



DRAFT PORTFOLIO HOLDER DECISION NOTICE

PROPOSED INDIVIDUAL DECISION BY THE PORTFOLIO HOLDER FOR PLANNING AND ACCESS

TOPIC – STRATEGIC PLANNING DIVISION BUSINESS PLAN 2009/10 ONWARDS

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 Corporate Director (Governance), the Chief Executive and the Head of Finance are consulted together with Chairman and Vice Chairman of the Principal Scrutiny Committee and all Members of the relevant Scrutiny Panel (individual Ward Members are consulted separately where appropriate). In addition, all Members are notified.

Five or more of these consulted Members can require that 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 30 March 2009

Contact Officer:

Steve Opacic, Head of Strategic Planning, Tel 01962 848 101,
Email: sopacic@winchester.gov.uk

Committee Administrator:

Ellie Hogston, Tel: 01962 848 155, Email: ehogston@winchester.gov.uk

SUMMARY

Approval is sought to the detailed Business Plan for this Division. The Business Plan sets out the key actions that the Division will undertake over the coming five year period, with SMART (Specific, Measurable, Agreed, Resourced and Timed) targets (both through actions and performance indicators) by which progress will be measured and monitored. The Plan also gives additional information about the role of the Division, the resources allocated to it (in terms of both staff and budgets) and the key risks that are being addressed through its work.

Key actions to be undertaken in this Division are:

- Production of Local Development Framework 'Core Strategy' DPD. Develop and consult on Preferred Options and Proposed Submission stages of the Core Strategy.
- Production of Local Development Framework 'Development Management and Allocations' DPD. 'Front-loading' consultation in 2010.
- Produce LDF 'Annual Monitoring Report', evidence to assess need for release of Local Reserve Sites, and contribute to corporate Evidence Base.
- Lead work on master planning and implementation of large development areas (MDAs, SDAs, urban extensions). Secure high quality of development and creation of successful and sustainable communities.
- Lead work on Infrastructure Delivery Plan to support LDF Core Strategy and secure adequate infrastructure for development.

The Head of Division is satisfied that the actions put forward in this Business Plan will work towards the Council's objectives, as set out in the Sustainable Community Strategy 2009-14 and Corporate Business Plan or otherwise ensure that the Council meets the statutory obligations put on it by central Government. Other than where indicated, these actions can be achieved within the resources available. Plans are in place, or will be developed, to ensure that targets shown for key performance indicators can be achieved in the timescales shown

PROPOSED DECISION

That the Business Plan for the Strategic Planning Division be approved as attached at Appendix A.

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

Business Plans form an important part of the Council's performance management process as they set out the key actions for the coming year. The Business Plan put forward for adoption sets out the actions that will best help the Council achieve the outcomes as set out in the Sustainable Community Strategy and meet its statutory obligations within the resources available to it.

The Environment Scrutiny Panel has been consulted on the Business Plan and raised the following issues:

None.

**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**

None.

DISPENSATION GRANTED BY THE STANDARDS COMMITTEE

N/A

Approved by: (signature)

Date of Decision

Councilor Keith Wood. Portfolio Holder for Planning and Access

Strategic Planning Division Business Plan 2009 - 2014

1. Brief Description of the Service and its Purpose

The Strategic Planning Division is primarily responsible for developing and influencing spatial planning policies to implement the Council's strategic priorities and the Sustainable Community Strategy. It has a major contribution to make towards achieving the Community Strategy's overarching aim of Sustainable Development. Its work includes:

- developing spatial planning policies through the production of Local Development Documents which will form part of the emerging Local Development Framework (LDF);
- developing the community planning and engagement process to support the Sustainable Community Strategy and LDF;
- leading the master planning and implementation of large development areas;
- providing a technical input to corporate projects where there is a spatial planning dimension; and
- advising/commenting on/influencing the planning policies being developed by other organisations and Government where they affect Winchester District.

The Division's work seeks to ensure sustainable development to meet the needs of the District and the strategic requirements placed on it.

2. Links between the Sustainable Community Strategy Key Outcomes and Services

Strategic Outcome	Divisional responsibility
Economic Prosperity	<i>Through the various Local Development Framework documents the Division will develop spatial planning policies which facilitate the outcomes of the Sustainable Community Strategy. The Division will have a lead role in ‘place-making’, through the LDF, including planning for housing, economic and community needs. This has involved researching the economic and other needs of the District to ensure a sound basis of evidence. The Division will develop planning policies to facilitate housing and employment development and help to address imbalances thereby reduce commuting. It will also develop policies to facilitate diversification in the rural economy and help promote a low carbon economy.</i>
High Quality Environment	<i>The Division will develop planning policies to help ensure that the District is ‘climate change ready’. It will also develop policies to protect the District’s attractiveness and built/natural heritage, including developing, or helping local communities to develop, design guidance to identify and protect local distinctiveness e.g. Village and Neighbourhood Design Statements.</i>
Inclusive Society	<i>The Division will develop planning policies to promote the development of affordable housing and to ensure that strategic housing requirements are met and adequate physical and social infrastructure is provided.</i>
Health & Wellbeing	<i>The Division will develop planning policies to ensure that adequate land and facilities are provided for sport and recreation, as well as social and green infrastructure.</i>
Safe & Strong Communities	<i>The Division will develop planning strategies and policies which seek to minimise car use and ensure a safe environment.</i>

3. Summary of Progress in 2008/09

The priority for the Division in 2008/09 has been to progress the Local Development Framework (LDF) Core Strategy.

The work programme for the LDF was set out in the Council's revised Local Development Scheme (LDS), approved by the Government in August 2007. The Core Strategy 'Issues and Options' document was published for consultation in early 2008. Work was then delayed by uncertainty over changes to the process and guidance on Core Strategies and by the volume of representations received on the Issues and Options document. The representations have now been recorded, acknowledged and responded to in the production of the 'Preferred Options' document for approval by LDF Committee in March 2009. There has been a reassessment of the programme and this has been incorporated into a revised Local Development Scheme, which has been submitted to the Government Office for approval.

Other areas of work to which it was necessary to give priority were the production of an Annual Monitoring Report (a statutory annual requirement), input to the South East Plan (responding to the Secretary of State's Proposed Changes published in Summer 2008), and joint planning projects with PUSH and other neighbouring authorities. The Division has also taken the lead in responding to consultations on various Government and other consultation documents.

A Supplementary Planning Document (SPD) was adopted and published on Affordable Housing. In addition, 3 Village Design Statements and 1 Neighbourhood Design Statement were adopted as Supplementary Planning Documents in 2008/09. There were delays in the programme for publishing or adopting a number of these Design Statements, mainly because they are produced by volunteers who may not be able to meet the originally-planned programme.

4. Service Priorities 2009/14 – Key Priorities

A) Significant Areas of Work and Projects for 2009/10 (*Top Ten Priorities*)

Target No.	Why are we doing this?	What will we do?	When will we do it?		Expected Outcome?	How much time / money will it take?	Who's Accountable?
			Planned Start Date	Due Date			
STP/STP/001	Relevant to all Strategic Outcomes. Statutory requirement	Production of Local Development Framework 'Core Strategy' DPD. Develop and consult on Preferred Options and Proposed Submission stages of the Core Strategy.	Preferred Options underway, followed by Proposed Submission work starting July 2009	Preferred Options publication May 2009 Proposed Submission publication December 2009	Achievement of key milestones in Local Development Scheme and production of 'sound' Core Strategy.	Approx. £93,000 per annum (contribution to LDF Reserve for production of all DPDs). 3.5 FTEs (across all Team)	Head of Strategic Planning
STP/STP/002	Relevant to all Strategic Outcomes	Production of Local Development Framework 'Development Management and Allocations' DPD. 'Front-loading' consultation in 2010.	Pre-production work underway.	Front-loading 2010.	Achievement of key milestones in LDS and production of 'sound' document.	Approx. £93,000 per annum (contribution to LDF Reserve for production of all DPDs). 1 FTE in 09/10 (Principal Planning Officer)	Head of Strategic Planning
STP/STP/003	Relevant to all Strategic Outcomes. Statutory requirement	Produce LDF 'Annual Monitoring Report', evidence to assess need for release of Local Reserve Sites, and contribute to corporate Evidence	Ongoing, with most work undertaken from June onwards.	Annual Monitoring Report (AMR) to be approved and submitted to	Approval of AMR by Portfolio Holder and submission in accordance with statutory requirements.	Approx. £200 (publication cost). 1 FTE (Head of SP, Planning Officer, Planning Assistant)	Head of Strategic Planning

Target No.	Why are we doing this?	What will we do?	When will we do it?		Expected Outcome?	How much time / money will it take?	Who's Accountable?
			Planned Start Date	Due Date			
		Base.		GOSE by 31 st Dec. each year.			
STP/STP/004	Relevant to all Strategic Outcomes	Lead work on masterplanning and implementation of large development areas (MDAs, SDAs, urban extensions). Secure high quality of development and creation of successful and sustainable communities.	Ongoing, subject to timing of planning applications	Dependant on timing of planning applications / decisions and programme set by SEERA, PUSH, etc.	Quantity and quality of development achieved, measured by sustainability indicators, public response and Annual Monitoring Report.	Part of £50,000 growth budget agreed, existing staff input of 0.6 FTE (Head of SP and MDA Project Officer). Further resources needed, to be discussed with Head of Planning Control	Head of Strategic Planning
STP/STP/005	Health & Wellbeing	Lead work on Infrastructure Delivery Plan to support LDF Core Strategy and secure adequate infrastructure for development.	Summer 2009	Spring 2010	Completed Infrastructure Delivery Plan contributing to 'sound' Core Strategy and up to date infrastructure policies/ requirements	Part of £50,000 growth budget agreed, existing staff input of 0.5 FTE (Principal Planning Officer). Further resources may be needed, to be discussed with Head of Planning Control	Head of Strategic Planning

B) Other areas of work (including 'business as usual')

Target No.	Why are we doing this?	What will we do?	When will we do it?		Expected Outcome?	How much time / money will it take?	Who's Accountable?
			Planned Start Date	Due Date			
STP/STP/006	Relevant to all Strategic Outcomes	Coordinate WCC's input to South East Plan. Ongoing input until adoption (2009) and subsequent implementation.	Ongoing	Summer 2010	Timely response to consultations and disseminating results of adopted South East Plan.	0.2 FTE (Head of SP and Principal Planner)	Head of Strategic Planning
STP/STP/007	High Quality Environment	Coordinate WCC's response to South Downs National Park Public Inquiry Inspector's Report. Report implications to CMT and Cabinet.	Ongoing	Subject to SDNP Public Inquiry program	Identify and report on potential impacts on WCC and measures to deal with any implications.	Approx. 0.1 FTE (Head of SP and Principal Planner)	Head of Strategic Planning
STP/STP/008	High Quality Environment	Consult on draft Village/ Neighbourhood Design Statements and adopt as Supplementary Planning Documents, for: <ul style="list-style-type: none"> • Compton & Shawford • Colden Common • Littleton • Etc 	Ongoing	Publish draft or adopted VDSs /NDSs during 2009/10	Achievement of key milestones for each document and successful adoption of VDS / NDSs.	Approx £15,000 (part of 2007/08 growth funding for design). 0.2 FTE (Head of SP and Planning Assistants).	Head of Strategic Planning

Target No.	Why are we doing this?	What will we do?	When will we do it?		Expected Outcome?	How much time / money will it take?	Who's Accountable?
			Planned Start Date	Due Date			
STP/STP/009	Relevant to all Strategic Outcomes	Specialist/expert input to Corporate projects and groups, e.g. Corporate Housing Enablement Group, Housing Board, Sustainable Community Strategy Review, Evidence Base	Ongoing	Within the program and deadline set by the relevant group / project.	Achievement of targets / outcomes set for each group / project.	Approx. 0.2 FTE (across all Team)	Head of Strategic Planning

5. **Resource Implications**

A) **Financial**

2008/09 Revised			Service Activity	2009/10 Estimate			FTEs	Notes
Exp. £000's	Net Overheads £000's	Net Exp. £000's		Exp. £000's	Net Overheads £000's	Net Exp. £000's		
430	135	565	Strategic Planning	396	143	539	7.2	<i>No allowance is made for Housing and Planning Delivery Grant income in 2009/10 or future years.</i>

Key projected changes in financial requirements 2009/14

The main changes in expenditure relate to the estimated increased costs of producing the Local Development Framework (LDF). A Reserve has been established for the LDF, to cater for major expenditure (particularly publication costs and the public examination) during the course of the project. The projections of expenditure meant that the budget needed to be increased substantially - growth of £63,000 per annum was agreed in the 2007/08 budget for LDF expenditure. The requirements for LDF Core Strategies have evolved since work started, with more emphasis on the evidence base and strategic allocations. Also, major areas of development need to be planned for and are now starting to be brought forward. These will require additional resources, and growth of £50,000 has been agreed for 2009/10 and 2010/11. This was considerably less than originally sought due to the economic downturn and the adequacy of this funding will need to be monitored.

Workforce

KEY EXTERNAL DRIVERS	KEY INTERNAL DRIVERS
<ul style="list-style-type: none"> • <i>Continuing revisions to LDF procedures and processes</i> • <i>Housing and Planning Delivery Grant/new Government initiatives and targets</i> • <i>South East Plan</i> • <i>Local Strategic Partnership / Community Strategy</i> • <i>Political priorities</i> 	<ul style="list-style-type: none"> • <i>Staff sickness/retirement</i> • <i>Flexible working/EDRMS</i> • <i>Financial pressures</i> • <i>Corporate status of Local Development Framework</i>
WORKFORCE IMPLICATIONS	
<ul style="list-style-type: none"> • <i>On-going need for training, new skills and specialist advice/consultancy to deal with new procedures</i> • <i>Increased joint working with neighbouring authorities on evidence base, strategic planning issues and major development proposals</i> • <i>Maintain job satisfaction/attractiveness to retain/recruit staff (difficult given external drivers)</i> • <i>Maintain links and working relationships with other Planning Officers and related professionals, now in other Divisions</i> 	

6. Key Performance Indicators

Ref. No.	What does this show?	Who reports this?	Actual 2007/08	Estimate 2008/09	Target 2009/10	Target 2010/11	Target 2011/12	Target 2012/13
NI154	<i>Net additional homes provided</i>	<i>Head of Strategic Planning</i>	562	551	917	740	741	666
NI159	<i>Supply of ready to develop housing sites</i>	<i>Head of Strategic Planning</i>	<i>At least 5 years' supply</i>	<i>At least 5 years' supply</i>	<i>At least 5 years' supply</i>	<i>At least 5 years' supply</i>	<i>At least 5 years' supply</i>	<i>At least 5 years' supply</i>
BV106	<i>New homes on brown field sites. Government target is 60% by 2008</i>	<i>Head of Strategic Planning</i>	96%	85%	75% - falls as major green-field sites develop	70% - falls as major green-field sites develop	65% - falls as major green-field sites develop	60% - falls as major green-field sites develop
BV200a	<i>Did the authority submit the LDS by 28 March 2005 and maintain a rolling programme?</i>	<i>Head of Strategic Planning</i>	Yes	Yes	Yes, LDS to be updated	Yes	Yes	Yes
BV200b	<i>Has the Authority met the milestones which the current LDS sets out?</i>	<i>Head of Strategic Planning</i>	<i>No, program slipped due to changes in LDF process</i>	<i>No, program slipped due to changes in LDF process</i>	Yes (updated LDS)	Yes	Yes	Yes
BV200c	<i>Did the authority publish an annual report by 31 December each year?</i>	<i>Head of Strategic Planning</i>	Yes	Yes	Yes	Yes	Yes	Yes
Homes & Jobs	<i>Percentage of affordable housing permitted on sites falling within Local Plan Review Policy H.5</i>	<i>Head of Strategic Planning</i>	33%	34%	34%	35%	36%	37%

7. Proposals for Consultation

What Research or consultation do we intend to carry out	How will we be doing it?	When will we be doing it?	How will we use the results?
<i>Consultation on LDF Core Strategy DPD.</i>	<i>Consultation on Core Strategy Preferred Options and Pre-Submission documents. Consult on submitted Core Strategy (public examination). All to be in accordance with SCI and statutory requirements for Development Plan Documents. Needs to incorporate 'hard to reach' groups, and promote equalities.</i>	<ul style="list-style-type: none"> - Preferred Options consultation Q1 2009/10 - Proposed Submission document consultation Q3 2009/10. - Submission document consultation Q2 2010/11 	<i>To develop the submitted Core Strategy which will be subject to public examination.</i>
<i>Consultation on LDF Development Management and Allocations DPD.</i>	<i>Consultation on issues/options and preferred options (consultation document), and submitted DPD (public examination). All to be in accordance with SCI and statutory requirements for Development Plan Documents.</i>	<ul style="list-style-type: none"> - Issue/options consultation Q3 of 2010/11. - Proposed Submission document consultation Q1 of 2011/12. - Submission document Q3 of 2011/12 	<i>To develop the submitted Development Management and Allocations document, which will be subject to public examination.</i>
<i>Community planning and consultation on draft Village Design Statements and Neighbourhood Design Statements.</i>	<i>Initial ('front-loading') consultation during document production, and public consultation on draft Design Statements. In accordance with SCI and statutory requirements for Supplementary Planning Documents. VDSs and NDSs produced by local communities, who will take the lead on public consultation/ involvement.</i>	<i>Ongoing over the next 5 years as there are several Design Statements in production or being reviewed.</i>	<i>Front-loading will influence the content of draft Design Statements. Formal public consultation may lead to revisions to be incorporated in adopted Supplementary Planning Documents.</i>

8. Key elements of risk management

Risk Number	Short Name	Risk Ownership	Cause	Consequence	Current Risk Matrix	Notes
SR0011	Failure to gain or integrate benefits from proposed major local developments	Simon Eden <i>Assigned to: Steve Opacic</i>	<ol style="list-style-type: none"> District not being allocated Major Development Areas Conversely, District receiving additional Major Development Areas but not adapting to gain benefits Local Development Framework being unsound Failure to achieve developer contributions for infrastructure 	<ol style="list-style-type: none"> Corporate priorities (housing and environment) more difficult to achieve due either to reduced opportunity or failure to adapt. Being unable to adapt to changing demographics and population. Required infrastructure not delivered 		Likelihood reducing as South East Plan nears adoption
OP0070	Unsound LDF	Steve Opacic	<ol style="list-style-type: none"> Failure to follow/understand fully procedures and guidance Over critical Inspector New guidance/procedures published at a late stage Prolonged staff vacancies/illness/recruitment difficulties/staff budget cut-backs 	<ol style="list-style-type: none"> Need to rectify unsound elements, need to return to earlier stage in process additional work on unsound elements Loss of Council reputation Loss of planning and housing delivery grants Council's preferred policies unavailable to implement, including affordable housing and economic policies 		