

Community Planning Protocol  
for Winchester District Local Strategic Partnership (WDSP) Board  
and Winchester City Council

This document sets out a policy on community planning initiatives such as parish plans, market town health checks and neighbourhood plans. This policy is shared by Winchester City Council, and the Winchester District Strategic Partnership. The policy expresses the value the WDSP Board and its partners place on community involvement, and steps the WDSP Board and the Council will take to support and respond to such initiatives. It also sets out the role that we need local groups undertaking a community plan to play in order for WDSP to respond in an effective way.

The partners referred to in the protocol are those organisations involved in the Winchester District Strategic Partnership. This will include the Hampshire Police, Hampshire Primary Care Trust and Hampshire County Council. This also includes bodies such as housing associations which will represent other organisations with similar interests.

To find out which other partners are involved in the WDSP and who they represent, see our website:

[http://www.wdsp.co.uk/board/members\\_winchester\\_district\\_strategic\\_partnership /](http://www.wdsp.co.uk/board/members_winchester_district_strategic_partnership/)

Winchester District Strategic Partnership (WDSP) Board

- Once notified about the intention of a community to create a plan, a letter from the WDSP Chair will be sent out, welcoming the move to create a community plan and setting out what support is available as well as a copy of the community planning protocol and community planning guidance
- Representatives from each theme represented on the WDSP Board will commit to a minimum of two hours time per community planning project to attend community plan meetings for action planning and general advice
- Relevant representatives from WDSP partners will offer advice on action-planning events to look at what changes need to happen to work towards outcomes identified in the community plan, addressing short, medium and longer term actions
- Partners will provide local statistics and information as needed to inform local community plans (mainly through the developing District Profile and Evidence Base available via the Winchester City Council website)
- The Hampshire Action Team for the Winchester District will act as a portal into the County Council and the HAT co-ordinator will liaise with the nominated one point of contact for community planning at the City Council
- The WDSP Board will host meetings twice a year for communities doing plans (both in the Winchester town area and the rest of the District) to present their finished product or to network with other communities undertaking a plan

- The WDSP's thematic partnerships \* will be asked to consider relevant items in action plans, after which the relevant Board member will report back to the WDSP Board to discuss what they can contribute and what can be done differently
- The WDSP Board will respond within two months of receiving the plan indicating what will happen with each recommended action and the policy implications for the partners (This response will be co-ordinated by the City Council). This response will set out which actions can be easily integrated into business plans, a timescale for achieving other actions or reasons why some actions are unpractical at the moment and what changes need to be made before action can be started
- Once a community plan is finalised, the WDSP Board will adopt the plan as part of the Winchester District Community Strategy
- The WDSP commits to being involved in any monitoring the group will do of their plan, for example supplying information on progress against actions

#### Winchester City Council

- One point of contact within the City Council on behalf of the WDSP will be advertised to local groups and will signpost to relevant officers in the City Council and partner organisations. This point of contact will also explain the Community Strategy and how it links to local community plans. The City Council will be the principal organisation which the community planning steering group will deal with.
- In their role as community leaders, the City Council will co-ordinate a response from service providers to a draft community plan. Partners will agree to participate in this response and respond within the necessary deadline
- The information collected in the community plan will be added to the Winchester District Profile and Evidence Base. This evidence base will be drawn on to review the Community Strategy, and to influence partners' business and service plans, and the shared action plans of partnerships within the district as appropriate.
- City Council officers will identify where organisations/communities need to work with others outside of Winchester District to address issues, and contact will be made with the relevant Local Strategic Partnerships
- The Council will use the Community Strategy, Local Development Framework and the Hampshire Local Area Agreement to influence others and promote positive action wherever possible
- Local Councillors will engage with groups undertaking a community plan and (supported by officers) exercise their community leadership role by influencing organisations which can help deliver the community plan
- The Winchester Town Forum will act as an umbrella for all community plans produced within the town area. The Forum will be provided with a draft copy

of plans and will comment, advise and support the completion of such plans and be similarly involved when they are revised and updated.

- Winchester City Council will provide training for community planning groups to create their own website to help support the process

Local groups leading the community planning process will:

- When drawing up the plan, make sure that people from all different parts of the community are involved
- Provide a summary of how the community was involved in the process of creating the community plan
- Keep elected Members of the District and County Councils informed of progress
- Link with the outcomes set out in the Winchester District Community Strategy
- Recognise that, if the community wishes something to be included in a statutory plan, the local community plan might have to go through a specific assessment

Acknowledgements – Essex Rural Community Council

\* The WDSP is made up of a number of thematic partnerships which lead the delivery of the Community Strategy. These are:

Social Inclusion Partnership  
Cultural Consortium  
Health and Wellbeing Partnership  
Community Safety Partnership  
Sports and Physical Activity Alliance  
Natural Environment Forum  
Winchester Business Consortium  
Winchester Community Learning Forum  
Transport Forum  
Children and Young People Partnership  
Housing Forum