

Winchester District Local Plan Part 2 – Development Management & Allocations

Guidance Note – How You Can Get Involved in Preparing the Plan

Introduction

In this information pack, you will find a copy of the following:-

1. A Data Set for your Parish (larger settlements)
2. Settlement boundary review guidelines
3. A site assessment checklist

The aim of this pack is to enable you to have a greater involvement in the shaping of the policies within the Winchester District Local Plan Part 2 which relate to your parish/settlement, or to undertake preliminary work towards a Neighbourhood Plan.

The starting point (for larger settlements) is the policies and development strategy set out in Local Plan Part 1 and in particular Policy MTRA 2 which states:

The Local Planning Authority supports the evolution of the larger settlements in the Market Towns and Rural Area to maintain and improve their role and function and to meet a range of local development needs through :-

In Bishops Waltham and New Alresford, provision for about 400 – 500 new homes in each settlement and provision for about 150 – 250 new homes in each of the following settlements:- Colden Common, Denmead, Kings Worthy, Swanmore, Waltham Chase, and Wickham.

Economic and commercial growth will be supported to maintain and improve the shopping, service, tourism and employment roles of these settlements where consistent with their role in the hierarchy of retail centres. Proposals for new floorspace of 500 sq. m. or more outside defined centres will need to demonstrate that it would not have a harmful impact on the centre. There should be improvements to public transport provision, where possible, and development should be appropriate in scale and result in a more sustainable community by improving the balance between housing, employment and services. Existing facilities, services and employment provision should be retained or improved to serve the settlements and their catchment areas.

Housing, employment, retail and services should be accommodated through development and redevelopment opportunities within existing settlement boundaries in the first instance. Sites outside settlement boundaries will only be permitted where, following an assessment of capacity within the built-up area, they are shown to be needed, or to meet a community need or realise local community aspirations identified through a Neighbourhood Plan or other process which demonstrates clear community support. Uses which are essential to the role and function of the settlement, or to maintaining the balance between housing, employment and services, may be relocated if they can be re-provided in a location which is as at least as suitable and accessible and if proposals for the re-use of vacated land and premises are also acceptable.

All new development should be appropriate in scale and design and conserve each settlement's identity, countryside setting, key historic characteristics and local features, particularly as identified in Village Design Statements, the District Landscape Assessment or other guidance. Development should protect areas designated for their local, national, or international importance, such as Gaps and the South Downs National Park.

This note therefore predominantly applies to the larger settlements named above. If **smaller settlements** (identified in Policy MTRA3) wish to be proactive in allocating sites for development, similar considerations apply and they will need to liaise with the Council (see contact list below).

The purpose of Local Plan Part 2 is to determine and plan for the '*objectively assessed needs*' of the area (NPPF, para 14). This includes the type and location of dwellings needed, the development or redevelopment of employment areas; a review of the shopping area and provision of community facilities and open space and other matters that need a planning response. It will need to take account of:-

1. what level of housing within the given range is justified within your Parish
2. where should that and other development be located.
3. what employment opportunities exist, is there demand for more
4. are there any requirements for provision of community and social infrastructure.

You can therefore use this information pack to inform the development of Local Plan Part 2 or prepare your own Neighbourhood Plan, which will also need to be subject to a sustainability appraisal and public consultation prior to its examination.

A key element of Local Plan Part 2 is to re-examine existing (2006 Local Plan) allocations and to determine if these are still appropriate, and to review whether the settlement boundary needs to change to accommodate planned growth and, if so, what's the best solution when considered against **reasonable alternatives**. There is also the opportunity to identify locally important features and develop policies to protect them if required, particularly where these are not already covered by the general policies set out in Local Plan Part 1.

What you need to do

You will need to review the information provided and draw out the relevant issues for your **settlement** (the Local Plan Part 1 requirements relate to settlements, not Parishes).

To assist with this process the Council has produced the following 'checklists'

1. Settlement boundary review
2. Site assessment checklist

In addition the Council has collated some key facts and figures for your settlement in a data pack, as it is important that the outcomes of this process must be evidence based and subject to full community consultation.

The aim of the process is to produce/input to a report to the City Council which answers the following key questions.

1. agree an appropriate housing figure for your settlement, within the range in Local Plan Part 1.
2. identify a shortlist of sites where development should be located (using the site assessment checklist), taking into consideration whether the sites have constraints to development.

3. provide evidence for other development needs including employment and retail and where the opportunities exist to deliver this;
4. whether there are requirements for provision of community and social infrastructure and whether/when the relevant provider would fund their provision.

You will need to support your recommendations by setting out how and why you have reached your conclusions, including what evidence has been used. The Council will assist you in this process where we can.

At the end of this note, is a list of questions which you can use to guide your discussions. However, a key element is delivery and viability – we're not expecting you to undertake rigorous viability testing, but you need to understand that development will not happen if there are unrealistically onerous requirements.

Timescales and key stages

Data research, and initial site 'sieving' will be needed by the end of May 2013 and full site assessments by the end of August 2013.

The following sets out the keys stages to be completed, including the expected outcomes that the Council will require to move the project forward. These start with a meeting to explain the process and agree how / whether your Parish Council / organisation will be involved.

January 2013	Stage 1 Scoping	
Hold 1:1 meetings with Parish Councils / organisations to set key dates/milestones to be met.	<p>Explain guidance notes and assessment sheets</p> <p>Assess existing plans and strategies to determine their relevance for Part 2, both generally and in relation to specific settlements (e.g Parish Plans, VDSs, Stanmore Masterplan, etc).</p>	<p>WCC</p> <p>Parish Councils</p> <p>Winchester Town organisations</p>
OUTCOME	<p>Identify any evidence gaps – commission more detailed work if required</p> <p>Identify broad issues that need a planning response</p>	
February – May 2013	Stage 2 Assessment of Development Requirements	
Undertake detailed assessments of the quantum of new development needed (housing, retail, employment, etc) in accordance with	<p>Work with larger settlements to determine the levels of development required (within the framework of Local Plan Part 1 policies) through research and community engagement</p> <p>Use SHLAA data to identify possible</p>	<p>Parish Councils</p> <p>Winchester Town organisations</p> <p>WCC</p>

Local Plan Part 1 policies	sites and commence site sieving process	
OUTCOME	Have a clear understanding of the issues that need to be addressed Have a robust assessment of the quantum and types of new development required and 'shortlist' of potential sites for further assessment	
May – August 2013	Stage 3 options generation and site identification	
Identify sites required to deliver the quantum/type of development identified in Stage 2 (inc housing, gypsy and traveller provision, open space, etc)	Using outcomes of site sieving process, focus on those sites that have greater potential; Consider options for a few larger sites or a number of smaller sites Consider mixed use vs single use developments	Parish Councils WCC
Reassess settlement boundaries	Use settlement boundary assessment sheet	Parish Councils WCC
Consider other allocations or policy designations that need a local response	Re-examine retail/town centre boundaries; allocation of employment sites, open space, community facilities etc. Identify any local features that require protection (likely to be provided by generic policies in Local Plan Parts 1 or 2).	Parish Councils WCC
OUTCOME	identify a series of options to include sites and policies for further consultation and appraisal	Parish Councils WCC

Things to consider

Local Plan Part 2 is all about planning for the level of growth set out in Local Plan Part 1, but also has to be in conformity with the National Planning Policy Framework (NPPF 2012).

As a settlement which will be taking a level of development, the larger settlements will need to quantify this level of development and identify suitable sites.

Housing

Sustainable development has a social role – supporting strong, vibrant and healthy communities, by providing the supply of housing required to meet the needs of present and future generations; ...

- 1. Out of the housing range set for the parish in the Local Plan Part 1, what is the ‘objectively assessed need’ that should met?**
 - Consider how many homes are needed to maintain a balanced community and help retain local facilities and services. For example, are more working age people required to support local services and retain a sustainable community?
 - The census information indicates that household size is reducing (less people per dwelling); think about how this could affect your community?

In your response to the City Council, you will need to set out:
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The level of objectively assessed need for housing to be provided in your settlement up to 2031

How you have reached this conclusion (set out reasoning)?

What evidence you have used that supports your reasoning ?
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Show evidence of community consultation

- 2. What type of homes are required?**

- What does the data tell you? Is the need/demand for market or affordable/social housing? For example, how many people with a local connection are looking for homes in the settlement/parish? The Council’s policy is that 40% of new dwellings built should be affordable; what type of affordable provision is most needed in your settlement (social rent, shared ownership, etc)?
- Does your Parish have any special housing requirements such as for students, the elderly or for the military?
- Provision for gypsies and travellers also needs to be made locally – are you aware of any opportunities for suitable pitches/plots? (assume there will be a need for a site of about 5 pitches per larger settlement)
- Take into consideration what type of homes sell well locally and whether the market demand is for family homes, homes for the elderly, starter homes etc.

In your response to the City Council, you will need to set out:
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What type of affordable housing is needed?
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Will you be providing for any other type of specialist housing?

How will you address the needs of gypsies and travellers?

Should some types of housing be the priority for development? E.g. starter homes, family homes? Set out what evidence you have used to support this conclusion.

- 3. Where should the housing development be located?**

- Should all the new housing be located on one site or spread around?
- Are there suitable development or re-development sites within the settlement boundary? How many houses could realistically be built on available sites?
- Do you need to identify additional sites outside the settlement boundary? You can use the Strategic Housing Land Availability (SHLAA) information as a starting point to identify the sites that are currently known to be available – are there any others

that should be looked at?.

- Of the sites – which offer greater potential to achieve your housing and community aspirations. Use the site assessment checklist to help identify suitable sites, commence the site sieving process by using the checklist to rule out those sites that are unlikely to be suitable or deliverable.
- Consider if any of the sites are more suited to purposes other than housing, or a mix.
- Have you built in some flexibility in case some sites do not get developed?

In your response to the City Council, you will need to set out:

A shortlist of sites where new housing development should be located.

What sites you have looked at, and how have they been assessed.

Employment

Sustainable development has an economic role – contributing to building a strong, responsive and competitive economy, by ensuring that sufficient land of the right type is available in the right places and at the right time to support growth and innovation; and by identifying and co-ordinating development requirements, including the provision of infrastructure;

1. Is the amount of employment provision about right or are there local aspirations to see changes?

- Consider the range of local employment opportunities available in your settlement, from industrial and commercial sites, to shops, service providers (opticians, estate agents etc) and community services such as health centres and schools/nursery provision – all of which provide a range of job opportunities.
- If local people wish to work locally do the opportunities exist? Consider how many jobs there are, and whether there is a reasonable balance between jobs available locally compared to the working population.
- How many local people are self employed / work at home – do they need local flexible premises? Are there opportunities to share, or rent a space for short periods?
- Do any of the existing employment premises/sites offer potential for other uses? Are they causing problems (e.g. traffic, environmental); should they be replaced or relocated? – undertake an audit of existing premises – how many are vacant, speak to local estate agents to determine demand.

In your response to the City Council, you will need to set out:

Whether there is a need to provide for more employment opportunities within the settlement, what's the market demand for new space?

The type of employment workspace required and whether there are any suitable sites available or capable of redevelopment or refurbishment. Use the site assessment checklist to set out your reasoning and evidence used.

Show evidence of community consultation, particularly with business/commercial users and land owners

2. Is the defined shopping/town centre boundary about right?

- How many commercial premises and shops are vacant? – why are the vacant, and

<p>how long have they been vacant (normal turnover or letting problems). Speak to local agents to find out the type of premises there is demand for and whether there is demand for more/less.</p> <ul style="list-style-type: none"> • Does the defined town centre (2006 Local Plan) cover the core commercial area? – Should the boundary be adjusted ? If so how? • Are there primary shopping frontages where shop uses need to be protected and is the mix of uses about right for a settlement of this size? • Do any of the premises/sites offer potential for other uses? Are they causing problems (e.g. traffic, environmental); should they be replaced or relocated?
<p>In your response to the City Council, you will need to set out:</p>
<p>Whether there is a need to provide differently for commercial premises and shops within the settlement. Set out your reasoning and evidence used.</p>
<p>Is your settlement named in the retail hierarchy in Policy DS1? What will this mean for future provision? Do you need to identify additional sites for retail purposes?</p>
<p>Provide a map of existing provision (shop types, non-retail, services) – how does this compare to the town centre / primary retail boundaries defined in the 2006 Local Plan? Do these need to be adjusted?</p>
<p>If your settlement is not named in Policy DS1 – how does it wish to deal with retail and commercial uses? Do you wish to retain / expand existing provision?</p>

Community and Social Infrastructure

Sustainable development should have a social role – supporting strong, vibrant and healthy communities, ... by creating a high quality built environment, with accessible local services that reflect the community's needs and support its health, social and cultural well-being; and **an environmental role** – contributing to protecting and enhancing our natural, built and historic environment; and, as part of this, helping to improve biodiversity, use natural resources prudently, minimise waste and pollution, and mitigate and adapt to climate change including moving to a low carbon economy.

1. Is there a need for additional, or less, community facilities?

- What community facilities are there, do they have/need dedicated or shared premises, are they booked to their capacity which may suggest they need improving or expanding? – undertake an audit of existing provision.
- If new development is planned locally does this need to address any shortfalls in existing provision? – what's the scope for joint provision?
- Take into consideration that surrounding settlements may look to yours to access certain services and facilities – are these provided?
- Is there a need for additional services (over and above housing and employment uses) for your settlement to function successfully and to offer residents and businesses a range of facilities, and be accessible?
- Do any of the service providers (health, police, education, etc) have plans for their facilities over the longer term? Use the Infrastructure Study and Delivery Plan as a starting reference.
- Is the school roll expected to fall or grow – how does this link with housing provision? The Hampshire County Council School Places Framework & Analysis will provide you with school figures.
- In terms of energy/infrastructure provision – contact the service providers and check

their plans for provision – are there opportunities for renewable energy schemes locally and could these benefit the local community?

In your response to the City Council, you will need to set out:

Is there a need for more/less community facilities, and if so, what type? Set out your reasoning and evidence used.

2. Is the amount, location and type of open space available adequate for the settlement?

- In terms of open space provision are those sites allocated or protected by the 2006 Local Plan right, or should these be considered for development and open space replaced elsewhere (if necessary)?
- Update to reflect the new standards in Local Plan Part 1 Policy CP7 (the Council is assessing each settlement named in MTRA2 against CP7 and details will be available shortly)

In your response to the City Council, you will need to set out:

If the identified open spaces, protected by Local Plan Policies RT1, RT2 or RT5 should be retained, or whether more/less sites are needed. Set out your reasoning and evidence used.

Set out if changes to the open spaces are needed to respond to new development or of the new CP7 standards, what and where should these changes be (additional sites, different type of facilities provided)?

3. Is there a need to change access in and around the settlement ?

- Transport and connectivity in rural areas is a key issue for many, particularly with rural public transport services diminishing, and there is often the need to be creative and look at alternative provision. Are there opportunities to improve local transport provision to enable local people to access essential services more easily?
- What are the green links like locally – footpaths, cycle routes – do these go to the places that people want to be – are there opportunities for improvement or to create new links?

In your response to the City Council, you will need to set out:

Does access within and around the settlement needs to be changed? Identify where there are opportunities to make improvements. Set out your reasoning and evidence used.

What's Provided in the Data Set

Planning policies in Local Plan Part 2 (or a Neighbourhood Plan) must be based on sound evidence. In this pack, we have provided you with some data which highlights some of the information/evidence we have available and should be used to inform discussions within your settlement.

As the 2011 Census data at the Parish level will not be available until the middle of next year, we have not attempted to update the population projections published in the Blueprint packs issued in 2010.

Many of the data sets have different base dates and may cover either the Parish or settlement, these variations may affect any analysis you may do on the data (use settlement data where available).

We ask you to use the Census data that we have provided, so that we can ensure consistency of information. This is because different sets of Census data cover different areas or have a slightly different focus and it is therefore important to ensure that everyone uses the same data sources which show the information at the right scale. However, you may also want to use other data sources such as information from local estate agents on the type of dwellings in demand or evidence from local retailers or business providers.

Settlement Boundary Review guidance

This note highlights those matters that need to be considered if you are minded to amend your settlement boundary to identify land for development. It is important to take a consistent and objective approach, but also allow for planned growth required during the Plan period, which runs up to 2031, to avoid later challenges to the boundary.

Site Assessment Checklists

These checklists are to help you identify suitable sites for development. Normally only larger sites (10 or more dwellings or larger than 0.3 hectares) would be considered as allocations – smaller sites could be released through a review of settlement boundaries rather than an allocation. The checklists are lists of factors that may indicate that a site is suitable or unsuitable for development, depending on whether they have a green, amber or red ‘score’.

First it is necessary to sieve the sites to rule out those that score ‘red’ in a number of categories which will render a site undevelopable. The remainder of the sites which score ‘green’ (possibly including some ‘amber’) will then need further detailed technical assessments, to determine their appropriateness for development in terms of type of development and capacity. This will then produce a preferred site/sites on which to base further consultation/assessment.

Contacts :

To help you with this process the Council has provided a named link officer together with a support officer – as set out below.

Please contact these in the first instance.

Settlement	Lead officer	Support officer	Contact details
New Alresford	Steve Opacic	Liz Dee	sopacic@winchester.gov.uk edee@winchester.gov.uk
Bishops Waltham	Jenny Nell	Zoe James	jnell@winchester.gov.uk zjames@winchester.gov.uk
Colden Common	Jenny Nell	Zoe James	jnell@winchester.gov.uk

Local Plan Part 2 – Guidance Note

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Denmead	Jenny Nell	Liz Dee	jnell@winchester.gov.uk zjames@winchester.gov.uk
Kings Worthy	Steve Opacic	Zoe James	sopacic@winchester.gov.uk edee@winchester.gov.uk
Swanmore	Nigel Green/ Joan Ashton	Liz Dee / Zoe James	ngreen@winchester.gov.uk jashton@winchester.gov.uk edee@winchester.gov.uk zjames@winchester.gov.uk
Waltham Chase	Nigel Green/ Joan Ashton	Liz Dee / Zoe James	ngreen@winchester.gov.uk jashton@winchester.gov.uk edee@winchester.gov.uk zjames@winchester.gov.uk
Wickham	Steve Opacic	Liz Dee	sopacic@winchester.gov.uk edee@winchester.gov.uk
Winchester Town	Steve Opacic Jenny Nell Nigel Green	Liz Dee Zoe James Joan Ashton	As above
Other settlements	Please contact us for assistance at ldf@winchester.gov.uk		