OUR NEXT LOCAL PLAN
WINCHESTER DISTRICT 2026 - 2044

Winchester City Council

RECORD OF DECISION FROM THE LOCAL PLAN PROJECT BOARD MEETING

Meeting Date	22/10/2026	**Time:**	1pm
Chair	Cheryl Headon	**Location**	MS TEAMS
Meeting number	01		

Attendees:

Name	Role	Present/Apologies
Cheryl Headon	Strategic Director - Project Sponsor	Yes
Julie Pinnock	Corporate Head of Planning and Regulatory Services - Project Lead	Yes
Sarah Armstrong	Service Lead Built Environment – Co-Project Lead/Ambassador	Apologies given
Adrian Fox	Strategic Planning Manager – Project Manager	Yes

Agenda:

Item	Agenda item	Lead
1.	Draft Gateway 1 self-assessment template	Project Manager
2.	Draft Local Plan Readiness Checker	Project Manager
3.	Update on the Scoping Consultation Summary Report and Local Plan Engagement Strategy	Project Manager
4.	How are we going to publish these notes (website / DSU)	Project Lead
5.	Date for the next meeting and potential agenda items	Project Manager
6.	AOB	

Minutes of previous meeting:

Summary of previous minutes, matters arising and progress against actions.

None.

Main areas discussed and any agreed Outcomes:

Item	Discussion Summary
1.	**Draft Gateway 1 Self-Assessment** The Board reviewed the draft Gateway 1 Self-Assessment Template, discussing each section in turn. The Board was satisfied with the content and progress made and agreed that the Council was in a good position to successfully move through Gateway 1 before the 30 November 2026. It was agreed that the Local Plan Readiness Checker should be appended to the self-assessment document to provide a complete picture of the Council's readiness. The Board also reflected on the approach to developing the vision for the new Local Plan. The Readiness Checker currently records this element as red, reflecting that consultation on the vision has not yet taken place. However, the Board was clear that this was a conscious decision rather than an indication of poor progress. Given the recent adoption of the current Local Plan in March 2026, the Board agreed that it was appropriate to take a different approach. The initial scoping consultation would provide an opportunity to listen to communities and stakeholders about what they believe the new Local Plan should address, rather than presenting a predetermined vision. The vision would therefore be developed at the next stage, informed by the feedback received from the Scoping Consultation. **Agreed:** 1. The Gateway 1 Self-Assessment Template is in good shape and ready to progress. 2. Append the Local Plan Readiness Checker to the self-assessment. 3. Maintain the agreed approach to developing the vision following the scoping consultation.

2.	**Draft Readiness Checker** The Board reviewed the draft Local Plan Readiness Checker and was pleased with the progress demonstrated across the various areas of work. The Board noted the red rating relating to consultation on the vision. As discussed under Item 1, this reflected a deliberate decision about the sequencing of engagement rather than a concern about readiness. The Board was comfortable with the overall position and satisfied that the Council was ready to progress through Gateway 1. **Agreed:** 1. The Readiness Checker accurately reflects the Council's current position and will accompany the Gateway 1 Self-Assessment Template.
3.	**Scoping Consultation Summary Report / Local Plan Engagement Strategy** The Board discussed progress on preparing the Scoping Consultation Summary report and the Local Plan Engagement Strategy. It was agreed that the Board would meet during the third week of November to review the draft Regulation 22 document, including the findings from the scoping consultation. The intention is for the document to be shared on 30 November 2026, following the Board's review. **Action:** 1. Arrange a Project Board meeting during the third week of November to review the draft Regulation 22 document ahead of 30 November.
4.	**Publication of Project Board Minutes and Gateway Documents** The Board discussed how best to ensure transparency and keep Members and the public informed of progress with the new Local Plan. It was agreed that key milestones, Gateway documents and Project Board minutes would be published on the Council's Local Plan website. Updates would also be included in the Democratic Services Update (DSU) to ensure Members are kept informed.

	In particular, the Gateway 1 Self-Assessment Template and Local Plan Readiness Checker will be uploaded to the Local Plan website, alongside the minutes of this meeting and links to the relevant documents. **Agreed:** • Publish the Gateway 1 Self-Assessment Template and Readiness Checker on the Local Plan website. • Publish Project Board minutes and key milestone updates on the website. • Include links to the documents and relevant updates in the DSU for Members.
5.	**Date of next meeting** The next Project Board meeting will take place during the third week of November 2026. The main focus will be to review the draft Regulation 22 document (Scoping Consultation) and the Local Plan Engagement Strategy. **Action:** 1. Confirm the meeting date and circulate the draft document in advance.
6.	**Potential agenda items** • Draft Summary Scoping Consultation Report • Draft Local Plan Engagement Strategy • Work streams for the Regulation 23 consultation

Summary of Actions	**Responsibility**	**Timescale**
Append the Readiness Checker to the Gateway 1 Self-Assessment Template	Project Team	Gateway 1
Publish Gateway 1 documents and meeting minutes on the Local Plan website	Project Team	Following Gateway 1
Include Gateway 1 progress and document links in the DSU	Project Team	Next appropriate DSU

Arrange meeting to review draft Regulation 22 document	Project Manager	Third week of November
Prepare draft Regulation 22 document for Board review	Project Team	Third week of November
Continue reviewing evidence base commissions, resources and potential outsourcing requirements ahead of Regulation 23	Project Lead / Project Manager	Ongoing

Standing item: Local Plan Budget:

The Board noted that the Local Plan budget remains on track, consistent with the position reported through the Quarter 2 performance reporting process. No immediate budget concerns were identified.

Standing item: Local Plan Resources

The Board noted that the Local Plan team is currently fully staffed. However, consideration is being given to whether additional capacity will be required as the programme progresses towards Regulation 23. This may include additional resources or outsourcing specific areas of work where specialist support or additional capacity to assist with delivery. The Board supported keeping resource requirements under review to ensure that the Local Plan programme remains on track.

Standing item: Local Plan timetable monitoring:

Are there any changes needed to the Local Plan timetable Yes/No/Comments

Yes	No	Comments
		To be kept under review

Standing item: Local Plan evidence base monitoring:

Local Plan Evidence Study	Consultant	Underway/Not yet started	Key Outputs	Gateway Assessment Relevance
Sustainability Appraisal (SA)	AECOM	Underway	5 week SA Scoping with statutory agencies commenced on 22/10/26	We will need to undertake a SA of the spatial development options and ensure that this work is available for the Regulation 23 consultation and the Gateway 2 assessment
Employment Land Assessment	BE Group	Underway		Initial key findings need to be ready for the Regulation 23 consultation and the Gateway 2 assessment
Retail Assessment	Lambeth, Smith and Hampton	Underway		As above
Water Cycle Study	Arcadis	Underway		As above
Gypsy and Traveler Accommodation Needs Assessment	RRR	Procurement underway		As above
Strategic Flood Risk Assessment		Out to tender		As above
Local Plan Viability Assessment		Out to tender		As above
Strategic Transport Assessment		Not yet started		We need to have a narrative on the transport baseline assessment for the Regulation 23 consultation and the Gateway 2 assessment

Communication strategy:

Briefing with the Local Plan Cabinet Member	22nd October 2026
Informal Leader's Board	26th October 2026
Briefing with opposition members	28th October 2026
Democratic Service update	30th October 2026
Parish Council Liaison meeting	26th November 2026