



DRAFT PORTFOLIO HOLDER DECISION NOTICE

PROPOSED INDIVIDUAL DECISION BY THE PORTFOLIO HOLDER FOR NEIGHBOURHOODS AND ENVIRONMENT

TOPIC – NEIGHBOURHOODS AND 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:

Rob Heathcock, Assistant Director (High Quality Environment) Tel 01962 848 476

Email: rheathcock@winchester.gov.uk

Committee Administrator:

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

SUMMARY

Approval is sought for the attached Neighbourhoods and 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 Neighbourhoods and 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 Neighbourhoods and 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 Jan Warwick

**Portfolio Holder for
Neighbourhoods and Environment**

Draft Neighbourhoods and Environment Portfolio Plan 2013/14



Assistant Director (High Quality Environment)

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
HQE/002a Delivery of Project Integra Action Plan	Delivery of Project Integra Action Plan	Agreement on programme of projects and delivery of milestones Improvements in recycling levels with associated lower contamination and increased capture rates			31-Mar-2014	Assistant Director (High Quality Environment)
HQE/002b Reduction in waste arisings	Reduction in waste arisings - Joint Waste to Resources Action Plan in partnership with East Hampshire District Council	Delivery of the projects within the project plan Reduction in waste arisings per household			31-Mar-2014	Assistant Director (High Quality Environment)
HQE/004 Deliver our Climate Change Programme, including actions to	Supporting local communities to develop solutions and assisting with establishing funding packages.				31-Mar-2014	Assistant Director (High Quality Environment)

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
reduce our own carbon footprint						

Community Safety & Neighbourhood Wardens

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
COMMS/2013/001 Further develop ASB related tasking & co-ordination	1) Develop a process that activates first warning letters. 2) Identify and monitor action taken for repeat callers and vulnerable victims of ASB 3) An identified lead in the team will task and co-ordinate ASB related hot spot operations 4) Develop a process that supports the co-ordination of the NHWs response to ASB as raised by Hants Constabulary Community Focus Team	Those coming to the attention of partnership agencies will be subject to the early warning system, thereby reducing incidents of ASB and the need for further intervention/enforcement. Responding to ASB hot spots will be co-ordinated from one central point Vulnerable and repeat callers will be flagged for support/monitoring CFT Pilot in place	Write a procedure and memorandum of understanding between WCC and Hampshire Constabulary	30-Jun-2013	31-Mar-2014	Head of Community Safety
			Agree the Winchester approach with the Community Focus Team	02-Sep-2013		
			Allocate on a monthly basis targeted ASB hot spot patrols to the team via the CTCG process and ASB panel	31-Mar-2014		
			Draft a new ASB policy in relation to changes in the current legislation which aim to address ASB.	31-Mar-2014		
			Provide a briefing paper for members and external	31-Mar-2014		

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
			partners about the new tools and powers being made available by new ASB legislation.			
COMMS/2013/002 Empowering communities through positive participation.	Develop a number of opportunities that encourage the active engagement of local communities.	Local communities of all ages will be empowered to participate in themed events and in some cases take the lead. The work of the NHW and Community Safety Team will be promoted district wide Support mechanisms will be in place for students experiencing problems with their landlords Welcome to your Neighbourhood will be rolled out to Winnall & Highcliffe and further developed in Stanmore Partnership working arrangements will be in place between WCC, Winchester Art College, Lithend Estates and Super Uni Housing	Develop and implement a 12 week Junior Community Project within Weeke and Harestock School	30-Sep-2013	31-Mar-2014	Head of Community Safety
			Further develop the Neighbourhood Warden communication process e.g. the web site, use of the APP, use of promotional materials, facebook and twitter. Updates will be provided on a quarterly basis.	30-Sep-2013		
			Expand the 'welcome to the neighbourhood project' establishing positive relations between private residents, tenants and landlords whilst encouraging volunteers	31-Oct-2013		
			Protect your Pooch Campaign will be rolled out to other areas of the	31-Mar-2014		

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
		Key Messages will be passed out to communities via targeted themed events	district Roll out 'Love Where you Live' and 'Big Tidy Up' campaigns across the district by linking local events to this branding.	31-Mar-2014		
COMMS/2013/003 Enforcement powers for the NHW team	Develop an enforcement role for specialist officers within the neighbourhood warden team	Specialist Officers within the NHW team will use enforcement powers to tackle fly tip, litter and other appropriate issues The number of Fly Tips will be reduced in hot spot locations Significant offenders will be prosecuted Robust policies and procedures will be in place for issuing FPNs, Fly Tip and Graffiti A process that supports the logging, storage and evidence collection will be in place Public awareness of the legislation around cycling on footpaths	Undertake Cycling on Footpaths Operation within the City Centre during April 2013 Develop policy and procedure that underpin the corporate enforcement policy e.g. FPN's, Fly Tip, Graffiti To undertake a proactive enforcement campaign in partnership with HCC and WCC Environment. Identifying hot spot locations, purchasing	30-Apr-2013 30-Sep-2013 29-Nov-2013	28-Mar-2014	Head of Community Safety

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
			surveillance equipment, erecting warning signs, developing evidence collection and securing processes.			
			Fixed Penalty Notices (FPNs) - ticket books and the payment process in place.	31-Dec-2013		
COMMS/2013/004 Neighbourhood Services	Further develop the Neighbourhood Services team to improve neighbourhood management eg public realm project.	There will be clear improvements in neighbourhood management across the district Members will have a clear understanding of the individual roles and responsibilities within the NHW team Changes will be identified that will lead to improvements to the aesthetics of City Centre trade waste Rural communities will get an improved service from the NHW team A range of issues linked to	Further develop the waste management project for the City Centre by completing the scoping exercise Write a briefing paper which outlines the operational scope of the new team. Lead the formation of a multi-agency project group that works towards a Trade Waste storage solution for the City Centre Run a minimum of two operations linked to HMOs e.g. out of hours noise, bins on pavements	31-May-2013 31-Dec-2013 01-Mar-2014 01-Mar-2014	25-Mar-2014	Head of Community Safety

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
		HMOs will be addressed	Promote the neighbourhood warden service to rural communities in the north and south of the district by participating in rural events, PACT/Parish meetings and targeted campaigns.	07-Mar-2014		
COMMS/2013/005 Integrated Offender Management Scheme	IOM: New joined up approach to the management and rehabilitation of offenders drawing on a wide range of community resources and networks.	Reduced levels of re-offending and better long term outcomes for offenders.	Monitoring re-offending rates by securing regular updates from the operational group e.g. Police, Probation, Support Service Practitioners and attending strategic meetings within the Western Policing area.	05-Mar-2014	31-Mar-2014	Head of Community Safety
COMMS/2013/006 Community Tactical Co-ordinating Group	Further develop the links between internal and external officers in the provision of a multi agency response approach.	District hot spots will be identified and appropriate action taken to alleviate the problems. Multi-agency operations arising from the CTCG process will be supported by the team Targeted patrols will be undertaken by the team in	Further develop the CTCG process that identifies and supports those who are repeat callers to emergency services and/or who deem themselves to be vulnerable victims of ASB.	31-Mar-2014	31-Mar-2014	Head of Community Safety

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
		partnership with multi-agencies A crime prevention campaign in rural beauty spots will be undertaken	Meet on a monthly basis to identify hotspot locations, emerging issues and vulnerable and repeat callers. Agree deployment of partnership resources to priority areas.	31-Mar-2014		
			Undertake targeted operations/patrols in partnership with internal and external officers across the district as directed by the CTCG process.	31-Mar-2014		

Environmental Health

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
EH/06/13 (PP) Review and update the Contaminated Land Strategy.	Review and update the Contaminated Land Strategy in line with Community Plan Objectives	To ensure that the Contaminated Land Strategy is updated and relevant to today's objectives.	Complete the first consultation draft of the updated Contaminated Land Strategy	31-Dec-2012	31-Dec-2013	Head of Environmental Protection
			Write Committee report for updated Contaminated Land Strategy and submit to Committee for adoption	28-Feb-2013		
			Adoption of new	29-Mar-		

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
			Contaminated Land Strategy	2013		
EH/07/13 (PP) To develop a contaminated land prioritisation model.	To develop a GIS based prioritisation model to enable the identification of high risk sites for further detailed inspection.	To ascertain whether WCC has any high risk sites that require further investigation and potential for need for remediation.	Running of model and identification of 'top four' risk rated sites.	30-Mar-2012	31-Dec-2013	Head of Environmental Protection
EH/10/13 (PP) Delivery of the actions in the Air Quality Action Plan	Delivery of the actions in the Air Quality Action Plan in order to improve air quality in the Winchester City Centre	To revise the AQAP subject to the direction of stakeholders through engagement in an agreed forum Report on projects within the Plan to the agreed timescales Ultimate success will be lifting of the air quality management area for Winchester City Centre	Establish an AQ Forum with recognised stakeholders to progress the objectives of the ISG	31-May-2013	31-Mar-2014	Head of Environmental Protection
			Written report back to cabinet on the AQ ISG recommendations	31-Aug-2013		
			Through the Forum agree revised objectives and incorporate findings in a updated AQAP by 31st Dec	31-Dec-2013		
			Revise and publish the AQAP in light of the findings of the Air Quality Forum and ISG	31-Mar-2014		

Landscape & Open Spaces

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
LAND/001 Play Area Refurbishment Programme	Five Year refurbishment programme for WCC Play Areas in Winchester Town Area (Years 2-5)	Play Areas refurbished to maintain high quality provision for children's play	Programme for Year 4 completed	31-Mar-2014	31-Mar-2015	Head of Landscape & Open Spaces
			Year 3 Programme completed	31-Mar-2014		
LAND/001.1 North Walls Skate Park	Replacement of North Walls Skate Park with new facility	Skate park at North Walls replaced with new equipment within budget and completed on time.	Secure required funding to deliver construction phase of project	31-Dec-2013	31-Mar-2015	Head of Landscape & Open Spaces
LAND/001.2 Refurbishment of Oram's Arbour Play Area	Refurbishment of play area equipment at Oram's Arbour	Play area equipment replaced within budget and on time. Increased usage of play area.	To be agreed	tba	31-Mar-2014	Head of Landscape & Open Spaces
LAND/002 Rationalisation of WCC Play Areas	Transfer WCC Play Areas and Recreation Grounds in parishes to Parish Councils	WCC Play Areas in parishes are transferred to Parish Councils	To be agreed	tba	31-Mar-2013	Head of Landscape & Open Spaces
LAND/002.1 Transfer of six play areas to respective Parish Councils.	Transfer six play areas under the control of the City Council to Parish Councils	Locally managed play areas under the control of the respective Parish Council	To be agreed	tbs	31-Mar-2013	Head of Landscape & Open Spaces

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
LAND/002.2 Transfer of Meadows Rec Ground and Play Areas to Whiteley PC	Meadowside Rec Ground and Play Areas are to be transferred to Whiteley PC	Meadowside Rec Ground and Play Areas transferred to Whiteley PC	To be agreed	tba	31-Mar-2013	Head of Landscape & Open Spaces
LAND/003 New Winchester Open Space Strategy	Prepare a new Open Space Strategy for Winchester District in support of Local Plan and CIL	Open Strategy approved that meets the needs of the people of the District	To be agreed	tba	31-Mar-2014	Head of Landscape & Open Spaces
LAND/004 Update Winchester Biodiversity Action Plan	Update the Winchester BAP to provide evidence base for Local Plan Part 2	Update of Biodiversity Plan completed and used as evidence base for Local Plan Part 2	To be agreed	tba	01-Aug-2013	Head of Landscape & Open Spaces
LAND/005 Winchester Green Infrastructure Strategy	Prepare a Green Infrastructure Strategy for Winchester District in support of Local Plan Part 2	Green Infrastructure Strategy approved.	To be agreed	tba	01-Aug-2013	Head of Landscape & Open Spaces
LAND/006 Policy and Procedure for Open Space Inspections	The Council has an adopted policy and procedure for the inspection of open spaces, which is founded on a risk	Fit for purpose policy in place for the management and inspection on open spaces	Collate policies and procedures from Hants local authorities	31-Mar-2013	31-Mar-2014	Head of Landscape & Open Spaces
			Commission ROSPA to undertake assessments of key open spaces	01-May-2013		

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
	assessment approach. Links to identified risk.		Establish working group with other Hants local authorities to develop best practice approach	01-May-2013		
			ROSPA assessment of key open spaces completed	31-Aug-2013		
			Risk-based procedure for open space inspections drafted	30-Sep-2013		
			Policy for open space inspections drafted	31-Oct-2013		
LAND/007 WCC Tree Policies/Guidance	The Council has policies and guidance for the protection and management of trees	Approved policy and guidance in place to protect the District's trees	To be agreed	tba	31-Mar-2014	Head of Landscape & Open Spaces
LAND/007.1 WCC Policy/Guidance for Management of Council Trees	The Council has policy/guidance for the supervision and management of trees on council land.	Approved policy and guidance in place to manage the District's trees.	To be agreed	tba	31-Mar-2014	Head of Landscape & Open Spaces
LAND/007.2 WCC Policy/Guidance for Trees and Development	The council has policy/guidance for managing the impacts of development on trees	Approved policy and guidance in place to support the development of trees in the District	To be agreed	tba	31-Mar-2014	Head of Landscape & Open Spaces

Code & Title	What will we do?	Expected Outcome	Milestones	Milestone Due Date	Action Due Date	Who's Accountable
LAND/007.3 WCC Policy/Guidance for Tree Protection	The Council has policy/guidance for dealing with Tree Preservation Orders and applications for work to protected trees	Approved policy and guidance in place to deal with the District's trees that have TPO.	To be agreed	tba	31-Mar-2014	Head of Landscape & Open Spaces
LAND/008 Refurbishment of Pavilions on Winchester Sports Grounds	Refurbish pavilions at the Winchester Sports Ground	Pavilions refurbished	To be agreed	tba	31-Mar-2014	Head of Landscape & Open Spaces
LAND/008.1 Construction of a new sports pavilion at KGV Sports Ground	Replacement of two deficient pavilions at KGV Sports Ground with a single new purpose built modern pavilion.	New sports pavilion provided at KGV sports ground	To be agreed	tba	31-Mar-2014	Head of Landscape & Open Spaces
LAND/008.2 Refurbishment of pavilion at North Walls Recreation Ground	-- enter action details here --	Pavilions refurbished			31-Mar-2014	Head of Landscape & Open Spaces

Major Projects Team

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/2013/004 Wickham car parking capacity review/assessment	Wickham car parking capacity review/assessment	identification of site for additional car parking	To be agreed	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	To be agreed	tba	31-Mar-2015	Parking and CCTV Manager

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	Winchester Park and Ride Review Pitt Manor and Barton Farm	New scheme	To be agreed	tba	31-Mar- 2014	Parking and CCTV Manager

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 measures will be provided on the Council's website.

Neighbourhoods and Environment Portfolio Holder

Performance Measure	Rationale for performance measure	Update Frequency	What is good?	2013/14 target
Tackling Anti-Social Behaviour	This performance measure reflects local and statutory priorities and monitors local reduction targets. Local reduction targets are set by the police and Community Safety Partnership (CSP) as part of an overall crime reduction strategy. The data originates from the police who provide it to the CSP on a quarterly basis	Quarterly	A lower figure is good	tba
Tackling Violence – Assault with Injury	This performance measure reflects local and statutory priorities and monitors local reduction targets. Local reduction targets are set by the police and Community Safety Partnership (CSP) as part of an overall crime reduction strategy. The data originates from the police who provide it to the CSP on a quarterly basis	Quarterly	A lower figure is good	tba
Percentage Waste Composted	This data is collected using information from the waste recycling sites regarding the weights of the material received from the City Council. The percentage represents the amount of green waste recycled and when added to the rates for other materials collected in the recycling bins provides the overall recycling rate for the District	Monthly	A higher figure is good	tba

Performance Measure	Rationale for performance measure	Update Frequency	What is good?	2013/14 target
Percentage Waster Recycled	<p>The percentage represents the amount of dry mixed recycling materials collected and when added to the composting rate provides the overall recycling rate for the District.</p> <p>This data is collected using information from the waste recycling sites regarding the weights of the material received from the City Council.</p>	Monthly	A higher figure is good	tba