

WINCHESTER CITY COUNCIL DECISION RECORD

VERSION 7, JULY 2025

Reference Number (taken from Sharepoint entry) [Click or tap here to enter text.](#)

Officer Completing the Form: Sara Davies

Lead Director: Cheryl Headon

Subject: Off Street Parking Order 2026

Details of Decision: *Please provide a brief explanation as to what decision was made, including any financial implications. This should be done in easy to understand, non-technical language - as this wording will appear on the website for the public to read. Also please remember all staff will be able to see this document.*

Approval is required in order to advertise and implement the Off Street Parking Order 2026. The initial consultation and amendment consultation were completed and are summarised below (supporting information).

As per all Traffic Regulation Orders, the Off Street Order 2026 now requires to be advertised as a 'MADE' order. An implementation date will be advertised to allow the new order to become legally enforceable in all the City Council's car parks.

The cost of the advertisement in the Hampshire Chronicle and the car park signage changes that will be needed, will be covered by the current Parking signage budget.

Type of Decision: (please tick. see reverse for definitions)

- Key Decision (Executive) & Subject to Call-In (see section 2A on reverse of this form) Note, these decisions are published on winchester.gov.uk
- Significant Operational Decision (see section 2B (1) on reverse of this form). Note, these decisions are published on winchester.gov.uk
- Other Decisions to be Published (see section 2B (2) on reverse of this form) Note, these decisions are published on winchester.gov.uk
- Administrative Decision (see section 3 on reverse of this form)

Reason for the Decision: *A brief overview of your reasons for taking this course of action.*

There is currently an Off Street Order *dated* 2003 order containing 11 variations, a 2010 Wickham parking order, two Alresford parking orders and one Park & Ride parking order with two variations. Technology and terminology for car parks has changed significantly over the last 20 years. Consolidating these parking orders into one order will allow all car parks in the District to be controlled by one order, allowing a simplified process for both the City Council and any member of the public who wishes to view an order of a Winchester City Council Car Park. Updating the order will allow the parking services team to efficiently and effectively enforce the car parks with new specific articles relating to electric vehicles and updated ticket types.

Alternative Options Considered & Rejected: *All alternative options considered need to be outlined here. Please include detail of any representations received. This will include your response to any alternatives suggested by those making representation and the reasons why these alternatives were rejected.*

Not making the new Order was considered and rejected as this would have meant continuing to have the 2003 order with variations in place- thereby missing the opportunity of simplifying and modernising the existing. Not making the new permit would have detrimental effect on those residents who are finding it difficult to park when they return in the evenings and weekends.

Supporting Information: *If your decision relates to delegated authority derived from a specific Committee resolution, please confirm the name of the Committee, the date of the meeting and paste the resolution into this box.*

The proposed order will simplify and update the management of all City Council car parks in the Winchester District. This includes all the Park & Ride sites which are managed by Winchester City Council and all off street car parks in Winchester, Alresford, Wickham, Bishops Waltham, and Denmead. The proposed order also includes those which are free to park in.

The current off-street parking order is dated 2003 with over 10 variations that have been added to it. A new Parking Order will consolidate the previous order and its variations, all Park & Ride parking orders, two Alresford parking orders and a separate 2010 order for Wickham Square.

The new order will include some minor changes including:

- Updating articles and definitions to reflect 2025 terminology and technology
- The inclusion of Electric Vehicle Parking Places and associated electric vehicle articles
- Changes to weight limits of multi-storey car parks to take into account the weight of electric vehicles
- Removal of Park & Ride RingGo Wallet discounted tickets, due to supplier removal.
- Inclusion of proposed Variation 12 (yet to be made) reflecting the current opening hours of The Brooks Car Park.
- 'No return within 4 hours' for Alresford Station car park which was included in the management plan contained in the leases between WCC and Mid-Hants Railway.

The order was advertised on the 9th December 2025 until the 16th January 2026, allowing extra consultation time due to the advert being over the Christmas period. The advert was in the Hampshire Chronicle and on the Winchester City Council Citizen Space page, where members of the public could directly comment. Statutory Consultees including Hampshire County Council, the Police, Councillors and landowners of Perins Car Park, Arlebury Park Car Park, and Alresford Station Car Park were contacted.

One comment was received from a Councillor regarding the advertisement, but specifically regarding the free parking period at Winchester Sports and Leisure Park when using the facilities. The Councillor has confirmed it was a comment not an objection, and the Parking Manager is taking the comment into consideration.

In response to the consultation process, an amendment to this Off Street Parking Order was subsequently re-advertised from 14th May 2026 until 8th June 2026. The amendment introduced a new Inner Area Resident Car Park Concession Permit, which would allow eligible residents to park in certain car parks during the evening and over weekends. The amendment also included an additional property eligible for a Wickham Square Resident Permit; slight amendments to the wording of Article 28 to make clear that customers of the Watercross Line need an extra parking voucher from the booking office if they wish to park over 3 hours; and the definition of "parking voucher" was added to the interpretations.

Eleven comments were received to this amendment. Seven of which were commenting or enquiring about the new parking permit. Two comments were supporting the introduction of the parking permit. Two comments were objecting to the proposal, but not specifically regarding the Off Street Parking Order amendment. The first was stating that there are not enough parking spaces in their parking zone and they must pay extra for the new parking permit allowed in the car parks. Hampshire County Council are now the On Street Parking authority and in charge of the On Street Residents Parking Scheme. WCC's new car park permit is considerably cheaper than paying for parking in the car park during the same time frame.


The second objection relates mainly to the Greyfriars revocation order that was also proposed on 9th December 2025. The Council recognises that a small proportion of inner zone residents will be affected by that proposal, however the new car park permit has been introduced to help mitigate the effects. All those who commented on the proposal have been replied to and their queries have been answered.

Declared Officer and/or Member interests: List any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision and, in respect of any declared conflict of interest, any note of dispensation granted by the Monitoring Officer.

Departmental Review			
Legal review:	Tick this box to confirm legal team have reviewed proposed decision	<input checked="" type="checkbox"/>	Fiona Sutherland
Finance review:	Tick this box to confirm finance team have reviewed proposed decision	<input checked="" type="checkbox"/>	Neil Aitken
Other review:	Tick this box to confirm any other departmental review of proposed decision (and specify department)	<input type="checkbox"/>	
Public Sector Equality Duty:	Tick this box to confirm you have considered the PSED requirements (see section 4 on reverse of this form)	<input checked="" type="checkbox"/>	

PTO

Are the details of the decision open or exempt?
<input checked="" type="checkbox"/> Open
<input type="checkbox"/> Part Exempt. Please expand
<input type="checkbox"/> Exempt. Please expand

Decision Taker (name): This needs to be the specific Officer or Cabinet Member who holds the delegation within the constitution/or referred to by a committee	Decision Taker (Signature):	Date: Click or tap to enter a date.
		16/06/26

Call In dates (key decisions only) and Implementation date:	
Commencement of call in: (date)	Click here to enter a date. (Please refer to Dem Services for this)
Last date for call in: (date)	Click here to enter a date. (Please refer to Dem Services for this)
Planned Implementation Date:	Click here to enter a date.

Notes.

1) Why record officer decisions?

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 require local authorities to produce a written statement of an executive decision made by an officer as soon as is reasonably practicable after the decision is taken (see Paragraph 13). This written statement must include the information requested in the questions of the pro forma on the previous page.

2) What sort of decisions are there?

- a) **Key decisions.** A key decision is defined by Regulation 8 of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 as being an executive decision which is likely:
- To result in the local authority incurring expenditure, which is or the making of savings which are significant having regard to the local authority's budget for the service or function to which the decision relates; **(For Winchester City Council, the financial limit above which a decision is regarded as significant is £250,000 per year), or;**
 - To be significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.

A decision taker may only make a key decision in accordance with the requirements of the Cabinet Procedure Rules, Access to Information Procedure Rules (Part 4) and the Officer Scheme of Delegation (Part 3) of this Constitution.

- b) **Non-Key Decisions.** Officers will usually take non-key executive decisions. A non-key decision is an executive decision that does not meet either criterion of a key decision as laid out above. These decisions are divided into significant operational decisions and administrative decisions.
- Significant Operational (Non-Key) Decisions.** This is a decision in relation to a Council or executive function which is not a key decision and results in one of the following:
 - Revenue expenditure or making savings (including the receipt or loss of income) between £100,000 and £250,000 per year;
 - Capital expenditure (i.e. if they involve entering into new commitments and/or making savings) and/or contract awards of between £100,000 and £250,000
 - When, in the opinion of the Chief Executive, the Section 151 Officer or Monitoring Officer, a published record of the decision is required to provide openness and transparency.
 - A significant decision should be recorded in order to comply with Regulation 13 (Recording of executive decisions made by individuals) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (No. 2089).
 - "Other" Decision.** Regulation 7 of the Openness of Local Government Bodies Regulation 2014 requires a written record to be produced as soon as reasonably practicable after an officer has made a decision under delegation which a) grants a permission or licence or b) affects the rights of an individual.
 - Administrative Decision:** *(these do not require recording on this form unless one or more of the following applies)*
 - There is a financial implication;
 - It is in conflict with the Budget and Policy Framework or other approved policies approved by full Council; and
 - It raises new issues of policy.
 - It is a decision to alter the procurement evaluation model and meets certain thresholds – see "help text"*

3) Which officer decisions need to be recorded on this form?

Officers need to record:

- any key decision, i.e., decisions that have a significant effect on 2 or more divisions, or have a cost/saving of £250,000 or more. (see 2A above)
- any Significant Operational Decisions. (see 2B (1) above)
- "Other" officer decisions regarding the granting of a permission or licence or that affect the rights of an individual (see 2B (2) above)
- Administrative decisions which meet the criteria in iii above.

4) What are the relevant processes to be followed?

For all decisions, the report author needs to complete the Forthcoming Decisions record in Sharepoint.

Establish which type of decision it is (see 2 A and 2B above.)

Most officer decisions require to be recorded on this form (see 3 above) Once completed, please ensure that it is reviewed by legal, finance and the relevant Director prior to signing. Once approved, the form should be forwarded to Democratic Services for adding to the Council's website where it can be viewed by members of the public on the decisions page (unless it is an Administrative decision).

Public Sector Equality Duty. Contact your Corporate Head of Service should you require any clarification regarding the council's Public Sector Equality, including whether you may need to complete an impact assessment as part of this decision record.