draft DPD. At this stage of the process legislation prescribes that representations must only be made on matters of soundness i.e., whether the document has been properly prepared, and is legally compliant. The Council will normally supply further guidance on what this means alongside the published DPD.
- 3.29 The Council cannot respond to representations made at this stage, but will send the representations together with a summary of the issues raised, to the Planning Inspectorate for consideration when the DPD is submitted.
- 3.30 Again, representations should ideally be made via Citizen Space, or by email or letter. To be taken into account, all representations must be made in writing and received by the deadline.

SPD

- 3.31 SPDs can be adopted when the Council has considered the representations made, taken account of any issues raised and made any necessary amendments to the SPD. A meeting of the Council's ~~Cabinet~~ Local Plan Cabinet Committee or a Member Decision Day can be used to ~~will~~ formally adopt the SPD and it will then be a material planning consideration for planning decisions.
- 3.32 When planning authorities adopt an SPD, they must write to those who wished to be kept informed of its progress and prepare a consultation statement, that sets out who was consulted, summarises the main issues raised and shows how they have been addressed in the SPD. SPD are subject to a three month challenge period.

EXAMINATION DPD – This is when the DPD is examined by an independent

Submission

- 3.33 Following the period of formal consultation on the pre-submission plan, the final DPD and supporting documentation is prepared for submission to the Secretary of State (the Planning Inspectorate) for examination. A programme officer will be appointed to administer the examination process.
- 3.34 Regulations prescribe what supporting documents must be submitted with the DPD, which are currently a final Sustainability Appraisal/Strategic Environmental Assessment, together with Habitats Regulations/Appropriate Assessment; Local Development Scheme; Authorities Monitoring Report and Equalities Impact Assessment, a Duty to Cooperate Statement and a Statement of Consultation. For a Local Plan, the Council is also likely to prepare self-assessments of the soundness and legality of the Local Plan, which will also be made publicly available.
- 3.35 The Statement of Consultation sets out what bodies and persons were invited to make representations, such as the statutory and general consultees, how they were invited, a summary of the main issues raised and how the representations were taken into account. It also includes a summary of any representations made at the publication of the DPD and copies of the representations. The Duty to Co-operate Statement shows what actions the Council has carried out under the Duty to Co-operate requirements, such as liaising with neighbouring authorities and statutory consultees.
- 3.36 When the DPD is submitted a formal notice is published and we will notify all those who requested to be notified of the submission together with the specific and general consultation bodies. Regulations also require that a copy of the DPD and the documents submitted with it must be made available for inspection as soon as reasonably practicable following the submission. 'Availability' is defined in the Regulations as at the principal office and other places we consider appropriate, during offices hours & published on the website with copies being made available on request.
- 3.37 No further consultation is undertaken at this stage, but the programme officer appointed will write to all those who have made a representation, asking if they want to attend any hearing/examination or make further written representations when the Inspector publishes the issues to be discussed.
- 3.38 The Programme Officer will organise the Examination process and like the Inspector is independent from the Council. All contact and further discussion on the submitted plan should be via the Programme Officer who will organise any hearing sessions and ensure documents are available for inspection both on the internet and at the examination. The Inspector decides whether a

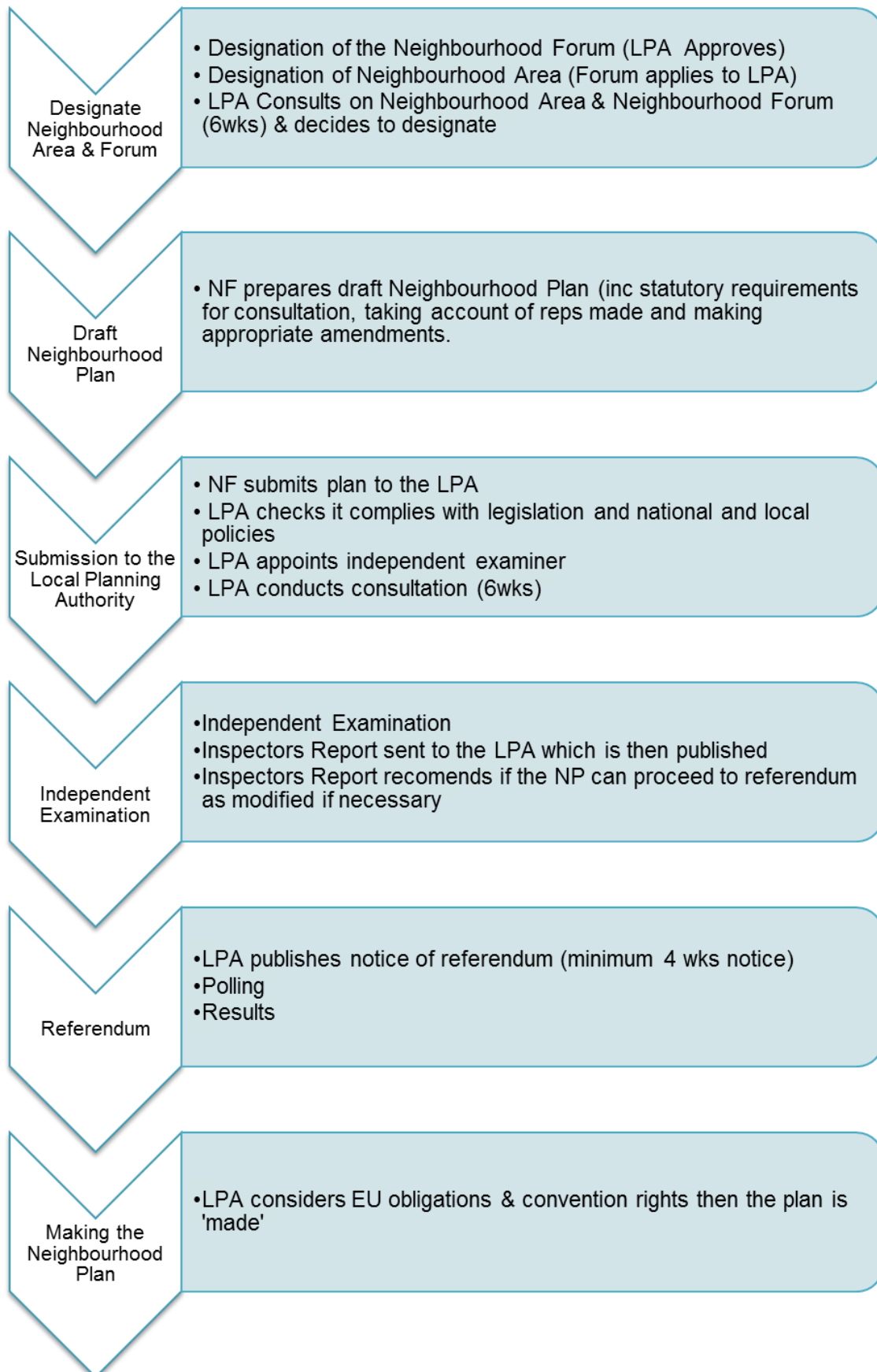
hearing should be held and the issues that will be discussed.

- 3.39 At least 6 weeks before any hearing the Council will publicise the hearing and specifically notify those who made representations at the publication stage.
- 3.40 Following the examination there will be an Inspector's Report, which may make recommendations and the DPD can be adopted by the Council if it complies with these. If modifications to the DPD are necessary, the council will run a further 6 week consultation on these changes before it can adopt the DPD. This will include any modifications that were proposed by the Council accompanying or following the submission of the plan as well as any further modifications proposed following the examination.
- 3.41 The Inspector's Report will be published on the council's website and displayed at the council offices and other locations as considered to be appropriate. Notice will also be given to persons who requested to be made aware of the Report. The council is likely to further publicise the availability of the Report on the website and via social media.
- 3.42 The council can formally adopt the plan on receipt of the Inspector's Report, at a formal meeting of the Full Council. The plan will then be made available in accordance with the statutory requirements. This entails publishing the DPD, adoption statement and other relevant evidence base documents on the Council's website and making them available for viewing. The council will also use local press and social media to publicise adoption of the local plan.
- 3.43 The Council will also send a copy of the Adoption Statement to all those who have asked to be notified of the Adoption.
- 3.44 There is a final 6 week period during which challenges can be made on strict legal grounds only. Apart from this, there are no provisions to challenge or appeal against the Adopted DPD or any policies within it.

Neighbourhood Plans and Neighbourhood Development Orders

- 3.45 Neighbourhood planning was introduced by the Localism Act (2011). The Act enables local community groups, subject to specified procedures, to apply to the Council for designation as Neighbourhood Forums and for the designation of Neighbourhood Areas. The Forums are generally the local Parish Council. In non-parished areas a designated Neighbourhood Forum consisting of residents, businesses and other community interests can take the lead.
- 3.46 Forums are responsible for preparing Neighbourhood Development Plans, Community Right to Build Orders or Neighbourhood Development Orders.
- 3.47 Neighbourhood Plans allow communities to establish general planning policies for the development of land in the area. They can set out where new homes, businesses, shops and community facilities should be placed in their local area, and can allocate small sites for development.
- 3.48 Neighbourhood Development Orders (including community right to build orders) grant planning permission for a specific type of development in a particular area. This could be either a particular development or a particular class of development such as housing or retail.
- 3.49 Neighbourhood Plans/Orders must be produced in line with national planning policy guidance and locally produced planning policies as once they are made they form part of the overall development plan for the area.
- 3.50 Like local plans, Acts and Regulations cover neighbourhood plan/orders preparation, including consultation requirements. These are currently set out in the Neighbourhood Planning Acts 2017 and 2018 and the Neighbourhood Planning Regulations 2012 – 2018 (as amended).
- 3.51 The Neighbourhood Forum should decide how to engage with their local community in preparing the plan/order, up until the final draft ('proposed submission') plan stage. The planning authority's role is to carry out certain statutory functions and provide technical advice and support to groups developing a plan. Forums or other groups interested in preparing a Neighbourhood Plan or NDO should contact the Council's planning policy team to arrange an initial meeting at which the parameters for assistance with the plan/NDO preparation process can be established.
- 3.52 The diagram below (Figure 5) illustrates the various stages in preparing Neighbourhood Plans/Orders, the opportunities for engagement and whether consultation is being carried out by the forum or the local planning authority

Figure 5: Neighbourhood Plan Preparation Process



Community Infrastructure Levy (CIL)

- ~~3.53 There are CIL Regulations that prescribe the steps that need to be undertaken in the preparation of CIL Charging Schedules, as described in Figure 5 below. The procedures for preparation, consultation, submission and examination are very similar to those for DPD preparation.~~
- ~~3.54 Initial preparation of a draft CIL involves engagement with key stakeholders to establish the scope and content of the CIL. The Council will prepare a preliminary draft and this will then be consulted on for a period of 6 weeks. Following this, the Council will consider the representations received and prepare a Draft Charging Schedule. This is then consulted upon for a further statutory 6 week period.3.55 If there are any modifications following consultation on the Draft, there will be another consultation for at least 4 weeks.~~
- ~~3.55 Following the consultation periods, the Draft Charging Schedule will be submitted to the Secretary of State, The supporting documents submitted with the CIL Draft will include a statement of the representations made and how 25 they have been taken into account by the council. There will be an independent examination of the CIL by an Inspector, which is likely to involve a public hearing.~~
- ~~3.56 The Inspector will prepare a report on the CIL and make recommendations. The council will adopt the CIL by a Council resolution~~
- 3.53 There are CIL Regulations that prescribe the steps that need to be undertaken in the preparation of CIL Charging Schedules. The procedures for preparation, consultation, submission and examination are very similar to those for DPD preparation.
- 3.54 Initial preparation of a draft CIL Charging Schedule involves engagement with key stakeholders to establish the scope and content of the proposed document. The Council will prepare a Draft Charging Schedule and this will then be consulted on and representations sought for a period of 6 weeks. Following this, the Council will consider the representations.
- 3.55 If there are any modifications following consultation on the Draft, there may be another consultation for at least 4 weeks but this is at the discretion of the charging authority. Following the consultation periods, the Draft Charging Schedule will be submitted to the Secretary of State. The supporting documents submitted with the CIL Draft will include a statement of the representations made and how they have been taken into account by the council. There will be an independent examination of the evidence and CIL Rates proposed by an external Inspector which is likely to involve a public hearing. The Inspector will prepare a report on the CIL charging schedule and make recommendations. The council will adopt the CIL charging schedule by a Council resolution.

Other Documents

3.56 Other documents are also produced that form part of the evidence base underpinning the statutory documents. These mainly take the form of technical reports, studies and research. They are not generally consulted on unless it was as part of the research. Inspectors can consider the evidence base as part of the examination of the DPD and the assessment of adequacy of the DPD's preparation. There are also other general supporting documents that are produced such as the LDS, AMR and the Brownfield Land Register, which tend to provide information and are available to view on the website, but are not subject to public consultation.

4 DEVELOPMENT MANAGEMENT

- 4.1 The Development Management team consider matters related to development proposals in the District, which take the form of planning and other applications. This also includes the SDNP area, where WCC officers deal with most applications on behalf of the National Park. The service deals with a large number of planning applications, but also provides pre-application and informal advice for applicants and residents in relation to development matters prior to formal applications being made.

General Approach

- 4.2 Development Management working practices put the customer at the heart of the process in line with the council's customer-focus. ~~Officers can adapt their working methods to suit the specific case and promote a collaborative approach where there is merit. This enables a tailored solution (within planning legislation) to be adopted to suit the specific needs in each case.~~
- 4.3 If you are unclear as to whether you need planning permission for a development, information can be found on the national [Planning Portal](#) website. ~~Initial contact for advice from Winchester Council can be made via a dedicated development management telephone number (01962 848177) where trained officers are able to help with planning enquiries. They can also take advice from Planning Officers and if a response from a Planning Officer is required they will arrange this. Fees for these services are available here: [here](#). There are plans to charge for this service in the future.~~
- 4.4 ~~The Council provide an~~ If you would prefer to submit a written enquiry, we have online enquiry service ([Pre-Applications advice and enquiries - Winchester City Council - Winchester City Council](#)) ~~an enquiry via email, we have a dedicated email address planning@winchester.gov.uk. This mailbox is constantly monitored to provide a timely and appropriate response. Planning histories and current applications can be viewed using the Planning Search tool [Simple Search \(winchester.gov.uk\)](#) or visit the at the council offices where you can access this using one of our computers. If you wish to discuss a specific application, it would assist if you let us know you were coming, so we can arrange to have any documentation available. Please contact our planning enquiry line on 01962 848177. Please note that there is a fee for these services. Link [here](#)~~

Planning Performance

- 4.5 In the interests of achieving timely resolution of planning applications, central government sets targets for planning authorities to deal with most planning applications. These targets currently are:

- Determine 60% of major applications in 13 weeks (or agreed extension of time)
 - Determine 70% of all other applications within 8 weeks (or agreed extension of time)
- 4.6 Applicants can appeal against 'non-determination' if an application is not determined within the above timescales, although in the interest of achieving the best outcomes we will sometimes seek to agree a longer period with applicants. If the Council and applicant agree to an extension of time, it must be agreed in writing.
- 4.7 A Planning Performance Agreement is a project management tool which can be used for the Council and applicants to agree timescales, actions and resources for handling particular planning applications. They can be particularly useful for setting out an efficient and transparent process for large or complex applications, for all stakeholders involved.
- 4.8 Cabinet agreed on 21 June 2023 the governance process for the concept masterplans which can be accessed [here](#) .You can find out more about the process of concept masterplanning [here](#). The Concept masterplans will be used to support the delivery of all significant development sites. A Planning Performance Agreement will be expected alongside a masterplan. The masterplan should be prepared by landowners and developers with input from the local planning authority, and following community engagement, so that the main principles for developing the land can be identified and agreed.
- 4.9 Anyone in the development industry is encouraged to register on the planning database. This enables the Council to keep potential developers up to date with changes to Winchester's planning system. An Agents' Forum is based around this and the Council holds regular meetings where developers and others involved in the planning process can discuss current planning issues.

Pre-Application

- 4.10 Applicants are encouraged to approach the council for pre-application advice, particularly in more complex cases, which will provide an opinion on the likely acceptability of proposal. This allows schemes to be amended and relevant matters addressed before a planning application is made. Details of the current Pre-Application advice service can be found on the council's website at [Pre-application Advice](#)
- 4.11 The Council's pre-application advice is provided directly to the inquirer ~~the~~ and the proposals are not subject to public consultation. Developers are therefore encouraged to carry out their own consultation in the area where they are planning new development

prior to the submission of a planning application Local knowledge can often assist in identifying planning issues which can be incorporated into early design stage prior to the submission of an application. It is particularly useful to engage with local town and parish and town councils, ~~and~~ ward members and the immediate neighbours of a site at an early stage of proposals.

- 4.12 Pre-submission consultation by applicants is particularly important for major applications, such as large residential developments or large mixed-use sites, developments by major institutions etc, but should also be undertaken for smaller scale schemes. The extent of engagement and consultation should be proportionate to the scale and nature of the proposal in line with the concept masterplan approach. Examples of engagement include; public meetings and workshops with stakeholders such as parish councils and community groups, targeted consultations with particular interest groups, manned exhibitions and letter and flyer distributions. For smaller applications it may be appropriate to engage with neighbours and parish councils.
- 4.13 Early engagement with the local community enables the developers to explain their proposals and the community to be better informed and raise any issues that they may be concerned about. It is often possible to then amend proposals to address some of these issues, before formal applications are submitted. Examples of issues include the layout of the site, the design of buildings, important trees or local environmental features, access and car parking issues.

Planning Applications

- 4.14 Appendix 1 that follows this chapter illustrates how planning applications are processed and this is described in more detail in the paragraphs below.

Using the planning search

- 4.15 Once an application is valid (i.e. submitted with the required documents and fee.) (A link to the validation list can be found [here](#)) the application form and any supporting documents submitted will be made available on the council website. The planning application search section of the website, allows for details of proposals to be accessed. Searches can be made using the reference number, or a keyword, postcode, or address. For reasons of transparency and in order to keep people as informed as possible, all correspondence – including internal consultations and public representations – will be made available here. This will be kept as up to date as possible. The details on the planning search will also provide other

useful information such as contacts and key dates.

4.16 The details of developments in the South Downs area should be viewed on the [SDNP website](#). Applications in SDNP cannot be viewed on the WCC website.

Notifications

4.17 The Council will publicise applications. Applications are available for viewing via the public access system from an early stage. Specific notifications will also be undertaken by the Council where appropriate. There are statutory requirements which set out what the Council must do and this varies according to the type, scale and location of the proposal and also the type of application applied for. These requirements generally set out the minimum necessary. In some cases the local planning authority has discretion to decide how it fulfils the consultation requirements. The different requirements for different categories of developments are set out in general terms the table below. There are various forms of Prior Approval procedures which have specific requirements, which are not all listed in the table below. Other particular requirements may also apply in the case of Listed Buildings, Ancient Monuments and within Conservation Areas.

Table 2: Statutory Consultation Requirements

Type of Development	Press	Website	Site Notice	Neighbour
Major development Over 10 dwellings Over 1,000 sqm floorspace or Site larger than 0.5ha	✓	✓	✓*	✓*
Minor development Below the above thresholds			✓*	✓*
Householder development			✓*	✓*
Application accompanied by an Environmental Impact Assessment (EIA)	✓	✓	✓	
Proposal affecting a public Right of Way (ROW)	✓	✓	✓	
Listed Building Consent	✓		✓	

Conservation Area Consent	✓		✓	
Some Prior Approval procedures: e.g. demolition,			✓	
Telecommunications Prior Approval			✓*	✓*

* The statutory requirement is either/or, although both are often used

This table sets out the minimum statutory requirements only. The Council generally seeks to go beyond these minimums, such as by publicising applications on the website and via lists of weekly applications in the local press.

- 4.18 The majority of planning applications are consulted on via the display of a site notice on, or nearby the site, or a neighbour letter depending on the site context together with letters sent to neighbours if required. For more information see building regulations linked [here](#). In some cases there may also be statutory consultees whom the Council are required to seek views from. The case officer will decide what consultation methods are the most appropriate for particular applications, arrange for the display of a site notice and will visit the site and will also decide what neighbouring properties to notify by a letter if required. Site visits to neighbours may also be undertaken.
- 4.19 The consultation period lasts for 21 days, and representations can be made via the public access system during ~~within~~ this time. Representations can still be made after that time if a decision has not yet been taken and the comments reach the case officer in time.
- 4.20 The case officer will also decide what other statutory and non-statutory consultations to make, such as to relevant environmental bodies (eg Environment Agency, water companies), amenity groups and internal council consultees (eg strategic planning, environmental protection, historic environment, drainage and landscape).
- 4.21 A weekly list of planning applications (and other development applications) is published here: [Weekly lists - Winchester City Council](#) and made available at the Council offices and emailed to Parish and Town Councils and the Winchester Town Forum. In certain cases (see table above) applications are also publicised by a notice in the local paper.
- 4.22 The Council seeks to ensure that a wide range of people are aware of local development proposals. Therefore, some significant applications for major development are highlighted on the Council's website and ~~tweets and~~ press releases are also made in

relation to these. If you would like to know what is happening in your local area, it is recommended that you register on the WCC planning website here: [Registration \(winchester.gov.uk\)](https://www.winchester.gov.uk) where you will be able to track applications, save your Searches and receive email notifications about tracked applications and new search results.

Commenting on Applications

- 4.23 In order to comment on a planning application ~~The most effective way to make comments on planning applications is by~~ please do so using the planning access system and the simple pro forma linked to the online application. The representation will be available for the case officer to see straightaway and published on line within the following ~~few days~~.
- 4.24 Exceptionally, alternative arrangements for making representations can be made via the case officer; however, in order to be taken into account, all representations must be made in writing. It is not possible to treat these in confidence and they will therefore be published on the Council website. ~~but~~ Ssignatures and personal email addresses and telephone numbers will not be made publicly available, in accordance with data protection requirements under the GDPR.
- 4.25 The local Parish and ~~Town & Parish~~ Council and Ward Councillors can make representations on your behalf. Within Winchester Town, where there is no Parish Council, the Winchester Town Forum discusses local issues and can also make representations on your behalf, but it does not have the same formal role that parish councils do in relation to planning applications. The role of Ward Members in Winchester Town is therefore particularly important in relation to planning applications.
- 4.26 Comments that use inappropriate language or contain personal information, or which are offensive, including ~~on the grounds of~~ race, religion, disability or sexuality, will not be acceptable and may lead to the whole representation being rejected.

How applications are assessed.

- 4.27 The case officer will undertake a site visit, asking if the agent or applicant would like to attend for larger and more complex developments. Neighbouring properties may ~~are also~~ be ~~often~~ visited. Case officers will engage with applicants ~~and other interested parties~~ and consultees on the details of applications and where appropriate to achieve a positive outcome, will negotiate, carry out meetings face to face or Microsoft Teams (as necessary), conduct telephone calls following up with emails as appropriate. ~~negotiating and carrying out meetings~~ Page 60 ~~conducting telephone calls or using~~

~~emails as appropriate. The case officer can be contacted to discuss applications and may undertake further site visits if required.~~

- 4.28 Sometimes there are amended plans as a result of negotiations. Further consultations may be undertaken where there are changes from the original application, depending on the extent and nature of the changes. The case officer's judgement will be used in these situations, and consultations may only last for 14 days. If the application is readvertised and the case officer considers the changes as there is a 'material' change proposed a further 21 day consultation period will be undertaken. This will take a further 21 days.
- 4.29 Legislation requires that planning applications are determined in accordance with the development plan unless material considerations suggest otherwise (although there are exceptions to this, such as Prior Notification Procedures where the planning authority can only consider particular aspects of the proposal as set out in legislation). All representations and consultation responses will be taken into account when reaching a decision and it is important to understand the nature of any community concerns. However, weight can only be given to comments concerning planning issues.
- 4.30 Examples of issues that may be relevant include:
- Development Plan policies
 - Government legislation and advice
 - Case law
 - Adopted supplementary planning document (eg Village Design Statements)
 - Design, appearance and layout
 - ~~Conservation of the built and natural environments, including impact on the historic environment~~
 - Conservation of the built, natural and historic environments
 - Impact on the amenity of neighbours (eg privacy and daylight)
 - Trees
 - Highways safety, traffic and parking
 - Pollution, including noise and light pollution
 - Flooding
 - Planning history
- 4.31 The following are examples of matters which are NOT generally relevant planning considerations:

- Effect on property values
- Loss of views over other people's land
- Possible future development
- Competition between businesses
- An applicant's motives for making the application
- Matters covered under other legislation (eg building regulations, restrictive covenants, alcohol licenses, environmental health)
- Private property rights
- Private disputes concerning property ownership or boundaries

Making the Planning Decision

4.32 The case officer will make a recommendation based on consideration of all the above, recommending approval or refusal of the application. The Planning Delivery and Implementation Manager and Planning Team Leaders have delegated powers to deal with most applications and the majority of applications are dealt with by the team under powers of delegation. However, some applications are referred to the Planning Committee in line with the scheme of delegation. A copy of the constitution can be found [here](#). ~~for one or more of the following reasons:-~~

- ~~1. At the request of a City Councillor (based on material planning reasons)~~
- ~~2. At the request of a Parish or Town Council (based on material planning reasons) when their views are contrary to the intended decision of the officer~~
- ~~3. The Service Lead for the Built Environment considers the application to be for significant development and intends to grant planning permission~~
- ~~4. Six or more representations (raising material planning considerations) are received from separate addresses contrary to the officer's recommendation. Petitions count as one representation for this purpose.~~
- ~~5. The application is submitted by, or on behalf of the Council or includes Council-owned land, approval is recommended and at least one objection has been received~~
- ~~6. The application relates to a Member or Officer of the Council~~

4.33 WCC deals with most planning applications within the South Downs area of the District on behalf of the SDNP under an agency

agreement. These planning applications however are not shown on the WCC website, but they can be accessed here: <https://www.southdowns.gov.uk/planning-applications/find-an-application/> WCC will carry out the necessary registration, notification and consultation and officers of WCC will assess the application. We will adopt Winchester City Council's scheme of delegation when we handle an application on behalf of the SDNP, and therefore the triggers referenced in the committee referral process would apply. ~~4.28 above would apply.~~ Major or significant applications are dealt with by the SDNP team direct.

Planning Committee

- 4.34 Public speaking on planning applications which come to the Planning Committee is encouraged, although ~~the Public Speaking Co-ordinator must be contacted at least one working day before the committee~~ you must register in order to do this three working days before the committee. Further information on the arrangements for speaking are available on the ~~council's website~~ Public Speaking at Planning Committee - Winchester City Council, Committee Agendas are available one week before the Committee, which will include the officer's report and recommendation. Those who have commented on an application are individually notified.
- 4.35 Currently Planning Committee is generally held every four weeks on a Wednesday in the Winchester Guildhall. For applications in the Waterlooville Major Development Area, there is a special Waterlooville Committee held jointly with Havant Borough Council applications will be referred to this committee in-line with the Councils constitution. (A copy of the constitution can be found [here](#).) The location and frequency for this will vary depending on the applications submitted. The website will provide up-to-date information on the latest meetings schedule and location.

Post-Decision & Appeals

- 4.36 Applicants will receive a decision notice. Those who have either objected to, or supported, a planning application are not given written notification of the decision, however all decisions can be viewed on the [website](#) via the public assess system. The relevant application page will show the decision. For applications considered by planning committee the officer's report will be on the relevant committee agenda and the committee minutes will also be available on the [website](#) soon after the meeting.
- 4.37 Only applicants have the right of appeal, either against the refusal of permission, or any conditions imposed on the grant of planning permission. An appeal must be made within six months of the

Council's decision, in most cases, however where the appeal relates to householder development or where an enforcement notice has been served the time is reduced to 12 weeks. Applicants can also submit an appeal on the grounds of non-determination, if the Council has not determined the application within specified time periods (para 4.6 above provides details of these).

- 4.38 There are no rights of appeal within planning law for other parties such as local residents who objected to an application which the Council has permitted. There are provisions for Judicial Review in limited cases related to procedural matters and points of law. If an appeal is lodged, the Council will notify all those who made representations on the original application and advise them how to make their views known to the independent Planning Inspector, who will be appointed by the government to deal with the appeal. The Council will also forward details of all representations previously submitted, to the Planning Inspectorate.
- 4.39 Following the grant of planning permission, there are often various conditions to be complied with, commonly in relation to materials and landscape matters. These matters are not generally subject to consultation as they are technical matters of detail. This may involve consultation with consultees.
- 4.40 Where amendments are proposed to approvals, the case officer will assess whether the amendments are sufficiently minor and can be treated as a non-material minor amendment. In these cases there is no legislative requirement to re-consult, although informal consultation may sometimes occur at the discretion of the case officer. If a change is not considered minor a full re-submission of the planning application is required to enable appropriate engagement and consultation.

Enforcement

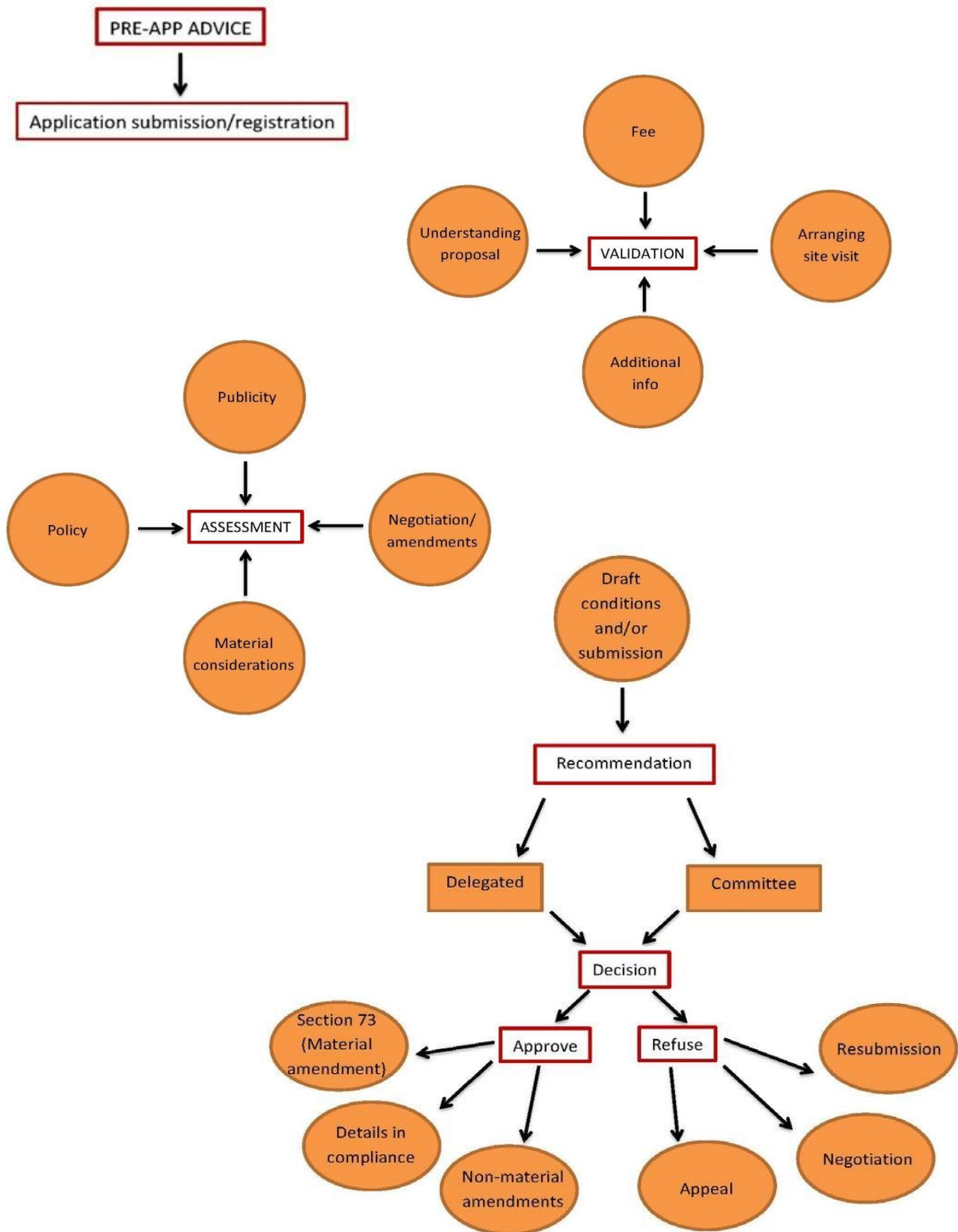
- 4.41 Planning enforcement is a discretionary service. The Council employs enforcement officers who investigate alleged breaches of planning control. Sometimes interested parties may be contacted for their input, such as any information they have regarding existing uses. ~~Generally, however, enforcement investigations are not carried out in the public domain~~ carried out by an enforcement officer and the details of the person that has made the complaint are not disclosed. For more details on the Council's approach to enforcement you can review the Council's Local Enforcement Plan: <http://www.winchester.gov.uk/planning/planning-enforcement>
- 4.42 Investigations can result in planning applications being made to remedy a breach of planning legislation. All planning applications will be consulted on in the normal way as set out in the above

paragraphs.

APPENDICES

- 1 Planning Application Process**
- 2 Consultees**
- 3 Glossary**

Appendix 1: Planning Application Process



Appendix 2: Local Plan Consultees

Specific Consultees:

The Town and Country Planning (Local Planning) (England) Regulations 2012 specify various bodies that must be consulted if the Council considers that they will be affected by what is proposed in a Development Plan Document. These are often also referred to as statutory consultees. Some of these bodies are also prescribed for the purposes of Duty to Cooperate requirements as indicated below. Where bodies listed cease to exist or are renamed, the successor bodies will be consulted:

Organisation/Body	Specific (Statutory) Consultee for DPDs	Duty to Cooperate Prescribed Body
Local Planning Authorities Hampshire County Council South Downs National Park Authority Basingstoke and Deane Borough Council Eastleigh Borough Council East Hampshire District Council Havant Borough Council Fareham Borough Council Portsmouth City Council Test Valley Borough Council	<input type="checkbox"/>	<input type="checkbox"/>
Town/Parish Councils All Town and Parish and Town Councils within and adjoining Winchester City Council	<input type="checkbox"/>	
Other organisations The Environment Agency* Historic England* Highways England National Highways Homes England Marine Management Organisation Natural England* NHS Trusts & Integrated Care Boards Active Travel	<input type="checkbox"/>	<input type="checkbox"/>
Partnership for Urban South Hampshire (PfUSH) Utility companies (Gas, Electricity, Sewage, Telecommunications and Water) The Coal Authority Police and Crime Commissioner for Hampshire Network Rail Infrastructure Limited HM Prison Service / National Offender Management Service	<input type="checkbox"/>	

Royal Mail Properties		
Enterprise M3 Local Enterprise Partnership or subsequent successor Local Nature Partnerships Civil Aviation Authority Office of Rail Regulation Hampshire County Council as Highway Authority Transport for London		□

* The Council is required to consult with these bodies regarding the scope of Sustainability Appraisals

General Consultees

The Regulations also require local planning authorities to consult with bodies from the following categories where they have an interest in the planning authorities' area and where the subject matter of the Local Development Document or Supplementary Planning Document is likely to affect them:

- voluntary bodies;
- bodies which represent the interests of different racial, ethnic or national groups;
- bodies which represent the interests of different religious groups;
- bodies which represent the interests of disabled persons.
- bodies which represent the interests of persons carrying on business in the area;

Examples of general consultation bodies are given below. This list is provide for example purposes only and is not comprehensive.

Examples of General Consultation Bodies	
Environment and conservation groups (e.g. the Royal Society for the Protection of Birds, Hampshire and Isle of Wight Wildlife Trust, Campaign for Protection of Rural England, Friends of the Earth, WinAcc, City of Winchester Trust)	Sport England and Sport Hampshire
Local resident associations	Disability Groups (Disability Rights Commission, Disabled Persons Transport Advisory Committee)

Minority ethnic groups	Health care groups (eg GP Practices and Health Centres)
Gypsy and Traveller groups (eg Gypsy Council, Traveller Education Office)	Transport providers/operators
Religious groups	Housing interest groups (eg Housing Associations, Home Builders Federation)
Older persons groups (eg Help the Aged, Age Concern)	Landowners and developers (eg Ministry of Defence, Church Commissioners, Crown Estate, local developers & agents)
Youth groups, schools colleges	Local businesses/ bodies which represent local businesses (eg Chamber of Commerce, BiD)

Neighbourhood Development Orders and Community Right to Build Orders require qualifying bodies to notify specific bodies depending on the specific location of the proposed Order. They are also encouraged to involve the above types of bodies as appropriate. The full list of requirements is set out in the Neighbourhood Planning (General) Regulations 2012 (Schedule 1).

Appendix 3: Glossary

Abbreviation	Term	Explanation
AMR	Authority's Monitoring Report	Assesses the implementation of the Local Development Scheme and the extent to which policies in Local Development Documents are being successfully implemented. <u>Section 113 of the Localism Act (2011) requires that a monitoring report must be published assessing the implementation of policy and progress of the Local Development Scheme. The report which contains information on how the policies set out in the local development documents are being achieved, has to be produced at least, yearly.</u>
BLR	Brownfield Land Register	Details of all brownfield sites that are suitable for housing development irrespective of their planning status. It includes allocations, sites with extant planning permission and future development sites
CIL	Community Infrastructure Levy	A levy that local authorities can choose to charge on new developments in their area. The charges are based on formula relating to the size and type of new development and money can be used to fund infrastructure that the Council or community want. <u>Is a levy that local authorities can choose to charge on new development. The charges are related to the size and type of the new development. The money collected can be spent on funding infrastructure which the Council has identified as being required.</u>
	Development Plan	Documents which set out the policies and proposals for the development and use of land. In the district of Winchester the development plan comprises the Local Plan, policies maps, Hampshire County Council Minerals and Waste Plan and Neighbourhood Plans. <u>This refers to the statutory planning documents (Part 1 and Part 2), The Denmead Neighbourhood Plan, the Gypsy, Traveller and Travelling Showpeople Development Plan Document and the Hampshire County Council Minerals and Waste Plan.</u>
DPD	Development Plan Document	Development Plan Documents are the parts of the LDF which are adopted following independent examination and which provide the statutory planning guidance for the District. <u>Spatial planning documents that are subject to independent</u>

		<u>examination and will form the development plan for a local authority area for the purposes of the 2004 Act. Individual Development Plan Documents or parts of a document can be reviewed independently of other Development Plan Documents</u>
	Duty to Co-operate	The Localism Act 2011 places a legal duty on Local Planning Authorities, County Councils, and public bodies to actively engage on an on-going basis to in Local Plan preparation in the context of strategic cross boundary matters. A Duty to Co-operate Statement is submitted with DPDs to show how the planning authority has complied with the duty.
EIA	Environmental Impact Assessment	A procedure to be followed for certain types of project to ensure that decisions are made in full knowledge of any likely significant effects on the environment.
EqIA	Equalities Impact Assessment	A procedure adopted the City Council to examine the impact of draft policies on gender, age, race, disability and health, sexuality, religion and belief together with other, more specific categories such as those on low incomes, with caring responsibilities or living in rural areas.
	Evidence Base	Information gathered by the Local Planning Authority to support the Local Plan and other Development Plan Documents
GDPR	General Data Protection Regulations	The General Data Protection Regulation (GDPR) Provides greater data protection and privacy for individuals and limits the purposes for which organisations can hold and use data for
	<u>General Consultation bodies</u>	<u>The general consultation bodies are listed in Part 1, section 2 of the Town and Country Planning (Local Development) (England) Regulations 2004. The regulations identify five types of bodies as general consultation bodies that relate to voluntary organisations representing certain groups within the community.</u> https://www.legislation.gov.uk/ukxi/2012/767
	<u>Householder development</u>	<u>Defined by The Town and Country Planning (Development Management Procedure) (England) Order 2015 as the following: (a) an application for planning permission for development for an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the</u>

		<u>enjoyment of the dwellinghouse, or (b) an application for any consent, agreement or approval required by or under a planning permission, development order or local development order in relation to such development but does not include an application for change of use or an application to change the number of dwellings in a building.</u>
HRA	Habitat Regulations Assessment	Used to assess the impacts of proposals and land- use plans against the conservation objectives of European Protected sites to ascertain if the plan/proposal would adversely affect the integrity of the site.
	<u>Keep Informed Database</u>	<u>The council has a database of interested parties including members of the public that have expressed their interest to be kept informed of all public consultations. Those already on the database are emailed at the start of a consultation and any representations they make are recorded. Those wishing to be informed are encouraged to email the planning policy team to be added to the database.</u>
LDD	Local Development Documents	A collective term given to the Development Plan Documents and Supplementary Planning Documents.
LDS	Local Development Scheme	Provides a project plan identifying which development plan documents will be produced and when.
	<u>Local Plan</u>	<u>sets out the long-term spatial vision for the local planning authority area and the spatial objectives and strategic policies to deliver that vision through development management policies and strategic site allocations. The new Local Plan will have the status of a Development Plan Document. Neighbourhood Plans; Through the Localism Act parish councils can influence planning decisions in their area and can propose land for development provided that they are in line with the development plan.</u>
	<u>Major development</u>	<u>(Development of more than 10 dwellings, or more than 1000m² or more of floor space or on a site of larger than 0.5ha or more)</u>
	<u>Minor development</u>	<u>(Development of 10 or less dwellings, less than 1000m² floorspace or on a site less than 0.5ha)</u>
	<u>National Planning Practice Guidance</u>	<u>An online resource published by central Government which provides guidance on how to apply the NPPF.</u>

	<u>(NPPG):</u>	
NPPF	National Planning Policy Framework	Introduced in 2012, this framework sets out the governments planning policies and how these are expected to be applied.
NDO	Neighbourhood Development Order	An order made by a local planning authority through which parish councils and neighbourhood forums can grant permission for specific development proposals or classes of development.
NP	Neighbourhood Plans	Neighbourhood Plans are a way for communities to allocate land for new homes, shops or offices to be built, and to have a say on what those new buildings should look like and the type of infrastructure which would be provided.
NA	Neighbourhood Area	The area to be covered by a Neighbourhood Plan
NF	Neighbourhood Forum	The body created to take forward the neighbourhood plan
	<u>Non-stutory Consultees</u>	<u>where there are planning policy reasons to engage other consultees who – whilst not designated in law – are likely to have an interest in a proposed development.</u>
	Planning policy consultation database	Consultation database maintained by the planning policy team which includes anyone who has requested to be consulted on the preparation of planning policy documents.
	Proposals Map	Illustrates on a base map (reproduced from, or based upon a scaled map base) all the policies contained in Development Plan Documents
<u>SCI</u>	<u>Statement of community involvement (SCI)</u>	<u>This sets out the standards which authorities will achieve with regard to involving local communities in the preparation of planning documents and development management decisions. The Statement of Community Involvement is not a Development Plan Document.</u>
SDNP	South Downs National Park	Part of Winchester District lies within the South Downs National Park, an area designated under the National Parks and Access to the Countryside Act 1949 (as amended).
	<u>Specific Consultative Body</u>	<u>The specific consultation bodies are listed in The Town and Country Planning (Local Development) (England) Regulations 2004 (as amended) and relate to organisations responsible for services and utilities and infrastructure provision.</u> https://www.legislation.gov.uk/uksi/2012/767

	Statement of Consultation	Prepared for DPDs. Sets out what bodies and persons were invited to make representations, how they were invited, and a summary of the main issues raised and how the representations were taken into account.
	<u>Statutory Consultee</u>	<u>Statutory consultees are those organisations and bodies, defined by statute, which local planning authorities are legally required to consult before reaching a decision on relevant planning applications.</u>
SEA	Strategic Environmental Assessment	A generic term used to describe environmental assessment as applied to policies, plans and programmes. The European 'SEA Directive' (2001/42/EC) requires a formal 'environmental assessment of certain plans and programmes, including those in the field of planning and land use'
SHLAA	Strategic Housing Land Availability Assessment	A key component of the evidence base needed to support the delivery of the Local Plan The study provides detailed information on potential housing sites and land supply and aims to identify sufficient land to accommodate the District's housing need.
SHELAA	Strategic Housing and Economic Land Availability Assessment	A technical assessment which considers the availability, suitability and achievability of land in the District for possible development. This includes housing as well as all other forms of development.
SPD	Supplementary Planning Document	Provide supplementary information in respect of the policies in Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination.
SA	Sustainability Appraisal	Tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and are required to be undertaken for all local development documents.

This page is intentionally left blank

Appendix 2

Winchester City Council

Equality Impact Assessment Template (EqIA)

Section 1 - Data Checklist

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

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

		Yes/No	Please provide details
1	Have there been any complaints data related to the policy or project you are looking to implement?	No	
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	The Statement of Community Involvement (SCI) has been prepared by the Strategic Planning Manager in consultation with the Development Management teams and Community Infrastructure Levy officer.
3	Have previous consultations highlighted any concerns about the policy or project from an equality impact perspective?	No	Consultation on the Local Plan has been as inclusive as possible to ensure that any public consultation reaches out to the widest possible audience which include those with a protected interest. Ensuring that this happens was one of the key reasons why the consultation process on the Strategic Issues & Priorities document won two RTP1 awards.
4	Do you have any concerns regarding the implementation of this policy or project?	No	

		Yes/No	Please provide details
	<i>(i.e. Have you completed a self-assessment and action plan for the implementation of your policy or project?)</i>		
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	
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	The SCI is a document that describes how the public, businesses and interest groups can get involved in the creation of local planning policy, neighbourhood planning and the planning application decision making process aimed at shaping where we live work and enjoy the natural and built environment. The Strategic Planning team won two RTPI awards for going above and beyond what is to ensure all groups in the district are reached and can have a say in the planning system.
7	Are there any other issues that you think will be relevant?	No	

Section 2 - Your EqIA form

Directorate: Dawn Adey	Your Service Area: Built Environment	Team: Strategic Planning	Officer responsible for this assessment: Bethany Stokes	Date of assessment: 01/12/2023
----------------------------------	--	------------------------------------	---	--

	Question	Please provide details
1	What is the name of the policy or project that is being assessed?	Statement of Community Involvement (2023)
2	Is this a new or existing policy?	The SCI was last updated in 2018 and has been updated with minor changes. The Council is legally required to produce and update their SCI every 5 years.
3	Briefly describe the aim and purpose of this work.	The SCI is a document that describes how the public, businesses and interest groups can get involved in the creation of local planning policy, neighbourhood planning and the planning application decision making process aimed at shaping where we live work and enjoy the natural and built environment.
4	What are the associated objectives of this work?	The SCI is essential to help improve understanding and openness of the planning process. It also identifies how people and groups can engage with the planning system in the best way.
5	Who is intended to benefit from this work and in what way?	The residents of Winchester district by helping to improve understanding and openness of the planning process. It also identifies how people and groups can engage with the planning system in the best way.
6	What are the outcomes sought from this work?	To identify how people and groups can engage with the planning system in the best way.
7	What factors/forces could contribute or detract from the outcomes?	N/A

8	Who are the key individuals and organisations responsible for the implementation of this work?	Strategic Planning and Development Management Teams
9	Who implements the policy or project and who or what is responsible for it?	Strategic Planning Manager and Development Managers

		Please select your answer in bold . Please provide detail here.		
10a	Could the policy or project have the potential to affect individuals or communities on the basis of race differently in a negative way?	Y	N	
10b	What existing evidence (either presumed or otherwise) do you have for this?	The SCI is essential to help improve understanding and openness of the planning process. It also identifies how people and groups can engage with the planning system in the best way. The Strategic Planning team won two RTPI awards for going above and beyond to ensure all groups in the district are reached and can have a say in the planning system.		
11a	Could the policy or project have the potential to affect individuals or communities on the basis of sex differently in a negative way?	Y	N	
11b	What existing evidence (either presumed or otherwise) do you have for this?	The SCI is essential to help improve understanding and openness of the planning process. It also identifies how people and groups can engage with the planning system in the best way. The Strategic Planning team won two RTPI awards for going above and beyond to ensure all groups in the district are reached and can have a say in the planning system.		
12a	Could the policy or project have the potential to affect individuals or communities on the basis of disability differently in a negative way?			In cases where individuals are unable to access or review the documents without a 'read aloud' device, we offer options to accommodate their needs. They can visit our offices to listen

	<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	to the documents, or we can arrange discussions over the phone with a designated officer. To support individuals with hearing impairments, we offer paper copies of our documents upon request. Additionally, our commitment to accessibility extends to our YouTube videos, where we provide subtitles to ensure inclusivity for all
12b	What existing evidence (either presumed or otherwise) do you have for this?	The SCI is essential to help improve understanding and openness of the planning process. It also identifies how people and groups can engage with the planning system in the best way. The Strategic Planning team won two RTPI awards for going above and beyond to ensure all groups in the district are reached and can have a say in the planning system.		
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	
13b	What existing evidence (either presumed or otherwise) do you have for this?	The SCI is essential to help improve understanding and openness of the planning process. It also identifies how people and groups can engage with the planning system in the best way. The Strategic Planning team won two RTPI awards for going above and beyond to ensure all groups in the district are reached and can have a say in the planning system.		
14a	Could the policy or project have the potential to affect individuals on the basis of age differently in a negative way?	Y	N	Recognising that some individuals either face difficulties accessing or prefer not to use online platforms, we offer alternative options. Those preferring physical copies of documents or seeking discussions with an officer over the

				phone are welcome to visit our reception. We aim to accommodate diverse preferences by providing accessible document review and assistance from our officers.
14b	What existing evidence (either presumed or otherwise) do you have for this?	The SCI is essential to help improve understanding and openness of the planning process. It also identifies how people and groups can engage with the planning system in the best way. The Strategic Planning team won two RTPI awards for going above and beyond to ensure all groups in the district are reached and can have a say in the planning system.		
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	Understanding the challenges individuals face in attending events due to various commitments, we strive to enhance accessibility by organising multiple events at different times and on different days. This approach ensures flexibility, allowing those unable to attend a specific event to participate in an alternate session that better suits their schedule.
15b	What existing evidence (either presumed or otherwise) do you have for this?	The SCI is essential to help improve understanding and openness of the planning process. It also identifies how people and groups can engage with the planning system in the best way. The Strategic Planning team won two RTPI awards for going above and beyond to ensure all groups in the district are reached and can have a say in the planning system.		
16a	Could this policy or project have the potential to affect individuals on the basis of gender reassignment differently in a negative way?	Y	N	
16b	What existing evidence (either presumed or otherwise) do you have for this?	The SCI is essential to help improve understanding and openness of the planning process. It also identifies how		

		people and groups can engage with the planning system in the best way. The Strategic Planning team won two RTPI awards for going above and beyond to ensure all groups in the district are reached and can have a say in the planning system.		
17a	Could this policy or project have the potential to affect individuals on the basis of marriage and civil partnership differently in a negative way?	Y	N	
17b	What existing evidence (either presumed or otherwise) do you have for this?	The SCI is essential to help improve understanding and openness of the planning process. It also identifies how people and groups can engage with the planning system in the best way. The Strategic Planning team won two RTPI awards for going above and beyond to ensure all groups in the district are reached and can have a say in the planning system.		
18a	Could this policy or project have the potential to affect individuals on the basis of pregnancy and maternity differently in a negative way?	Y	N	
18b	What existing evidence (either presumed or otherwise) do you have for this?	The SCI is essential to help improve understanding and openness of the planning process. It also identifies how people and groups can engage with the planning system in the best way. The Strategic Planning team won two RTPI awards for going above and beyond to ensure all groups in the district are reached and can have a say in the planning system.		
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			Race: Sex:

	basis of protected characteristics? Please provide your answer opposite against the relevant protected characteristic.	Y	N	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?	The SCI is essential to help improve understanding and openness of the planning process. It also identifies how people and groups can engage with the planning system in the best way. The Strategic Planning team won two RTPI awards for going above and beyond to ensure all groups in the district are reached and can have a say in the planning system.		
22	Do any negative impacts that you have identified above impact on your service plan?	Y	N	

Signed by completing officer	Bethany Stokes, Strategic Planning Officer
Signed by Service Lead or Corporate Head of Service	Julie Pinnock Corporate Head of Planning and Regulatory Services 5th January 2024

Statement of Community Involvement 2023

Responses to consultation organised by question.

20 responses in total

Section 1 – Introduction – 11 comments

If you wish to comment on the introduction, please add your comments below

Page 85

Respondent ID	Comment	Officer response
ANON-T2RT-EWW4-K	A useful introduction, but with no clear objectives and very little information on the responses required.	<p>Comments noted Comments were sought on the content of the SCI. The SCI is a document that describes how the public, businesses and interest groups can get involved in the creation of local planning policy, neighbourhood planning and the planning application decision making process aimed at shaping where we live work and enjoy the natural and built environment.</p> <p>Recommended response: No Change.</p>
ANON-T2RT-EWBQ-U	Where is the community engagement for people who live in the city? No presentation whatsoever for residents who will be directly affected	<p>Comments noted</p> <p>This consultation is open for all residents across the whole of district, including Winchester. This is a consultation on the Statement of Community Involvement</p>

		<p>which is relevant to the whole district. The SCI does not directly impact particular residents. The document sets out how residents will be informed and how they can engage and how the public, businesses and interest groups can get involved in the creation of local planning policy, neighbourhood planning and the planning application decision making process aimed at shaping where we live work and enjoy the natural and built environment.</p> <p>Recommended response: No change.</p>
ANON-T2RT-EWBF-G	None	<p>Comments noted</p> <p>Recommended response: No change.</p>
BHLF-T2RT-EWJY-B The Marine Management Organisation	<p>Thank you for including the Marine Management Organisation (MMO) in your recent consultation submission. The MMO will review your document and respond to you directly should a bespoke response be required. If you do not receive a bespoke response from us within your deadline, please consider the following information as the MMO's formal response.</p> <p>Kind regards,</p> <p>The Marine Management Organisation</p> <p>Marine Management Organisation Functions</p> <p>The MMO is a non-departmental public body responsible for the management of England's marine area on behalf of the UK government. The MMO's delivery functions are: marine planning, marine licensing, wildlife licensing and enforcement,</p>	<p>Comments noted and there are no implications for the SCI.</p> <p>Recommended response: No change.</p>

	<p>marine protected area management, marine emergencies, fisheries management and issuing grants.</p> <p>Marine Planning and Local Plan development</p> <p>Under delegation from the Secretary of State for Environment, Food and Rural Affairs (the marine planning authority), the MMO is responsible for preparing marine plans for English inshore and offshore waters. At its landward extent, a marine plan will apply up to the Mean High Water Springs (MHWS) mark, which includes the tidal extent of any rivers. As marine plan boundaries extend up to the level of MHWS, there will be an overlap with terrestrial plans, which generally extend to the Mean Low Water Springs (MLWS) mark. To work together in this overlap, the Department of Environment, Food and Rural Affairs (Defra) created the Coastal Concordat. This is a framework enabling decision-makers to co-ordinate processes for coastal development consents. It is designed to streamline the process where multiple consents are required from numerous decision-makers, thereby saving time and resources. Defra encourage coastal authorities to sign up as it provides a road map to simplify the process of consenting a development, which may require both a terrestrial planning consent and a marine licence. Furthermore, marine plans inform and guide decision-makers on development in marine and coastal areas.</p> <p>Under Section 58(3) of Marine and Coastal Access Act (MCAA) 2009 all public authorities making decisions capable of affecting the UK marine area (but which are not for authorisation or enforcement) must have regard to the relevant marine plan and the UK Marine Policy Statement. This includes local authorities developing planning documents for areas with a coastal influence. We advise that all marine plan objectives and policies are taken into consideration by local planning authorities when plan-making. It is important to note that individual marine plan policies do not work in isolation, and decision-makers should consider a whole-plan approach. Local authorities may also wish to refer to our online guidance and the Planning Advisory Service: soundness self-assessment checklist. We have also produced a guidance note aimed at local authorities who wish to consider how local plans could have regard to marine plans. For any other information please contact your local marine</p>	
--	---	--

	<p>planning officer. You can find their details on our gov.uk page.</p> <p>See this map on our website to locate the marine plan areas in England. For further information on how to apply the marine plans and the subsequent policies, please visit our Explore Marine Plans online digital service.</p> <p>The adoption of the North East, North West, South East, and South West Marine Plans in 2021 follows the adoption of the East Marine Plans in 2014 and the South Marine Plans in 2018. All marine plans for English waters are a material consideration for public authorities with decision-making functions and provide a framework for integrated plan-led management.</p> <p>Marine Licensing and consultation requests below MHWS</p> <p>Activities taking place below MHWS (which includes the tidal influence/limit of any river or estuary) may require a marine licence in accordance with the MCAA. Such activities include the construction, alteration or improvement of any works, dredging, or a deposit or removal of a substance or object. Activities between MHWS and MLWS may also require a local authority planning permission. Such permissions would need to be in accordance with the relevant marine plan under section 58(1) of the MCAA. Local authorities may wish to refer to our marine licensing guide for local planning authorities for more detailed information. We have produced a guidance note (worked example) on the decision-making process under S58(1) of MCAA, which decision-makers may find useful. The licensing team can be contacted at: marine.consents@marinemanagement.org.uk.</p> <p>Consultation requests for development above MHWS</p> <p>If you are requesting a consultee response from the MMO on a planning application, which your authority considers will affect the UK marine area, please consider the following points:</p> <ul style="list-style-type: none"> • The UK Marine Policy Statement and relevant marine plan are material 	
--	--	--

	<p>considerations for decision-making, but Local Plans may be a more relevant consideration in certain circumstances. This is because a marine plan is not a 'development plan' under the Planning and Compulsory Purchase Act 2004. Local planning authorities will wish to consider this when determining whether a planning application above MHWS should be referred to the MMO for a consultee response.</p> <ul style="list-style-type: none"> • It is for the relevant decision-maker to ensure s58 of MCAA has been considered as part of the decision-making process. If a public authority takes a decision under s58(1) of MCAA that is not in accordance with a marine plan, then the authority must state its reasons under s58(2) of the same Act. • If the MMO does not respond to specific consultation requests then please use the above guidance to assist in making a determination on any planning application. <p>Minerals and Waste Local Plans and Local Aggregate Assessments</p> <p>If you are consulting on a minerals and waste local plan or local aggregate assessment, the MMO recommends reference to marine aggregates, and to the documents below, to be included:</p> <ul style="list-style-type: none"> • The Marine Policy Statement (MPS), Section 3.5 which highlights the importance of marine aggregates and its supply to England's (and the UK's) construction industry. • The National Planning Policy Framework (NPPF), which sets out policies for national (England) construction mineral supply. • The minerals planning practice guidance which includes specific references to the role of marine aggregates in the wider portfolio of supply. • The national and regional guidelines for aggregates provision in England 2005-2020 predict likely aggregate demand over this period, including marine supply. <p>The minerals planning practice guidance requires local mineral planning authorities</p>	
--	---	--

	<p>to prepare Local Aggregate Assessments. These assessments must consider the opportunities and constraints of all mineral supplies into their planning regions – including marine sources. This means that even land-locked counties may have to consider the role that marine-sourced supplies (delivered by rail or river) have – particularly where land-based resources are becoming increasingly constrained.</p>	
<p>BHLF-T2RT-EWJ5-7</p> <p>South Downs National Park</p>	<p>In terms of the content of the rest of the document, we were wondering if you wanted to discuss / agree a way forward about consultations for joint planning documents (i.e., neighbourhood development plans (NDP) and village design statements (VDS) etc.) in relation to parishes split between the local planning authority boundaries of the National Park and Winchester City Council?</p> <p>We are due to meet with you at your offices on 29 November 2023 for a duty-to-cooperate (DtC) meeting. Perhaps we can discuss something then. Ultimately, it would be good to agree a sound approach to determine which authority takes the lead for which split parishes, and ensure that any joint public consultations satisfy the requirements of both authorities SCIs.</p> <p>We look forward to discussing further with you.</p>	<p>Comments noted.</p> <p>A meeting has been held and a discussion has taken place with Officers from the South Downs National Park (SDNPA) to discuss where there are split parishes that fall within the National Park and how we can deal with this issue.</p> <p>There is no need to make changes to the SCI as this can be a matter that is agreed as and when the situation occurs.</p> <p>Recommended response: No change</p>
<p>BHLF-T2RT-EWJT-6</p> <p>Natural England</p>	<p>Thank you for your consultation request on the above dated and received by Natural England on 10th October 2023..</p> <p>Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.</p> <p>We are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications.</p>	<p>Comments noted and support welcomed.</p> <p>No implications for the SCI.</p> <p>Recommended response: No change</p>

	<p>We regret we are unable to comment, in detail, on individual Statements of Community Involvement but information on the planning service we offer, including advice on how to consult us, can be found at: https://www.gov.uk/guidance/local-planning-authorities-get-environmental-advice</p> <p>We now ask that all planning consultations are sent electronically to the central hub for our planning and development advisory service at the following address: consultations@naturalengland.org.uk This system enables us to deliver the most efficient and effective service to our customers.</p>	
--	--	--

BHLF-T2RT- EWJS-5	<p>Thank you for consulting Historic England on the latest draft Statement of Community Involvement (SCI) for Winchester. As the Government’s adviser on the historic environment, we are keen to ensure that protection of the historic environment is fully considered at all stages and levels of the planning process.</p>	<p>Comments noted and support welcomed</p> <p>No implications for the SCI.</p> <p>Recommended response: No change</p>
<p>BHLF-T2RT- EWJN-Z</p> <p>National Highways</p>	<p>Thank you for your e-mail dated 10 October 2023, inviting National Highways to comment on Winchester City Council's Statement of Community Involvement (SCI).</p> <p>National Highways has been appointed by the Secretary of State for Transport as strategic highway company under the provisions of the Infrastructure Act 2015 and is the highway authority, traffic authority and street authority for the strategic road network (SRN). The SRN is a critical national asset and as such National Highways works to ensure that it operates and is managed in the public interest, both in respect of current activities and needs as well as in providing effective stewardship of its long-term operation and integrity.</p> <p>National Highways will be concerned with proposals that have the potential to impact on the safe and efficient operation of the SRN, in this case this relates to the M3 and M27.</p> <p>National Highways recommends that Winchester review the Department for Transport Circular 1/22 ‘Strategic road network and the delivery of sustainable development’ - https://www.gov.uk/government/publications/strategic-road-network-and-the-delivery-of-sustainable-development which summarises the approach through which we engage with the planning system as well as fulfilling our remit to be a delivery partner for sustainable economic growth whilst maintaining, managing and operating a safe and efficient SRN.</p> <p>We would also recommend the recently published “Planning for the Future: A guide to working with National Highways on planning matters”. This document describes the approach we take to engaging in the planning system, and the issues we look at when considering draft planning documents and planning applications. It replaces a</p>	<p>Comments noted</p> <p>No implications for the SCI.</p> <p>Recommended response: No change</p>

	<p>planning guide published in 2015. https://nationalhighways.co.uk/media/2depj2hh/final-cre23_0370-nh-planning-guide-2023.pdf</p> <p>We have reviewed the consultation document and offer no comment at this time.</p>	
BHLF-T2RT-EWJ7-9	<p>Town and Parish Councils paragraphs 1.16-1.18</p> <p>Winchester is the largest settlement in the District but is the only area that lacks any body that represents its views and interests when it comes to making representations to the Planning Committee. The Town Forum which represents Winchester has no role in planning applications (although we note that paragraph 3.25 suggests that the Town Forum can make representations, which we think is not correct), and so there is a significant omission when it comes to ensuring Winchester's views are heard about planning applications in Winchester, particularly where these relate to major developments which have a city wide significance. Consideration should be given to enabling certain Winchester bodies with suitable expertise to be given a similar right to all parish councils to address the Planning Committee when issues relevant to their expertise are a significant part of a planning application.</p>	<p>Comments noted</p> <p>The Town Forum is an important Forum but it is not a statutory consultee and this is not something that the SCI has control over.</p> <p>Officers from the Strategic Planning team have attended the Town Forum meetings to update them on planning policy matters (e.g. Local Design Codes and the Regulation 18 Local Plan) affecting the City of Winchester and they are able make representations to either planning policy or development management applications.</p> <p>Recommended response: No change</p>
BHLF-T2RT-EWJR-4 The Canal & River Trust	<p>We are the charity who look after and bring to life 2000 miles of canals & rivers. Our waterways contribute to the health and wellbeing of local communities and economies, creating attractive and connected places to live, work, volunteer and spend leisure time. These historic, natural and cultural assets form part of the strategic and local green-blue infrastructure network, linking urban and rural communities as well as habitats. By caring for our waterways and promoting their use we believe we can improve the wellbeing of our nation. The Canal & River Trust (the Trust) is a statutory consultee in the Development Management process, and as such we welcome the opportunity to input into planning policy related matters to</p>	<p>Comments noted</p> <p>No implications for the SCI.</p> <p>Recommended response: No change</p>

	<p>ensure that our waterways are protected, safeguarded and enhanced within an appropriate policy framework.</p> <p>Waterways are acknowledged as significant green infrastructure, but they also function as blue infrastructure, serving as a catalyst for regeneration; a sustainable travel resource for commuting and leisure; a natural health service acting as blue gyms and supporting physical and healthy outdoor activity; an ecological and biodiversity resource; a tourism, cultural, sport, leisure and recreation resource; a heritage landscape; a contributor to water supply and transfer, drainage and flood management. The waterway network forms part of the historic environment, the character, cultural and social focus of the city.</p> <p>The Trust has no waterways or infrastructure within Winchester City Council's administrative area, and therefore we would not be a statutory consultee for any planning applications or consultee for policy documents. However, we note that the route proposed for the restoration of the Itchen Navigation runs through the area. We consider that the focus for this should be on preserving the remains of the former Itchen Navigation, and to create an environmental corridor for the benefit of wildlife. We understand that a charity, "The Itchen Navigation Preservation Trust" was being set up (as of March 2023), and we would ask that this body, and other relevant stakeholders to the Navigation, be included in the Statement of Community Involvement.</p>	
ANON-T2RT- EWJU-7	<p>For future reference, we find it confusing that there is a mismatch between the section numbers in the SCI and the section numbers in this consultation document (apart from this first section).</p>	<p>Comments noted</p> <p>Within the Statement of Community involvement, the introduction was not labelled as 'Section 1'. However, as we wanted to ensure that all the respondents could have a say on each part of the SCI, we made sure that the first section people could respond to was the introduction and this was why it was</p>

		<p>labelled as 'Section 1'. Unfortunately, Citizenspace (the Council's public consultation portal) does not allow you to number the sections as this undertaken automatically.</p> <p>Recommended response: No change</p>
--	--	--

Section 2 - Council Planning Engagement – 9 comments

If you wish to comment on Council Planning Engagement please add your comments below.

Page 96

Respondent ID	Comment	Officer response
ANON-T2RT-EWW4-K	Winchester City Council has failed to engage with local Parish Councils properly on this.	<p>Comments noted</p> <p>Emails were sent out to all members and Parish Councils and an email was sent to anyone that had signed up to be kept informed on progress on the Local Plan.</p> <p>A Press Release was also sent out and there was an article on the public consultation on the SCI included in Parish Connect. It was also mentioned at Cabinet where the revised timetable for the LDS was agreed.</p> <p>This public consultation on the SCI ran for 6 weeks and this was the opportunity for anyone to have their say on the content on the SCI.</p> <p>Recommended response: No change</p>
ANON-T2RT-EWBT-X	It appears that there are no facilities for people that aren't able to engage online, how do you plan to include people that are unable to use the internet?	<p>Comments noted</p> <p>As the City Council has declared a climate emergency. This means that we need to reduce as much paper and</p>

		<p>printing as possible. However, we know that not everyone in the district has access to the internet.</p> <p>We do however produce paper copies of our planning policy documents and these can be made available on request. The Regulation 18 Local Plan was made available at local libraries as well as the main Councils City Offices. In the reception area of the City Council offices members of the public are able to use the computers if they do not have access to the internet at home.</p> <p>Recommended response: No change</p>
<p>ANON-T2RT-EWBF-G</p>	<p>2.21 leave in the proposed deleted lines about case officer contact details. It is always helpful to be able to clarify application points directly with the case officer.</p> <p>At our last PCC meetings Councillors asked me to convey that they think the planning process doesn't really listen to Parish Council views. They are of the opinion that it is process driven irrespective of the effects decisions can have on the community.</p> <p>Deleting key contact points of contact which are regularly needed for clarification and understanding how Case Officers are considering applications is very important.</p>	<p>Comments noted</p> <p>The case officer's number was only removed from the SCI. Anyone who submits a planning application will still be given the direct and specific contact details of the officer dealing with their case including their email address and their telephone number.</p> <p>In addition to this, the officer contact details will still be provided on all site notices and are also available on the Winchester City Council website.</p>

		<p>As the SCI lasts for 5 years before it needs to be updated this means that the contact details could change within this timeframe which is another reason to remove these contact details from the SCI.</p> <p>Recommended response: No change</p> <p>Comments noted</p>
ANON-T2RT-EWJH-T	<p>2.10 page 7</p> <p>‘Town & Parish Councils can request that an application is determined at WCC Planning Committee if their response raises relevant planning considerations which are contrary to the planning officers’ recommendation.’</p> <p>The Committee feels that the suggested amendments to the SCI diminish the power of the parish council to refer the matter to the WCC Planning Committee.</p> <p>Examples of applications that did not go to WCC planning committee as requested by NATC are case numbers 23/00518/PNDMCD, Forge Works, The Dean (where there are only 6 parking spaces and not 9 as per WCC parking standards and 23/00429/HOU, 52 Jacklyns Lane.</p>	<p>This particular point is included in the Council’s constitution. Parish Councils are still able to call planning applications to Planning Committee.</p> <p>The Council’s constitution is reviewed at different intervals to the SCI.</p> <p>Here is a link to the council’s constitution: Complete constitution version with bookmarks.pdf (winchester.gov.uk)</p> <p>Recommended response: No change</p> <p>Comments noted</p>
ANON-T2RT-EWJC-N	<p>Para 2.3 (page 6) states that the Council must take account of any representations made and in para 3.17 (page 19) regarding local plans the document says that feedback should be provided.</p> <p>In a recent legal case (Watton and Cameron versus Cornwall Council October 2023) the judge made some very important observations about what a council should do with comments from the public. In this particular case the issue was the way the Council addressed the objections of local residents and a parish council to a planning application, or more precisely how they did not.</p>	<p>Comments noted</p> <p>This comment appears to relate to the Local Plan Reg 18 representations. We are still analysing and reviewing the regulation 18 responses and we will be publishing them when we have completed the review and made any necessary changes to the policies and</p>

	<p>In the context of this SCI please could Winchester City Council include in it a commitment (not a should but a will) to provide clear responses to the submissions made on policy documents and on planning applications such that the person who submitted them can understand the course of action adopted by the Council.</p>	<p>supporting information as part of the next stage of public consultation (Regulation 19).</p> <p>Recommended response: No change</p>
ANON-T2RT-EWBA-B	<p>1.18 p6 and 3.34 p33 The SCI permits Parish Councils the opportunity to attend and participate at the Planning Committee Meetings, but this boils down to three minutes speaking time, the same as members of the public, after the objectors. Couldn't Parish Councils have first place in the queue and a longer speaking time? They are specific consultees and have extensive local knowledge. At least there is the chance to answer members' questions.</p>	<p>Comments noted</p> <p>The time that a speaker is given at Planning Committee is not determined by the SCI. This is decided and agreed by the Council's public speaking rules and is not something that the SCI is able to review.</p> <p>Recommended response: No change</p>
BHLF-T2RT-EWJP-2	<p>I make these representations on the consultation draft of the Statement of Community Involvement (SCI) on behalf of Winchester College.</p> <p>The College has had a very productive relationship with the local planning authority over the years which has led to the delivery of a number of high quality schemes for the benefit of the school and city alike. It is for this reason that the College is keen to ensure that the proposals in the draft SCI do not dilute the ability for the College to engage directly with the relevant case officer once a planning application has been submitted.</p> <p>In the section entitled 'Communicating with the Council', it is noted that the text on contacting the case officer at paragraph 2.21 is proposed for deletion without any alternative proposals for engaging with the case officer. It is essential that case officer contact details are provided once an application has been registered so that they can be readily contacted in a timely manner. It would adversely affect the planning determination process if these details were not made available on the public access system and on letters to applicants.</p>	<p>Comments noted</p> <p>The case officer's number was only removed from the SCI text itself. Anyone who submits a planning application will still be given the direct and contact details of the officer dealing with their case.</p> <p>In addition to this, specific officer contact details will still be provided on all site notices and are also available on the Winchester City Council website.</p> <p>As the SCI lasts for 5 years before it needs to be updated this means that the</p>

		<p>contact details could change within this timeframe which is another reason to remove these contact details from the SCI.</p> <p>Recommended response: No change</p>
BHLF-T2RT-EWJ7-9	<p>Consultees paragraphs 2.10 and 2.11 and Appendix 2</p> <p>Civic societies are not referenced as bodies to be consulted and there is no mention of the City of Winchester Trust in the category of general consultees. We note that WinACC, another relevant charitable organisation, is included. Can the Trust be added to the list please and there may be others such as the Winchester BID which ought to be included.</p>	<p>Comments noted</p> <p>TCPA general procedure orders decides who are statutory consultees and not the SCI (this is the first table in Appendix 2). There is a second table in Appendix 2 which includes examples of general consultees which is not intended to be exhaustive. For completeness we have added the City of Winchester Trust to this table. In any event as part of our Local Plan consultation we would consult the City of Winchester Trust as a local amenity group</p> <p>Recommended response: No Change</p>
ANON-T2RT-EWJU-7	<p>P4 para 1.9-1.11</p> <p>We believe that these paras, and in particular Para 1.10 need to contain a more specific guidance as to when there will be consultation on the preferred options for development, with these options substantiated by a strong evidence base.</p> <p>NPPF paras 39-42 makes clear the importance of early and timely consultation for good outcomes in the application process. We believe that the same applies to policy formulation.</p>	<p>Comments noted</p> <p>The timetable for the consultation on the Local Plan is set out in the Local Development Scheme – this identifies when the Council will consult on for example, where development will take place Local Development Scheme 2023 - Winchester City Council</p>

	<p>In the City Council's plan-making process to date there has been one consultation. This was commendably early in the process, but as a result high level and non-specific. It set out a series of strategic options for the approach to new housing provision, but did not identify which was the preferred option, and did not identify where within the district it was proposed to site any new housing development, with the reasons for this choice.</p> <p>There is currently only one further consultation process allowed for (reg 19 consultation). If the consultation on preferred options for development only takes place at this stage then this will not allow for any consultation on the soundness of the City Council's proposed plan.</p> <p>An important aspect of the soundness of the plan will be that it shows how consultation on the draft of the proposed preferred options for development have been taken into account in the preparation of the final plan. Not to have a consultation which allows for scrutiny of this is unsound, and is likely to cause problems for the plan at the EiP stage. See also comments on section 2.</p>	<p>Consultation has taken place on the Strategic Issues & Priorities Document between 15th February and 12th April 2021. Public consultation on the Regulation 18 Local Plan took place between 2nd November and 14th December 2022. The LDS sets out that public consultation will take place on the Regulation 19 Local Plan in August/Sept 2024. The Reg 18 Local Plan did identify the sites that we were allocating for development.</p> <p>Recommended response: No change</p>
--	--	---

Section 3 - Planning Policy – 9 comments

If you wish to comment on Planning Policy please add your comments below.

Respondent ID	Comment	Officer response
ANON-T2RT-EWWT-K	<p>Background. I live in Woodmancott, Winchester a very small rural community. Both my neighbours and I (we are both getting older) wanted to downsize and release equity from our houses. Our house Dunley has an annex and over coffee one day ,we came up with the plan to split the house from the annex and make 2 more affordable houses, one for each of us, allowing us both to stay in the village we love (I am Church Secretary my neighbour is Church Warden, we have lived for 20 and 50 years respectively in Woodmancott). WCC have refused our planning application. So when I read in this document HOMES for ALL - it really makes me laugh! In the Government NPPF it clearly states that: 79. Planning policies and decisions should avoid the development of isolated homes in the countryside unless one or more of the following circumstances apply: * d) the development would involve the subdivision of an existing residential building; This is Exactly what we wanted to do, but this is Not reflected anywhere in WCC planning policy! In WCC Strategic plan it states: Vision :The market towns and rural villages will remain attractive settlements, accommodating changes to support evolving communities and the economy, with modest growth to meet their needs. Once again by refusing our planning application in Woodmancott for Dunley, I would say that whilst your "vision" clearly says this, this is not supported by Planning Officers, as was our case Our planning application was turned down on the basis of "infill" and whilst infill is supported in Woodmancott, we were told that because we wanted to separate the</p>	<p>Comments noted</p> <p>This public consultation is for the Statement of Community Involvement 2023.</p> <p>This comment is relevant to a planning application and is not applicable to the SCI consultation. The SCI sets out how we will consult on the Local Plan and the development management applications rather than how they are determined.</p> <p>Recommended response: No change</p>

	<p>annex from the main house this was then deemed " on the side" and not infill. The annex is already built! We were not building any walls further into the countryside - the boundary of the annex is already there - built! We did want to do a small extension at the back, as at the moment the annex is only one bedroom. Which brings me onto my second point - affordable housing. WCC strategic plans states Delivering Affordable Housing Policy H7 9.54 The SHMA (Strategic Housing Market Assessment) refers to the presence of a high proportion of larger detached houses within the rural area, when compared to the district as a whole. There is a particular bias towards houses with 4 or more bedrooms and a correspondingly lower percentage of smaller (1-3 bedroom) properties. Particularly in the countryside, where new housing is generally inappropriate, the loss of smaller dwellings is difficult to rectify. There is a need to retain the limited existing stock of smaller dwellings that do exist in the countryside and it is therefore important to apply policies to achieve this. p246 I wanted to split my large 6 bedroom house into a 3 bed house and a 1 (to be turned into 3 bed) bed house. Exactly what your policy says, 2 more affordable houses as opposed to one large very expensive one. Another reason why I feel very aggrieved when I read your document and another example in my experience, where WCC is not following its own rules! If you do take the time to look at my planning application with regard to what I have written here, you will see we also applied to build a garage on agricultural land, which I knew at the time, wouldn't probably be approved, even though it would have been a very sympathetic and attractive building. I was willing (and have an email to prove this) to forego the garage and change my application if this would have allowed planning to go through. I am no authority on town planning. I am just one of your countryside constituents who love where they live and wanted, if possible, to retire and stay where they loved living. We had lots of letters of support from the village and could have easily obtained more letters had we needed to.</p>	
--	---	--

	<p>This refusal will probably mean both my neighbour and I having to move from Woodmancott, as there are no smaller houses in the village for us to downsize to. I feel WCC planning policy is outdated, that in my opinion does not follow the NPPF with regard to rural countryside dwellings and although you purport Homes for All "to accommodate changes to support the evolving community" this is definitely not the case in my experience.</p> <p>I love, greatly respect and would definitely not want rural land being defaced, built over in any way, but WCC have to be more flexible in their approach to rural planning applications.</p> <p>To take each application on a case by case basis and I feel that their policies should reflect this.</p> <p>It is no good writing a glossy document promising WCC are listening and responding to the very varied needs of the communities in which they serve, when quite clearly they are not!</p> <p>I am afraid I would say WCC are rigid when it comes to planning applications. It felt very much that without much consideration for the local communities needs, our letters of support were totally ignored, no common sense applied or without any real logical explanation (the fact being the annex is already built - the two dwellings are already there, we just wanted to remove the link!) our planning application was refused.</p>	
ANON-T2RT-EWW4-K	I believe that Winchester City Council's Planning Policy is relatively sound, with a lot of information on Bio Diversity and Habitat and lots of information on precisely what is to be built and where.	<p>Comments noted and support welcomed</p> <p>Recommended response: No change</p> <p>Comments noted</p>
ANON-T2RT-EWBF-G	<p>3.15 leave in</p> <p>Newsletter & Leaflets can also be used to publicise events or meetings and to be widely available. Communication is key.</p> <p>Local Plan exhibitions leave in the proposed deleted "and public meetings". Again communication is key</p>	<p>The Council has declared a climate emergency and we are doing our part to reduce printing and waste. Many Parish Councils prepare leaflets/newsletters when appropriate As part of the public consultation on the Local Plan, Parish Council's were provided with text and</p>

		images that they were able to include in their publications. Recommended response: No Change
ANON-T2RT-EWBE-F	<p>Neighbourhood Plans (p25)</p> <p>The consultation outlines the importance of Neighbourhood Plans, when it comes to the council taking into consideration the view of local communities when it comes to planning and developing their towns and/parishes.</p> <p>Crawley Parish Council was asked to produce a Village Design Statement (VDS) as part of the New Local Plan consultation. There is no mention of the role of village design statements in this consultation. I would like some clarity that a VDS is a valid document that will be taken into consideration when planning applications and the revised Local Plan is implemented. If this is not the case, Parish Councils need clearer direction on the need to produce a Neighbourhood Plan. In the past, I believe only larger Parishes were asked to produce a Neighbourhood Plan. This needs clarity, and the role of VDS needs to be recognised within the revised SCI document.</p>	<p>Comments noted</p> <p>The City Council is currently working with a number of Parish Council's on updating their Village Design Statements. The representation appears to be referring to the role of VDS's which are taken into account by Officers when they are determining a planning application. Before VDS's are adopted by the City Council they need to undergo various stages of public engagement.</p> <p>Recommended response: No Change</p>
ANON-T2RT-EWJC-N	<p>Para 3.17 (page 19) - As above, please could Winchester City Council include in it a commitment (not a should but a will) to provide clear responses to the submissions made on policy documents and on planning applications such that the person who submitted them can understand the course of action adopted by the Council.</p>	<p>Comments noted</p> <p>This comment appears to be regarding the Local Plan Reg 18 representations. We are still analysing and reviewing over 3,400 comments we received during the Regulation 18 public consultation and we will be publishing them when we have completed the review and made any necessary changes to the policies and supporting information when we consult on the Local Plan (Regulation 19).</p>

		Recommended response:
ANON-T2RT- EWBA-B	2.9, fig.3, p15 Given what is proposed for South Wonston (the planning boundary change) in the developing Local Plan, the Parish Council's input at key stage 18 was vital (objection). It looks as if it will be trickier to raise this issue again at later stages. The Parish Council expects to have to go through the whole case again whenever the responses to the first consultation are finally analysed, if this is permissible, and it will, because this unexpected change is simply unacceptable.	Comments noted This comment relates to the Local Plan proposed boundary change to South Wonston settlement boundary which was consulted on as part of the Regulation 18 Local Plan. We are currently analysing the representations we received during the Local Plan Reg 18 consultation. Once these are published there will be another chance to feedback and have your say on any proposed changes that have been made at Regulation 19 stage before the Local Plan goes to an independent examination. Recommended response: No change
ANON-T2RT- EWJQ-3	3.4 – documents which form the basis of allocation of units in a particular parish were not fully consulted on and challenges where not adequately addressed. In particular the Facility Scoring Methodology. No transport studies appear to have been considered or consulted on prior to housing target given to individual parishes. 3.5 The WCC plan timetable consistently slips, but the same regard is not given to parishes and residents and no consideration is given to greater deeper consultation. 3.7 – Figure 1 – It is appropriate given the current financial climate that Cil funding automatically given to Parishes be reconsidered and consulted on. 3.14 – Only comment is that this section has been completely rushed during this local plan consultation and communities given very little time to respond.	Comments noted This response appears to relate to the Reg 18 consultation and not the content of the SCI. CIL funding is not linked to the Statement of Community Involvement. The Regulation 18 draft Local Plan consultation covered 6 weeks and took place between 2 nd November and 14 th December 2022. The public consultation involved several drop-in sessions in

	<p>3.21 Regulation 18 consultation feedback has still not been received</p>	<p>towns and villages across the district supported by posters, a social media, radio and news-print advertising campaign. Online briefings with experts speakers were organised and sessions at local colleges and universities also took place.</p> <p>We are still analysing and reviewing over 3,400 comments we received during the Reg 18 consultation and we will be publishing them when we have completed the review and made any necessary changes to the policies and supporting information as part of the next public consultation (Regulation 19).</p> <p>Recommended response: No change</p>
--	---	--

<p>BHLF-T2RT- EWJS-5</p> <p>Historic England</p>	<p>We broadly support the SCI and welcome reference to Historic England in Appendix 2 as a specific statutory consultee and a Duty to Cooperate prescribed body.</p> <p>We recommend one minor change that would, in our opinion, add clarity to the SCI. The text in paragraph 3.30 could be simplified as follows, also taking into account the environmental objective of the NPPF paragraph 8: “Conservation of the built, and natural and historic environments, including impact on the historic environment”.</p> <p>The current wording risks implying an approach that conserves the built and natural environment, but perhaps takes a different approach to the historic environment, which we realise is not the intention.</p> <p>With regards to neighbourhood planning, we would welcome notification of proposed neighbourhood planning areas as well as consultation on draft plans. The regulations state that we should be consulted on draft plans where our interests are considered to be affected. Our published advice on neighbourhood planning can be found at: https://historicengland.org.uk/advice/planning/plan-making/improve-your-neighbourhood/.</p>	<p>Comments noted and support welcomed</p> <p>Recommended response: An amendment has been made to wording of the SCI.</p>
<p>ANON-T2RT- EWJU-7</p>	<p>Section 2 page 15 para 2.9, 2.20-24</p> <p>The figure 3 shown after para 2.9 is presumably from PAS or other central government recommendations. It correctly indicates the need for 3 rounds of public consultations during the pre-submission phase of the local plan.</p> <p>1 At the initial stage reg 18, 2 At the draft DPD stage 3 At the submission stage reg 19</p> <p>Paras 2.20-24 set out the consultation proposals for the draft DPD stage noting that 'this stage is the opportunity to make representations on draft plans and proposals'.</p> <p>The local plan website indicates a programme that is at variance with this. Instead</p>	<p>Comments noted</p> <p>1 At the initial stage reg 18, - SIP consultation</p> <p>2 At the draft DPD stage – Regulation 18 draft local plan (DPD) (currently reviewing and analysing the responses to this consultation)</p> <p>3 At the submission stage reg 19 will be undertaken in late 2024</p> <p>For more detail on all the consultations and stages of our Local Plan please visit our</p>

	<p>you propose telescoping the draft DPD and reg 18 consultations into one consultation.</p> <p>As noted in our comments on paras 1.9-1.11 (which also apply to this section) your reg 18 consultation did not contain draft proposals on where development should take place. This omission means that there is no 'opportunity to make representations on draft plans and proposals' allowed for in your programme. This risks making your process unsound..</p> <p>We believe that you should bring your local plan programme into line with your SCI and allow a further consultation process.</p> <p>As an alternative you could amend your SCI by omitting figure 3 and deviate from the recommendations it embodies, in order to match your programme. You would also have to re-structure paras.2.9, 2.10, 2.11 and Paras 20-24 to do this.</p> <p>In this case we believe you should explain why providing a lower level of consultation than that set out in the recommendations of figure 3, still provides a sound plan-making process. We suggest you will find it hard if not impossible to do this.</p>	<p>website here: The Local Plan - Winchester District Local Plan</p> <p>We have completed two public consultations on the Local Plan and will be undergoing another round of formal consultation as part of the Reg 19 Local Plan. Which is in accordance with the regulations set out in the representation opposite.</p> <p>The Regulation 18 draft Local Plan Consultation lasted for 6 weeks and took place between 2nd November and 14th December 2022. This involved several drop-in sessions in towns and villages across the district supported by posters, a social media, radio and news-print advertising campaign. Online briefings with experts speakers were organised and sessions at local colleges and universities also took place.</p> <p>We are still analysing and reviewing over 3,400 comments we received during the Reg 18 consultation and we will be publishing them when we have completed the review and made any necessary changes to the policies and supporting information as part of the next public consultation (Regulation 19).</p> <p>Recommended response: No change</p>
--	--	--

Section 4 - Development Management – 11 comments

If you wish to comment on Development Management please add your comments below.

Respondent ID	Comment	Officer response
ANON-T2RT-EWW4-K	This seems sound.	<p>Comments noted</p> <p>Recommended response: no change</p>
ANON-T2RT-EWBT-X	<p>4.32 The number of comments made by local people is a useful indicator of the strength of feeling about an application and should be retained as a means of having an application heard by the Planning Development Committee rather than a delegated decision.</p> <p>The hyper link takes you to the constitution but not to the relevant pages for the scheme of delegation</p>	<p>Comments noted</p> <p>This matter is set out in the constitution and is beyond the remit of the SCI. If there are 6 or more responses to a planning applications, it automatically goes to Planning Committee. Can be found in section 3.4 para 7.8 a (v) here: Complete constitution version with bookmarks.pdf (winchester.gov.uk)</p> <p>Recommended response: No change</p>
ANON-T2RT-EWBF-G	<p>4.3 Leave in the proposed deleted section to ensure a dedicated line is available for planning enquiries. This is an important area for applicants before completing an application form and can also avoid additional paperwork for planning staff.</p> <p>4.32 Leave in the deleted section1-6 for clarity and ease of communication.</p> <p>4.34 please consider reviewing the time Parish Councils get to present to the planning committee. Ward Councillors get 5 minutes and the local councillors are restricted to 3 minutes when their knowledge of the local issues is often greater.</p>	<p>Comments noted</p> <p>The case officer's number was only removed from the SCI text itself. Anyone who submits a planning application will still be given the direct and specific contact details of the officer dealing with their case.</p>

		<p>In addition to this, specific officer contact details will still be provided on all site notices and are located on our Winchester City Council website.</p> <p>As the SCI lasts for 5 years before it needs to be updated this means that the contact details could change within this timeframe which is another reason to remove these contact details from the SCI.</p> <p>The time that speaker are given is not determined by the SCI. This is decided and agreed by public speaking rules and is not something that the SCI is able to review.</p> <p>Recommended response: No change</p> <p>Comments noted</p>
<p>ANON-T2RT-EWBE-F</p>	<p>Retrospective Planning Applications (p34 to 39). - There was not enough on this.</p> <p>I cannot find anything that is easy to understand on the process of managing Retrospective Planning Applications. It can happen that Parish Councils are asked to comment on retrospective applications. It would be good to have a clearer idea of the processes and contacts available to the Parish Council when commenting on this type of application and ensuring the local community has the opportunity to make their comments heard. It can appear that retrospective planning applications are an easy route to just “getting things through” the application process. This needs discouraging.</p>	<p>All planning applications whether retrospective or not are considered in the same way. The fact that it is retrospective has no bearing on the planning process or the determination of an application.</p> <p>The Council’s Local Enforcement Plan explains how the council deals with development that has been undertaken</p>

		without the benefit of planning application. Recommended response: No change Comments noted
ANON-T2RT-EWJC-N	<p>Para 4.32 (page 36): Delegated decision specifics for a decision when an application goes to the planning committee are replaced with a link to the WCC constitution. This is a link to a meeting where it is not clear where the delegated decision for moving to committee is contained.</p> <p>The previous version of the SCI document is much better documented to show the situations when a planning committee will be held. Please reproduce the detail from the various sections of the constitution so that the information is really clear.</p>	<p>This is set out in the Council's constitution, and therefore not repeated here. The constitution is reviewed at different intervals to the SCI.</p> <p>Here is a link to the council's constitution: Complete constitution version with bookmarks.pdf (winchester.gov.uk)</p> <p>Recommended response: No change</p>
ANON-T2RT-EWBA-B	<p>3.18 p29 The Parish Council has occasionally found that the orange site notice is missing, so while the council is notified, residents who are not neighbours may be deprived of information about issues in their community.</p> <p>3.38 p33 The Parish Council has no right of appeal regarding applications permitted by Winchester City Council. This was rejected by the Government when a petition was presented to Parliament in 2017, on the grounds that it was wrong to be able to delay a development at the last minute. The Parish Council hopes its representation regarding its housing allocation will be deemed valid by those who have the power of decision.</p>	<p>Comments noted If we are notified that a site notice is missing, the Council will arrange for it to be replaced.</p> <p>TCPA general procedure order sets out the statutory notification requirements for planning applications.</p> <p>Recommended response: No change</p>
ANON-T2RT-EWJQ-3	<p>4.12 – The Parish Council is not aware this happens</p> <p>4.13 – A mechanism process is required to ensure this happens. It would be very beneficial to the Community and welcomed.</p> <p>4.32 – The Parish Council feels that this section should remain in this document and</p>	<p>Comments noted</p> <p>The Council adopted its approach to Concept Masterplanning on 21/06/2023 which can be found on the Local Plan</p>

	<p>not be removed and put solely in the constitution. 4.34 stays in so it the benefit of removing it is not clear and seems at odds with the other planning processes and procedures which stay in.</p>	<p>website, linked here: Local Plan Master planning approach to concept masterplans.pdf</p> <p>This is set out in the Council's constitution, and therefore not repeated here. The constitution is reviewed at different intervals to the SCI.</p> <p>Here is a link to the council's constitution: Complete constitution version with bookmarks.pdf (winchester.gov.uk)</p> <p>Recommended response: No change</p>
<p>BHLF-T2RT- EWJP-2</p>	<p>Paragraph 4.27 sets out the Council's proposals for assessing applications. Again, the text confirming</p> <p>that the case officer can be contacted to discuss applications is proposed for deletion with the onus now being on the case officer to engage with the applicant. Withdrawing the ability for the applicant to contact the case officer is of serious concern to the College and will inevitably lead to delays in the processing of planning applications. This is considered a retrograde step and will run counter to the NPPF requirement for local planning authorities to work proactively with applicants and the requirement in PPG for SCIs to ensure effective community involvement at all stages of the planning process.</p> <p>Not only would the College wish to see the current text on the ability to contact the case officer during the determination process retained, but it would also request that the SCI includes timescales for responding to emails and voicemails to enable the timely determination of planning applications.</p> <p>Under the section entitled 'Planning Performance', it is proposed to include reference to concept</p>	<p>Comments noted</p> <p>The case officer's number was only removed from the SCI text itself. Anyone who submits a planning application will still be given the direct and specific contact details of the officer dealing with their case.</p> <p>In addition to this, specific officer contact details will still be provided on all site notices and are located on our Winchester City Council website.</p> <p>As the SCI lasts for 5 years before it needs to be updated this means that the contact details could change within this timeframe which is another reason to</p>

	<p>masterplans. It is not clear whether this should be interpreted as all applications which are the subject of a Planning Performance Agreement (PPA) must be accompanied by a concept masterplan (the draft makes it clear that any application accompanied by a concept masterplan must be accompanied by a PPA) or what the threshold would be for requiring a concept masterplan.</p> <p>Paragraph 4.8 includes a link to the governance process for the concept masterplans (Cabinet meeting minutes from 21st June 2023) which refers to the Regulation 18 draft local plan and emerging strategic Policy D5 in particular. The draft policy includes a requirement for a concept masterplan for proposals for significant development on sites occupied by major landowners /users.</p> <p>Irrespective of the above, further clarity is required in the SCI on precisely when a concept masterplan is required (e.g. what constitutes a significant development), and what the specific consultation requirements would be. As the production of an SCI is a statutory requirement, it is not appropriate for details on a key element to be included in a separate document.</p>	<p>remove these contact details from the SCI. The Council adopted its approach to Concept Masterplanning on 21/06/2023 which can be found on the Local Plan website and is linked here. It is only required on significant applications: Local Plan Master planning approach to concept masterplans.pdf</p> <p>The City Council will determine whether a development site qualifies as Significant Development. We therefore encourage early engagement to determine if a development site requires a concept masterplan as part of any pre-application engagement. For more information please go to our website: Concept Masterplanning - Winchester City Council</p> <p>Recommended response: No change</p>
<p>BHLF-T2RT-EWJ7-9</p>	<p>Development Management</p> <p>General Approach paragraph 3.</p> <p>While it is to be welcomed that the customer is to be placed at the heart of the process, it would be helpful to give examples of who the customer is. Besides the applicant there are neighbours (both residential, commercial and others), objectors, supporters and perhaps others.</p> <p>Paragraph 3.8 Concept Masterplan</p>	<p>Comments noted</p> <p>Noted – this is valued point and will be included in the glossary of Regulation 19 Local Plan and reference to concept masterplan will be included in the Reg 19 Local Plan</p> <p>The Council adopted its approach to Concept Masterplanning on 21/06/2023</p>

	<p>Concept masterplans are a new stage for big planning applications. This document refers to them briefly and insufficiently. While their intention may be worthy, one thing is emerging at this stage.</p> <p>There is insufficient understanding of the process by the public who seem to be ignored after the developers have conducted their informal consultations, with no feedback or understanding of how the proposals are evolving. The process also seems to require close co-operation between developer and the planning authority, again without involvement of the concerned public. This seems likely to result in a reduction in the significance of the planning application process, the role of the planning committee and alienation of the public.</p> <p>Pre-submission Consultations paragraphs 3.12 and 3.13</p> <p>This is an important part in the planning management process. It would be helpful for those not familiar with the process if an explanation is included of what is meant by the word ‘pre-submission’.</p> <p>Aspects of pre-submission work well but it is important for it to include an iterative element. There should be a response from the developer to all the comments submitted to them, explaining what has changed as a result of the comments. Where those aspects of the proposals which were opposed but are retained, an explanation should be given for this.</p> <p>Notifications paragraphs 3.17 – 3.22</p> <p>We note in paragraph 3.18 that it is at the discretion of the planning officer which neighbouring properties are notified by letter of a planning application. In urban areas it is important to be aware that properties in neighbouring streets to the rear may be affected, besides properties in the same street, and that these are notified as well.</p>	<p>which can be found on the Local Plan website and is linked here. It is only required on significant applications: Local Plan Master planning approach to concept masterplans.pdf</p> <p>The City Council will determine whether a development site qualifies as Significant Development. We therefore encourage early engagement to determine if a development site requires a concept masterplan as part of any pre-application engagement. For more information please go to our website: Concept Masterplanning - Winchester City Council</p> <p>The Town Forum is an important Forum but it is not a statutory consultee and this is not something that the SCI has control over. The Town Forum can make representations, there is no change to this.</p> <p>Officers from the Strategic Planning team have attended the Town Forum meetings to update them on planning policy matters (e.g. Local Design Codes and the Regulation 18 Local Plan) affecting the City of Winchester and they are able make representations to either</p>
--	--	---

	<p>It used to be standard procedure to include on the planning application website the list of properties that have been notified of the proposal. This is a useful way of knowing to what extent there has been community involvement. We ask that this is reinstated.</p> <p>Commenting on Applications paragraphs 3.23 – 3.26</p> <p>For those like the Trust which monitor planning applications regularly, it would be helpful if applicant’s plans are required to include the relevant details of any adjoining properties such as their elevations and distance from the applicant’s site. This would enable an informed view to be taken of the impact of the proposed development.</p> <p>We have mentioned above that we do not think the Town Forum has any role in making representations about planning applications, contrary to what is stated in paragraph 3.25.</p> <p>Planning Committee paragraph 3.34</p> <p>This states that public speaking at planning committee is encouraged but this unqualified statement ignores the strict time limits of 3 minutes for all objectors and applicants that are applied which mean that speaking is severely restricted. This should be explained if these restrictions are to continue.</p>	<p>planning policy or development management applications.</p> <p>The time that speaker are given is not determined by the SCI. This is decided and agreed by public speaking rules and is not something that the SCI is able to review.</p> <p>Recommended response: No change</p>
<p>ANON-T2RT-EWJX-A</p>	<p>I wish to comment on this Statement by using a recent scenario which I think demonstrates in real terms where issues arise & areas for improvement. I refer to the newly introduced Masterplan Governance, the associated PPA within this governance, & specifically to the approved Bushfield Concept Masterplan. These were both agenda items at the Cabinet meeting of June this year and were approved in succession of each other.</p> <p>During the Public Participation & representations at this meeting, it was raised that a key stakeholder (residents association) had not been engaged with as part of the public consultation for the Bushfield Masterplan. I note that residents associations</p>	<p>Comments noted</p> <p>The SCI sets out how Winchester City Council will engage with the public and other interested parties within the planning system. The SCI does sets out how we would like everyone to engage with people during the planning process. We can and do encourage developers</p>

	<p>are recognised within this draft of the SCI as stakeholders.</p> <p>How was this not detected by WCC officer's before the meeting & decision day to inform the report for & recommendation given for The Bushfield Concept Masterplan?</p> <p>Why was this issue not investigated further once it had been flagged (which would have been in the spirit of this Community Involvement Statement) & the concept masterplan for Bushfield then approved regardless?</p> <p>What impact did this knowledge have on how the Bushfield Masterplan PPA has since been monitored/assessed/handled, since it falls short of what the Statement of Community Involvement sets out to achieve? Particularly given this is such a significant development which will impact many of Winchester's population. I feel this recent situation has tested this Statement of Community Involvement, as it stands & as proposed, & has highlighted, though this document (& the Masterplan PPA) are in place, that it has been ineffective in achieving what it sets out to do in terms of genuine community involvement.</p> <p>Given this recent experience & specific example, in summary my comments are: how can this Statement of Community Involvement ensure that it achieves what it sets out to do, remedies this occurrence, & others like it, & avoids disenfranchising the community & ensures they have confidence in their local authority.</p>	<p>and other parties to engage with the public and interested bodies to the same high standard that we do. The developers of Bushfield camp have undertaken extensive public engagement prior to the submission of the planning application, including the parameters of the masterplan.</p> <p>Recommended response: No change</p>
<p>ANON-T2RT- EWJU-7</p>	<p>Page 27 Pre-application paras 3.10-3.14. We suggest that the NPPF para 39 could usefully be cited in this section.</p> <p>The NPPF para 39 says: Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality preapplication discussion enables better coordination between public and private resources and improved outcomes for the community.</p> <p>As a Parish Council we firmly agree with this.</p>	<p>Comments noted</p> <p>The SCI does not deal with non-material amendments.</p> <p>The local validation list sets out the information that is normally required to be able to register, assess and determine a planning application. The local validation list requires that it is</p>

	<p>Furthermore, being aware of the pre-consultation process early on is essential for Parish Councils' engagement. Being involved at the pre-application stage enables us to contribute our local knowledge at the right time in the process, when it can be a positive input and not a disruptive one.</p> <p>It is unrealistic, in a district as geographically spread as Winchester, to rely on planning officers being able to thoroughly understand the constraints of every site in their patch. Parishes have a valuable role in 'filling in the gaps'.</p> <p>We appreciate that a well-prepared Planning Design and Access Statement will allow for applicants to set out their analysis of site constraints. However this analysis will be prepared in order to argue the applicants' case, so it cannot be relied on to be objective.</p> <p>We accept that there is a balance to be struck between the necessary confidentiality at the extreme early stages of design development, and the transparency which the NPPF identifies as a desirable objective of the planning process.</p> <p>The "extreme early stages" can be defined as when the applicant is preparing preliminary ideas about their brief. This could include investigating the planning legislation in terms of the high-level planning policies which may apply to the principle of the proposed development. This is roughly equivalent to stage 0 in the RIBA Plan of Work (which has the planning application at the end of stage 3). In the initial stage it may not, on balance, be necessary to engage with the local community.</p> <p>Once this early stage is complete, the evolution of proposals for a site should move to the analysis of site constraints and then on to scheme design. In line with NPPF (para 39), it would surely be beneficial to have all of the site constraints identified and agreed, and the scheme design discussed, with the local community at this stage.</p> <p>If any conflicts arise, they are best dealt with early on.</p> <p>A way forward</p>	<p>shown that consultation and engagement with the public has taken place. This is not something the SCI has any control over.</p> <p>Recommended response: No change</p>
--	---	--

	<p>We believe there is a way to promote the early engagement recommended in NPPF para 39, without requiring significant additional resource from WCC.</p> <p>We suggest that it would be possible to require the applicant to demonstrate in detail (eg methods and feedback) that they have carried out an adequate consultation process during the course of preparing the application. As part of the application, particularly for major applications, we suggest that the Local Validation List could include a 'Statement of Community Involvement' in an agreed format.</p> <p>At first contact with the SDNP, applicants could be advised of the requirement to complete such a form as part of the application. Pre-application advice sent out could encourage applicants to carry out consultation with the Parish Council as part of the design development process, prior to preparing the final design. This would provide a hefty 'nudge' to applicants to engage with local stakeholders early on, without compelling them to do so.</p> <p>We very much hope you will be able to consider making such a change to your planning procedures. This would, we hope, involve minimal extra WCC officers' time.</p> <p>It would result in a higher level of positive engagement of the Community, leading to a better standard of applications and completed projects.</p> <p>Page 34 Para 3.39 and 3.40</p> <p>We believe that Parish Councils should be consulted on all proposed amendments to proposals as to whether they can be considered as NMAs or otherwise, and also information supplied in discharge of condition. It is all too frequently the case that amendments to applications are accepted as NMAs, or supplements to the information provided at planning stage are accepted in discharge of condition, without sufficient knowledge of the implications for the immediate local area. This is frequently to the detriment of the built end-product.</p> <p>This is in no way intended to criticise the officers concerned. It is simply the case</p>	
--	--	--

	<p>that in a large authority such as Winchester it is unrealistic to expect officers to have a complete and detailed knowledge of their area.</p> <p>Pro-active and positive Parish Councils have a role here to work in partnership with officers, to supply that local knowledge. We appreciate that time constraints will require a faster turnaround on responses on NMAs and planning conditions than other planning consultations, but given the way in which we have streamlined our decision making to make more use of email and less dependency on the monthly meeting, we believe a fast turnaround should be possible on this level of decision-making.</p>	
--	---	--

Appendices. – 2 comments

Respondent ID	Comment	Officer response
ANON-T2RT- EWBF-G	No comment	<p>Comments noted</p> <p>Recommended response: No change</p>
ANON-T2RT- EWJH-T	<p>Page 36 with reference to 4.32 amendments have been taken out that state ‘some applications are referred to the Planning Committee in line with the scheme of delegation. At the request of a Parish or Town Council when their views are contrary to the intended decision of the officer.’</p> <p>The Committee feels that the suggested amendments to the SCI diminish the power of the parish council to refer the matter to the WCC Planning Committee.</p> <p>Examples of applications that did not go to WCC planning committee as requested by NATC are case numbers 23/00518/PNDMCD, Forge Works, The Dean (where there are only 6 parking spaces and not 9 as per WCC parking standards and 23/00429/HOU, 52 Jacklyns Lane.</p>	<p>Comments noted</p> <p>This matter is set out in the constitution – there is no change to the scheme of delegation. There are no implications, Parish Councils who are still able to call planning applications to Planning Committee (this is set out in the constitution).</p> <p>This is set out in the council’s constitution, and therefore not repeated here. The constitution is reviewed at different intervals to the SCI.</p> <p>Here is a link to the council’s constitution: Complete constitution version with bookmarks.pdf (winchester.gov.uk)</p> <p>Recommended response: No change</p>
BHLF-T2RT- EWJS-5	We broadly support the SCI and welcome reference to Historic England in Appendix 2 as a specific statutory consultee and a Duty to Cooperate prescribed body.	<p>Comments noted and support welcomed</p> <p>Recommended response: No change</p>

This page is intentionally left blank

CAB3440
CABINET

REPORT TITLE: CAR PARKING AND ACCESS - IMPROVEMENT PROGRAMME UPDATE

24 JANUARY 2024

REPORT OF CABINET MEMBER: Cllr Kelsie Learney

Contact Officer: Campbell Williams Tel No: 01962 848276 Email
cawilliams@winchester.gov.uk

WARD(S): ALL WARDS

PURPOSE

The proposed Parking and Access Improvement Programme for 2024/25 and an indicative programme for 2025/26 directly support the Council priority of supporting a vibrant local economy and the enhanced focus on pride in place. The aim of the programme is to enhance the customer experience, improving accessibility, safety and signage while, improving air quality and reducing carbon.

The programme consists of both capital and revenue expenditure and is part of the Council's Asset Management Plan and delivery of the Parking and Access Strategy across the whole district.

The programme supports the City of Winchester Movement Strategy which recognises the importance of parking provision as a means to help manage traffic movements through the city and, as part of this objective, the need for additional park and ride provision has been identified. Parking management is also a tool to support wider traffic management which enables us to address the Climate Emergency and improve air quality.

The report also covers progress made in the 2023/24 programme for maintaining and improving parking assets and sets out additional proposals for maintenance and enhancement of car and cycle parking for 2024/25 and beyond including proposals for digital transformation and customer service improvements in relation to parking services.

An update is provided within this report on works to be delivered or that are no longer required as the business needs have changed. Aspects such as post Covid recovery and the County Council taking back the on-street parking enforcement and traffic

management agency agreements have required a significant amount of planning and staff resource. In addition, inflation has impacted on the cost of improvement works and contracts. Despite this good progress has been made in the delivery of improvements through 23/24 and progression of works for 24/25.

RECOMMENDATIONS:

That Cabinet:

1. Subject to Full Council approval of the Budget and Capital Investment Strategy in February 2024, approve expenditure of £753,000 for the car park major works programme 2024/25 as outlined in appendix A.
2. Delegate to the Head of Programme – Place, in consultation with the Corporate Head of Asset Management and Cabinet Member for Climate Emergency, authority to make minor adjustments to the programme in order to meet maintenance and operational needs of the car park service throughout the year, as required, procure works as set out in this report and devise a suitable evaluation model and conclude the required processes.
3. Delegate to the Head of Programme – Place, in consultation with the Cabinet Member for Climate Emergency approval to agree an evaluation model, seek tenders and complete the process for a contract to run and provide car park payment and related back-office systems.

IMPLICATIONS:1 COUNCIL PLAN OUTCOME

- 1.1 On-going investment in the Council's parking infrastructure is consistent with the Council Plan in relation to delivering against the priorities of tackling the climate emergency, creating a greener district with better air quality, and a vibrant local economy as managing our car parking offer, which includes investment in infrastructure, helps to influence customer choices and behaviour as well as supporting the local economy.
- 1.2 The planned works help to underpin the adopted Parking and Access Strategy and take full account of the City of Winchester Movement Strategy (WMS). They also support the 'pride in place' activities which is a key area of focus for the city council. Anti-social behaviour can be detrimental to resident and visitor perceptions of the city centre so the works outlined in this report also support improvements to reduce the impact of anti-social behaviour. Much work has been undertaken in car parks to actively remove graffiti, deal with vandalism and to undertake regular security patrols in the council's car parks impacted by such activity. Officers have also been working with partner organisations to address vandalism and antisocial behaviour.

2 FINANCIAL IMPLICATIONS

- 2.1 The total programme of works identified in this report amounts to £2,237,000 in 2024/25.
- 2.2 Of the total programme, approval for expenditure is sought for £753,000 in 2024/25. Of the proposed works, £75,000 will be funded from the capital receipts reserve and £678,000 from the car parks property earmarked reserve. The balance of this reserve as at 31 March 2023 was £2.044m.
- 2.3 The items in section 13.2 are significant works and are subject to separate business cases and approvals. Further detail is provided in the supporting information below.
- 2.4 Investing in parking and access infrastructure seeks to encourage parking behaviour in accordance with strategy objectives and will help to reduce the rising costs of management of our facilities. This is an important component in implementing our Parking and Access Strategy across the District and will, in addition, help to prevent any claims against the Council resulting from accidents or other incidents in car parks.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 Under section 1 of the Localism Act 2011, the Council has the power to undertake any activity a normal person could undertake, for the benefit of the authority, its area or persons resident or present in its area. The Council is satisfied it has the enabling power(s) to procure and award a contract for works, goods or services following a robust procurement exercise.

3.2 The Council has an obligation as a best value authority under section 3 of the Local Government Act 1999 to “make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness” together with a duty of care to the public to ensure that both the car parks and park and ride facilities are safe to use and maintained in a condition that is fit for purpose. It is considered by officers that the proposed programme assists the Council to meet these requirements.

3.3 Any procurement for works, goods and services will be in line with the Council’s Contract Procedure Rules and Public Contract Regulations 2015 (PCR2015) and subsequent contracts managed in-line with the Council’s Contract Management Framework.

4 WORKFORCE IMPLICATIONS

4.1 The majority of works will be managed or delivered ‘in house’ by the Council’s Parking, Estates, Special Maintenance and Transport and Engineering Teams. Delivering the programme of work included in this report will require officer time to plan, organise and to implement.

5 PROPERTY AND ASSET IMPLICATIONS

5.1 Works are in line with the Council’s Asset Management Programme and reflect the operation of Council car parks.

6 CONSULTATION AND COMMUNICATION

6.1 The proposals in this paper are as set out in the Winchester Movement Strategy and the Parking and Access Strategy and reflect the consultation results of both. The Parking and Access Strategy was agreed by Cabinet on 11th March 2020 and the Winchester Movement Strategy was approved by Cabinet on 20th March 2019.

6.2 Where major works are undertaken, local ward councillors will be consulted before works begin.

7 ENVIRONMENTAL CONSIDERATIONS

7.1 Environmental considerations have informed the programme in terms of delivering measures which will help to reduce our carbon footprint in line with the Climate Emergency declaration and commitment to improve air quality in Winchester particularly in respect of energy efficient lighting systems, future provision of electric vehicle charge points, cycle parking and park and ride provision.

8 EQUALITY IMPACT ASSESSEMENT

8.1 An Equality Impact Assessment has been undertaken in relation to the overall programme of works set out in appendix B of this report. A significant number of the Council’s car parks have achieved Disabled Parking accreditation from

Disabled Motoring UK. Individual actions which may have an impact on equality matters will be assessed on a case by case basis.

9 DATA PROTECTION IMPACT ASSESSMENT

9.1 All new projects will note and adhere to any requirements regarding Data Protection and GDPR, both internal and external, and with the recommendations of the data impact assessment.

10 RISK MANAGEMENT Risks are set out below.

Risk	Mitigation	Opportunities
Property – failing to maintain Council property in an attractive and safe condition may lead to complaints, reduced usage and claims against the Council.	Continued inspection and associated investment to address defects means that car parks remain fit for purpose and are safe.	Opportunities to explore new technology in areas such as energy efficient lighting, emissions reductions and new build facilities and reduce costs whilst including measures, which address the Climate Emergency.
Community Support – Poor car parking will undermine confidence in the Council to support its communities.	Maintain and improve the parking and access offer.	Utilise the RingGo contract for phone payments which offers significant benefits to customers and the council
Timescales	n/a	n/a
Project capacity, - – Inadequate resources result in a failure to deliver projects and impacts of over running.	Additional staff employed to deliver projects where needed. Proposals have been assessment against available resources.	Use car parking reserve to fund officer post to enable delivery of workload
Financial / VfM – failing to have safe and well managed car parks and reliable /working parking machines that give customers a range of payment options, may result in loss of income and detrimentally effect the implementation of the Parking & Access Strategy	Investment in replacing machines each year has taken place and this has enabled customers in all town centre car parks to have a range of payment options and ensured that customers are able to make payment. It also means that the Council's parking stock is Payment Card Industry ['PCI'] compliant and will help to assist in achieving Digital Transformation Projects such as the new Council reception project.	Creates efficiencies and delivers customer aspirations enhancing the Council's reputation.

Financial - Costs	Increasing prices in the current period of high inflation could limit the number of projects that can be delivered for this budget.	Getting fixed priced quotes where possible and careful budget management of the programme at project level.
Legal – The Council has an obligation to maintain its car parks in a safe condition for all users.	Maintaining car parks in a safe condition helps to minimise claims from injuries and damage to vehicles; this helps to reduce any possible reputational damage and financial claims.	
Innovation - Missing opportunities to invest in new technology including energy efficient lighting would mean that the Council would fail to realise energy efficiencies/reductions in our carbon footprint and other savings.	The Council continues to investigate and implement lighting and other measures to improve the parking and access stock and to reduce energy consumption costs and the Council's carbon footprint.	
Reputation - Failing to maintain car parks and to carry out preventative and reactive repairs to an acceptable standard may damage the reputation of the Council and attract criticism from customers as well as reducing use and therefore income.	By carrying out a programme of condition surveys and other inspections and subsequent repairs, the Council will ensure it has attractive and safe car parks which will encourage use.	Safe and well managed car parks, should encourage additional use and will provide for the needs of all members of our communities.

11 SUPPORTING INFORMATION:

- 11.1 The Parking and Access strategy is publicly available on the parking pages of the council's website. [Winchester Parking and Access strategy -](#)

The Parking and Access Strategy was formulated alongside the Winchester Movement Strategy (WMS) to ensure it contributes to its core priorities of reducing city centre traffic, supporting healthier lifestyle choices and providing investment in infrastructure to support sustainable growth. It should be noted that the County Council has now taken back control of on-street parking from October 2023. The City Council will remain responsible for public car parks so it is important that both authorities continue to work together through joint parking and access plans for on and off-street parking and to ensure that both

approaches are aligned and support the Winchester Movement strategy objectives.

- 11.2 The parking and access improvement programme sets out the spending plans for 2024/25 incorporating both capital and revenue costs. It consists of a variety of works including building improvements; maintenance and equipment replacement; car park resurfacing and improvements; future parking provision; new software solutions to improve efficiency and deliver customer expectations, as well as improvements to reduce the Council's carbon footprint. These include improving cycle parking across the district catering for different types of bicycles and the needs of different areas. These improvements have been informed by consultation with key stakeholders and is being planned and delivered in partnership with the County Council and Town and Parish Councils. A further joint project with the County Council is the development of Local Cycling and Walking Improvement Plans for Winchester and the remaining part of the district. A draft plan has been produced and consulted upon for Winchester and is currently being revised to take account of comments received. The plan for the rest of the district is being developed with key input from stakeholders and should be ready in draft form later this year.
- 11.3 Some funding has been allocated from the parking and access programme to support bus services. The bus industry is still recovering from the impact of covid and passenger numbers are still less than they were pre-covid. Also, the County Council is currently considering its own funding across all service areas including bus support. As such the way this programme supports bus services in the future needs further thought and discussion with the County Council. It should be noted that a new park and ride bus contract will be awarded in April 2024 following a tendering exercise and that the buses will thereafter be running on hydro-treated vegetable oil.
- 11.4 It is intended to seek tenders during 2024 for a new contract to provide and maintain the council's car park payment systems and associated back-office systems. This is intended to reduce costs and improve the service in terms of usability and allowing for future enhancements to the service.
- 11.5 The programme set out in this report includes expenditure proposals for 2024/25 and an indicative programme for 2025/26. For 2024/25 the total proposed programme including any carry forwards amounts to £2,217,000 of which £1,917,000 is classified as capital expenditure and £300,000 as revenue expenditure.
- 11.6 The programme set out in detail in Appendix A reflects the current needs and priorities of the Council and helps deliver the Council Plan in terms of its sustainable transport, asset management and broader strategic objectives. In particular this programme of works is seeking to:
- encourage a change in parking behaviour to support carbon and air quality objectives;
 - improve and maintaining health and safety;

- deliver our general obligations for maintenance and equipment replacement in relation to its assets;
- provide additional cycle and car parking provision where appropriate;
- enhance digital transformation;
- reduce the Council's energy consumption;
- improve customer service

12 **2023/24 Programme – Progress**

12.1 As an update on works that have taken place since the previous report to Cabinet in January 2022 (CAB 3384), the following projects have been undertaken or are in the process of being completed.

12.2 The total programme for 2023/24 was £580,000.

Improved air quality and lower carbon	Progress
Park and Ride improvements £100,000 Resurfacing and repair works are required in the park and ride car parks to improve usage, particularly at St Catherine's. Following the completion of works at Barfield, the remainder works will be carried out this year in St Catherine's.	These works at St Catherines are being programmed and will commence in March.
To continue to support cycling provision and study - £20,000 Ongoing work to improve the provision of secure cycle parking and access across the District – with better provision for electric bikes, cargo bikes and improved CCTV coverage of bike parking areas.	Cycle shelters have been added in Colebrook street and Middle Brook Street Car Parks, with additional CCTV in Middlebrook street and with cargo bike stands added to Colebrook street and Kings walk. New cycle parking added in Alresford.
Improved car park signage - £35,000 Ongoing work to improve signage and information to encourage usage in line with the car park and access strategy.	Good progress made with significant updates to tariff boards, signage to support the use of park and walk car parks, and additional signage to support parking and access in the market towns.
Development and delivery of parking and access strategy actions in the market towns - £25,000 To improve condition and effectiveness of the main market towns in line with parking and access plans.	Number of improvements made, such as new bin stores for commercial use in Bishops Waltham, relining schemes and enhanced signage both in car parks and highway directional signs have all been completed.

Chesil MS – additional CCTV - £75,000	Additional CCTV cameras to be installed in Chesil multi-storey car park commencing in February.
Additional CCTV is required at the Chesil MS car park in order to extend the coverage of the cameras to support improved usage of the park and walk car parks. £25,000 of this is carried forward from 22/23	

Modern Payments and enforcement	
Pay machine upgrade - £75,000	On target to upgrade payment machines in district and park and ride car parks during 23/24. (4 in Wickham, 2 in Bishops Waltham, and upgrades to all in Park and Ride car parks, so that card, coin and Phone payment is possible in all locations)
To roll out improved payment machines to reduce ongoing maintenance costs and improved customer service. Carried over from 22/23.	
Upgrade to public WIFI - £20,000	Continuing to review options for delivery, but likely to extend to 24/25 due to technical complexities.
To enable phone payment throughout large central car parks, which in turn reduces the need for machines and cash collection at high cost. Carried over from 22/23	
Improved customer service - £10,000	This is being considered as part of the review of payment systems and back office functions to be undertaken during 2024.
Purchase of letter response master system or equivalent (carried forward from 22/23).	

Accessible and safe	
Garnier Road surfacing - £20,000	Good progress with work completed providing two new accessible disabled spaces.
Installation of two signed disabled bays in Garnier road car park and associated signage. This now enables better access to the Handlebar Cafe, Hockley viaduct, St Catherine's Hill and the Itchen Navigation Heritage Trail for people with limited mobility as well as better management of the car park. Further consideration will be given to the management and charging mechanism used at this car park, including potential for EV charging installation.	
CCTV – camera review and replacement programme - £75,000	Following an upgrade to the CCTV system which was completed last year we can now focus on providing addition cameras and coverage focussing on known priorities and problems areas working in
Work to undertake replacement CCTV cameras to upgrade where requirement is greatest.	

	<p>partnership with community safety team.</p> <p>It is hoped that this can be completed in 2024/25.</p>
<p>Car park repairs and remarking £75,000</p> <p>Responsive repair and maintenance works across the Council's car parks as required throughout the year – including improved walking routes through car parks where appropriate, and painting of Chesil street car park stairwells with anti-graffiti paint. In addition, whilst not requiring expenditure in 23/24, looking forward to potential expenditure in 24/25, a review of options for improved variable messaging and traffic and space counting technology will be undertaken. In addition a review and update of the payment systems in Middle Brook street and the Brooks car park.</p>	<p>Some works to Friarsgate car park following a condition survey were completed including repainting, relining and some electrical works.</p> <p>Condition surveys for other car parks are currently being considered and future works will be planned accordingly.</p>

Capacity to deliver	
<p>Project officer - £50,000</p> <p>To employ a fixed term resource to add to the parking team to enable delivery of these projects. This is the cost of 1 year's provision.</p>	<p>Resource now in place and spending time on supporting projects set out in this programme of work.</p>

12.3 The following major works are subject to separate previous approval:

Works subject to separate approval	
<p>Upgrades to public toilets – £210,000</p>	
<p>£200,000 was originally allocated to refurbish and improve the Chesil and Worthy Lane car park public toilets to ensure they are safe to use, reduce maintenance, reduce time when out of use, and improve the customer experience, meeting current design expectations.</p> <p>Following cost investigations, the budget was increased in year to £210,000 and now also includes refurbishments to the toilets at South P&R and St Catherine's P&R</p>	<p>Tendering for these works as set out below will commence shortly.</p> <p>Works at Chesil (£75k), Worthy Lane (£85k), South P&R (£25k), and St Catherine's P&R (£25k) are due in 2023/24.</p>
<p>Chesil Multi-Storey – £299,000</p>	
<p>£350,000 was approved for expenditure for the replacement of fire doors and the resurfacing of the top floor. The fire doors were replaced in 2020 at a total</p>	<p>Work on resurfacing top floor of Chesil is now</p>

cost of £51,000 with the resurfacing and waterproofing of the top floor remaining.	scheduled for summer 2024.
Chesil Multi-Storey additional works - £620,000	
A budget of £500,000 has been allocated to replace 2 lifts in the car park which are nearing the end of their useful lives and are no longer economical to repair. In addition, a budget of £120,000 has been allocated to replace the existing LED lighting throughout in 2024/25.	LED lighting replacement scheduled for June / July 2024. Review of the Chesil lift replacement now scheduled for 27/28 after review of lifespan
The Dean - New Alresford £1,005,000	
Officers are working with the developer and the land agent to help bring forward a development at The Dean in New Alresford, including a new public car park. A planning application has been submitted and is currently being considered. .	Planning application submitted and awaiting determination.

13 2024/25 Programme – Proposed

- 13.1 These tables set out the proposed programme, subject to agreement for 24/25. The total programme not funded from elsewhere is budgeted as £633,000

Improved air quality and lower carbon	Proposed value
To continue to support cycling provision and study	£20,000
Ongoing work to improve the provision of secure cycle parking and access across the District – with better provision for electric bikes, cargo bikes and improved CCTV coverage of bike parking areas.	
Improved car park signage	£25,000
There will be a need to continue improving signage, both within and directing to the car parks to ensure residents and visitors are able to take advantage of the range of tariffs and payment mechanisms available to them and to encourage use of car parks in line with the parking and access strategy.	
Development and delivery of parking and access strategy actions in the market towns	£25,000
To improve condition and effectiveness of the main market towns in line with parking and access plans.	
Improved lighting	£25,000

To update and improve lighting in the park and walk car parks to support increased use during free periods.	
Additional EV charging	£50,000
An additional rapid charging point to be installed at the Winchester Sport and Leisure Park .	

Modern Payments and enforcement	
Pay machine upgrade	£75,000
To roll out improved payment machines to reduce ongoing maintenance costs and improved customer service. On target to change the machines in some market town car parks and park and ride car parks during 2023/24.	
Upgrade to public WIFI	£20,000 (C/F)
To enable phone payment throughout large central car parks, which in turn reduces the need for machines and cash collection at high cost. Carried over from 2023/24.	
Improved customer service	£30,000 (incl. £10k C/F)
Improvements to payment systems and associated the back office parking system.	

Accessible and safe	
CCTV – camera review and replacement programme	£88,000 (incl. £75k C/F)
Work to undertake replacement CCTV cameras to upgrade where requirement is greatest.	
Car park repairs and remarking	£75,000
Responsive repair and maintenance works across the Council's car parks as required throughout the year – including improved walking routes through car parks where appropriate, and painting of car parks with anti-graffiti paint.	
Re-build of Middle Brook street car park	£250,000
The re-surfacing and re-organisation of Middle Brook street car park to improve the surface and simplify the parking and increase accessibility from all sector of the community. Subject to further engineering work	
Review of Brooks car park air handling system	£20,000
Undertake a specialist review of the Brooks car park air handling system to understand long	

term maintenance and replacement requirements	
---	--

Capacity to deliver	
Project officer	£50,000
To employ a fixed term resource to add to the parking team to enable delivery of these projects. This is the cost of 1 year's provision.	

13.2 The following major works are subject to separate previous approval:

Works subject to separate approval	
Chesil Multi-Storey – £299,000	
£350,000 was approved for expenditure for the replacement of fire doors and the resurfacing of the top floor. The fire doors were replaced in 2020 at a total cost of £51,000 with the remaining works, the resurfacing and waterproofing of the top floor, now expected to be completed in 2024/25.	Work on resurfacing top floor of Chesil scheduled for summer 2024.
Chesil Multi-Storey LED lighting - £120,000	
A budget of £120,000 has been allocated to replace the existing LED lighting throughout in 2024/25.	LED lighting replacement scheduled for June / July 2024.
The Dean - New Alresford £1,065,000	
	Planning application has been submitted and yet to be determined.

13.3 The ventilation system in the Brooks has been in operation since its opening. This is potentially a very significant cost to upgrade or replace and is outside the scope of this decision. It will require investigation to identify the timing and value required and to ensure the parking reserve has the capacity to respond to this requirement. This needs to be subject to review for addition to the long-term capital programme.

14 OTHER OPTIONS CONSIDERED AND REJECTED

14.1 If we do not invest in decarbonisation and air quality initiatives, we will fail to deliver core council priorities in both these areas

14.2 Not investing in Council car parks and their infrastructure may lead to financial loss if car parks are not able to be used or are unattractive to drivers. Losses may also result if accidents occur which generate successful claims against the Council. There is also a risk of reputational damage to the Council, and an adverse impact on the city and market towns' economies, through lack of good quality parking provision which help to underpin these locations in terms of meeting business and visitor needs.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

CAB 3070 Q1 FINANCE AND PERFORMANCE MONITORING 19th September 2018 (Brooks' lighting upgrade)

CAB3060 Q4 2017/18 FINANCIAL AND PERFORMANCE MONITORING 18th July 2018 (Virtual permits)

CAB3284 CAR PARKS MAJOR WORKS PROGRAMME 2021/22

CAB3335 General Fund Budget 17th February 2022

CAB3374 General Fund and Mid Term financial Strategy 15th November 2022.

Other Background Documents:-

[Winchester Movement Strategy](#)

[Winchester Parking and Access strategy -](#)

APPENDICES:

Appendix A – Proposed work programme for 23/24 and indicative programme for 24/25

Appendix B Equality Impact Assessment

APPENDIX A

CAR PARK / ITEM	PROJECT	Capital	Revenue	TOTAL
<u>2024/25</u>		£	£	£
Improved air quality and lower carbon	To continue to support cycling provision and study		£20,000	£20,000
	Improved car park signage		£25,000	£25,000
	Development and delivery of parking and access strategy actions in the market towns		£25,000	£25,000
	Improve lighting	£25,000		£25,000
	Additional rapid charging at Winchester Sport and Leisure Park	£50,000		£50,000
Modern payments and enforcement	Pay machine upgrade		£75,000	£75,000
	Upgrade to WIFI (c/f)	£20,000		£20,000
	Improved customer service (incl. £10k c/f)		£30,000	£30,000
Accessible and Safe	CCTV – camera review and replacement programme (incl. £75k c/f)	£88,000		£88,000
	Car park repairs and remarking		£75,000	£75,000
	Re-build of Middle Brook street car park	£250,000		£250,000
	Review of Brooks car park air handling system		£20,000	£20,000
Capacity to deliver	Project Officer		£50,000	£50,000
Total expenditure to be approved		£433,000	£320,000	£753,000
Other works subject to separate approval				
Chesil MS (approved to spend)	Resurfacing and waterproofing of the top floor. Budget and expenditure has already been approved.	£299,000		£299,000
Car Park at the Dean (approved to spend)	Acquisition of land and car park development, subject to planning related funding	£1,065,000		£1,065,000
Chesil MS	Replacement of LED lighting	£120,000		£120,000
		£1,484,000	-	£1,484,000
TOTAL PROGRAMME		£1,917,000	£320,000	£2,237,000

<u>Indicative 2025/26</u>		£	£	£
Improved air quality and lower carbon	To continue to support cycling provision and study		£20,000	£20,000
	Development and delivery of a parking and access strategy for the market towns		£25,000	£25,000
	Improved car park signage		£25,000	£35,000
Accessible and Safe	CCTV camera review and replacement programme	£75,000		£75,000
	Car parking repairs and remarking		£25,000	£25,000
Variable message signage	Work with Hampshire County Council to develop appropriate technological solution for electronic signage	£50,000		£50,000
Capacity to deliver	Project officer		£50,000	£50,000
Total		£125,000	£145,000	£280,000

Appendix BEquality Impact assessment

Directorate:	Your Service Area:	Team:	Officer responsible for this assessment:	Date of assessment:
---------------------	---------------------------	--------------	---	----------------------------

	Question	Please provide details
1	What is the name of the policy or project that is being assessed?	Parking and access projects
2	Is this a new or existing policy?	This programme of work supports delivery of existing policies including the Winchester Movement Strategy, Parking and Access Strategy, air quality management area and carbon reduction targets.
3	Briefly describe the aim and purpose of this work.	parking and access projects as set out above
4	What are the associated objectives of this work?	As set out above, to support visitor infrastructure in safe and economical manner and conserve long term assets This work supports air quality and carbon reduction objectives.
5	Who is intended to benefit from this work and in what way?	Residents and visitors to Winchester
6	What are the outcomes sought from this work?	Project dependent – but improved community safety, reduced cost and climate change
7	What factors/forces could contribute or detract from the outcomes?	Local or national forces and factors.
8	Who are the key individuals and organisations responsible for the implementation of this work?	Staff and partners of the city council
9	Who implements the policy or project and who or what is responsible for it?	Parking services

		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	Y	N	We do not believe so.

	race differently in a negative way?			
10b	What existing evidence (either presumed or otherwise) do you have for this?	Customer feedback and assessment of best practice and guidance.		
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	We do not believe so.
11b	What existing evidence (either presumed or otherwise) do you have for this?	Customer feedback and assessment of best practice and guidance.		
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>Changes and improvements to car parks could affect individuals and their access if not designed carefully</p> <p>Important considerations include the location and availability of disabled and mother and toddler parking provision, the height of payment machines, the type of signing used, lighting and the provision and maintenance of lifts.</p> <p>All of these factors are carefully considered in the design and installation of schemes and equipment in car parks and reflected in the improvements that we are bringing forward.</p> <p>Reference is made of the results of our resident's survey and census data to inform our decisions.</p>
D12b	What existing evidence (either presumed or otherwise) do you have for this?	Reference is made of the results of our resident's survey and census data to inform our decisions.		

		<p>We also regularly talk to representatives' groups such as the BID, Chamber of Commerce and local town and parks council to identify issues and solutions to local concerns.</p> <p>We review any complaints received and take appropriate action. Our Civil Enforcement Officers regularly receive direct feedback from customers in our car parks which we consider carefully and reflect in any proposals being brought forward.</p>		
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	We do not believe so.
13b	What existing evidence (either presumed or otherwise) do you have for this?	Based on best practice and customer feedback.		
14a	Could the policy or project have the potential to affect individuals on the basis of age differently in a negative way?	Y		Access could be affected by several issues such as lighting levels, heights of payment machines, provision of disabled parking spaces, steps and or lift provision.
14b	What existing evidence (either presumed or otherwise) do you have for this?	Customer feedback and assessment of best practice and guidance.		
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	We do not believe so
15b	What existing evidence (either presumed or otherwise) do you have for this?	Customer feedback and assessment of best practice and guidance		
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	We do not believe so

16b	What existing evidence (either presumed or otherwise) do you have for this?	Customer feedback and assessment of best practice and guidance		
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	We do not believe so
17b	What existing evidence (either presumed or otherwise) do you have for this?	Customer feedback and assessment of best practice and guidance		
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	We do not believe so
18b	What existing evidence (either presumed or otherwise) do you have for this?	Customer feedback and assessment of best practice and guidance		

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	Potentially yes in relation to age, disability
20	Can this negative impact be justified on the grounds of promoting equality of opportunity for certain groups on the basis of protected characteristics? Please provide your answer opposite against the relevant protected characteristic.	Y	N	Race: Sex: Disability: details included above Sexual orientation: Age: details included above. 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?	Through good provision of lighting, signing, payment machines, disabled car parking, and good access via lifts etc.		
22	Do any negative impacts that you have identified above impact on your service plan?	Y	N	Yes and addressed through ongoing improvements and adaptations.

Signed by completing officer	Campbell Williams
------------------------------	-------------------

Signed by Service Lead or Corporate Head of Service	Andy Hickman

This page is intentionally left blank



Strategic Director: City Offices
Resources Colebrook Street
Winchester
Hampshire
SO23 9LJ
Tel: 01962 848 220
Fax: 01962 848 472
email ngraham@winchester.gov.uk
website www.winchester.gov.uk

Forward Plan of Key Decisions

February 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 - 29 February 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



CUSTOMER
SERVICE
EXCELLENCE

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

3 January 2024

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
--	------	----------------	--------------	----------------	--------------	---------------------------------------	---	----------------------------------	--------------------------------	--

Section A
Decisions made by Cabinet

Page 49	1	Housing Engagement and Communication Plan	Cabinet Member for Housing	Significantly effect on 2 or more wards	All Wards	Janette Palmer	Cabinet Committee report	Cabinet Committee: Housing	Feb-24	5-Feb-24	Open
		Social Housing Regulation inspection regime	Cabinet Member for Housing	Significantly effect on 2 or more wards	All Wards	Gillian Knight	Cabinet Committee report	Cabinet Committee: Housing	Feb-24	5-Feb-24	Open
	3	Housing Revenue Account (HRA) Budget 2024/25	Cabinet Member for Housing	Expenditure > £250,000	All Wards	Dick Johnson	Cabinet report	Cabinet Committee: Housing Cabinet Council	Feb-24	5-Feb-24 8-Feb-24 22-Feb-24	Open

	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
4	Waste and Recycling Strategy	Cabinet Member for Climate Emergency	Significantly effect on 2 or more wards	All Wards	Campbell Williams	Cabinet report	Cabinet	Feb-24	8-Feb-24	Open
5	Treasury Management Strategy 2024/25	Cabinet Member for Finance and Performance	Expenditure > £250,000	All Wards	Liz Keys	Cabinet report	Cabinet Council	Feb-24	8-Feb-24 22-Feb-24	Open
6	Capital Investment Strategy 2024-2034	Cabinet Member for Finance and Performance	Expenditure > £250,000	All Wards	Liz Keys	Cabinet report	Cabinet Council	Feb-24	8-Feb-24 22-Feb-24	Open
7	General Fund Budget 2024/25	Cabinet Member for Finance and Performance	Expenditure > £250,000	All Wards	Liz Keys	Cabinet report	Cabinet Council	Feb-24	8-Feb-24 22-Feb-24	Open

	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
8	Land transaction	Cabinet Member for Asset Management	Expenditure > £250,000	All Wards	Geoff Coe	Cabinet report	Cabinet	Feb-24	8-Feb-24	Part exempt 3

Section B

Decisions made by individual Cabinet Members

None.

Section C

Decisions made by Officers

9	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	Feb-24	Feb-24	Open
---	---	--	------------------------	-----------	-------------------------------------	---------------------------	-------------------------------------	--------	--------	------

This page is intentionally left blank