



## **Guidelines for Estate Improvement Proposals**

### **1. INTRODUCTION**

Housing Services has an Estate Improvement budget to allow us to undertake specific, larger scale improvements on our housing estates and to blocks of flats, which would otherwise not be delivered from our 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
- Provision of additional 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 and the improvement should, for the most part, be on Housing land.

### **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, either via the [website](#) or by downloading the [form](#). Please provide as much detail as possible, including any supporting information from other agencies (such as the Police, Fire Service etc.), if you have it, so your application can be fully considered alongside other requests.

Completed forms and additional documentation to support your proposal should be returned to **Michelle Surtees, Housing Officer (Estate Improvements)** at the City Offices, Colebrook Street, Winchester, SO23 9LJ, or completed via the [website](#)

The following will be taken into account when considering each proposal:

- 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 that proposal aims to address
- 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, comprising the Portfolio Holder for Housing, Housing Services Manager, the Estates Services Manager and the Housing Officer (Estate Improvements). The Panel will convene on a regular basis to consider the proposals that have been submitted.

All proposers will be informed as to the outcome of their proposal following the Panel meeting to consider the requests received. Although a preliminary decision will be made at this meeting, further investigation could mean a scheme is not feasible, due for example, to Planning restrictions, actual cost of delivering the scheme, extent of benefit, lack of resident support for proposal following consultation. All proposers will be kept informed of any developments with their proposal, as it progresses.

Furthermore, due to the popularity of the scheme and the budget available, not all schemes may be able to be taken forward or they may be deferred. Proposers will be advised as to whether their scheme can be delivered in the current financial year or whether it will be deferred for future consideration.

## **5. QUERIES**

If you are not sure if your suggestion qualifies for this scheme or you would like more information about this process please contact Michelle Surtees, Housing Officer (Estate Improvements), on 01962 848 204 or [msurtees@winchester.gov.uk](mailto:msurtees@winchester.gov.uk)