

## **Guidelines for Estate Improvement Proposals**

### **1. INTRODUCTION**

An additional budget has been made available to undertake specific, larger scale estate improvements, which may otherwise have not been possible using the general estate management budget.

### **2. SUITABLE PROPOSALS**

The budget is specifically for projects which will address the following community issues:

- Community safety – for example, lighting, door entry systems
- Car parking
- Environmental – for example, bin areas, fencing, landscaping

Other proposals will be considered, but priority will be given to the above.

### **3. SCOPE OF PROPOSAL**

As this budget is funded by the Housing Revenue Account, all proposals must benefit primarily Winchester City Council tenants.

### **4. SUBMITTING A PROPOSAL**

Proposals can be made by Winchester City Council tenants and leaseholders, Councillors and Council Officers.

All proposals should be made using the Estate Improvement Proposal Form, providing as much detail as possible. Completed forms and additional documentation should be returned to Sarah Charlton, Area Housing Manager (Estate Improvements) at the City Offices, Colebrook Street, Winchester, SO23 9LJ, or completed via the website.

Proposals will be considered, taking into account:

- Anticipated cost of the proposal
- The scope for any match/joint funding from other sources
- The scope for the proposal to be funded from another source
- Number of tenants benefiting from the proposal
- Severity of issue
- Other projects that have been undertaken or are currently in progress in the location

Proposals can be submitted at any time throughout the year, and will be considered by a panel, consisting of the Portfolio Holder for Housing, Head of Landlord Services, the Tenancy Services Manager and the Area Housing Manager (Estate Improvements). The Panel will convene twice a year to consider the proposals that have been submitted, and proposers will be notified of the next meeting at the time of submitting their proposal.

All proposers will be informed as to the outcome of their proposal, within 2 weeks of the panel meeting to consider the requests received. Although a preliminary decision will be made at this meeting, it is likely that further information will be required, (such as the exact costing, whether planning permission will be required etc), before a final decision can be reached. All proposers will be kept informed of any developments with their proposal, as it progresses.

## **5. QUERIES**

If you need more information about this process, please contact Sarah Charlton, or your Area Housing Manager.

26 May 2011

Sarah Charlton  
Area Housing Manager (Estate Improvements)  
Landlord Services

Reference: (for office use)



**Winchester**  
City Council

**Landlord Services**

## **Estate Improvement Proposal Form 2011/12**

**Location** (*estate, village etc*)

**Specific Location** (*street, grassed area etc – please supply as much detail as possible*)

Please attach plan or map with your completed proposal form if appropriate

**Details of Proposal** (*Please be as specific as possible, continue on a separate sheet if necessary*)

**Why is this improvement needed?**

**PRIORITY?**

High ☐

Medium ☐

Low ☐

**Who owns the land?**

**Who will benefit?** (*WCC tenants? Other members of the Community?*)

<b>Will anyone be adversely affected?</b>
<b>Are there any other resources available for this project?</b> (E.g. Community payback, maintenance/repairs budget, ASB/nuisance, general AHM budget, HCC etc)
<b>Does this project have the scope for any match funding from other sources?</b> (Maintenance/HCC/community or charity projects working in the area etc?)
<b>Has any consultation with residents already been undertaken?</b>
<b>Anticipated cost?</b> (please attach any quotes with the proposal form)
<b>Who came up with the idea for this proposal?</b>
<b>Name of person/s making proposal:</b>  <b>Council Officer/Cllr/Tenant/Leaseholder/Other</b> (please specify) _____ (please circle one of the above)  <b>Contact details:</b> Telephone _____ Mobile _____ Email _____ Address _____ <b>Date proposal submitted:</b> _____
<b>Any other relevant information:</b>

**Please return this form to Sarah Charlton, Area Housing Manager  
(Estates Improvements)**

Landlord Services  
City Offices  
Colebrook Street  
Winchester  
SO23 9LJ

Email: [scharlton@winchester.gov.uk](mailto:scharlton@winchester.gov.uk)  
Direct Line: 01962 848175