

WINCHESTER CITY COUNCIL

# GUIDE FOR COMMUNITY ORGANISATIONS

An information guide to help create new, improved or changed assets for your local community

2023



# Introduction

The council recognises the pivotal role community groups, organisations and local residents play in creating vibrant and flourishing communities across our district. In 2020, the city council agreed a plan to take us through to 2025 with five priority areas: Tackling the climate emergency; Living well; Homes for all; Vibrant local economy; Your services, your voice.

Under the priority area of 'Living Well' the Council want to support residents to live healthy and fulfilled lives, to feel safe and secure in their neighbourhood, and enjoy the recreational and cultural opportunities that the district offers. We want to ensure the district offers the right facilities to support good physical and mental health for all ages and abilities. As a consequence we have developed this guide to support local communities in developing their proposals for new, improved or changed facilities or projects in their local areas.

For further information on the Council Plan, please visit [winchester.gov.uk/strategies/council-strategy](https://winchester.gov.uk/strategies/council-strategy)



## Purpose

We know our communities are skilled and resourceful, but it is not always easy to find the information you are looking for or to decide on what the next step in your project might be. We hope therefore that the guide will become a resource with useful tips and sources of information and support, from the council and local and national organisations that can be found in one place, making it easier to navigate systems, procedures or regulations.

We are not the only organisation working in the field of community development or engagement so the guide will signpost you to areas and/or organisations where we think you will find the right sort of information and the detail you are looking for.





## People Power

The most successful and sustainable community projects are those which are led by the community for the community. We hope that by providing this guide it will ensure an enhanced focus for local communities for the work that they undertake and enable the council and other organisations and agencies to listen to what communities are saying and help 'inform' their decisions.

The Winchester Town Vision completed in 2020 was developed following extensive dialogue with stakeholders and the public. It recognised that more should be done to develop community empowerment and enable people and groups to identify and deliver projects themselves. This guide for residents and community organisation on the steps to get your project realised helps meet and support this desire for greater local community empowerment.



## Flourishing Communities – The University of Winchester

The University of Winchester developed seven key principles of what makes a 'Flourishing Community' following consultation with local community groups and organisations which we would endorse. In developing your project or initiative we would suggest keeping these principles at the forefront of your thinking and decision making.

### WHAT MAKES A FLOURISHING COMMUNITY?

Our independent researchers asked local residents, businesses, charities, voluntary organisations, and public services (like a school, hospital or council) what makes our community flourish. Across this broad spectrum of people who live and work in our community there was strong agreement about seven features important to community flourishing.



Work together

Our community flourishes when people identify positive changes together and collaborate to make that change happen.



Care for each other

Our community flourishes when people are inclusive and welcoming, and look out for each others' wellbeing.



Learn and grow

Our community flourishes when people develop their skills, knowledge and interests and achieve career and life aspirations.



Have a sense of place

Our community flourishes when people share pride in their area and feel that their surroundings are interesting and stimulating.



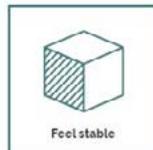
Feel connected

Our community flourishes when people feel connected with others and make an active contribution to the community around them.



Feel safe

Our community flourishes when people feel safe and when respect for each other and our spaces helps them feel hopeful and at ease.



Feel stable

Our community flourishes when people feel secure about future employment, housing and a quality of life that is sustainable.

# STEPS TO GET YOUR PROJECT REALISED

## Step 1. What need is there for the project?

This is a critical step in starting your project. Key to this will be engagement with those who want the facility, will live near the facility, will use it and could potentially run it.

Think carefully about what you're looking to achieve from your community engagement process and how you are going to measure your success. This will be entirely dependent on your idea or project. Set yourself some SMART targets from the outset.



SPECIFIC	MEASURABLE	ACHIEVABLE	RELEVANT	TIMEBOUND
Set targets that are well defined and clear.	What metrics are you using to determine your progress?	Set a target that is possible to achieve – given your strengths and limitations.	How does the target fit in with your wider goals?	Set timeframes and work out how you will track your progress against these

**Keeping those involved engaged and informed throughout the whole process will be vital in sustaining support and fostering a true sense of ownership.**

It is vital that the tools and techniques you choose will not exclude people whose lives may be affected by your idea or project. Remember also that at the conclusion of your consultation process you should feedback results to the participants and the wider community.

<b>NEED</b>	Who wants the facility? <span>1</span>
<b>DEMAND</b>	Who will use it? When will they use it? How often will they use it? <span>2</span>
<b>SUPPLY</b>	Are there facilities like this nearby or in the local area? Has there been facilities like this in the past? <span>3</span>

## Sources of information and support for community consultation to understand need

My Community is a website for people and organisations who are passionate about their communities. Importantly, they provide resources you can trust. All the content on My Community has been curated, written, designed or hand-picked by leading voluntary sector organisations who truly understand what communities need to survive and thrive.

[mycommunity.org.uk/engaging-your-community-in-a-meaningful-way](https://mycommunity.org.uk/engaging-your-community-in-a-meaningful-way)

## Local data

**Community Profiles** – not only helps to identify facilities and services in your local area, but also where the gaps in provision are. It also helps to identify where to find different sections of the community when it's time to consult.

A good starting point would be to look at the Council's interactive map, [WCC Public View](#) - Interactive Map - Winchester City Council which may help. We are also in the process of developing parish profiles, so if you can't find what you're looking for contact our Communities Team at [communities@winchester.gov.uk](mailto:communities@winchester.gov.uk)



## Statistical Data

If you require more statistical data, then the following links will be useful.

[ONS Census Data](#) – build a custom area profile 'Build a custom area profile

Indices of Multiple Deprivation - [www.gov.uk/government/statistics/english-indices-of-deprivation-2019](https://www.gov.uk/government/statistics/english-indices-of-deprivation-2019)

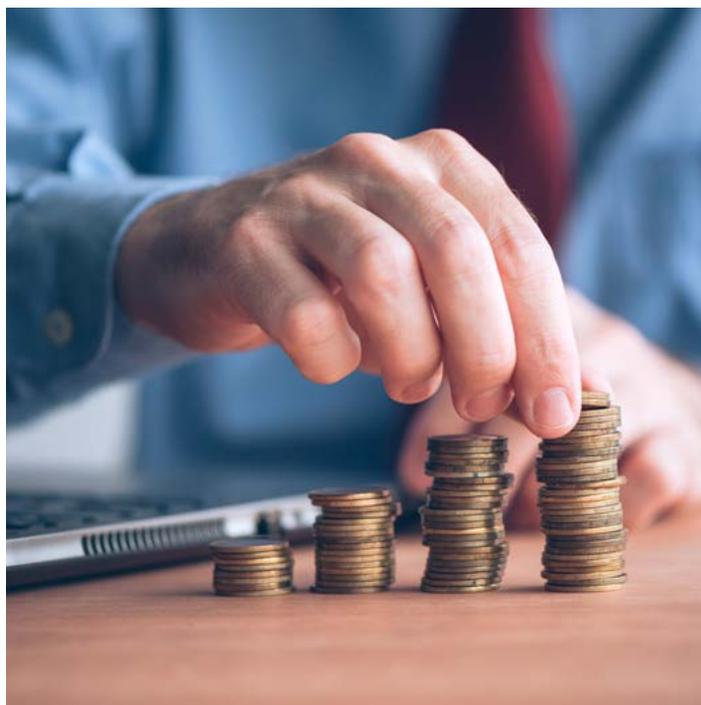
Hampshire Joint Needs Assessment - [www.hants.gov.uk/socialcareandhealth/publichealth/jsna](https://www.hants.gov.uk/socialcareandhealth/publichealth/jsna)

# STEPS TO GET YOUR PROJECT REALISED

## Step 2. Funding

Funding will inevitably become a necessary part of your project, whether that's 'Revenue' costs to support your organisation in delivering the project or 'Capital' funding to provide materials or equipment.

A good starting point is with your District, Parish or County Council who often have smaller pots of funding you can apply for to get you started and if successful demonstrate support when it comes to applying for other sources of funding.



### BUILDING

How much will it cost to build?  
Is there funding available?

1

### OPERATION

How will the ongoing running costs be funded?

2

### MAINTENANCE

What is the cost of regular maintenance and repair?

Who will be responsible for paying for the maintenance?

3

## Sources of information and support for funding

### Local Authority Funding

- WCC grants: Grants for Not for Profit Organisations - [www.winchester.gov.uk/grants-for-not-for-profit-organisations](http://www.winchester.gov.uk/grants-for-not-for-profit-organisations)
- Community Infrastructure Levy – District and Town funds Community Infrastructure Levy (CIL) - [www.winchester.gov.uk/planning/community-infrastructure-levy-cil](http://www.winchester.gov.uk/planning/community-infrastructure-levy-cil)
- Hampshire County Council - Grants and funding | Hampshire County Council ([www.hants.gov.uk/community/grants](http://www.hants.gov.uk/community/grants))
- Parish Council <https://democracy.winchester.gov.uk/mgParishCouncilDetails.aspx?bcr=1>

## Other Sources of Funding

### Grants

- National Lottery - [www.tnlcommunityfund.org.uk/funding](http://www.tnlcommunityfund.org.uk/funding)
- The Allen Lane Foundation - [allenlane.org.uk/young-peoples-programme/](http://allenlane.org.uk/young-peoples-programme/)
- Tesco grants - [tescostrongerstarts.org.uk](http://tescostrongerstarts.org.uk) and Footie for All ([tescostrongerstarts.org.uk](http://tescostrongerstarts.org.uk)). Other supermarkets and shops have schemes too e.g. Co-op Apply for funding - [co-operate.coop.co.uk/howto/funding/apply-for-funding/](http://co-operate.coop.co.uk/howto/funding/apply-for-funding/)
- Magic little grants (open annually – at moment open until 31 Oct 23) [localgiving.org/magic-little-grants](http://localgiving.org/magic-little-grants)
- Peoples Postcode Lottery (currently closed but will publish details of 2024 funding early in 2024) - [www.postcodesocietytrust.org.uk/apply-for-a-grant](http://www.postcodesocietytrust.org.uk/apply-for-a-grant)
- Children in Need - Apply For A Grant - [www.bbcchildreninneed.co.uk/grants/apply/](http://www.bbcchildreninneed.co.uk/grants/apply/)
- HCC grants: List of grants and funding | [www.hants.gov.uk/community/grants/grants-list](http://www.hants.gov.uk/community/grants/grants-list)

### Websites to look for funding

- Community first – support for Winchester groups to find funding - Finance & Funding - Resources - Community First ([cfirst.org.uk](http://cfirst.org.uk))
- Basingstoke Voluntary Action – offer free Funding Finder Service: Support with Funding - Basingstoke Voluntary Action ([bvaction.org.uk](http://bvaction.org.uk))
- Grants online – subscribe to their newsletter to get notifications of new grants opening: [www.grantsonline.org.uk/](http://www.grantsonline.org.uk/)
- Hampshire and Isle of Wight Community Foundation – range of grants open: [hiwcf.org.uk/grants/](http://hiwcf.org.uk/grants/)

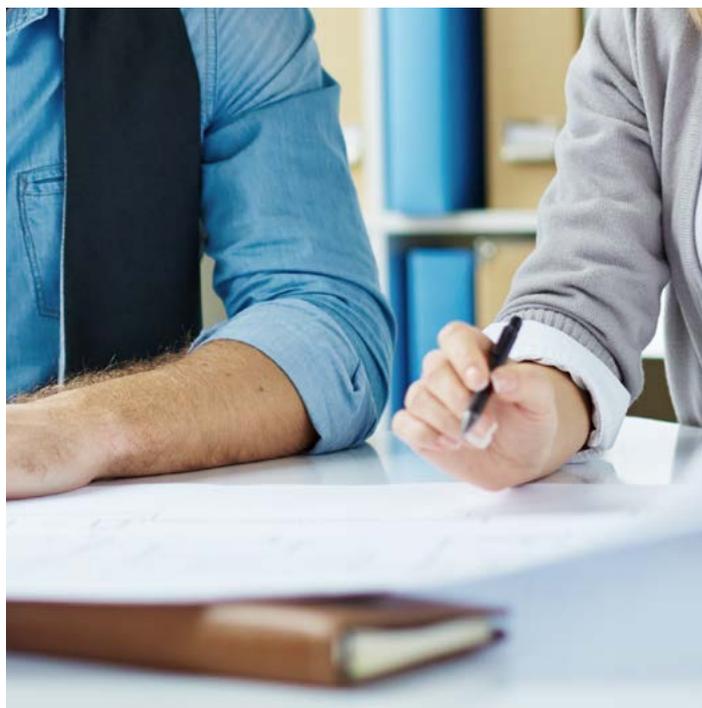


# STEPS TO GET YOUR PROJECT REALISED

## Step 3. Delivery Design, Planning and Building

If you are considering a new facility you will need to think about how this will be delivered, by whom, and who will own it and look after it in the future. This may require working with landowners. It may be that you want to build the facility which will require you obtaining certain permissions and contracting with builders.

If you are thinking about improvements to an existing facility this may require working with owners and landlords. It would also be important to consider the environmental performance of the building to minimise energy use and reduce future running costs.



## DESIGN & PLANNING

How will the design of the new facility be created?

Are there standards to follow and meet?

Are there past examples that you can learn from?

Does it require planning permission?

1

## BUILDING

Who will build the new facility?

Who will be involved in managing the construction?

How long will it take to build?

2

## Sources of information and support for design, build and planning

- Planning advice and guidance - national - [Planning Portal](#)
- Winchester City Council planning - local - Planning - [Winchester City Council](#)
- Parish Council [democracy.winchester.gov.uk/mgParishCouncilDetails.aspx?bcr=1](http://democracy.winchester.gov.uk/mgParishCouncilDetails.aspx?bcr=1)
- Winchester Town Forum <https://democracy.winchester.gov.uk/mgCommitteeDetails.aspx?ID=159>
- Landownership – Land registry: HM Land Registry - GOV.UK ([HM Land Registry - GOV.UK](#))
- Winchester City Council – interactive map: [WCC Public View - Interactive Map - Winchester City Council](#)
- Energy saving: [Advice for businesses and local authorities - Energy Saving Trust](#)

# STEPS TO GET YOUR PROJECT REALISED

## Ownership and Management



### CURRENT OWNERSHIP

Who owns the land or building where you want to create a new facility?

Do you have their permission to create a new facility?

1

### FUTURE OWNERSHIP

Who will own the new facility?

Who will take on the ongoing running and management of the new facility?

2

## Sources of information and support for community asset ownership

- [www.winchester.gov.uk/community-recreation/crtb](http://www.winchester.gov.uk/community-recreation/crtb)

Constituting as a management body – what are the options?

- [www.gov.uk/guidance/charity-types-how-to-choose-a-structure](http://www.gov.uk/guidance/charity-types-how-to-choose-a-structure)
- Parish Council / Winchester town Forum
- Community First [www.cfirst.org.uk/](http://www.cfirst.org.uk/)
- [www.cfirst.org.uk/help-for-groups/](http://www.cfirst.org.uk/help-for-groups/)
- [www.cfirst.org.uk/help-for-groups/winchester-connects/](http://www.cfirst.org.uk/help-for-groups/winchester-connects/)



# Sources of advice and guidance

## Community Planning

<https://www.winchester.gov.uk/community-recreation/community-plans>

[WCC Public View - Interactive Map - Winchester City Council](#)

## Neighbourhood Planning & Village Design Statements

Neighbourhood Plans - <https://www.winchester.gov.uk/planning-policy/winchester-district-local-plan-2011-2036-adopted/neighbourhood-plans>

VDS - <https://www.winchester.gov.uk/planning-policy/winchester-district-local-plan-2011-2036-adopted/supplementary-planning-documents-spds/village-and-neighbourhood-design-statements>

Home - [Locality Neighbourhood Planning](#)

## My Community

How to get started with a project in your community - [MyCommunity](#)

<https://mycommunity.org.uk/engaging-your-community-in-a-meaningful-way>

## Office of National Statistics Census Data

[build a custom are profile - 'Build a custom area profile](#)

## Indices of Multiple Deprivation

<https://www.gov.uk/government/statistics/english-indices-of-deprivation-2019>

## Hampshire Joint Needs Assessment

<https://www.hants.gov.uk/socialcareandhealth/publichealth/jsna>

## Winchester City Council

Winchester Town Vision - <https://www.onegreatwin.com/>

[Community Infrastructure Levy – District and Town funds](#)

[Community Infrastructure Levy \(CIL\) - Winchester City Council](#)

[Winchester City Council Grants - Grants - Winchester City Council](#)

Winchester City Council planning - [local Planning](#) - Winchester City Council

Parish Council <https://democracy.winchester.gov.uk/mgParishCouncilDetails.aspx?bcr=1>

Winchester Town Forum <https://democracy.winchester.gov.uk/mgCommitteeDetails.aspx?ID=159>

## Hampshire County Council

Hampshire County Council - Grants and funding | Hampshire County Council ([hants.gov.uk](https://www.hants.gov.uk))

Planning advice and guidance - [national Planning Portal](https://www.nationalplanningportal.gov.uk/)

## List of major funders – e.g. Lottery

National Lottery - [www.tnlcommunityfund.org.uk/funding](https://www.tnlcommunityfund.org.uk/funding)

Peoples Postcode Lottery (currently closed but will publish details of 2024 funding early in 2024) - [www.postcodesocietytrust.org.uk/apply-for-a-grant](https://www.postcodesocietytrust.org.uk/apply-for-a-grant)

Children in Need - Apply For A Grant - [www.bbcchildreninneed.co.uk/grants/apply/](https://www.bbcchildreninneed.co.uk/grants/apply/)

## Sources of information and support for community asset ownership

<https://www.winchester.gov.uk/community-recreation/crtb>

<https://www.gov.uk/topic/running-charity/setting-up>

<https://www.gov.uk/guidance/charity-types-how-to-choose-a-structure>

## Parish Council / Winchester town Forum

Community First <https://www.cfirst.org.uk/>

<https://www.cfirst.org.uk/help-for-groups/>

<https://www.cfirst.org.uk/help-for-groups/winchester-connects/>





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City Council