



DRAFT PORTFOLIO HOLDER DECISION NOTICE

PROPOSED INDIVIDUAL DECISION BY THE PORTFOLIO HOLDER FOR BUILT ENVIRONMENT

TOPIC – BUILT ENVIRONMENT PORTFOLIO PLAN 2013/14

PROCEDURAL INFORMATION

The Access to Information Procedure Rules – Part 4, Section 22 of the Council's Constitution provides for a decision to be made by an individual member of Cabinet.

In accordance with the Procedure Rules, the Chief Operating Officer, the Chief Executive and the Chief Finance Officer are consulted together with Chairman and Vice Chairman of The Overview and Scrutiny Committee and any other relevant overview and scrutiny committee. In addition, all Members are notified.

If five or more Members from those informed request, the Leader may require the matter be referred to Cabinet for determination.

If you wish to make representation on this proposed Decision please contact the relevant Portfolio Holder and the following Committee Administrator by 5.00pm on Thursday 18 July 2013.

Contact Officer:

Simon Finch, Assistant Director (Built Environment) Tel 01962 848 271

Email: sfinch@winchester.gov.uk

Committee Administrator:

Nancy Graham, Tel: 01962 848 235, Email: ngraham@winchester.gov.uk

SUMMARY

Approval is sought for the attached Built Environment Portfolio Plan 2013/14. The concept of producing Portfolio Plans was approved by Cabinet as part of the Change Plans 2012/13: Consultation Draft report ([CAB2249](#), 9 November 2011 refers).

Positioned alongside the four Change Plans which capture only the most significant actions to which the Council is committed, the Portfolio Plans include many of the other actions, though less significant that still contribute to the overall delivery of the three outcomes included in the Community Strategy and the Council's own outcome to be an "Efficient and Effective Council".

Portfolio Holders will be responsible for monitoring the actions included in their respective Portfolio Plan through their regular discussions with the relevant Heads of Team.

PROPOSED DECISION

That the Built Environment Portfolio Plan 2013/14 be approved as attached at Appendix 1.

REASON FOR THE PROPOSED DECISION AND OTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

The attached Portfolio Plan forms part of a suite of Plans with one for each Portfolio Holder. Each Plan includes the significant actions put forward by Heads of Teams that have not been included in relevant Change Plans which were approved by the Council in January 2013.

RESOURCE IMPLICATIONS

The resources allocated to the delivery of individual actions are largely contained within existing resources commitments for individual teams as part of the budget setting process. However, where insufficient resources are available, including either capital or revenue funding, this may be the subject of a future growth bid which will require appropriate Member approval before the project can be progressed.

CONSULTATION UNDERTAKEN ON THE PROPOSED DECISION

The Portfolio Holder for Built Environment has been consulted on the projects included in the attached Portfolio Plan.

FURTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED FOLLOWING PUBLICATION OF THE DRAFT PORTFOLIO HOLDER DECISION NOTICE

N/A

DECLARATION OF INTERESTS BY THE DECISION MAKER OR A MEMBER OR OFFICER CONSULTED

N/A

DISPENSATION GRANTED BY THE STANDARDS COMMITTEE

N/A

Approved by: (signature)

Date of Decision

Councillor Victoria Weston - Portfolio Holder for Built Environment

Draft Built Environment Portfolio Plan 2013/14



Development Management Team						
Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
PDC/2013/011 Produce Planning Charter	Produce planning charter and initiate new guidance notes for customers/officers. Improve customer care.	Improved customer service	Review customer experience and undertake satisfaction survey	01-Nov-2012	01-Jun-2013	Assistant Director Built Environment; Head of Development Management
			Draft charter to be reported to PDCC/Portfolio Holder.	31-Jan-2013		
PDC/2013/029 1 App Review - local validation list	Review of 1APP requirements (information required to validate applications) and dispatch of early acknowledgement letters to agents.	Review completed and process improvements identified and action plan agreed for implementation.	Not yet known	TBA	31-Aug-2013	Head of Development Management
PDC/2013/030 Review of planning workloads, resources and performance.	To commission an independent review (most likely through PAS) to look at workloads, resources and performance in Planning Management with specific reference to the time taken to determine	Improved levels of performance.	Consider support available through PAS and commission an independent review.	30-Apr-2013	31-Jul-2013	Assistant Director Built Environment; Head of Development Management
			Review commences	31-May-2013		
			Review assessment and consider its conclusions and recommendations.	01-Jun-2013		

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
	applications. Such a review would identify opportunities to improve performance and they way the team works drawing on best practice from elsewhere. It will consider whether the Council will be able to deliver its desired levels of performance. The review may also look at how best to measure planning performance.		Formulate action plan to implement measures needed to improve performance.	31-Jul-2013		
PDC/2013/031 Review future service provision in National Park after March 2014.	The existing delegation arrangement between Winchester and South Downs National Park for the provision of development management functions finishes in March 2014 unless both authorities agree an extension which can be up to 3 years. Winchester therefore needs to review how the arrangements are working and to decide whether to continue the arrangements beyond	Review of provision to SDNPA completed and agreement reached as to the provision of development management functions after the end of the current agreement which ends 31 march 2014	Winchester officers to carryout a review of how well the delegation arrangements are working taking into account staffing, democratic and financial matters.	31-Jul-2013	31-Oct-2013	Assistant Director Built Environment; Head of Development Management
			Having carried out a review to make a recommendation regarding whether to extend the delegation arrangement beyond March 2014.	30-Sep-2013		
			Council to decide whether to continue with the delegation arrangements beyond March 2014	31-Oct-2013		

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
	March 2014. The National Park will be carrying out a similar review and they will need to decide whether to carry with delegation. The arrangements cannot continue if either party decides against it.					
PDC/PROJ/002 CIL implementation	Implementation of collection and spending of Community Infrastructure Levy (CIL)	Procedures in place to charge and determine spending priorities for CIL	Winding down of S106 process commenced	01-Aug-2013	01-Mar-2014	Assistant Director Built Environment; Head of Strategic Planning
			All collection and enforcement processes complete	01-Nov-2013		
			Finalise regulation 123 list and processes	01-Dec-2013		
			Commence charging CIL	01-Jan-2014		
			Post project review complete	01-Mar-2014		

Economy and Arts Team						
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Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
ECON/2013/001 Rural planning guidance document	Update rural planning guidance in light of NPPF and Local Plan part 1	Guidance produced	Updated document drafted	28-Jun-2013	31-Jul-2013	Head of Economy & Arts
			Updated document launched	31-Jul-2013		

Historic Environment Team						
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Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
HE/006 Local List Policy	Develop a Local Listing Policy as part of the heritage strategy for Local Plan Part 2	A policy is created to provide advice on development of buildings contained in a maintained list of structures of local architectural or historic interest. New entries will be added on an ad hoc basis.	Selection Criteria Formulate a set of criteria for selection with agreement from planners and portfolio holder	31-May-2013	31-Dec-2013	Head of Historic Environment
			Call for nominations Undertake publicity on Web and local press to ask for nominations for inclusion in local list	30-Jun-2013		
			Delegation process Set up a delegation process under which nominations are sieved and recommended for inclusion in the official list.	30-Jun-2013		
			Local List Policy Formulate wording for inclusion and adoption in local plan part 2 in	30-Jun-2013		

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
			liaison with Strategic Planning team and portfolio holder			
			Programme City of Winchester Trust Survey Liaise with CWT to undertake a survey of buildings according to agreed criteria. Discuss set of recommendations from survey	30-Sep-2013		
			Web site Create new Local List web pages on the WCC heritage site	30-Sep-2013		

Major Projects Team

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
AIN/2013/004 Wickham car parking capacity review/assessment	Wickham car parking capacity review/assessment	Identification of site for additional car parking	Not yet known.	TBA	31-Mar-2014	Parking and CCTV Manager
AIN/2013/005 Bishops Waltham additional car parking provision	Bishops Waltham additional car parking provision	Additional capacity provided	Not yet known.	TBA	31-Mar-2015	Parking and CCTV Manager

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
AIN/2013/001 Winchester Car Parking Strategy Development	Create a strategy for key parking sites in the town centre to enable the Council to balance environmental and economic priorities.	Approved strategy	Complete surveys	31-Mar-2013	01-Oct-2013	Head of Major Projects
AIN/2013/008 Winchester 20mph Local Sustainable Transport Fund Project	Winchester 20mph Local Sustainable Transport Fund Project	Seek agreement for the areas to be included. Implement schemes and achieve speed reductions to improve safety	Phase 1 completed	31-Mar-2014	31-Mar-2015	Head of Major Projects
			Phase 2 completed	31-Mar-2015		

Parking

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
AIN/2013/007 Winchester Park and Ride Review Pitt Manor and Barton Farm Review	Winchester Park and Ride Review Pitt Manor and Barton Farm	New scheme	Not yet known	TBA	31-Mar-2014	Parking and CCTV Manager

Traffic, Transport & Engineering

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
AIN/2013/002 Seek opportunities to promote and improve	Seek opportunities to promote and improve sustainable community transport provision in the district	Improved accessibility	Not yet known	TBA	31-Mar-2014	Assistant Director Built Environment

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
sustainable community transport provision in the district						
AIN/2013/003 National cycle route 23 Stage 3	National cycle route 23 Stage 3	Scheme completion	Included in Project Plan		31-Mar-2015	Assistant Director Built Environment
AIN/2013/006 Winchester Town Access Plan Traffic Management scheme development	Winchester Town Access Plan Traffic Management Scheme development	Access Pan developed.	Not yet known	TBA	31-Mar-2014	Assistant Director Built Environment
HQE/003a Promotion of the Community Transport toolkit and development of local transport solutions	Promotion of the Community Transport toolkit and development of local transport solutions	Development of local transport solutions following promotion of Community Transport toolkit	Not yet known	TBA	31-Mar-2014	Assistant Director Built Environment

Performance Measures

The following performance measures will be used to demonstrate the progress that is made during the year against the actions and projects included in this Portfolio Plan. Regular updates for these performance indicators will be provided on the Council's website.

Built Environment Portfolio Holder

Performance Measure	Rationale for performance measures	Update Frequency	What is good?	2013/14 target
Percentage of major planning applications determined within 13 weeks	This is an important measure that is used to monitor the speed of decision making for major planning applications.	Monthly	A higher figure is good	tba
Percentage of minor planning applications determined within 8 weeks	This is an important measure that is used to monitor the speed of decision making for minor planning applications.	Monthly	A higher figure is good	tba
Percentage of minor planning applications determined within 8 weeks	This is an important measure that is used to monitor the speed of decision making for other planning applications.	Monthly	A higher figure is good	tba
All planning applications decided within 26 weeks (percentage)	The government has set all Planning Authorities a target of 26 weeks to determine all planning applications.	Quarterly	A higher figure is good	100%
Major planning applications approval/permission rate (percentage)	The Council is focused on making good planning decisions and is therefore interested in the percentage of major planning applications that it permits.	Quarterly	A higher figure is good	tba
Minor planning applications approval/permission rate (percentage)	The Council is focused on making good planning decisions and is therefore interested in the percentage of minor planning applications that it permits.	Quarterly	A higher figure is good	tba
Other planning applications approval/permission rate (percentage)	The Council is focused on making good planning decisions and is therefore interested in the percentage of other planning applications that it permits.	Quarterly	A higher figure is good	tba
Planning appeals dismissed (percentage)	This is an important measure of the soundness of the planning decisions that the Council is making.	Quarterly	A higher figure is good	70%

Performance Measure	Rationale for performance measures	Update Frequency	What is good?	2013/14 target
Park & Ride: the average number of daily tickets sold (Mon-Fri)	This measure allows the Council to monitor the usage of the Park and Ride car parks and therefore judge if the service is attractive to potential users and manage bus capacity	Monthly	A higher figure is good	?
Parking Adjudications decided in the Council's favour (percentage)	This is an important measure where the Council can judge the robustness of parking enforcement.	Quarterly	A higher figure is good	?