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COUNTY COUNCILLOR ROB HUMBY'S REPORT NOVEMBER 2023

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New County Council Cabinet Portfolios

Adult's Health and Care:

- Executive Lead Member, Cllr Liz Fairhurst; and
- Executive Member, Cllr Jan Warwick

Children's Services:

- Executive Lead Member, Cllr Edward Heron; and
- Executive Member, Cllr Steve Forster

Universal Services:

- Executive Lead Member, Cllr Nick Adams-King; and
- Executive Member, Cllr Russell Oppenheimer

Hampshire 2050 and Corporate Services

- Leader, Cllr Rob Humby; and
- Deputy Leader, Cllr Roz Chadd

HR, Performance, Communications and Inclusion and Diversity

- Executive Member, Cllr Kirsty North

COUNTY COUNCIL SETS OUT NEXT STEPS FOR TITCHFIELD HAVEN NATIONAL NATURE RESERVE INVESTMENT PLANS

Investment plans for Titchfield Haven National Nature Reserve will progress as Hampshire County Council places Haven House for sale on the open market. The sale of the building is essential to raise vital funds for the National Nature reserve, a site of international importance for wildlife

[County Council sets out next steps for Titchfield Haven National Nature Reserve investment plans | Hampshire County Council \(hants.gov.uk\)](#)

THOUSANDS RISE TO 2023 READING CHALLENGE

More than 19,000 Hampshire children signed-up for this year's Summer Reading Challenge – up 11% compared to 2022 – and read over 73,000 books

[Thousands rise to 2023 reading challenge! | Hampshire County Council \(hants.gov.uk\)](#)

'REDISCOVER' WAYS TO BE GREEN

Hampshire County Council is challenging people to hunt around their homes for items no longer needed and rediscover 'missed opportunities' to recycle items that cannot be reused or repurposed – either in their kerbside collection, at their local Recycling Centre or community recycling point

['Rediscover' ways to be green during Recycle Week 2023 | Hampshire County Council \(hants.gov.uk\)](#)

MORE THAN 800,000 REASONS WHY HAMPSHIRE'S HOUSEHOLD SUPPORT FUND MAKES A DIFFERENCE

New figures released by Hampshire County Council show that support has been provided to residents on 825,000 separate occasions* since the fund was created two years ago

[More than 800,000 reasons why Hampshire's Household Support Fund makes a difference | Hampshire County Council \(hants.gov.uk\)](#)

COUNTY COUNCIL SUPPORT TO MAKE GENERATION OF NON-SMOKERS A REALITY

Hampshire County Council has welcomed the Government's recent announcement to create a 'smokefree generation' by 2040

[County Council support to make generation of non-smokers a reality | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/county-council-support-to-make-generation-of-non-smokers-a-reality)

COUNTY COUNCIL MARKS ANTI-SLAVERY DAY WITH BEHIND-THE-SCENES LOOK AT WORK ON CHILD EXPLOITATION

Hampshire County Council is marking Anti-Slavery Day by shining a light on the vital work carried out by its award-winning Willow Team, recognised nationally for its role in protecting children and young people from modern day slavery, trafficking and exploitation

[County Council marks Anti-Slavery Day with behind-the-scenes look at work on child exploitation | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/county-council-marks-anti-slavery-day-with-behind-the-scenes-look-at-work-on-child-exploitation)

AVOID A NASTY TRICK THIS HALLOWEEN AND BONFIRE – FOLLOW SAFETY TIPS FROM HAMPSHIRE TRADING STANDARDS

With Halloween and Bonfire celebrations approaching, people are being reminded to play it safe by following safety advice from Hampshire County Council's Trading Standards

[Avoid a nasty trick this Halloween & Bonfire – follow safety tips from Hampshire Trading Standards | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/avoid-a-nasty-trick-this-halloween-&-bonfire-follow-safety-tips-from-hampshire-trading-standards)

COUNTY COUNCIL TO CONSULT ON PROPOSED CHANGES TO SCHOOL AND POST-16 TRANSPORT

Proposed changes to Hampshire County Council's School and Post-16 Transport Policies will be the subject of two public consultations set to run from Monday 30 October until Wednesday 6 December

[County Council to consult on proposed changes to School and Post-16 Transport | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/county-council-to-consult-on-proposed-changes-to-school-and-post-16-transport)

COUNTY COUNCIL RENEWS COMMITMENT TO HAMPSHIRE'S ARMED FORCES

Hampshire County Council has underlined its commitment to the Armed Forces, by renewing its pledge that serving and veteran members of the Forces, and their families, are treated fairly and are not disadvantaged when accessing public services such as education and healthcare

[County Council renews commitment to Hampshire's Armed Forces | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/county-council-renews-commitment-to-hampshire-s-armed-forces)

HAMPSHIRE COUNTY COUNCIL SHINES A LIGHT ON DEVELOPMENTAL LANGUAGE DISORDER DAY

Hampshire County Council is marking International Development Language Disorder Day to raise awareness of this hidden but common condition

[Hampshire County Council shines a light on Developmental Language Disorder Day | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/hampshire-county-council-shines-a-light-on-developmental-language-disorder-day)

HAMPSHIRE COUNTY COUNCIL CELEBRATES FOSTER FOCUS WEEK 2023

Hampshire County Council is celebrating its annual Foster Focus Week by recognising the work and support provided by the Hampshire Hives – a network of community groups for foster carers

[Hampshire County Council celebrates Foster Focus Week 2023 | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/hampshire-county-council-celebrates-foster-focus-week-2023)

VOICE OF HAMPSHIRE'S YOUTH TAKE TO NATIONAL POLITICAL STAGE

Members of the Hampshire Youth Parliament are set to be the voice of Hampshire's young people on the national stage, after being appointed Chair of the Government's Youth Select Committee and the South-East Youth Parliament Debate Lead

[Voice of Hampshire's youth take to national political stage | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/voice-of-hampshire-s-youth-take-to-national-political-stage)

GET COST OF LIVING HELP FROM HAMPSHIRE LIBRARIES

Hampshire County Council is encouraging residents who are struggling with the cost of living to take advantage of expert advice at drop-in sessions being held in local libraries over the next few weeks

[Get cost of living help from Hampshire Libraries | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk)

FOSTER CARERS AMONGST THOSE CELEBRATED AT COUNTY COUNCIL'S ANNUAL CHILDREN AND FAMILIES AWARDS

Three local foster carers were honoured at an annual awards ceremony celebrating the outstanding work of staff and carers in Hampshire County Council's Children and Families service

[Foster carers amongst those celebrated at County Council's annual Children and Families awards | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk)

HAMPSHIRE COUNTY COUNCIL MARKS NATIONAL CARE LEAVERS' WEEK

Young people who are leaving care are being celebrated and invited to attend a series of events across Hampshire as part of National Care Leavers' Week, while the County Council prepares to host a regional care leavers conference

[Hampshire County Council marks National Care Leavers' Week | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk)

MEALS ON WHEELS – HELPING YOU TO STAY WELL DURING THE COLDER MONTHS

To coincide with national Meals on Wheels Week, Hampshire County Council is reminding local residents that Meals on Wheels are available to anyone with a long-term health condition who may struggle to shop for or prepare food for themselves

[Meals on Wheels – helping you to stay well during the colder months | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk)

HAMPSHIRE BROWNIES ENJOY 'THE BEST SLEEPOVER IN THE WORLD' AMONG THE BOOKSHELVES

More than 250 Hampshire Brownies took part in a big sleepover event at four Hampshire libraries over the weekend in celebration of the recent publication of Jacqueline Wilson's new children's book 'The Best Sleepover in the World'

[Hampshire Brownies enjoy 'The Best Sleepover in the World' among the bookshelves | Hampshire County Council \(hants.gov.uk\)](#)

Services provided by Hampshire County Council include:

- [Education and Learning](#) including supporting Hampshire schools. (excluding privately run Academy Schools)
- [Services for children and families](#) including adoption and fostering, safeguarding, and support for young people.
- [Maintenance of Hampshire's roads](#) (except motorways and trunk roads which are the responsibility of National Highways), [licensing](#) for providers who need to work on the highway, and support for operators of [public transport](#).
- [Planning](#) applications for mineral extraction, waste management and public buildings.
- Provision of [social care and health](#) in Hampshire.
- The [Hampshire Library Service](#).
- The [Countryside Service](#), looking after [rights of way](#), and many of the county's [important green spaces](#)
- [Household Waste Recycling Centres](#) where residents can dispose of unwanted items. (District, borough or city councils manage kerbside household waste collections)
- [Trading Standards](#), ensuring fair trading in Hampshire, by supporting the county's businesses and protecting Hampshire consumers.

District, borough and city councils

District, borough and city councils provide services such as:

- Household waste collection
- Domestic planning applications
- Council Tax collection
- Housing

[Find your local district or borough council](#)

Parish, community and town councils

These councils operate at a level below district and borough councils and in some cases, unitary authorities.

They are elected and can help on a number of local issues, like providing:

- allotments
- public clocks
- bus shelters
- community centres
- play areas and play equipment
- grants to help local organisations
- consultation on neighbourhood planning

WINCHESTER CITY COUNCIL – UPPER MEON VALLEY WARD

PARISH UPDATE – NOVEMBER 2023

Local Plan Reviews

Both the Winchester and South Downs Local Plans are currently under review, but at different stages of the review process. Winchester City Council members have recently been briefed on the outcome of the public consultation over the initial draft of the revised Winchester plan, known in the jargon as the 'Reg 18' plan. The headline is the need for Winchester to deliver over 690 new dwellings per year over the period of the plan out to 2040. Of the consultation comments on the plan many of the potential remedies fall outside the City Council's remit to address: examples are more cycle lanes, better bus services. What the City Council can, and is, trying to address is the need for all new dwellings to be built to more stringent sustainability standards, particularly with respect to energy, and requiring more measures to make room for nature and bio-diversity. The City Council voted unanimously to declare a Nature Emergency in addition to the Climate Emergency so these provisions are both timely and welcome.

For the South Downs plan, all parish councils should have received an invitation to a workshop in the Meon Hall, Meonstoke on the evening of Wednesday 6 December where the review process will be explained together with how the Park will engage at that level prior to producing its own 'Reg 18' draft in 2025. The Parish Priority Statements will feed into that process. The intention is that, as that draft is compiled, the City Council will similarly conduct member workshops to determine how the two plans might work together.

Local Planning Cases

We seem to have a relatively large number of planning cases at the moment where our direct engagement with the planning committee has been requested. We will report back on each of these as appropriate as the planning process rolls on. Whilst we are very happy to speak in support of local views to the Planning Committee it is almost invariably more effective for cases to be referred through the volume of individual local objections (or indeed messages of support) to demonstrate a wide base of views. It is always useful if Parish Councils are able to encourage their parishioners to 'put their heads above the parapet' and make their views known via the Winchester or South Downs website registers of planning applications.

Warmer Homes Programme

Your attention is drawn to Kevin Reed's e-mail to Parish Clerks 1121 October 18th 2023 setting out the benefits available through the Warmer Homes Programme and available, on a means tested basis, to all off-gas grid private owner-occupied or private rental households. Unfortunately, neither social housing nor housing association homes are eligible. Parish Councils are asked to disseminate this scheme through local channels.

Neil Bolton
Jerry Pett

Winchester City Council Ward Members for Upper Meon Valley

MEETING REPORT: Beech Grove
DATE: 13 November 2023
WRITTEN BY: The Clerk
AGENDA ITEM: 84 (a)

Since the last meeting have uploaded all the reports to the s278 portal. I am now waiting for them to process the information and next steps.

Hampshire County Council have asked for confirmation from the SDNP that this project does not need planning permission. I have emailed SDNP planning department to confirm this. I have not yet received a reply.

SpeedWatch Locations Suitability Report

Section	Page	Contents
	1	Introduction
1	2	Table 1 Speed limit zones and potentially suitable SpeedWatch locations
2	3, 4	Maps with locations in table 1 marked
3	5 onwards	Images of locations to aid discussion

Introduction:

Section 1 Table 1 lists potentially suitable SpeedWatch locations within the main village 30mph zone. In producing the table and making preliminary location suggestions for further discussion, the following aspects have been considered:

- Safety for the SpeedWatch team at the location;
- View to the road either side;
- Ownership of location, all to be confirmed;
- Remarks to assist in the discussion.

Section 2 shows the speed limit zones and potentially suitable SpeedWatch locations on map sketches.

Section 3 shows images of the points identified in the table and on the maps, for clarification.

Credits

Section 2 maps and Section 3 images sourced from Google Maps

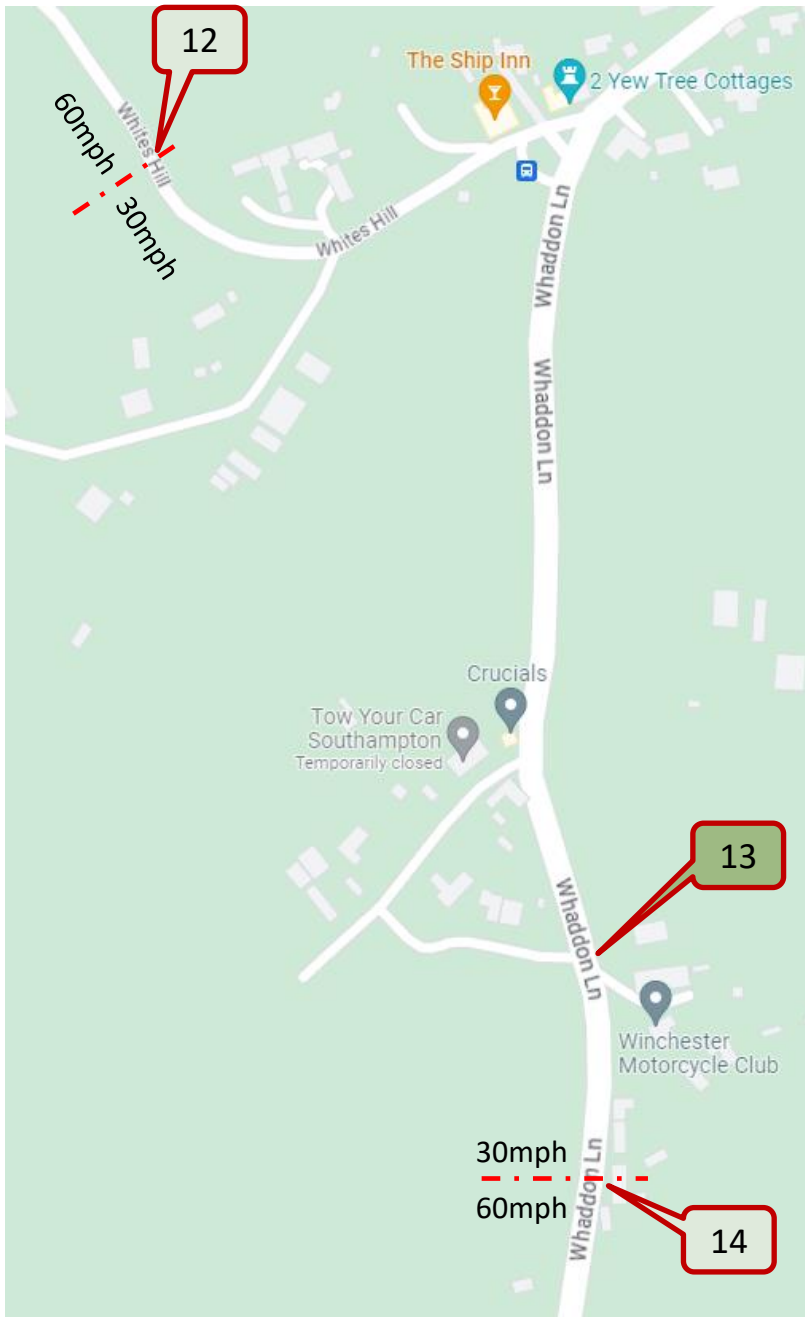
Section 1: Speed limits zones and potential SpeedWatch locations

Owslebury SpeedWatch							
Point	Type	Location (1)	Safety	View East	View West	Landowner	Remarks
1	Speed limit sign	Longwood Rd, Forge Farm 60/ 30mph	N/A	N/A	N/A	N/A	
2	Speed limit sign	Crabbe's Hill, Jct Main Rd 60/30mph	N/A	N/A	N/A	N/A	
3	Narrow section	Crabbe's Hill to Ivy Cottage	N/A	N/A	N/A	N/A	
4	Speedwatch location	Main Road, Gorse Down verge	Good	Good	Good	HH?	parked vehicles can obscure E/W view from single location surveys the narrow section Crabbe's Hill to Ivy Cottage
5	Speedwatch location	Main Road, The Dean verge	Good	Moderate	Good	????	could be good in both directions
6	Speedwatch location	Main Road, Hilly Close verge	Good	Good	Good	HH?	sit on wall of retained bank, tree overhang, location of SID facing east
7	Speedwatch location	Main Road, Beech Grove verge	Good	Good	Good	HH?	good views, approaches have bends
8	Speedwatch location	Main Road, the glebe verge, behind fence	Good	Good	Good	Church/ OPC?	good views, approaches have bends, sometimes cars are parked - could it be coned?
9	Speedwatch location	Main Road, Church Lane, on lane junction	Good (2)	Moderate	Moderate	private road?	views can be curtailed by parked vehicles. Location is in a dead end to four dwellings
10	Speedwatch location	Main Road, access way to PO telecoms hut	Good	Poor?	Moderate	HH or PO?	Telecoms vans often accessing
11	Speedwatch location	Traffic island opposite Yew Tree Cotts	Good	Moderate	Moderate	HH?	Island is wild planted, uneven, large tree. Probably few speeders either direction.
12	Speed limit sign	Top of White's Hill	N/A	N/A	N/A	N/A	
13	Speedwatch location	Whaddon Lane verge opp. Lower Fm Cottages access	Good	Good (S)	Good (N)	HH? Business?	Is Whaddon Lane a priority?
14	Speed limit sign	Whaddon Lane south of Lower Fm Cottages 30/60mph	N/A	N/A	N/A	N/A	
Notes							
1 Locations in private driveways excluded from this exercise							
2 Church Lane is used by four dwellings, occasional disruption to speedwatch team and extra care required							
x	Suggested location for a suitability check as a SpeedWatch location						
y	Poor/ unsuitable location						

Section 2: Main Road



Section 2: Whaddon Lane and White's Hill



Speedwatch Locations Report Nov 23



Point 1: Longwood Road east end of 30mph limit coming from the east.
To the east is national speed limit 60mph.



Point 2: Longwood Road junction from Jackman's
Hill 30mph transition – the signs are hidden



Point 3: Longwood Road east end narrow section from junction of Main
Road at Crabbe's Hill to Ivy Cottage.



Point 4: Main Road looking east at Gorse Down, potential safe location on right



Point 5: Main Road looking east at The Dean potential safe location on left

Point 6: Main Road looking West at Hilly Close





Point 7: Main Road looking West and East at Beech Grove



Point 8: Main Road, looking east. Glebe verge, behind fence



Point 9: Church Lane junction, looking east.



Point 10: BT telecoms hut access track, looking west.

Point 11: traffic island opposite Yew Tree Cottages, looking west.



Point 12: Top of White's Hill, speed limit 30mph starts, looking south.



Point 13: Whaddon Lane verge opp. Lower Fm Cottages access, looking north.



Point 14: Whaddon Lane, speed limit 30mph starts, looking north.

Good afternoon Sir/Madam

I am writing to request that the Parish Council lobby the Highways department to reduce the speed limit at the point of exit and entrance of Bottom Pond Cottages and the Barns as a duty of care to all residents, and as importantly to uphold their decision to protect the safety of motorists, particularly tourists unfamiliar with the area whilst trying to access the shared driveway in question.

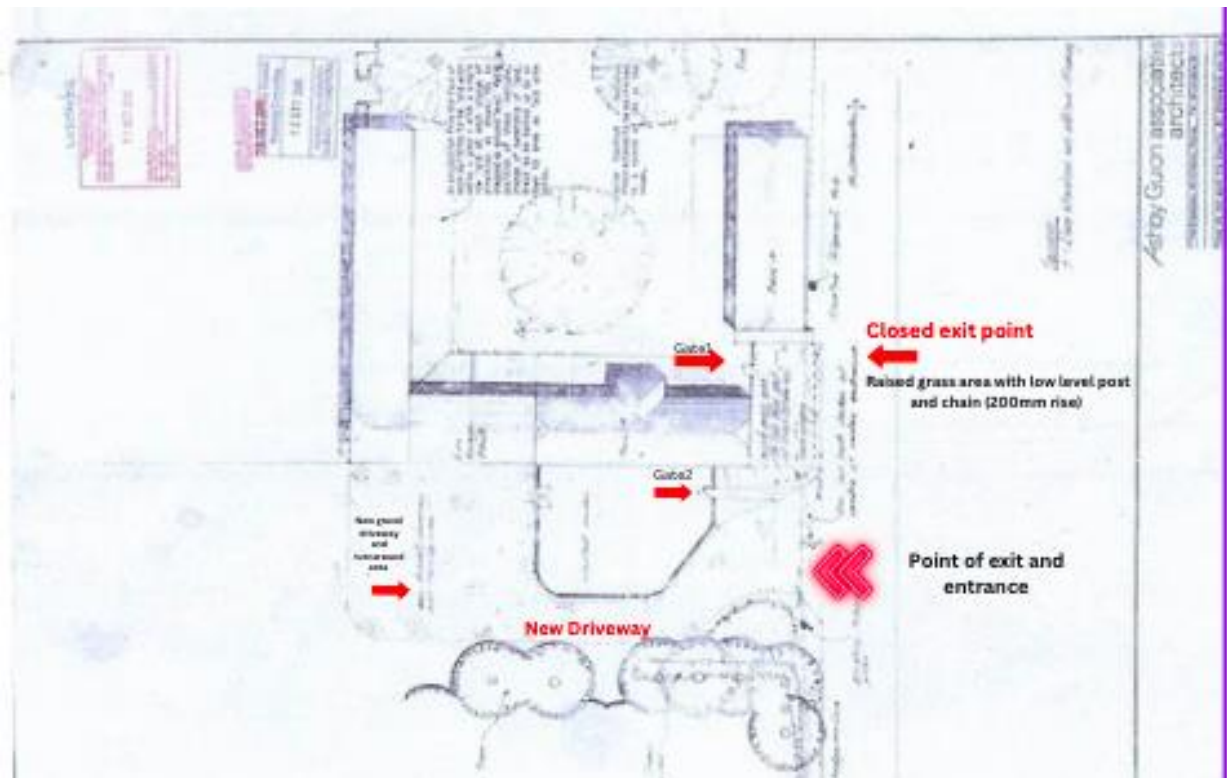
As noted below the Parish Council was very vocal in supporting the many objections from the neighbouring properties that the application to let a Shepherds hut via the driveway should be refused. Quote:

The Council strongly objects to the application. The WCC Highways Officer has on more than one occasion concluded the access to, and egress from, the property does not comply with required sight lines. **The Morestead Road is known locally as a dangerous road, particularly the stretch of road which runs past the property, with many instances of speeding or dangerous driving. Quite simply it is unsafe for local residents, never mind tourists trying to find and turn into, or out of, the property.** The Council also notes the applicant now proposes that hikers and cyclists use a gate that leads directly onto the Morestead Road. **This does not seem to help with the safety of the site for tourists. The Council feels so strongly about the above matters, notably safety, that it requests the application be referred to the Planning Committee in the event the Officer is minded to approve the application**

However, the very same neighbouring objectors are now advertising Air BnB businesses (links below) at their properties and have to date greeted more than a hundred guests. As predicated, a vast number of these guests are using the very same drive the Parish Council deemed unsafe and put to risk the safety of motorists.

Equally, the new driveway constructed should have resulted in the temporary point of exit and entrance between the Granary and Barn being chained and closed (see plan attached). However, this is still being used causing an even greater risk to safety with lesser visibility and two entrance points at a very close proximity. Application (SDNP/18/00487/FUL) for a new drive was refused as it would have been less than 2 meters away from the approved driveway in 2005, so it is very evident that should planning be sought to continue the use of both these points, it would NOT be approved.

I await your response and trust the highways will be duly contacted to proceed in trying to make a serious safety situation a matter of urgency.



https://www.airbnb.co.uk/rooms/867937448303778007?source_impression_id=p3_1697203308_ZLnEq4Z%2Bz3NrqPv3

https://www.airbnb.co.uk/rooms/54325845?source_impression_id=p3_1697203360_Qsi44BtyiTcWm9Mx_-

**Consultee Details Name: Owslebury Parish Council
Email: owsleburyparishcouncil@gmail.com On Behalf Of: Parish Council Consultee
Comments The **Council strongly objects to the application**. The WCC Highways Officer has on more than one occasion concluded the access to, and egress from, the property does not comply with required sight lines. **The Morestead Road is known locally as a dangerous road, particularly the stretch of road which runs past the property, with many instances of speeding or dangerous driving.. Quite simply it is unsafe for local residents, never mind tourists trying to find and turn into, or out of, the property.** The Council also notes the applicant now proposes that hikers and cyclists use a gate that leads directly onto the Morestead Road. This does not seem to help with the safety of the site for tourists. The Council feels so strongly about the above matters, notably safety, that it requests the application be referred to the Planning Committee in the event the Officer is minded to approve the application

MEETING REPORT: Jubilee Trees
DATE: 13 November 2023
WRITTEN BY: The Clerk
AGENDA ITEM: 85 (a)

I have received the following email from OMCA:

It is some time since it was agreed that the village would plant 7 trees in order to commemorate the seven decades of the Queen's reign and although there was a general consensus that they would be planted on the playing field, the delays in construction of the pavilion may have caused this to be put to one side for rather longer than expected.

I believe the Parish Council may have had some funding for this operation and would therefore also want to be involved, could we perhaps have a discussion about this as the winter approaches, when trees are best planted? It has been discussed in pavilion committee meetings and also with OMCA but to date no final decisions have been made.

At the November 2022 the Council agreed that the Jubilee trees could be planted on the sports field. The Council have not agreed to pay for the trees.



Raven About Wood

Paul Simmons
Sweetbriar farm
Whaddon Lane
Owslebury
07958945325
paul_simmons@hotmail.com

INVOICE

INV0131

DATE

20/09/2023

DUE DATE

20/11/2023

BALANCE DUE

GBP £436.49

BILL TO

Juanita Madgwick Owslebury Parish Clerk

Juanita Madgwick
Owslebury
☎ 07869 814452
owsleburyparishcouncil@gmail.com

DESCRIPTION	RATE	QTY	AMOUNT
Gate post 8x8 @2.4m long with round top	£131.59	1	£131.59
Postcrete	£6.35	4	£25.40
Labour Detach and Excavate existing gate post, digging and replacing with like for like postcreted with reattached gate.	£25.00	8 Hour	£200.00
Breaker hire To excavate existing post and surrounding concrete	£79.50	1	£79.50

Payment Info

TOTAL £436.49

PAYMENT INSTRUCTIONS

Please pay via BACS to Paul Simmons 40-04-09
21275135 Thank you.

BALANCE DUE **GBP £436.49**

BY CHEQUE

Paul Simmons

Please pay 50% deposit to start and 50% on completion.

DATE SIGNED

20/09/2023

14 day wait for gate post.



Replace and make good

MEETING REPORT: Shoots Along the Routes

DATE: 13 November 2023

WRITTEN BY: The Clerk

AGENDA ITEM: 85 (b)

At the October meeting I circulated an email from Hampshire Countryside on their new initiative 'Shoots Along the Routes' The Council asked for more information on this.

I emailed the team and received the following response from them:

Hi Juanita,

Thanks for your e-mail. That's great to hear that you would be interested in planting trees in Owslebury parish. We can help by providing free trees and advice across a range of different types of tree planting projects, including planting new hedgerows, planting trees in hedgerows, community orchards and mini (or 'Miyawaki') forests. We can work with you to develop a single tree planting project or a community tree planting plan if you have multiple projects in mind.

In addition, I've attached a finer-scale map to the one I previously sent, which relates to the Shoots Along the Routes scheme I previously e-mailed about. Land eligible for our Shoots Along the Routes scheme is highlighted in green – so here it is actually a very limited section in the north of the parish near Cheesefoot Head. In this case, we would be very happy to work with the landowner/farmer to explore tree planting options within that green section. If you hold landowner information and can contact the landowner, then please do pass on this information to them and encourage them to review the Shoots Along the Routes information in the attached guidance and application form documents.

However, we are also keen to support tree planting projects outside of Shoots Along the Routes. This may be easiest on parish council-owned land, so please do let me know if any of the different types of tree planting project mentioned above are of interest to you. For projects such as these, we would ask the parish council to drum up support and organise volunteers to help on planting days, to source mulch (such as wood chip) and to ensure that newly planted trees can be cared for and maintained after planting. I'd be happy to discuss options with you, or you can submit an application for funding straight away using the attached application form (just tick the box at the start of the form that states that the land is outside of Shoots Along the Routes).

I hope that's helpful – please let me know if I can answer any questions or clarify anything.

I replied with the following:

Dear,

Thanks for the email. I will take it to the next Council meeting to discuss. We do have a potential project where our Sports Field Committee would like to plant trees/ hedges at the Sports Field, there has been discussion on an orchard, planting trees along the roadside of the field or a hedge. Our pavilion burnt down last year and we are trying to regenerate the area with a new pavilion, orchard, mindfulness area and sports pitches. I assume that this would fit for the funding you are offering?

Their response is as follows:

Hi Juanita,

That sounds exactly like the type of project that we can support, yes. What a lovely idea to introduce a range of different spaces for different groups. We can certainly look at an orchard, hedgerow and hedgerow trees, perhaps also some individual trees and/or tree clusters to provide shade.

Once you've had a chance to discuss ideas with the Parish Council, please do let me know how you'd like to proceed. For any planting projects for this planting season (winter 2023/24), we would now likely be looking at February/March for planting days. As I say, we can provide the trees and items such as stakes and guards.

I look forward to hearing from you soon.

This initiative could help with agenda item 85 (a) the request for the Parish Council to pay for the Jubilee trees or the Council could pay for the Jubilee Trees and ask for funding for an orchard in the sports field, or trees/ hedge to line the roadside of the sports field.

I have attached the 'Shoot Along the Routes' guidance and believe that the Council should take advantage of this funding.

They have sent me the form to fill in to get this funding.



Hampshire Forest Partnership

Shoots Along the Routes

About Shoots Along the Routes

This fund aims to boost ecosystem services by supporting tree planting on land that will develop a 2km wide corridor spanning selected road routes across Hampshire. This will create over 630 kilometres of new green networks across the county.

The fund is for trees on privately owned land, community owned land or other land owned by parish councils. Permission must be sought by the landowner and evidenced as part of your application. Tree planting on Hampshire Highways is not included in this scheme, as this is delivered separately by Hampshire Highways arboriculture team.

This will aim to strategically deliver on ecosystem service provision, specifically with regards to:

- **Noise pollution** from the roads
- **Flooding** – absorption from trees reduces the effect of road and land run-off during heavy rain periods. Roads often follow the contours of slopes, so interception of run-off will alleviate flooding impacts further down valleys.
- **Air cooling** (and reflection of heat) along roads to mitigate heat from roads (albedo effect) and traffic.
- **Air pollution** along the roads selected, which are the busier roads in the county
- **River cooling and shading for fish** – some of the roads run adjacent to rivers, the green corridors may help providing cooling for the rivers, as well as intercepting pollutants from road run-off into watercourses – see below.
- **Road run-off** – occurs when pollutants that settle on the surface of the road – such as residue from oil spills, as well as tyre and brake wear from vehicles – build up during dry weather and are then washed into rivers and streams when it rains. The problem is likely to increase with the effects of a changing climate.
- **Biodiversity and local nature recovery** – enhancing biodiversity by creating green corridors and providing opportunities for species that favour these locations, including birds, mammals and insects.
- **Agroforestry** – supporting opportunities for farmers to increase tree planting within their farming systems to promote a range of benefits. Developing ‘living barns’, shelter belts, tree clusters and trees within hedges.
- **Soil Health** – planting trees improves soil structure and carbon sequestration in soil.
- **Visual amenity value** – planting trees to enhance landscape character along the routes.

- **Mental health and Wellbeing** – being in the presence of trees reduces stress and lowers our cortisol levels. Trees have significant benefits for our mental wellbeing.

Shoots Along the Routes will provide trees and tree protection to successful applicants and can advise on pre-planting ground preparation, planting plans and aftercare. However, the applicant is responsible for carrying out these activities and associated costs. In some cases, we may be able to help you plant the trees or put you in touch with groups that can help – let us know if you would like help with planting in the Application Form.

Eligibility criteria

The routes selected will be either A or B-roads that would benefit from tree planting due to a lack of tree canopy cover or the potential value to ecosystem services. Please see below for specific routes currently eligible for funding through this scheme.

Basingstoke and Deane Borough Council area:

- A339 – Alton to Headley via Basingstoke
- B3046 – Alresford via Candovers to Basingstoke
- B3400 – Whitchurch, Overton, Basingstoke (as Test Valley BC)
- B3051 – Overton to Kingsclere
- A33 – from Chineham, north to the borough boundary
- A30 – from basing Eastwards towards the borough boundary
- Sherfield Road/Bramley Road between Sherfield on Loddon and Pamber End
- B3048 – Longparish to Hurstbourne Tarrant
- A343 – Andover to Berkshire border via Highclere

East Hampshire District Council area:

- A272 – Petersfield to Winchester
- A32 – Alton to Wickham
- B3349 – Alton to Reading Route
- B3006 – Liss to Alton
- A31 – Farnham to Winchester
- A339 – Alton to Basingstoke
- A3 – Hindhead to Horndean

Hart District Council area:

- B3349 – north to south through the district via Hook
- A30 – Hook towards Yateley Common via Hartley Wintney
- A287 – Hook towards Farnham

Test Valley Borough Council area:

- B3084 – Dunbridge, Middle Wallop route
- A343 – Andover to Berkshire border



- B3051 – Overton to Kingsclere
- A3057 – Romsey to Andover
- B3400 – Whitchurch, Overton, Basingstoke
- B3048 – Hurstborne Tarrant to Wherwell
- A3090 – Winchester to Romsey
- B3049 – Winchester to Stockbridge
- A30 – East-West borough boundaries via Stockbridge

Winchester City Council area:

- A272 – Petersfield to Winchester (as EHDC)
- B3046 – Alresford via Candovers to Basingstoke (as BDBC)
- B3047 – along River Itchen
- A31 – ancient route from London to Winchester
- B3049 – Winchester to Stockbridge
- A33 – from Winchester north to borough boundary
- A30 – short section north-east of Winchester
- A32 – West Meon south through the Meon Valley towards Fareham
- A3090 – Winchester to Romsey
- B3035 – Botley via Bishops Waltham to Corhampton
- A3051 – Botley to Swanwick

Tree planting eligible for funding through this scheme includes:

- Standard trees in/adjacent to existing hedgerows
- New hedges
- Linear woodlands and shelterbelts
- ‘Living barns’ – clusters of trees planted to provide shelter for livestock from heat and cold
- Tree clusters and individual trees
- Trees for agroforestry – in livestock pasture and arable.
- Tree circles (cultural landscape features that create a ring of trees for visual amenity)
- Mini Forests (based on Miyawaki method - must be publicly accessible land only/community-based projects – please request separate application form)
- Community Orchards (must be publicly accessible land only and community run projects)

Planting sites for linear woodlands or tree clusters must be **under 0.5ha**. We are unable to fund larger woodland creation. Larger woodlands (from 0.5ha and above) are eligible for funding from other sources, please see appendix 1 for further information on alternative funding. We can also put you in touch with our partners that can help you with larger woodland creation projects and application forms.

We cannot fund tree planting within existing woodlands. The fund will only support trees outside of woodlands.



We can fund **tree protection, stakes and guards**, and will assess requests on a case-by-case basis. We may not be able to fund all requests and will fund projects that show best value for money. We are unable to fund any necessary watering of the trees or mulch. Please ensure that newly planted trees receive adequate watering and mulch to ensure their survival.

We can fund **community orchards** but cannot provide funding to subsidise production of fruit to be sold for commercial gain.

We cannot fund agricultural producers for products that are sold commercially at this time.

Nb: Trees funded will be smaller (whips, or small trees 2-2.5m tall), but funded with greater protection to enable better resilience to drought, deer browsing or trampling etc. In some cases, standard trees may be necessary, please indicate if you require standards and provide your justification in the full application where indicated.

As part of this funding offer, we ask that all newly planted trees and hedges are recorded on the Hampshire Forest Partnership Tree & Hedge Tracker Survey within one month following planting. We will share instructions for uploading trees to the tracker with successful applicants. We may get in touch with you to ask for tree and hedge survival information to help us evaluate the Shoots Along the Routes project.

This is a limited fund based on the above eligibility criteria. It is not a grant and is not competitive. Once funds are allocated, we will no longer be able to provide further funding. Phase 1 planting will take place during winter 2023/24. We may postpone projects until Phase 2, to be carried out in winter 2024/25 if high numbers of applications are received.

If you are interested in helping to develop a green corridor in your parish or community, or you are a private landowner, farmer or land manager that would like to apply, please complete our short Application Form (see Appendix 2 below for guidance on completing the form) and send it to treeplanting@hants.gov.uk. You can also submit a [Project Enquiry Form](#) prior to submitting a full application if you would like to help to determine which funding source is most appropriate for your project idea.

We like to work with local community groups where we can. If you are a community group that would like to help with tree planting days, please get in touch at treeplanting@hants.gov.uk.

If you are a resident and would like to donate and plant a tree along one of our chosen routes, please get in touch at treeplanting@hants.gov.uk as we are accepting public donations to help us to plant as many trees as possible.

Please see our funding page for further information on current funding offers as part of the Hampshire Forest Partnership: [Funding support offered by Hampshire Forest Partnership | Hampshire County Council \(hants.gov.uk\)](#)

Appendix 1: Alternative funding schemes for tree planting projects that are ineligible for funding through Shoots Along the Routes or are unsuccessful with their application.

[The Tree Council – Branching Out Fund](#)

Fund projects from £250 to £2,500 with eligibility criteria based on funding bracket – projects below £500 need strong community involvement and those above £500 should include additional biodiversity and planning considerations.

[Woodland Trust – MOREWoods](#)

For projects greater than 0.5 ha in size and 500+ trees. The Woodland Trust can help with advice and project design, supply the trees and tree protection, and cover up to 75% of project costs.

[Woodland Trust - MOREHedges](#)

Funding is available for projects to create new hedge links between woodlands. Hedges must be at least 100m long with trees allowed to grow every 6m. As with the MOREWoods scheme, the Woodland Trust will provide advice, trees and protection and cover up to 75% of costs.

[Forestry Commission – England Woodland Creation Offer \(EWCO\)](#)

Woodland creation projects that are at least 1 ha in size may be eligible for funding. The scheme is available for landowners, land managers and public bodies and includes financial support for establishing new woodland and installing associated infrastructure, as well as ongoing maintenance payments.

[Defra – Sustainable Farming Incentive](#)

This scheme pays farmers for sustainable farming practices over a 3-year agreement for actions including maintaining or establishing hedgerow trees. Funding can be provided through this scheme alongside other Countryside Stewardship payments.

[Portsmouth Water – Downs & Harbours Clean Water Partnership](#)

For farmers carrying out nitrate reduction measures in Portsmouth Water's high-priority zones. Funding cover trees and protection measures up to £10,000 per farm per year, including agroforestry projects. The project must be a low nutrient scheme.

[Free Trees for Communities Across the UK \(tcv.org.uk\)](#)

For communities across the UK, free tree packs up to 950 trees per application. Projects must have community involvement and public access.

[UK Community Tree Planting Grant — International Tree Foundation](#)

This grant is available for community groups planning projects on public or publicly accessible land. Funding streams fall into two categories: (1) community woodlands/hedging and (2) community orchards.

[CPRE Hampshire Community Hedge Fund 2023 - CPRE Hampshire](#)

Grants up to £750 are available for community projects to plant or rejuvenate hedges in publicly accessible areas. Funding covers the purchase of whips, tree guards and/or the cost of labour and materials if restoring hedging through laying.

[Farming in Protected Landscapes - Defra](#)

Farmers and land managers in AONBs and National Parks are eligible for funding for projects that will support and improve the protected area. Funding covers up to 100% of the costs of a project if you will not make a commercial gain from it, and a proportion of the costs if you will benefit commercially.

Appendix 2: Guidance on completing Shoots Along the Routes Application Form

1. **Project title** – Please provide a short, descriptive title for your project.
2. **Applicant name**
3. **Organisation or name of farm/property**
4. **Applicant address**
5. **Contact details** – Please provide a contact e-mail address and telephone number.
6. **Which Shoots Along the Routes eligible road(s) will you plant along?** – Please look at the guidance and state which road(s) falls within 1km of your planting site.
7. **Site location** – Please provide a What3Words location and attach a site map showing the area to be planted. A Google Maps screenshot or similar with the planting area highlighted would be preferable.
8. **Site area** – Please provide an estimate of the planting site in metres squared.
9. **Current site usage** – Please indicate what the planting site is currently used for. If there are multiple uses, please tick all that apply. If the use is not listed, please tick other and provide a short description.
10. **Is the site publicly accessible?** – Please indicate yes or no. Do not leave blank.
11. **Landowner name and address** – Please provide the name and address of the landowner if this is different from the applicant. If you are applying on behalf of the landowner, please provide a letter from the landowner giving permission to apply on their behalf.
12. **What type of tree planting would you like to carry out?** – Please indicate what type of trees you would like to plant. Please tick all that apply.
13. **How many trees would you like to plant?** – Please provide an estimate of the number of trees that you would like to plant overall. If you would like to plant hedges, please give an approximate number of metres of hedging.
14. **a) Which species of tree would you like to plant?** – If you would like to plant standard trees or whips outside of hedges, please tick which species you would be interested in planting and provide numbers per species. To request trees that are not included, please provide a list of these noting the species. For community orchards we will need to know the

variety of fruit trees, including root stock required. If you would like to plant hedges, we will provide a native hedge mix based on your soil type.

b) Please provide your justification for planting standard trees rather than whips – standards require greater aftercare and are slower to get established, so we are only able to fund standards in areas which are more vulnerable.

- 15. Please provide information about your proposed planting design.** – Please detail how the trees will be spread out across the site. Include whether they will be planted in rows, clumps or individually, and what spacing will be between trees. A simple map or sketch to illustrate this would be helpful.
- 16. Please provide information about your proposed planting method.** Please detail how you would like to plant e.g. notch planting, pit planting. How will you prepare the site beforehand e.g. turf scraping, soil enhancement etc.? Who will carry out the planting e.g. yourself, volunteers, corporate volunteers etc.?
- 17. We may be able to offer help with planting** or put you in touch with organisations or groups that could assist. Please indicate whether you would be interested in this.
- 18. Which animals are present at the site?** – To improve tree survival rate, we will provide tree protection as needed. Please let us know which animals are present at the planting site so we can provide appropriate protection. You will need to show value for money for fencing, we may not be able to provide this and it will be assessed on a case by case basis.
- 19. During which of the following time periods would you prefer to carry out planting?** – Please tell us when you would like to plant the trees. We will aim to deliver trees to your local area at a time that suits your preference. Ideally, trees would be planted as soon as possible following delivery. If this is not possible, they will need to be 'heeled in' until planting can take place.
- 20. Please provide information about your tree monitoring and aftercare plan.** – We are interested to know how you will provide aftercare to the planted trees, including watering, mulching and weeding as required. As part of this offer for funding support, we ask that you set up a simple monitoring plan to track tree survival and health on e.g. an annual basis. We also ask you to record all newly planted trees on our Tree & Hedge Tracker Survey, to help build up a picture of tree planting across Hampshire.
- 21. Please indicate if you would be interested to find out more about how you can help pollinators at your site,** and we will pass your contact details on to colleagues who will get in touch to help.
- 22. Please indicate if you would like advice for planting trees/woodland in areas greater than 0.5 ha.** We will put you in touch with funding partners offering grants that could help.

**Owslebury Parish Council
2023/24**

PAYMENTS	Amount (£)	Payee	Payment Type
81	290.00	S Comley - Green Keeper	Paid
82	1,067.42	Swamore (ACSO)	Paid
83	195.00	WCC - Dog Bin Emptying Q3	Paid
84	36.00	CPRE	
85	200.00	Grant (Morestead Church)	
86	7.00	3 (Phone)	
87	7,059.98	AVA Recreation -Resurfacing	DD
88	13.09	Amazon (Monitor Stand)	CC
89	100.46	IONOS - 12 Month Fee	DD
90	2.40	IONOS - Wordpress Hosting	DD
91	202.80	Michelle Juggins (Xmas Lights)	
92	483.75	Clerks Expenses	
93	121.00	HMRC	
94	1,296.76	Swamore (ACSO)	
95	2,000.00	Hampshire County Council (s278)	
96	31.57	OPHMC - Oct	
97	265.70	Jeff Kamen (Xmas Lights)	

Voucher	Amount (£)	Payee	
RECEIPTS			
8	53.22	CCLA - Investment Interest	

Chairman:

Date:

RFO:

Date:

Bank and short term deposit balances/bank reconciliaton

1. BANK BALANCES

31/10/2023

CASH BOOK BALANCE		£	£
	Balances 1st April 2023		70,502.91
	income		41,870.45
	expenses		-56,993.13
	CASH BOOK BALANCE		55,380.23
	add u/p cheques		11,720.05
	less o/s receipts		0.00
	Control total		67,100.28
BANK STATEMENTS			
	Treasurers account	67,100.28	
	Business 30 Day notice	0.00	
	Credit Card	0.00	
	Per bank statements		67,100.28
	Difference		-0.00

2. SHORT TERM DEPOSIT	25,000.00
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3. TOTAL OF BANK AND SHORT TERM DEPOSITS	80,380.23
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Grass Cutting	1,620	1,860	2,615	1,495	5,000	1,355	3,100	4,200	
Dog Waste Collections	660	885	660	585	800	195	600	700	
Play Area Repairs & Inspections	667	2,185	79	1,079	5,000	429	6,400	3,000	
General Maintenance / Repairs	216	265	261	316	500			500	
Tree Works			2,150	320	500			2,000	
Lengthsman scheme		56	56	0					
Community Assets Maintenance			1,012	1,240	1,500			1,500	
Subscriptions									
Hampshire Association of Local Councils (HALC)	280	270	294	296	320	301	301	320	
Society of Local Council Clerks (SLCC)				230	250	139	139	150	
Winch. District Ass'n o Local Councils									
Hants. Playing Fields Association	40								
Council for Protection of Rural England (CPRE)	36	36	36	36	40	36	36	36	
Information Commissioner	35	35	35	35	40	35	35	35	
Parish Online	75	75	75	75	75			75	
Survey Monkey			320						
Grants					2,000		2,000	2,000	
St Andrew's Church	400	525		400		1,000			
Morestead Church	200	200	200						
Owslebury Newsletter				100		150			
Christmas Lights									
Winchester CAB	250	250	250	250		250			
OMCA		240		500					
Hampshire Archive			200						
OMPHC			850						
ADD	3,890								
OSSC	100			200					
Hampshire & Isle of Wight Trust	100								
Community Projects									
Speed Sign	3,200	58							
Bollard for Footpath 31		292							
Red Lane Re surfacing		850							
Topography Survey & Desgin Beech Grove			2,289						
Affordable Housing Survey				300					
Notice Board				1,357					
Play Area Painting					1,000		1,000		
Benches (Glebe Field) x 3					2,000	279	400		
Footpath Improvement (Beech Grove)					15,000	1,764	15,000		
Coronation					500	409	409		
Repainting of Telephone Box					300		300		
Speedwatch Equipment								700	
GrOws								1,000	For a heat sensing camera
Jubilee Trees								700	For 7 trees to be planted in the Sports Ground
Pavilion									
Water									
Electricity									
Container & Paint				1,706					
Removal of Pavilion				6,300					
VAT Paid	1,164	2,414	3,209	3,876		1,470			
Total Expenses	24,110	27,577	34,172	41,484	57,502	17,323	49,880	40,493	
Net Surplus/(Deficit)	4,465	2,692	-1,150	-3,436	-17,177	4,432	-9,255	-39,443	

RESERVES	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Opening reserves at beginning of financial year 1st April	67,931	72,396	75,088	73,938	70,502	61,247
Net surplus/deficit for financial year	4,465	2,692	-1,150	-3,436	-9,255	
Closing reserves at 31st March	72,396	75,088	73,938	70,502	61,247	61,247



Consultation begins on the Statement of Community Involvement

Consultation on Winchester City Council's Statement of Community Involvement (SCI) begins today (10 October) and will run for a period of 6 weeks.

It's a really important document which all councils must produce and helps to ensure that effective community involvement happens at all stages of the planning process. The SCI describes how people can get involved and also how we will consult. It also describes how we will encourage the local community to participate and help shape the areas they live and work. This includes our Local Plan, but also all planning matters unrelated to the Local Plan as well.

Please share your views by taking part in the consultation. The SCI can be found on the [Local Plan website](#), and you can share your views [via citizenspace](#).

The consultation will close on 21 November 2023.

Please note, that for anyone without internet access, paper versions can be requested using the contact details below

Kind Regards,

Strategic Planning Team

City Offices

Winchester City Council

Colebrook street

SO23 9LJ

planningpolicy@winchester.gov.uk

01962 848 549

Appendix 1

YOUR PLACE YOUR PLAN.

Winchester District Local Plan

STATEMENT OF COMMUNITY INVOLVEMENT IN PLANNING

Consultation draft

October 2023



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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 RTP1 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](#)

Town & Parish Councils

- 2.8 There are 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 Town & Parish Councils are formally notified of planning applications and are also consulted on planning policy issues. Most Town & Parish Councils have their own planning committees where they discuss applications and agree on a response.
- 2.10 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 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.

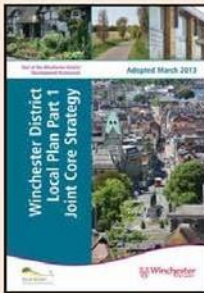
Planning Policy Documents

- 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

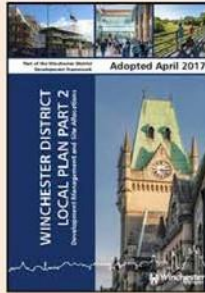
involvement. The LDS is updated on a regular basis as required. Changes to the LDS will be considered by the Council's Cabinet /~~Local Plan Committee~~ and the final version published on the Council's website. ~~The existence of a revised LDS will be further publicised through the local plan newsletter 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



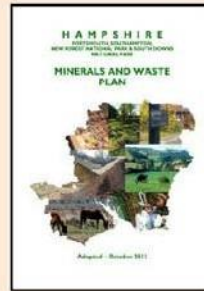
Local Plan Part 2: Development Management and site allocations



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 trigger the need for a more detailed Appropriate</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>

Assessment.

Neighbourhood Plan

Other documents

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

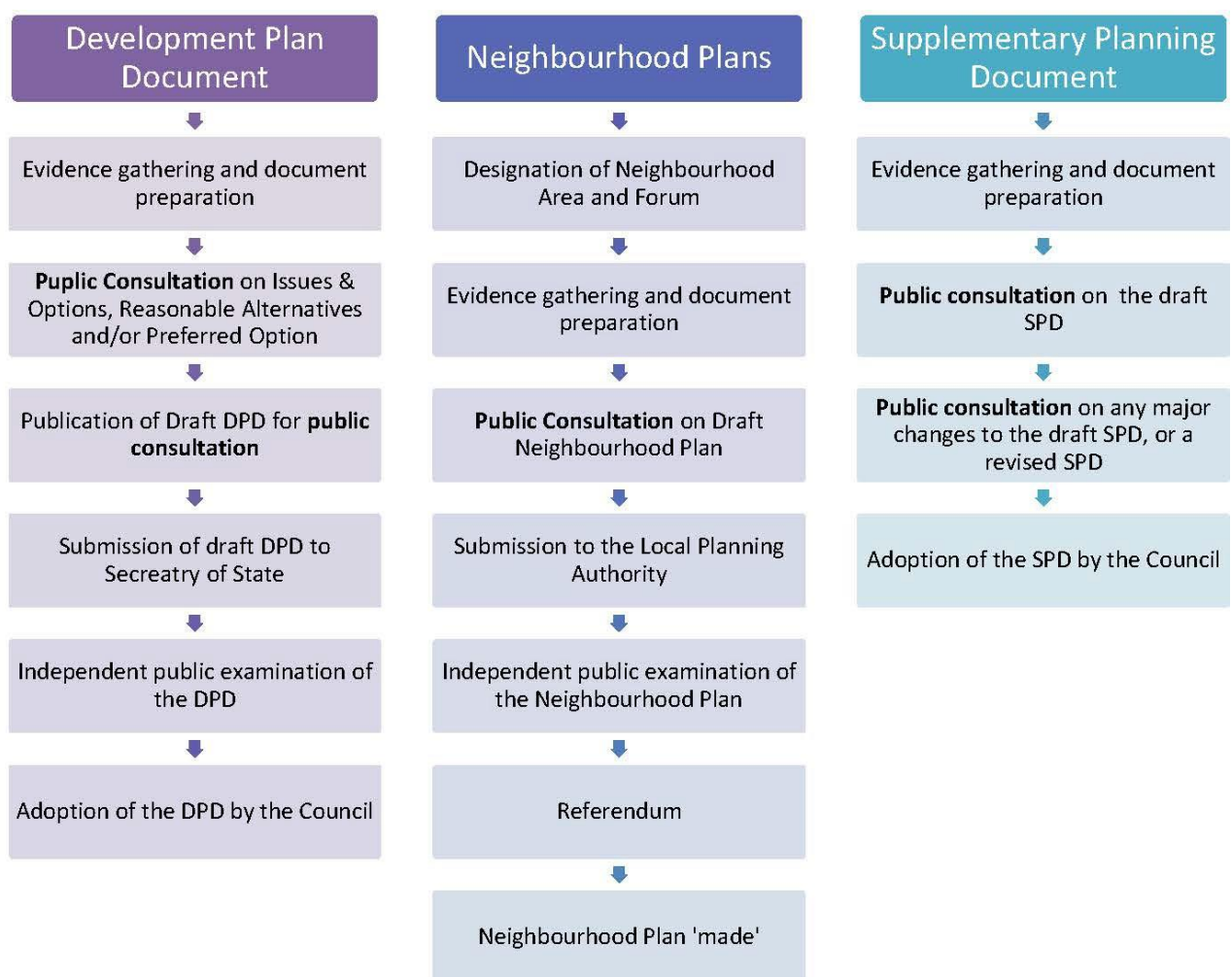
Examples include Strategic Housing & Economic Land Availability Assessment (SHELAA) [Formerly SHLAA], Brownfield Land Register, Housing Needs Assessments, Infrastructure Delivery Plan, Green Infrastructure Studies, Transport Assessments, and Local Flood Risk Assessments.

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)

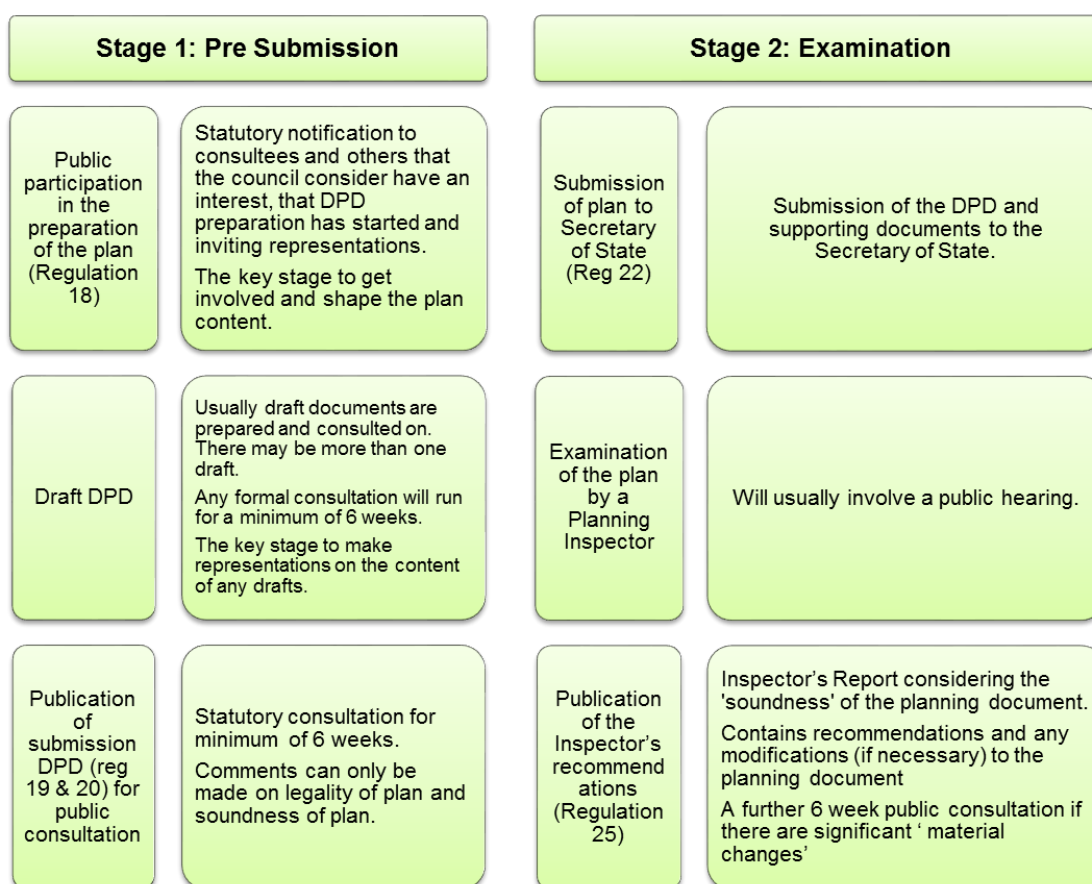
Figure 2: Planning Policy Documents Preparation Process



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 Town & 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 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 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 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 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~~

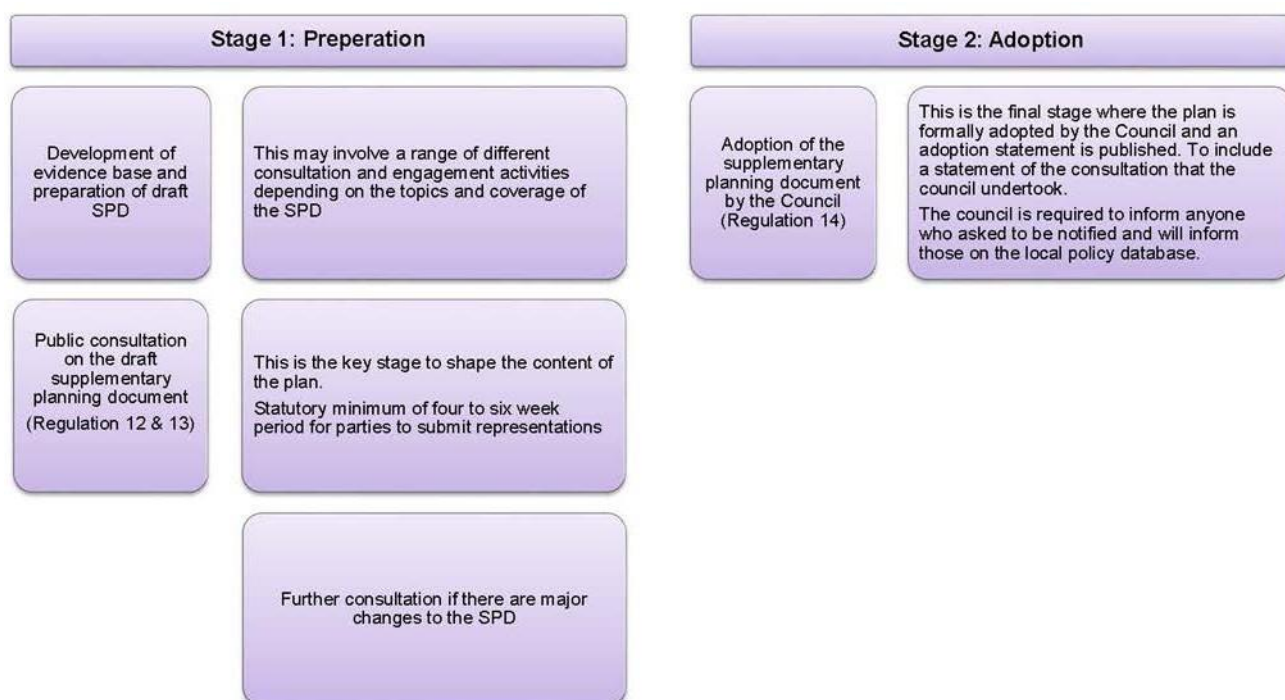
3.16 A combination of methods can often obtain the most comprehensive results, however consideration needs to be given to the availability of resources and the benefits that will be achieved. Statutory time constraints need to be taken into account. Methods should be chosen in proportion to the scale 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 Planning Inspector

Submission

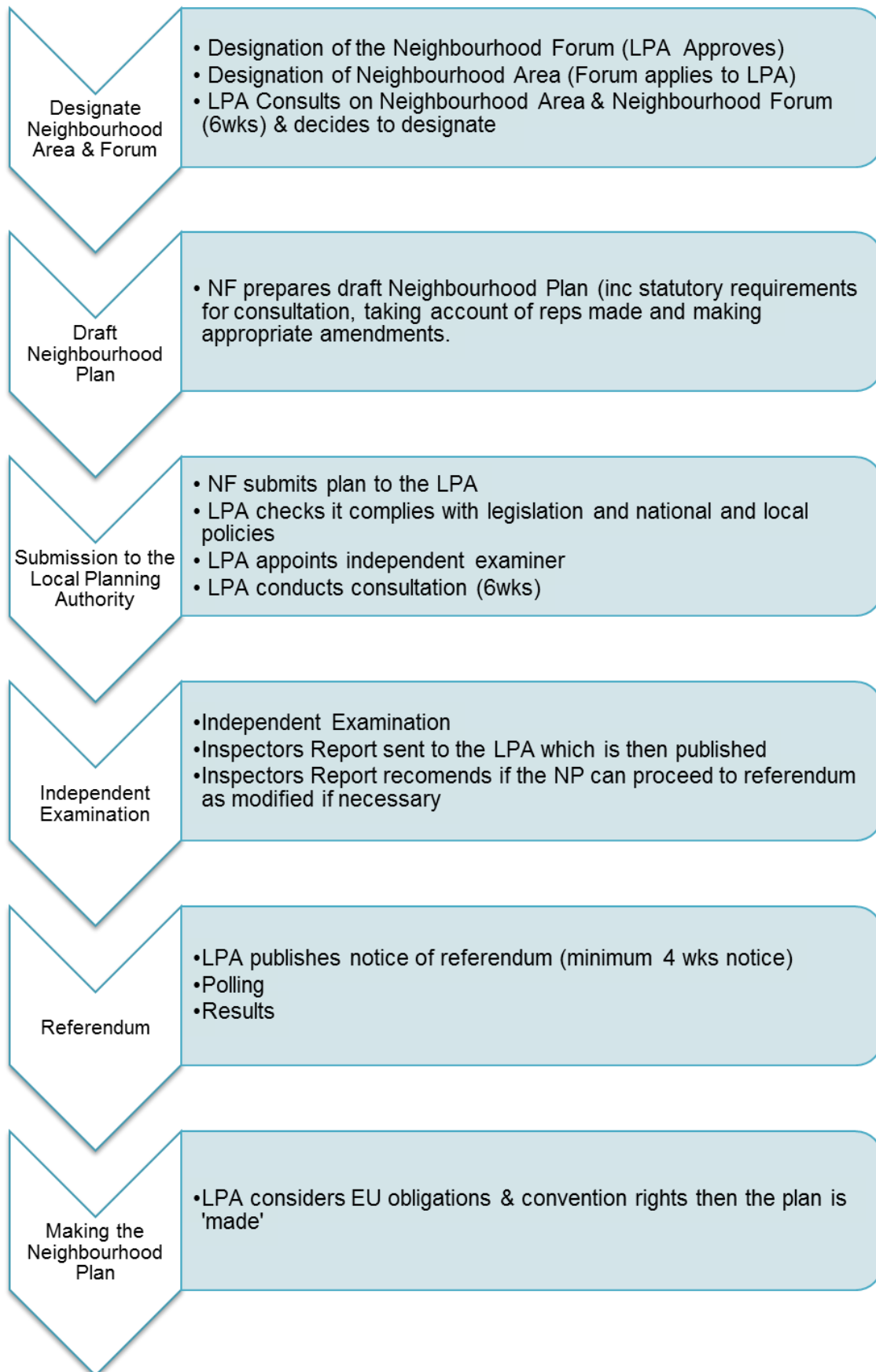
- 3.33 Following the period of formal consultation on the pre-submission plan, the final DPD and supporting documentation is prepared for submission to the Secretary of State (the Planning Inspectorate) for examination. A programme officer will be appointed to administer the examination process.
- 3.34 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 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 inline 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/> *
Minor development Below the above thresholds			<input type="checkbox"/> *	<input type="checkbox"/> *
Householder development			<input type="checkbox"/> *	<input type="checkbox"/> *
Application accompanied by an Environmental Impact Assessment (EIA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proposal affecting a public Right of Way (ROW)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Listed Building Consent	<input type="checkbox"/>		<input type="checkbox"/>	

Conservation Area Consent	<input type="checkbox"/>		<input type="checkbox"/>	
Some Prior Approval procedures: e.g. demolition,			<input type="checkbox"/>	
Telecommunications Prior Approval			<input type="checkbox"/> *	<input type="checkbox"/> *

* 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 Town and Parish 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~~ Signatures 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 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, 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
 - 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 inline 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 Wednesday's 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.

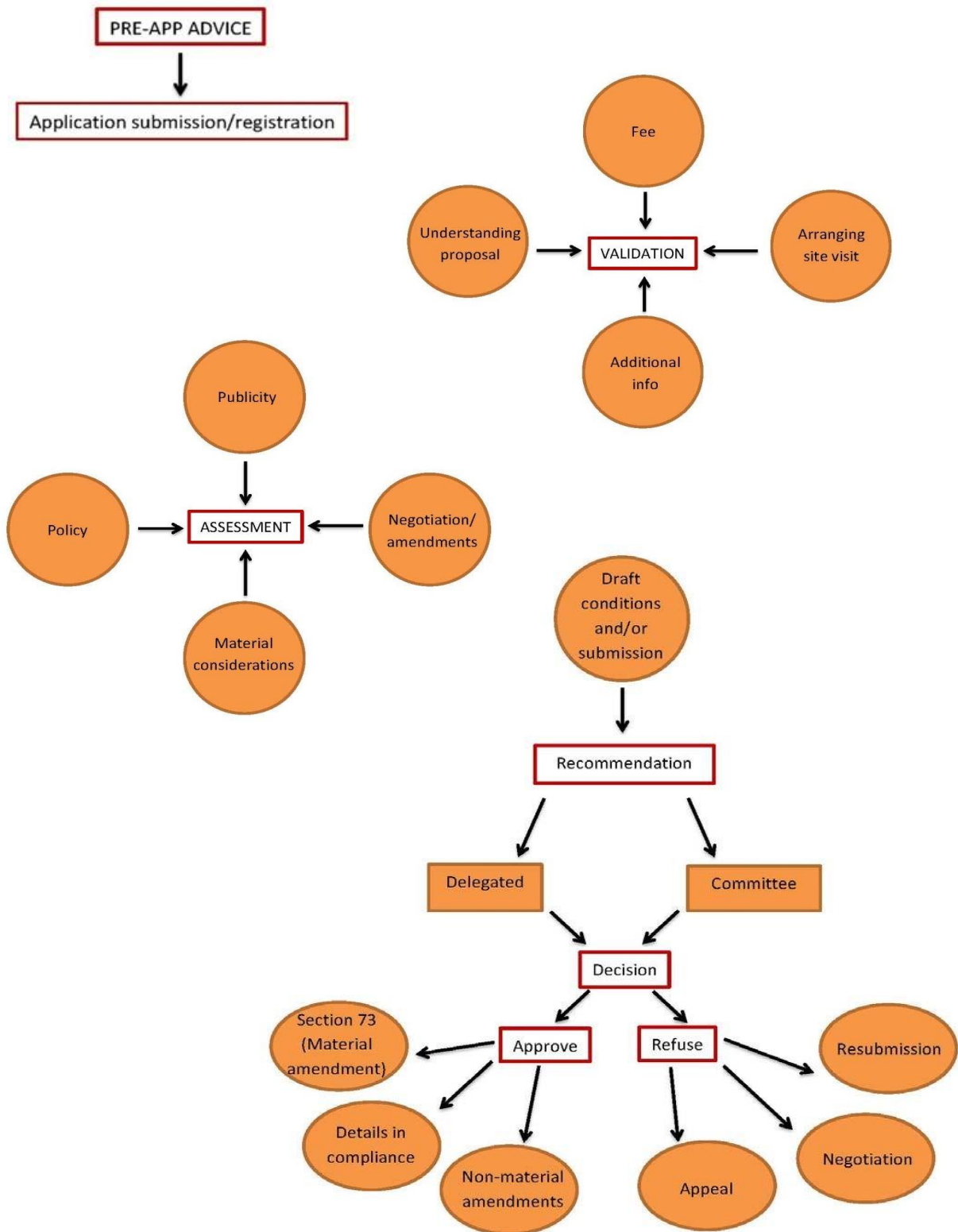
Enforcement

- 4.41 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. For more details on the Councils approach to enforcement you can review the Councils 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 Councils within and adjoining Winchester City Council	<input type="checkbox"/>	
Other organisations The Environment Agency* Historic England* Highways England <u>National Highways</u> Homes England Marine Management Organisation Natural England* NHS Trusts & Integrated Care Boards <u>Active Travel</u>	<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 Royal Mail Properties	<input type="checkbox"/>	

Enterprise M3 Local Enterprise Partnership Local Nature Partnerships Civil Aviation Authority Office of Rail Regulation Hampshire County Council as Highway Authority Transport for London		□
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* 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 of 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 provided 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)	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)
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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, polices 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 examination and will form the development plan</u>

		<u>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> <u>https://www.legislation.gov.uk/uksi/2012/767</u>
	<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 enjoyment of the dwellinghouse, or (b) an application for any consent, agreement or</u>

		<u>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 (NPPG):</u>	<u>An online resource published by central Government which provides guidance on how to apply the NPPF.</u>
NPPF	National Planning Policy	Introduced in 2012, this framework sets out the governments planning policies and how these are

	Framework	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.



TRAINING AND DEVELOPMENT POLICY

Adopted 12 December 2022

Reviewed 13 November 2023



Introduction

Owslebury and Morestead Parish Council are committed to ensuring our councillors, and staff and volunteers are trained to the highest standard of representation and services for the residents of the Parish and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff, and councillors and volunteers to attend training and conferences relevant to their office.

This policy sets out:

- the council's commitment to training and development
- the identification of training and development needs
- financial assistance
- Study Leave
- the monitoring of the policy

Commitment to Training and Development

Owslebury and Morestead parish Council's intention is to:

- support and encourage councillors, staff and volunteers to undertake appropriate training and development
- regularly review the needs of councillors, staff and volunteers
- plan training and development opportunities and budget accordingly

Owslebury and Morestead Parish Council recognises that some of its most important resources are its Clerk, Councillors and volunteers therefore it is committed to encouraging the enhancement of their knowledge and qualifications through appropriate training and development as well as being kept up to date with appropriate new legislation.

The Council expects its staff to undertake a programme of continuing professional development (CPD) in line with their role and the requirements of any relevant professional bodies. Therefore, the Parish Council will maintain its subscription to HALC and SLCC each year, identifying relevant training courses that could be of use to its councillors, and the parish clerk and volunteers.

The Identification of Training and Development Needs

The clerk will identify training and development for both the clerk themselves as well as Councillors and volunteers.

The clerk will identify appropriate training and development opportunities to meet the ascertained training and development needs. This will involve the identification of skills gaps in roles that have been allocated to individual councillors and courses identified to enable this gap to be filled.

If Councillors wish to be nominated for training and development provision, they should discuss this in the first instance with the Clerk upon which it will be determined whether the training and development is relevant to the Council's needs and/or service delivery.

The Council will approve training and development opportunities for Councillors, the Clerk and volunteers.



Appropriate training and development may be necessary to ensure that both the clerk and Councillors are aware of their legal responsibilities or the Council's requirements, e.g. health and safety, risk management, employment law and equal opportunities. Both the clerk and Councillors will be required to attend training courses, workshops or seminars where suitable provision is identified.

Councillors

As soon as practicable after joining the Council, a parish councillor is required to attend the knowledge and core skills and planning training provided by HALC.

The Clerk will provide a welcome pack to all new councillors. The pack will include the following:

[Declaration of Office](#)

[Consent to receive summons via email](#)

[Disclosure of Interests Form – to be completed within 28 days of taking office](#)

[Risk Assessment of Owslebury and Morestead Parish Council](#)

Guide for New Councillors

Good Councillor Guide

~~Good Employee Guide~~ [The Good Councillors Guide to Employment](#)

[The Good Councillors Guide on Finance and Transparency](#)

Contact details for Councillors and the Clerk

~~Adopted~~ Code of Conduct

Standing Orders/Financial Regulations

Meetings calendar

Details of website

Current Budget

Any other relevant and current information.

Councillors who chair meetings of the Full Council, are advised of the relevant training and are recommended to attend HALC's 'Chairing Skills'.

All Councillors involved in financial matters (e.g. as bank signatories) should attend 'Local Finance for Councillors' run by HALC.

Clerk

The council will encourage the Clerk to:

- Gain the Certificate in Local Council Administration (CiLCA) and further qualifications; and
- Participate in local clerks' forums and event

They will also be encouraged to attend training provided locally by Hampshire Association of Local Councils (HALC) and by the Society for Local Council Clerks (SLCC). For staff who are new to the sector, this could include attending the two 'What You Need to Know' sessions. Additional training sessions relevant to the individual's particular role and experience include minute-taking, finance, planning, ~~allotment management, cemetery management~~ and health and safety.

As part of their on-going development, members of staff are required to be proactive in identifying training courses, workshops, briefings, etc which will support them in effective delivery of services. All staff have access to the HALC [and SLCC](#) calendar of training and can arrange to attend events. Relevant additional training may be requested at any time.



Training may also be available on current issues through 'webinars', on-line modules and discussion forums.

Volunteers

The council will provide the necessary training for volunteers for specific roles such as Path Wardens.

The council will provide information leaflets for volunteers.

Financial Assistance

All training and development must be appropriate to the needs of the Council, be relevant to the individual's role, and is subject to the availability of financial resources.

In order to ensure the best cost effectiveness, councillors, staff and volunteers will be required to attend the nearest venue offering the required provision.

In addition to the cost of training courses, Owslebury and Morestead Parish Council covers associated travel and parking costs for agreed attendance at training.

Councillors, staff and volunteers attending courses will be required to inform immediately the Clerk of any absence, giving reasons.

If the Clerk studies for the CiLCA qualification, they can expect the following to be paid for:

- the course fees

Should the clerk leave Owslebury and Morestead Parish Council employment within two years of completion of the CiLCA qualification they will be required to repay the following costs:

- Re-pay 75% of the training fee if they leave the Council during the training or within 1 year of obtaining the qualification or completing the training.
- Re-pay 50% of the training fee if they leave the Council within 2 years of obtaining the qualification or completing the training.

Study Leave

Staff will be allowed reasonable time off work to attend related training courses. Course assigned homework will be carried out of working hours.

Monitoring of the Policy

The parish clerk will be responsible for monitoring and management of the budget for this policy. The clerk and any Councillors who undertake training or development activities will be required to evaluate the effectiveness of the event. This feedback will then be used to evaluate the event for future reference. Training will be reviewed in the light of changes to legislation, new qualifications, complaints received or incidents which highlight training needs.

OWSLEBURY & MORESTEAD PARISH COUNCIL



All staff, councillor and volunteer training will be recorded by the clerk for monitoring purposes.

This policy will be reviewed annually.



Dignity at Work Policy

Adopted November 2022

Reviewed 13 November 2023

Owslebury and Morestead Parish Council believes that civility and respect are important in the working environment, and expect all Councillors, officers and the public to be polite and courteous when working for, and with the Council.

Purpose

Owslebury and Morestead Parish Council is committed to creating a working environment where all Council employees, Councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying.

In support of this objective, Owslebury and Morestead Parish Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in ~~behaviour~~behavior, speech, and in the written word. Further information about the Civility and Respect Pledge is available from NALC and SLCC.

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We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by all employees engaged to work at Owslebury and Morestead Parish Council. Should agency staff, or contractors have a complaint connected to their engagement with Owslebury and Morestead Parish Council, this should be raised to their nominated contact, manager, or the Chairman of the Council, in the first instance. Should the complaint be about the Chairman of the Council, the complaint should be raised to Vice Chairman.

Agency staff, or contractors are equally expected to treat Council colleagues, and other representatives and stakeholders with dignity and respect, and the Council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, Councillor), however, the Council will take appropriate action if any of its employees are bullied or harassed by employees, Councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

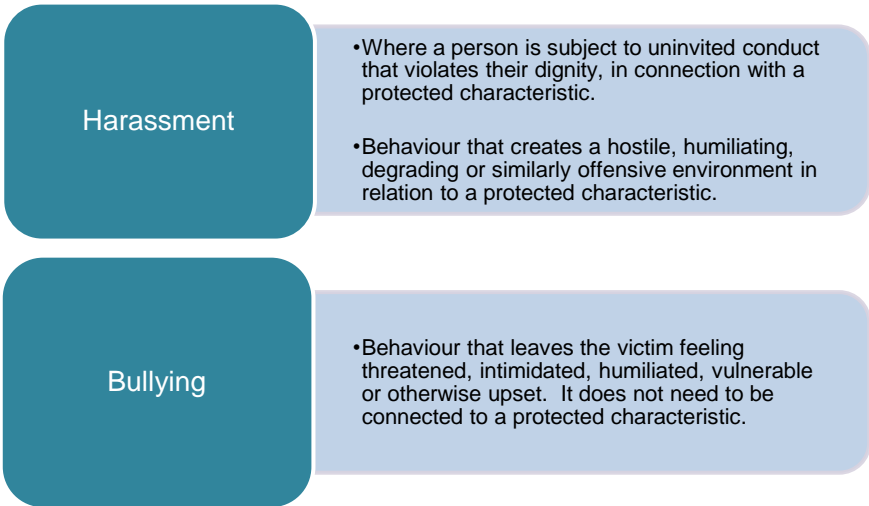
All staff and Council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Owslebury and Morestead Parish Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the Council to treat each other with respect and uphold the values of the Code of Conduct, Civility and Respect Pledge, Equality and Diversity Policy and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the Council’s disciplinary procedure.



What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable, and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear. However, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). See the Council's Equality and Diversity Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the Council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the Clerk/or a Councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a Councillor

If you are being bullied or harassed by a Councillor, please raise this with the Clerk or the Chairman of the Council in the first instance. They will then decide how best to deal with the

situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The Council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying

If you witness such behaviour, you should report the incident in confidence to the Clerk or a Councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff

If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the Council's policy and must stop. Alternatively, you may wish to ask the Clerk, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the Chairman of the Council (if your concern relates to the Chairman, you should raise it with the Vice Chairman). The Chairman (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the Council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The Chairman (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment. You should raise your complaint to the Clerk or the Chairman of the Council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The Clerk or the Chairman of the Council will appoint someone to investigate your complaint. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The Council will consider any adjustments to support you in your work and to manage the relationship with the Councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The Council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint.

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

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This is a non-contractual policy and procedure which will be reviewed from time to time.



GENERAL PRIVACY NOTICE

Adopted on 13 November 2023



Your Personal Data – what is it?

Personal data is any information about a living individual which allows them to be identified from that data alone or by combining it with other information.

The processing of personal data is governed by legislation relating to personal data which includes the General Data Protection Regulation – effective from 25 May 2018.

Data Controller

This Privacy Notice is provided to you by Owslebury and Morestead Parish Council which is the data controller for your data. This means it decides how your data is processed and for what purpose. This Council takes the protection of your data seriously. Our aim is to provide a personal and valuable service whilst safeguarding your privacy. Collecting some personal information is necessary to satisfy the expectations and requirements of our residents and customers and we have set out in this notice what we will do with your personal information.

Principles of GDPR

Owslebury and Morestead Parish Council complies with the 6 principles of GDPR when handling personal data as follows:

- It is processed lawfully, fairly and transparently.
- It is only used for the specific purpose of which you are aware and not further processed without your permission
- It is relevant and limited to what is necessary for the specified purpose.
- It is accurate and, where necessary, kept up to date.
- It is only kept for as long as is necessary for that purpose and that storage is safe and secure.
- It is kept and subsequently destroyed securely; and measures are in place to protect it from loss, misuse, unauthorised access and disclosure.

Personal Data we process

The Council will process some or all of the following where necessary to perform its task:

- Names, titles and aliases, photographs and images;
- Contact details such as telephone numbers, addresses and email addresses;
- Where you pay for activities such as use of Council facilities, financial identifiers such as bank account numbers, payment identifiers, policy and claim numbers.

The Council does not collect 'sensitive personal data' as defined under GDPR which includes data relating to racial or ethnic origin, political opinions, religious beliefs, criminal convictions, physical and mental health and sexual orientation. It may, however, process this data in relation to employment which is subject to a separate privacy notice.

How we use your personal data

The Council processes your data for some of the following purposes:

- To deliver public services and maintain our facilities;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or social media;
- To maintain our own records and accounts;
- To ensure the proper use of public funds;
- To enable us to meet all our legal and statutory obligations and powers including any delegated functions;
- To manage our employees and volunteers;
- To inform you of news, events and activities within the parish.

The Legal Basis for processing your personal data



The Council processes personal data under 3 legal bases:

- As a public authority the Council has certain powers and obligations. Most of your personal data is processed for compliance with legal obligations which includes carrying out the Council's statutory functions and powers.
- Contractual relationship: we may process personal data if it is necessary for the performance of a contract with you e.g. hiring our facilities.
- Consent: sometimes the use of your personal data requires your express consent and we will not use it until that consent has been granted.

Sharing your personal data

Your personal data will be treated as strictly confidential. We will only share your data with third parties with your consent unless it is for the purposes of criminal investigation or proceedings.

It should be noted that we receive some personal data from other data controllers, e.g. the electoral roll and planning applications. We will process that data in accordance with our policy.

How long do we keep your personal data?

We will only retain personal data for as long as is deemed necessary. We are legally obliged to keep some records permanently and financial records for 7 years for tax purposes.

Details of our data retention periods can be found in our Document Retention and Disposal Policy and our Data Protection Policy.

When personal data is no longer needed it will be destroyed or deleted in a secure manner.

Your rights and your personal data

Under GDPR you have the following rights with respect to your personal data:

Please note: when exercising any of the rights listed below, we may require you to verify your identity for security purposes. In such cases we will need you to prove your identity before you can exercise these rights.

1. The right to access personal data we hold on you
 - At any point you can contact us to request a copy of the personal data Owslebury and Morestead Parish Council holds on you.
 - There are no fees or charges for the request although unfounded or excessive requests may be subject to an administrative fee.
2. The right to correct and update the personal data we hold on you
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
3. The right to have your personal data erased
 - If you feel that we should no longer be using your personal data or that we are unlawfully using it, you can request that we erase the personal data we hold.
 - When we receive your request, we will confirm whether the personal data has been deleted or give a reason why it cannot be destroyed.
4. The right to object to processing of your personal data or to restrict its use
 - You have the right to request that we stop processing your personal data or ask us to restrict processing.
 - Upon receipt of your request we will confirm whether we are able to comply or if we have a legal obligation to continue to process your data.
5. The right to data portability



- You have the right to request that we transfer some of your data to another controller.
 - We will comply with your request within one month, where it is feasible to do so.
6. The right to withdraw your consent at any time to the processing of your data
- You can withdraw the consent you previously gave us by contacting the office by telephone, email or by post (contact details below).
7. The right to lodge a complaint with the Information Commissioner's Office
- You can contact the Information Commissioner's Office on 0303 123 1113 or via its website email service <https://ico.org.uk/global/contact-us/email/> or by post to information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

All personal data will be placed on systems within the UK or European Economic Area. However, it should be noted that our website is accessible from overseas so on some occasions personal data may be accessed abroad.

Further Processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a separate notice explaining this new use prior to commencing the processing. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

To exercise all relevant rights or if you have any questions about this Privacy Notice, please contact:

The Parish Clerk
Owslebury and Morestead Parish Council
PO Box 783
Winchester
Hampshire
SO23 3RD

Email: owsleburyparishcouncil@gmail.com

Changes to this notice

We keep this Privacy Notice under regular review and will place any updates on our web page.

MEETING REPORT: General Power of Competence

DATE: 13 November 2023

WRITTEN BY: The Clerk

AGENDA ITEM: 88

General Power of Competence (GPC)

Owslebury and Morestead Parish Council is now eligible for the General Power of Competence as the clerk became CiLCA qualified in September 2023.

The General Power of Competence was introduced as part of the Localism Act 2011 Section 1 which gives a council power to do anything that an individual generally may do, anywhere in the UK or elsewhere for a commercial purpose or otherwise without the need to demonstrate that it will benefit residents. This is often described as a 'power of first resort' with no maximum amount of spending specified. It does not have to be accounted for separately. It is often used by parish councils, for example, to take on the responsibility for services previously offered by principal authorities that have been withdrawn.

Eligibility for GPC is set out in the Parish Councils (Prescribed Conditions) Order 2012 (SI 2012/965) as follows:

1. Two thirds of the councillors have been elected and not co-opted
2. The clerk holds relevant professional qualifications (either CiLCA, the Certificate of Higher Education in Local Policy; the Certificate of Higher Education in Local Council Administration; or the first level of the foundation degree in Community Engagement and Governance awarded by the University of Gloucester or its successor qualifications)
3. The clerk has completed relevant training in the exercise of GPC, unless training was included in 2 above.

A Council must decide at a Full Council meeting that it meets the criteria for eligibility for the GPC at that point in time and a resolution must be written clearly in the minutes from that meeting. The Council must reconsider that decision and make a new resolution at every annual meeting after an election to confirm that the Council still meets the criteria.

Currently the Council use s137 which is the power of last resort, where no other power exists to spend. It must be reported separately in the accounts. Any Council can use s137 and any spend must be agreed by a resolution in a Full Council meeting. S137 must directly benefit all or some of the Parish, it cannot benefit an individual.

There is a spending limit on s137 which is set by the Department for Levelling up, Housing and Communities, for 2023/24 it is £9.93. This is multiplied by the number on the electoral role for the Parish, for the spend limit in a year.