

# **Supplementary Papers**

## **Cabinet**

held on Monday, 3 February 2020 at 6.00 pm  
in the Meeting Room 1, 135 Eastern Avenue, Milton Park, OX14 4SB

**Open to the public including the press**

- 8. Local Plan - Local Development Scheme - Statement of Community Involvement consultation**  
(Pages 2 - 59)

To consider the head of planning's report.

# Cabinet Report



Report of Head of Planning

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To: CABINET

Date: 3 February 2020

## Local Plan Local Development Scheme Statement of Community Involvement consultation

### Recommendations

(a) to agree, subject to Council approving budget provision for a Local Plan (12 February 2020), to endorse the Local Development Scheme programme of work for preparing the new Local Plan and associated Development Plan Documents

(b) to agree publication of the revised Statement of Community Involvement for public consultation for a period of six weeks.

### Purpose of Report

1. To ask Cabinet, subject to agreement by Council regarding budget provision, to endorse the work programme set out in the Local Development Scheme (LDS) for the preparation of the new Local Plan and associated documents.
2. To provide cabinet with the information needed to approve the revised Statement of Community Involvement for public consultation.
3. To understand the budget implications regarding the preparation of a new Local Plan in the context of budget setting for 2020/21 and the Medium Term Financial Plan (MTFP), which Cabinet and Council will be considering.

## **Corporate Objectives**

4. The new Local Plan will continue to be central to the achievement of the 2016-2020 Corporate Plan's objectives for:
  - A strong local economy
  - Housing for people who need it

## **Background**

5. The Council adopted the Local Plan Part 1 in December 2016 and Local Plan Part 2 in October 2019. The Regulations and the National Planning Policy Framework 2019 (NPPF) state that local plans should be reviewed at least once every five years. To ensure we have an up to date local plan, we should in the very least have reviewed our strategic policies, by December 2021 (5 years from adoption of LPP1).
6. The three options set out in a report to Cabinet, 4 October 2019 (to consider the adoption of Local Plan 2031 Part 2) included an indicative timetable for the preparation of a new local plan. A new local plan will enable the Council to set out its priorities for development within the district over a new plan period.
7. In preparing a new Local Plan and in order to satisfy the requirement of the NPPF, the authority has to prepare and maintain a Local Development Scheme (document that sets out the key project milestones) as well as having an up to date Statement of Community Involvement (SCI).

## ***Statement of Community Involvement***

8. In addition to plan making, the Planning and Compulsory Purchase Act 2004 (as amended) places a duty on Councils to produce a Statement of Community Involvement. The SCI is a local development document which sets out the Council's policy for involving interested parties in matters relating to development in its district.
9. The SCI, attached at Appendix 1, is a local development document setting out how the Council will involve interested parties in matters relating to development in our district. In particular, it is a statement about how the Council will involve the public and other stakeholders in the preparation and revision of local development documents and in the exercise of its functions in relation to planning applications.
10. Since the adoption of the previous SCI (December 2016) there have been several important changes to national planning legislation, as well as local changes (adoption of LPP2, changes in local council administration). The revised SCI has enabled a review of existing approaches, drawing on experience and reflecting new methods of public engagement and involvement, particularly through social media.
11. When a development plan document (DPD) is subjected to an examination, the Inspector must be satisfied that the DPD has been prepared in compliance with the council's SCI and that the SCI itself meets the requirements set out in the planning regulations.

12. In addition, a statutory requirement requires the Council to review its SCI every five years.<sup>1</sup>
13. The proposed refreshed SCI brings the document up-to-date consolidating it into a single document. The refresh includes changes to make clear the principles for consultation in relation to:
- involving interested parties in stages of plan making,
  - a requirement to set out policies for giving advice or assistance on a planning matter (for example, Neighbourhood Planning, Community Infrastructure Levy and the duty to co-operate)
14. The SCI already identifies who is involved in the stages of plan making.<sup>2</sup> Updates to the SCI seek to make it clear as to how interested parties can be kept informed throughout all the stages of the plan making process, as well as to what advice and assistance they can expect from the planning service.
15. The revised SCI is formatted to make it a more visually appealing document through a greater use of graphics and less text. In addition, several minor changes throughout the draft document provide factual updates or clarifications.
16. Although there is no statutory requirement to consult on the SCI, officers believe it is appropriate to do so for a period no less than six weeks as this accords with the current timescales in the existing SCI. It does exceed the Council's Public Engagement Charter (2016-2020) of four weeks. Feedback on these changes will help clarify the necessary approach to consultation on planning matters. The results of this public consultation and any recommended changes will be reported back to Cabinet prior to its approval.

### *Local Development Scheme*

17. Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) requires Councils to prepare, maintain and publish a Local Development Scheme (LDS). The LDS is a project plan for the production of the Local Plan and other council planning policy documents. It sets out the timetable for the production of Development Plan Documents (DPDs), including key production and public consultation stages.
18. The current LDS was prepared in February 2018. Following the adoption of LPP2 a new LDS is now required. The revised LDS (Appendix 2) sets out the timetable for preparing a new Local Plan for the district and also provides detail of the Oxfordshire Plan 2050, which, will form part of the development plan for the district. The LDS must be available publicly to enable the community, businesses, developers, service and infrastructure providers and other stakeholders and interested organisations to know which DPDs are to be prepared and when they will be able to participate in their preparation.

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<sup>1</sup> New Regulation 10A The Town and Country Planning (Local Planning) (England) Regulations 2012 came into force 6th April 2018 via The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017.

<sup>2</sup> This includes, stakeholders, communities and other interested parties.

19. Although normally officers revise and update the LDS in consultation with the Cabinet Member for Planning, in this instance, as the council will be committing to starting a new local plan with its associated resource implications, it is appropriate that the LDS is considered and endorsed by Cabinet.
20. The LDS does not contain the timetable for emerging Neighbourhood Plans in the district, although these will form part of the development plan. This is because Neighbourhood Plans are not prepared by this Council, but instead by the relevant town and parishes. However, it does include a schedule for the preparation of the Community Infrastructure Levy (CIL) documents, following adoption of LPP2 as well as to reflect government changes to CIL which came into force on 1 September. The current CIL Charging Schedule was adopted in September 2017.
21. Further documents may need to be added to the LDS programme throughout the year as the need for them becomes apparent (and resources allow). This could include any supplementary planning documents which are deemed necessary and can be funded.

### Local plan costs and potential budget

22. Although there is a recurring base budget within the planning service (subject to Council setting the budget annually) for staffing and undertaking policy work (commissioning expert evidence studies, consultation), significant additional one-off costs are incurred in producing a local plan, e.g. legal and examination costs.
23. The cost over the plan making period to start a new local plan have been estimated, based on previous examples and experience, and are set out in the table below. These estimated costs are based on a new Vale Local Plan, which would seek to build on the policies and evidence supporting Local Plan 2031 (Parts 1 & 2), as well as evidence which is available through the preparation of the Oxfordshire plan 2050.

Vale Local Plan Estimated Costs	Estimated costs (exclude staffing)					
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Consultation		35,000	56,000	67,000	29,000	
Legal		30,000	30,000	70,000	70,000	
Examination				40,000	75,000	
Evidence studies	95,000	355,344	206,340	283,340	186,340	
HELAA	20,000	10,000	10,000	5,000	5,000	
Sustainability Appraisal	20,000	15,000	10,000	10,000	10,000	
<b>TOTAL</b>	<b>135,000</b>	<b>445,340</b>	<b>312,340</b>	<b>475,340</b>	<b>375,340</b>	

24. The existing proposed base budgets within the planning service over the current MTFP 2019/20 to 2024/25 is as follows and the highlighted line is additional funds that would be required were Councillors to choose to progress a new local plan at this time and subject to Council consideration in February.
25. It must be noted that the proposed base budget has been wholly focused towards funding a new local plan (including the SCI) and not for any Supplementary Planning Documents (SPDs) which are discretionary. Any SPDs that are required are therefore likely to increase costs further, unless alternative funding /resources are made available. As with all major budget changes, only Council can approve this activity, and

thus any agreement to the SCI and LDS is subject to Council agreeing budget provision for the local plan.

26.

Vale Local Plan proposed budget	Policy Budget (exclude staff)					
	Approved	Proposed				
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Fees and hired services	101,490	101,490	101,490	101,490	101,490	101,490
Consultants - projects	24,200	24,200	24,200	24,200	24,200	24,200
Infrastructure feasibility & design	49,650	49,650	49,650	49,650	49,650	49,650
Local Plan Part 2 (Growth bid 2019/20 revised use)		220,000	25,000			
Transport feasibility studies		50,000				
Local Plan examination (budget carry forward)	497,000					
Currently profiled year end Saving (assuming LP starts in 2019/20)	-375,000					
Potential Essential Growth bid 2020/21			112,000	300,000	200,000	
TOTAL	297,340	445,340	312,340	475,340	375,340	175,340

## Options

27. The alternative option is to not prepare a new Local Plan. There are a significant number of risks, set out in Appendix 3. Additionally, Local Plan Parts 1 & 2 were developed and examined under the NPPF 2012, which itself has been revised and a new NPPF, has been in place since February 2019, which means there is risk that the policies within the plan are out of date and not in conformity with the NPPF.

## Financial Implications

28. Councillors will be aware, any decision that has financial implications must be made with the knowledge of the council's overarching financial position. This is as reflected in the council's MTFP as reported to Full Council each February as part of the budget setting report. The February 2019 MTFP and the budget report showed that the council was due to receive £474,000 less in revenue funding than it planned to spend in 2019/20 (with the balance coming from accumulated New Homes Bonus). This funding gap is predicted to increase to over £5.6 million per annum by 2023/24. Every decision should be made in cognisance of the need to eliminate this funding gap during the next five years.

29. Thus, in considering a decision to commence a new local plan, which spans several years, the financial implications must be assessed and agreed, and the longer-term financial viability of the Council considered. Hence the recommendations in this report are subject to consideration of the Council's budget in February.

30. In addition, in developing new policy approaches for the council, budgetary implications need to be considered alongside competing priorities in the MTFP. Councillors have only informally considered the content of their Corporate Plan, which usually drives budget commitments going forward.

## **Legal Implications**

31. The Council has a statutory duty to prepare a SCI. The Council, may at any time, make a revision to a local development document. The involvement of the public in preparing planning documents and the consideration of planning applications are to follow the approach set out in the SCI.
32. The council must also publicise its intended timetable for producing the Local Plan. This information is contained in the Local Development Scheme, which the Council makes available on its website and must keep it up to date.

## **Risks**

33. An analysis of the potential risks has been carried out. These alongside the proposed actions/contingency approach to managing them are set out in the table in Appendix 1.

## **Conclusion**

34. Councillors will need to consider funding, including the additional one-off costs, to facilitate the preparation of a local plan. The tables and the funding gap identified within this paper assumes there will be no new SPDs during this period funded out of the planning policy budget.
35. The SCI has been reviewed to bring it up to date with current communication and engagement practices. Agreement is being sought for public consultation on the attached SCI. Following the public consultation, the document will be further refined before it is recommended to Cabinet for adoption.

## **Background Papers**

None

**Cover to this document has VoWHDC and logo**

## **What is the Local Development Scheme?**

- 1 The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) requires local planning authorities to prepare, maintain and publish a Local Development Scheme (LDS).
- 2 The LDS sets out the timetable to produce the Development Plan Documents (DPDs), including key production and public consultation stages. It must be made available publicly and kept up to date. This enables the community, businesses, developers, service and infrastructure providers and other interested organisations to know which DPDs are to be prepared for the area and when they are able to participate in their preparation<sup>1</sup>.
- 3 This LDS updates the previous Scheme published in February 2018. It provides information about the future Local Plan and other planning policy documents.
- 4 The Authority Monitoring Report produced by the Council monitors and reviews the implementation of the LDS.
- 5 Whilst not a formal requirement, for ease of reference our LDS also includes information about the main supporting and procedural documents that do or will accompany the adopted Local Plan and a new Local Plan.

## **Background to Local Planning Documents**

- 6 All documents which comprise or support the delivery of the Local Plan are Local Development Plan Documents. These consist of:
  - **Development Plan Documents (DPDs)** – These detail the planning strategies for development within the district. This includes strategic policies to address the district's priorities for the development and use of land in its area, usually including the allocation of land for development, such as housing or employment and open spaces. DPDs can also include non-strategic policies which are in force at a particular time. These policies must be in general conformity with government guidance, in particular the National Planning Policy Framework.

In areas such as ours, that have County and District Councils, the County Council has the responsibility for producing Minerals and Waste Local Plans.

In Oxfordshire we are working towards a strategic plan for the County, which is also a DPD. Through the [Oxfordshire Growth Deal](#), the Council has

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<sup>1</sup> Public consultations will continue to be advertised and stakeholders notified when important documents are published for public consultation, in accordance with our published **Statement of Community Involvement** which is available here: <http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy/statement-community-involvement>



committed to preparing a Joint Strategic Spatial Plan (JSSP) – the **Oxfordshire Plan 2050** with the other Oxfordshire planning authorities. This document will become part of the Council’s development plan following its Examination and adoption by the Council. The Oxfordshire Plan 2050’s proposed timetable<sup>2</sup> is set out in a separate LDS and currently indicates the following (likely to further change due to the General Election):

- November/December 2019 – Further engagement following first public consultation
  - June/July 2020 - Second stage of public consultation (Regulation 18 Part 2)
  - November/December 2020 - Public consultation on draft plan
  - March 2021 - Final Oxfordshire Plan 2050 submission
  - June-September 2021 - Plan examination period
  - December 2021 - Inspector’s report expected
  - March 2022 - Plan adopted
- 
- **Neighbourhood Development Plans (NDP)** – These are community-led plans for guiding future development and growth of a local area. Whilst they are not compulsory, once duly prepared and legally come into force, they become a statutory document that form part of the development plan. NDPs must be in general conformity with the strategic policies contained in any adopted Local Plan that covers their area.

In parished areas, such as ours, NDPs are prepared by town or parish councils. They are prepared to a timescale that is set by the parish or town councils, not the Council. Thus, the timetable for their preparation is not contained within this LDS.

## The Statutory Development Plan

7 The statutory development plan is the set of DPDs and Neighbourhood Plans that together form the basis for determining planning applications by the Council.

8 The current Development Plan for the Council comprises:

- Vale of White Horse Local Plan 2031 Part 1 (adopted December 2016)
- Vale of White Horse Local Plan 2031 Part 2 (adopted October 2019)
- Oxfordshire Minerals and Waste Local Plan 2031 Part 1: Core Strategy<sup>3</sup>
- Drayton Neighbourhood Plan (made July 2015)
- Great Coxwell Neighbourhood Plan (made July 2015)
- Longworth Neighbourhood Plan (made October 2016)
- Blewbury Neighbourhood Plan (made December 2016)
- Faringdon Neighbourhood Plan (made December 2016)
- Radley Neighbourhood Plan (made October 2018)

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<sup>2</sup> <https://oxfordshireplan.org/timeline/>

<sup>3</sup> <https://www.oxfordshire.gov.uk/cms/content/minerals-and-waste-core-strategy>

- Ashbury Neighbourhood Plan (made July 2019) and
- Uffington and Baulking Neighbourhood Plan (made July 2019)
- Wootton and St Helen Without Neighbourhood Plan (made December 2019)

9 In addition to those listed above, the statutory development plan for the Council will also include:

- Oxfordshire Minerals and Waste Local Plan Part 2
- Oxfordshire Plan 2050
- Any other “made” (adopted) Neighbourhood Plans.

## Programme of Planning Policy Work

10 The Council is commencing work on its next Local Plan and associated documents. The following table describe the content, coverage and timetable for this development plan document, which is also illustrated in **Figure 1** as context with other planning policy work. Further documents will be added to the LDS programme as the need for them becomes apparent and resources allow.

11 It is considered prudent for the Council to commence work on the future Local Plan promptly. This will ensure:

- the Council produces a Local Plan that is up to date with the requirements of national policy
- we maintain a strong housing supply position and a plan-led approach to development across the district
- the Council is able to respond to any changing circumstances (such as an amended housing requirement; or in response to any significant infrastructure projects) quickly
- it will include strategic and non-strategic policies for the district recognizing changing priorities for the Council
- it will achieve synergy with preparation of the Oxfordshire Plan 2050, allowing the Council to inform the Oxfordshire Plan 2050 whilst also ensuring the Local Plan can align with it.

<b>Local Plan 2041</b>	
<b>Role &amp; Subject</b> - This document will set out the overall development strategy from 2021-2041. It will include strategic and non-strategic policies as well as locations for strategic housing and employment sites. It will include a new proposals map.	
<b>Coverage</b> - District-wide	
<b>Conformity</b> - With the National Planning Policy Framework (2019)	
<b>Timetable - Key Stages/Milestones</b>	
Public Consultation on Preferred Options/Draft Plan (Regulation 18)	April 2021

Public Consultation on Pre-Submission (Regulation 19)	April 2022
Submission to Secretary of State (Regulation 22)	Oct 2022
Examination in Public (Regulation 24)	Mar 2023
Inspector's report (Regulation 25)	June 2023
Adoption (Regulation 26)	July 2023
<i>(Regulation references taken from The Town and Country Planning (Local Planning) (England) Regulations 2012)</i>	



## Development Plan Documents prepared by others

### Neighbourhood Development Plans (NDPs)

12 A number of **Neighbourhood Plans** are being prepared by towns and parishes in the district. The following parish or town councils have all had their neighbourhood areas approved and are currently preparing, with their communities, a Neighbourhood Development Plan:

- Appleton with Eaton
- Chilton
- Cumnor
- East Challow
- East Hanney
- North Hinksey
- Shrivenham
- Stanford in the Vale
- Steventon
- Sunningwell
- Sutton Courtenay
- Wantage
- West Hanney

13 The timetable for preparing a Neighbourhood Plan is set by and can be obtained from the relevant town or parish council.

14 Oxfordshire County Council is preparing the new **Oxfordshire Minerals and Waste Local Plan** to provide up to date minerals and waste planning policies and proposals for the period to 2031, replacing the existing Minerals and Waste Local Plan which was adopted in 1996. The new Minerals and Waste Local Plan is in two Parts. **Part 1: Core Strategy** was adopted in September 2017, and work is ongoing on **Part 2: Site Allocations**. The timetable for the Minerals and Waste Local Plans is set by the County Council and can be obtained from their website<sup>4</sup>.

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<sup>4</sup> The timetable for the Oxfordshire Minerals and Waste Local Plan is available here:  
<https://www.oxfordshire.gov.uk/cms/content/new-minerals-and-waste-local-plan>

## Related documents supporting the Local Plan 2031

15 Our current CIL was adopted in 2017 and needs updating to align with our up to date Local Plan 2031. There will be a CIL Review in 2020, with consultation taking place on the draft Charging Schedule.

<b>Community Infrastructure Levy (CIL) (adopted September 2017)</b>	
<b>Role and Subject</b> – This document will detail the types of development required to pay the Council a levy based on a cost per square metre of development. Collected funds will contribute to appropriate infrastructure to support new development.	
<b>Coverage</b> – District-wide	
<b>Conformity</b> – The Local Plan 2031, the National Planning Policy Framework (2019) and Community Infrastructure Levy Regulations 2010 (as amended)	
<b>Timetable – Key Stages</b>	
Public Consultation	Spring/Summer 2020
Examination in Public	Summer/Autumn 2020
Inspector’s report	Late Autumn 2020
Adoption	Winter 2020

16 **Supplementary Planning Documents (SPDs)** complement or expand upon local plan policies. An SPD cannot allocate new sites for development nor contain new policies for the use or development of land, and they must not conflict with the adopted development plan. Our current SPDs are set out below;

<b>Name of SPD</b>	<b>Description of SPD</b>	<b>Date Approved</b>	<b>Review target completion date</b>
Design Guide	Provides practical, clear and coherent design guidance based on best practice urban design values and urban design principles and will provide guidance to help with Climate Change.	March 2015	Winter 2020
Botley Centre	Provides clear guidance on how development could come forward in this Local Service Centre	January 2016	No review – development under construction
Section 106	Provides guidance for negotiating planning obligations. Planning obligations enable a development’s impact to be mitigated and are intended to make a development	June 2017	Winter 2020

	acceptable when it would otherwise be unacceptable in planning terms.		
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17 We are currently looking to start work on the following SPDs;

Name of SPD	Description of SPD	Work Commencement Date	Target completion date
Harwell Campus	It will set out a vision for the Campus, ensuring development is fully integrated and reflects its location in the North Wessex Downs Area of Outstanding Natural Beauty and its location within Didcot Garden Town's wider area of influence. It will provide further detail on how development will need to consider the landscape, ecology, light pollution, transport, historic environment, contamination, facilities capacity and how exemplar design will be achieved on the campus.	Winter 2019	Winter 2020
Dalton Barracks	It will set out a strong vision for a new mixed-use development that is highly accessible, incorporating sustainable transport initiatives and being sensitive to Cothill Fen Special Area of Conservation through provision of parkland. It will provide further detail on how development will need to consider the landscape, ecology, pollution, transport, historic environment, facilities capacity, phasing of development and how Garden Village Principles will be delivered to achieve the exemplar design.	Winter 2019	Summer 2020
Grove	All new development in Grove will be guided by a comprehensive development framework for the settlement, including north-west of Grove, that will be published as the <b>Grove SPD</b> .	Spring 2020	Spring 2021
Affordable Housing	It will provide clear practical guidance on the delivery of affordable housing within the district.	Spring 2020	Spring 2021

18 The **Statement of Community Involvement (SCI)** was adopted in December 2016. The SCI explains how and when the Council will involve local communities, groups, businesses and other interested parties in preparing planning policies, documents, including the Local Plan and also sets out how the Council will involve people when assessing and determining planning applications. The current SCI document comprises three parts:

<b>Part 1 – Getting Involved in Shaping our Future</b>	This sets out the Council’s overall approach to community engagement and involvement in the planning process.
<b>Part 2 – Getting Involved in the Preparation of the Local Plan and Planning Policy</b>	This provides information on how to get involved with and influence the Council as it prepares its Local Plan and other planning policy documents.
<b>Part 3 – Getting Involved in Planning Applications</b>	This provides information on how to become involved with planning applications.

19 The SCI is being reviewed to ensure that it remains current and a revised version will be consulted on early 2020.

<b>Statement of Community Involvement (SCI) 2020</b>	
<b>Role &amp; Subject</b> - This document will set out the ways in which local residents, businesses, organisations and statutory consultees can be involved in our planning processes. This covers both the preparation and production of planning policy documents and how the community will be involved in decisions relating to planning applications.	
<b>Coverage</b> - District-wide	
<b>Conformity</b> - With the National Planning Policy Framework (2019)	
<b>Timetable - Key Stages/Milestones</b>	
Public Consultation	January 2020
Adoption	March 2020

20 **Local Development Orders (LDO)** are policy instruments that extend permitted development rights for certain forms of development that the local authority considers to be suitable, either in general or limited to defined areas. LDOs are intended to simplify the process for development. Development that conforms to an LDO would not require planning permission. An LDO was adopted for Milton (Business) Park in 2012 and committed to undertaking a review every 5 years. As part of preparing the next local plan, a review of the LDO will be undertaken. Local Plan 2031 Part 2 proposes that an LDO for Harwell Campus will be prepared to facilitate the effective and accelerated planning of proposals coming



forward on the campus. LDO's may also be produced to support Didcot Garden Town. An LDO for Didcot Technology Park is currently in preparation.

### **Monitoring and Review**

21 The Council is required to monitor annually how effective its policies and proposals are. An Authority Monitoring Report (AMR) will be published by the Council each year to inform LDS reviews and will be made public.

22 As part of the monitoring process, the Council will assess:

- whether it is meeting, or is on target to meet, the milestones set out in the LDS and, if not, what the reasons are
- whether any policies need to be reviewed, or replaced to meet sustainable development objectives
- what action needs to be taken if policies need to be replaced.

23 As a result of the monitoring, the Council will consider what changes, if any, need to be made. If changes are appropriate, these will be brought forward through the review of the LDS.

DRAFT REVISED STATEMENT OF COMMUNITY INVOLVEMENT  
VALE OF WHITE HORSE

A guide to community involvement and consultation in respect of planning applications and planning policy.

January 2020

## **Introduction**

One of our key responsibilities as a district council is to plan for how land is used in the Vale and what kinds of developments can happen and where.

Decisions we make, and policies we set, affect local residents, businesses and organisations, so it's important they are involved from the start. We aim to work positively and proactively with our local communities to make sure they are fully informed, feel involved in the decision-making process and, have timely and meaningful opportunities to have a say on any proposals we make.

This Statement of Community Involvement (SCI) explains how we ensure that happens in the planning services that we provide.

This SCI covers both the preparation and production of planning policy documents and how the community will be involved in decisions relating to planning applications. It also provides information on Planning Appeals, Planning Enforcement and Community Infrastructure Levy and Section 106.

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# 1. WHAT IS OUR STATEMENT OF COMMUNITY INVOLVEMENT (SCI)?

- 1.1 We are committed to working in a clear and transparent way as the local planning authority and are keen to help anyone who is interested in the planning process.
- 1.2 Our Statement of Community Involvement (SCI) sets out how we engage with local communities (local residents, businesses, organisations and statutory consultees), so that they can comment on new planning documents and be involved in the development of their local area/district. It sets out how and when we engage, what methods of consultation we use, and how we process the comments we receive.
- 1.3 We adopted our SCI in 2016 and have updated it to reflect the Government's latest Planning Policy guidance and legislation<sup>1</sup>, including the revised National Planning Policy Framework (NPPF 2019). It also provides updated information regarding planning in the Vale. The 2016 SCI was split into three documents, this revised version has been combined into one document.
- 1.4 This Statement of Community Involvement comprises three sections:
  - Section 1: Shaping our Future** - sets out our overall approach to community engagement and involvement in the planning process
  - Section 2: Community Involvement in the preparation of the Local Plan and Planning Policy** - provides information on how to get involved with and influence the preparation of the Local Plan and other Planning Policy documents
  - Section 3: Community Involvement in Planning Applications** - provides information on how to become aware, comment and view planning applications.

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<sup>1</sup> Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended) requires local planning authorities to produce a Statement of Community Involvement

## Section 1 – Shaping our Future

### 2. OUR PRINCIPLES FOR COMMUNITY ENGAGEMENT AND COMMUNITY AND STAKEHOLDER INVOLVEMENT IN PLANNING POLICY AND PLANNING APPLICATIONS

- 2.1. Our job as the local planning authority is to ensure planning rules and policies are followed properly, for example to make sure new developments are of a high quality and in keeping with the local surroundings. It is also very important that the policies we create and the planning decisions we make reflect the views of the local communities.
- 2.2. New development has a long-lasting impact on its surroundings, so it's important that people have a chance to influence it. We therefore engage with local communities (local residents, businesses, organisations and stakeholders) across the district, by using a range of different methods and channels. We want to give everyone an opportunity to have their voice heard. To do that, we aim to follow the consultation principles developed by [central government](#) alongside our [Vale of White Horse Public Engagement Charter 2016-2020](#), which commits us to:

### **Communicating Clearly**

- We will;
  - keep the process simple by writing our documents in plain English and explaining any planning language or terms that we use, and;
  - explain clearly what we are consulting on and the reasons why we want to involve you

### **Early involvement**

- We will ensure early involvement with local communities in the preparation of our planning policy documents and in the consideration of planning applications, as the earliest the local communities are involved, the better chance they have to influence the decisions.
- Have in place effective mechanisms for documenting views and clear feedback mechanisms to demonstrate how the views of the community have influenced and benefited the plan.

### **Inclusive of all**

- We will endeavour to engage with a wide range of formal and informal local community groups and voluntary organisations, stakeholders, town and parish councils and parish meetings and other groups in the community that we become aware of.

### **Recognising the needs of different groups**

- We will;
  - communicate in ways that are relevant and accessible to all sections of our community and proportionate to the issue,
  - endeavour to engage with groups in our community that can find us less accessible (e.g. disability groups and ethnic groups – these are sometimes referred to as ‘hard to reach’ groups) or those likely to be particularly affected by a proposal,
  - encourage involvement from groups that have traditionally not been involved in the planning process (for example targeted events with younger people),
  - support local communities who wish to prepare Neighbourhood Plans for their area, and;
  - hold events or meeting in accessible locations at times appropriate for different members of the community.

### **Making access to information easy**

- We will;
  - make our planning documents, background studies and responses to consultations are readily available to the public on our website and in some cases on paper at local libraries and at our offices,
  - maximise the use of the internet in our consultations,
  - recognise that other forms of engagement are necessary and will endeavour to communicate in a variety of ways (e.g. newspaper, social media),
  - where required, make information available in a range of easily accessible formats on request (e.g. in large print, braille, audio, email, easy read and alternative languages), and;
  - make our information publicly available (for example, information on the progress of proposals and feedback on your comments).

### **Providing feedback and sharing information**

- We will;
  - keep you informed of progress and explain decisions and/or outcomes on planning policy documents through your preferred channel of communication
  - check to see if we already have information that we can use such as the results from previous consultations and evidence provided to us by communities such as published neighbourhood or community led plans, and;
  - always protect the personal details of respondents in accordance with the Data Protection Act 2018.

### 3. HOW TO GET INVOLVED IN PLANNING

- 3.1. We recognise that good plan making significantly benefits from early and meaningful engagement with the local communities (local residents, businesses, organisations and statutory consultees). We want everyone to have the opportunity to influence the outcome of our plan making documents and planning decisions. We explain in sections 2 and 3 how we will engage and consult with local communities on the preparation and production of planning policy documents and how the local community will be involved in the decisions relating to planning applications.
- 3.2. In order to ensure engagement with a wide range of organisations and individuals, all of our planning documents and planning applications are available to view and access from our website: [www.whitehorsedc.gov.uk/services-and-advice/planning-and-building](http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building)
- 3.3. In addition, paper copies of planning policy documents are available to view at our office (details below). During consultation periods, documents may also be made available at a number of deposit locations across the district. We may make these documents available electronically to town and parish councils and statutory bodies. Requests for printed copies of the documents may carry a printing and administration charge.

**Our office (at the time of publication of this document):**

Vale of White Horse District Council  
135 Eastern Avenue

**Milton Park, Milton, OX14 4SB  
Opening hours:**

Monday – Thursday: 8.30am – 5pm  
Friday: 8.30am – 4.30pm

- 3.4. Legislation also requires us to consult ‘specific consultation bodies’ and other interest groups. These bodies are defined by the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2017](#)

#### Database of Consultees

- 3.5. We keep an up-to-date database of individuals, groups and stakeholders who we regularly contact on planning matters in accordance with [General Data Protection Regulations](#). If you would like to be added to the database or need to amend your details, please email [planning.policy@whitehorsedc.gov.uk](mailto:planning.policy@whitehorsedc.gov.uk), call our Customer Service Team on 01235 422600 or sign up using this link: <https://survey.southandvale.gov.uk/s/consultationsignup/>

### 4. COMMITMENT TO EQUALITIES

- 4.1. We are committed to equality and in ensuring that everyone has access to our services. We comply with the [Equalities Act 2010](#) and the [Human Rights Act 1998](#) and have developed, jointly with South Oxfordshire District Council, a [Corporate Equality Policy](#) which sets out our commitment to ensuring equality considerations are included in everything we do, including consultations.
- 4.2. We also have a [Corporate Equality Action Plan 2016/17–2019/20](#) which sets our objectives from the previous few years and how we have or have not achieved these



objectives.

- 4.3. As part of our commitment to ensuring all residents have equal access to council information and services, including consultations, we have a [translation and interpretation policy](#) which sets out our approach to responding to requests and proactively offering these services.

## **5. FURTHER INFORMATION ON PLANNING**

- 5.1. While there is a wealth of information available on our website, there are other organisations which provide information on the planning system. Useful websites include:
- Planning Portal – [www.planningportal.co.uk](http://www.planningportal.co.uk)
  - National Planning Practice Guidance – [www.gov.uk/government/collections/planning-practice-guidance](http://www.gov.uk/government/collections/planning-practice-guidance)
  - Plain English Guide to the Planning System – [www.gov.uk/government/publications/plain-english-guide-to-the-planning-system](http://www.gov.uk/government/publications/plain-english-guide-to-the-planning-system)

### **Planning Aid England**

- 5.2. Planning Aid England is an independent voluntary organisation linked to the Royal Town Planning Institute (RTPI) which includes a network of professional Chartered Town Planners. Planning Aid England offers impartial advice and independent support. For further information, contact them online by visiting [www.rtpi.org.uk/planning-aid](http://www.rtpi.org.uk/planning-aid) or call **020 7929 9494**.

## **6. REVIEW**

- 6.1. We will continually assess how effective our consultation and engagement techniques and methods are in gaining community involvement and in particular with our success at reaching specific groups.
- 6.2. We will review this SCI periodically to take account of changes to legislation, Government guidance or local circumstances, and any comments received relating to consultation methods will be considered on an ongoing basis.

## Section 2 – Planning Policy

### 7. WHAT IS PLANNING POLICY?

- 7.1. Planning policy is concerned with preparing and implementing plans that help us decide where and when development takes place. We have a range of planning policies that are used to inform decisions to approve or reject planning applications. Our planning policies are contained in a variety of policy documents which make up our Development Plan. The key planning policy document we must prepare is a Local Plan for the district.



### 8. DUTY TO CO-OPERATE

- 8.1. Some planning issues may cross administrative boundaries, such as planning for strategic infrastructure or planning for the sustainable development or use of land on or near our boundary. We need to take into account our neighbouring councils' policies and proposals for addressing these strategic matters in the process of making our Local Plan.
- 8.2. We have a *Duty to Co-operate* with other local planning authorities and public bodies to engage constructively, actively and on an ongoing basis on strategic matters. The Duty to Co-operate is not a duty to agree, but we will make every effort to secure necessary cooperation. The [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#) sets out the public bodies that we are required to co-operate with.
- 8.3. We will exercise our Duty to Co-operate with our neighbouring councils and develop statements of common ground when developing a Local Plan as required by the National Planning Policy Framework (NPPF).

### 9. PUBLIC INVOLVEMENT IN PLANNING POLICY

- 9.1. We will continue to explore new and effective methods to carry out consultations and to learn from what is and isn't successful when engaging with our communities.

- 9.2. At all stages of plan-making, we will publicise any consultation material and accompanying documents on our website. Consultees registered on our planning database will be notified (by their preferred method e.g. letter or email) of any consultations on future plan-making proposals.
- 9.3. All of our planning policy documents are made available on our website. We will also make information available in other ways, where appropriate.
- 9.4. We will always ensure that our consultations on planning policy documents are as comprehensive as possible. The methods of consultation we use will vary depending on the nature of the planning policy document, the stage of the document being consulted on and the geographical scope or nature of the planning issue being considered in the document.
- 9.5. Depending on the scope of the consultation, the engagement methods which are used can include one or more of the following examples as set out in **the list below**. This list is not exclusive, there are other engagement methods that we may use.
- Make consultation material available online and at our office during the consultation period
  - Hold targeted workshops (town and parish councils; stakeholders)
  - Hold public exhibitions (staffed and un-staffed)
  - Publish online surveys and responses and provide paper copies (where requested)
  - Publish leaflets, posters and bulletins (email and/or paper copy)
  - Publish press releases to local media
  - Publish formal notices in newspapers circulating across the district
  - Notify consultees registered on our database by email or letter
  - Use Social Media (e.g. Twitter and Facebook)
  - Target work with harder to reach groups e.g. disability access groups, ethnic minority groups, faith groups and young people
  - Target work with community groups, voluntary organisations and businesses
  - Hold public meetings

## 10. CONSULTEES

- 10.1. The [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#) sets out the legal requirements for consultation and public participation in respect of local planning documents.

### Local Communities

- 10.2. We continuously look to understand who we need to talk to in the local community to ensure that we consult in the most effective way. The local community includes, but is not limited to, the following: town and parish councils and meetings; local residents; local interest groups; local businesses; local community groups and organisations; faith groups; schools and colleges; and 'hard to reach' groups.
- 10.3. We will seek to engage with the local community through both our general consultation procedures and if appropriate, through targeted events, (e.g. public meetings, exhibitions and other forums). This is to ensure we capture representative views of the whole community.
- 10.4. We will work with those promoting development sites through the planning process to ensure that any site testing is undertaken on a comprehensive basis, as set out in our site selection methodology.

### **Specific and general consultation bodies**

- 10.5. Government regulations are clear that certain bodies are consulted at key stages of preparing local planning policy documents. These bodies are sometimes referred to as statutory consultees and include bodies such as the Environment Agency, Historic England, Natural England and Highways England and any other organisations with whom we have a Duty to Co-operate. We will always consult on our planning policy documents with the appropriate consultation bodies in accordance with the relevant and up to date regulations.

### **Neighbourhood Planning**

- 10.6. When consulting on the designation of a new neighbourhood area boundary or amending a designated neighbourhood area boundary, we will always consult with the relevant statutory bodies (e.g. Environment Agency, Natural England and Historic England), neighbouring councils and adjoining towns and parishes.
- 10.7. We also provide some support to the qualifying bodies when consulting on their draft neighbourhood plan (Regulation 14) before they submit the plan to us.
- 10.8. When consulting on a draft neighbourhood plan submitted by the qualifying body, at publication stage (Regulation 16), we will always consult with those statutory bodies identified in Schedule 1 of the [Neighbourhood Planning \(General\) Regulations 2012](#).

## 11. POLICY DOCUMENTS WE CONSULT ON

### Local Plan and Development Plan Documents (DPDs)

- 11.1. These are plans which set out a vision and a framework for the future development of the district, addressing needs and opportunities in relation to housing, the economy, community facilities and infrastructure, as well as developing a basis for safeguarding the environment, adapting to climate change and securing good design. Local Plans generally look forward 15-20 years and set out detailed policies we use to make their decisions on planning applications.
- 11.2. Currently, there are regulations as to what constitutes a Local Plan, and as a minimum, we will comply with the relevant prevailing regulations when consulting on all of our planning policy documents. We will make any background papers available to view, which either: disclose any facts or matters related to the subject matter; or were considered in preparing our planning policy documents.
- 11.3. An Area Action Plan (AAP) is a type of DPD that can be used to guide the development of a specific site or location, for example, a town centre, or other places where significant change is planned.
- 11.4. Figure 1 shows the key stages in preparing DPD's, such as the Local Plan and Area Action Plans (AAP). The statutory stages in the preparation of these documents is set out in the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#).
- 11.5. Our current Local Plan is in two documents and sets out the long term spatial vision for the district;

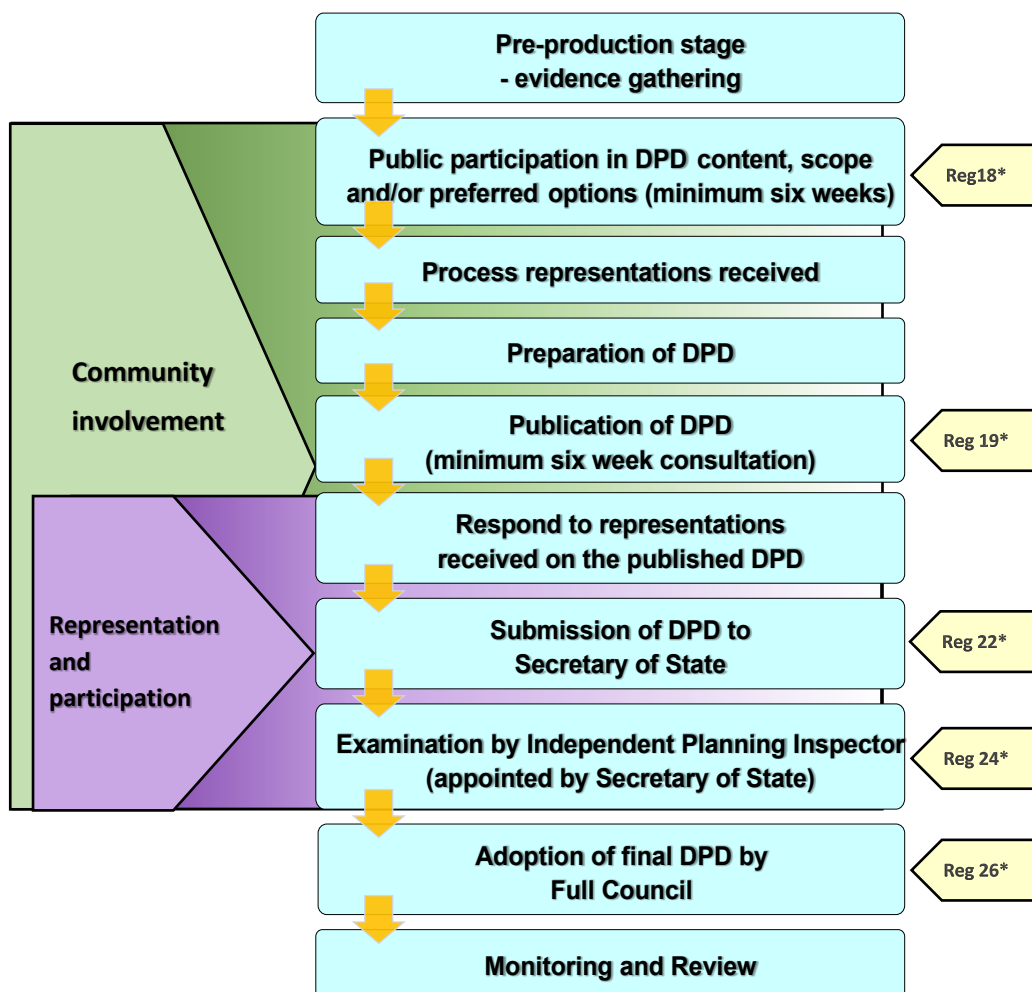
#### [Local Plan 2031 Part 1: Strategic Sites and Policies](#)

- This sets out the overall development strategy for the district and where new housing and employment should be located

#### [Local Plan 2031 Part 2: Detailed Policies and Additional Sites](#)

- This includes detailed policies and non-strategic site allocations not included in the Local Plan 2031 Part 1
- It also deals with our contribution to Oxford City's unmet housing need, and focuses on supporting Didcot Garden Town

Figure 1: Key stages in the preparation of Development Plan Documents

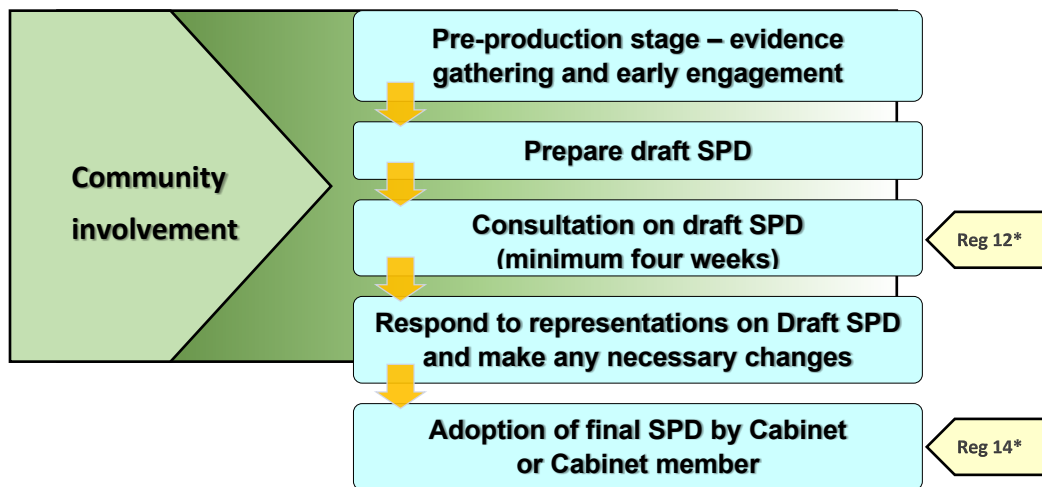


\* The Town and Country Planning (Local Planning) (England) Regulations 2012

## Supplementary Planning Documents (SPDs)

- 11.6. Supplementary Planning Documents (SPDs) are prepared to expand Local Plan policies and provide more detail about policies and proposals. Although legally they do not form part of the Local Plan or have the same 'weight' as a DPD, they are an important material consideration in determining planning applications.
- 11.7. They can also be produced quicker than a Local Plan as they are not subject to an independent examination. Figure 2 shows the key stages in preparing SPDs.
- 11.8. Further information on our SPDs can be found online at:  
<http://www.whitehorsedc.gov.uk/spd>.

Figure 2: Key stages in the preparation of Supplementary Planning Documents (SPDs)

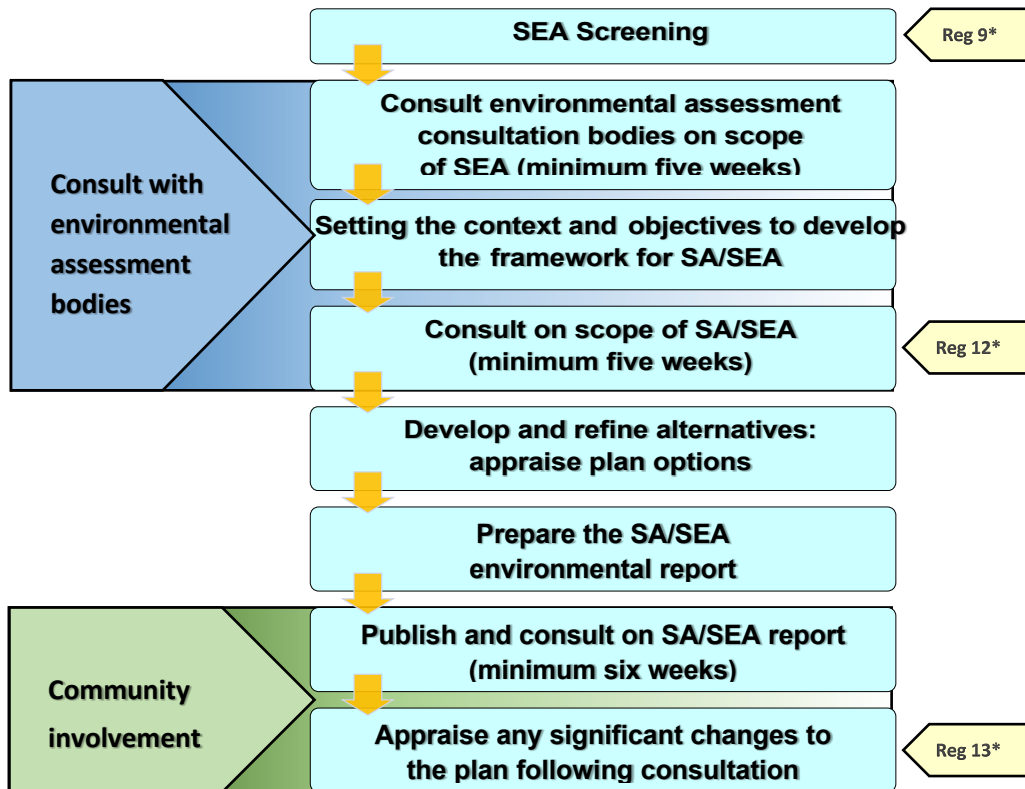


\* The Town and Country Planning (Local Planning) (England) Regulations 2012

## Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA)

- 11.9. The Sustainability Appraisal (SA) is an integral part of the plan preparation process and is required for each Local Plan document and for some Neighbourhood Development Plans and SPDs. It looks at the environmental, social and economic effects of a plan to make sure that the plan promotes sustainable development and takes the most appropriate approach given reasonable alternatives. At each stage of the Development Plan preparation there is a corresponding stage of the SA and these documents are made available for comment during public consultation. The SA, where appropriate, will incorporate the Strategic Environmental Assessment (SEA), in accordance with European Directive EC/2001/42.
- 11.10. Where proposals in an SPD, Neighbourhood Development Plan (NDP) or Neighbourhood Development Order (NDO) are likely to have significant environmental effects that have not already been assessed when preparing a Local Plan, an SEA may be required, and groups may choose to undertake an SA.
- 11.11. We will consult on draft SA/SEA reports alongside the draft version of the plan to which it relates. For example, the SA Report should be published alongside the Publication Version of a DPD. It may also be appropriate to publish any SEA reports alongside early consultation documents.
- 11.12. Figure 3 shows the key stages when preparing an SA and an SEA. An SA is usually required for all DPD's.

**Figure 3: Key stages in the preparation of Sustainability Appraisal and Strategic Environmental Assessments**



\* Environmental Assessment of Plans and Programmes Regulations 2004



## **Neighbourhood Development Plans and Neighbourhood Development Orders**

- 11.13. Neighbourhood planning is a way for local people and communities to take a lead on planning for the future of their area. Neighbourhood planning can be led by a parish council or by a neighbourhood forum, which are specially set up for neighbourhood planning. These should be open to anyone who lives or works in the area they cover.
- 11.14. Local communities wishing to play an active role in planning for their area can do two things:
- prepare a neighbourhood development plan setting out the vision, objectives and planning policies to shape development of their neighbourhood and/or;
  - seek a grant of permission directly for certain types of development in their neighbourhood through a Neighbourhood Development Order (NDO) or a Community Right to Build Order
- 11.15. An NDO can be used to permit different types of development (in full or outline) without the need for planning permission. When preparing an NDO, it must still be in line with national and local policy and other legal requirements. The town, parish or neighbourhood forum is the only body that can prepare an NDO in their area.
- 11.16. The process for making a neighbourhood development plan or a NDO is different from preparing a Local Plan or a Development Plan Document.
- 11.17. Figure 4 shows the key stages when preparing a neighbourhood development plan and/or a NDO.
- 11.18. We have a 'duty to support' qualifying bodies preparing Neighbourhood Plans in accordance with the relevant regulations. We strongly encourage and support local communities wishing to prepare a neighbourhood plan and have allocated resources to help communities prepare their plans.
- 11.19. Our Neighbourhood Planning Team provide support to Neighbourhood Planning Groups through the process of developing their neighbourhood plan. Our support includes;
- Advice and guidance throughout - An introductory meeting to discuss your aims and outline the process
  - A lead officer to attend meetings, where appropriate, and offer expert advice alongside their colleagues
  - Advice on how to obtain funding
  - Advice on external sources of support and guidance that is available to you
  - Advice on engaging with your community - including how and why you need to record this
  - Inform you which external organisations and statutory bodies you will need to consult
  - Advice on what evidence is required to help you write your plan
  - Consultation on area designation proposals (where appropriate) as well as submitted plans
  - Review of your draft neighbourhood plan to ensure it meets the basic conditions
  - Organising the Independent Examination and Referendum for your plan
- 11.20. Our Consultation and Community Engagement team advise neighbourhood planning groups on best practice community engagement through meetings, workshops and written guidance and provide support with surveys, public engagement events and communications.
- 11.21. The team also runs the district council's statutory neighbourhood plan consultations and advise groups on the statutory duty they need to follow when carrying out their own

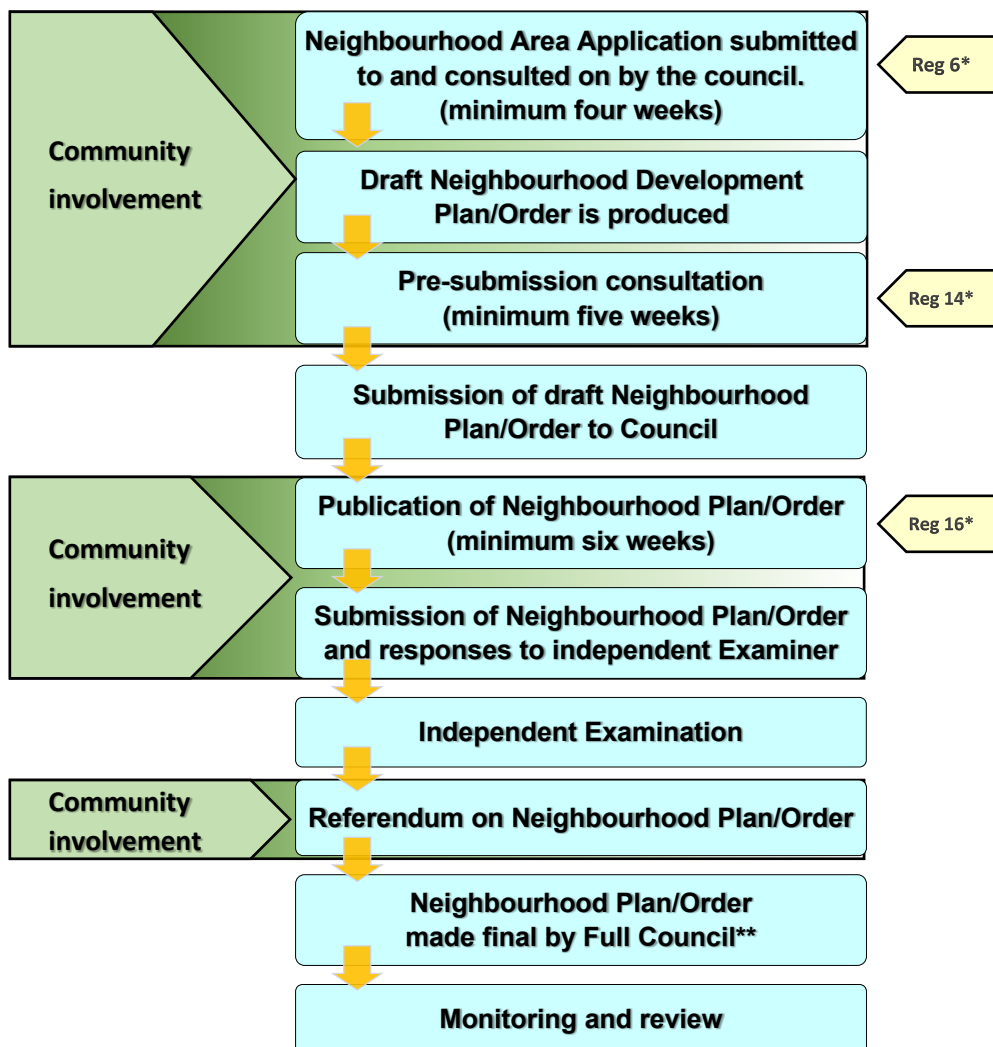
consultation. For example:

- the different consultation methods that could be used;
- the consultation materials required;
- those who should be consulted and at what stage;
- consultation events and;
- the publication of consultation documents.

11.22. If you would like to find out more on neighbourhood planning please contact a Neighbourhood planning officer by emailing [planning.policy@whitehorsedc.gov.uk](mailto:planning.policy@whitehorsedc.gov.uk) or calling our Customer Service Team on 01235 422600.

11.23. Further details on our 'made' neighbourhood plans and those that are being developed can be found on our website: [www.whitehorsedc.gov.uk/neighbourhoodplans](http://www.whitehorsedc.gov.uk/neighbourhoodplans)

**Figure 4: Key stages in the preparation of a Neighbourhood Development Plan and/or Neighbourhood Development Order**



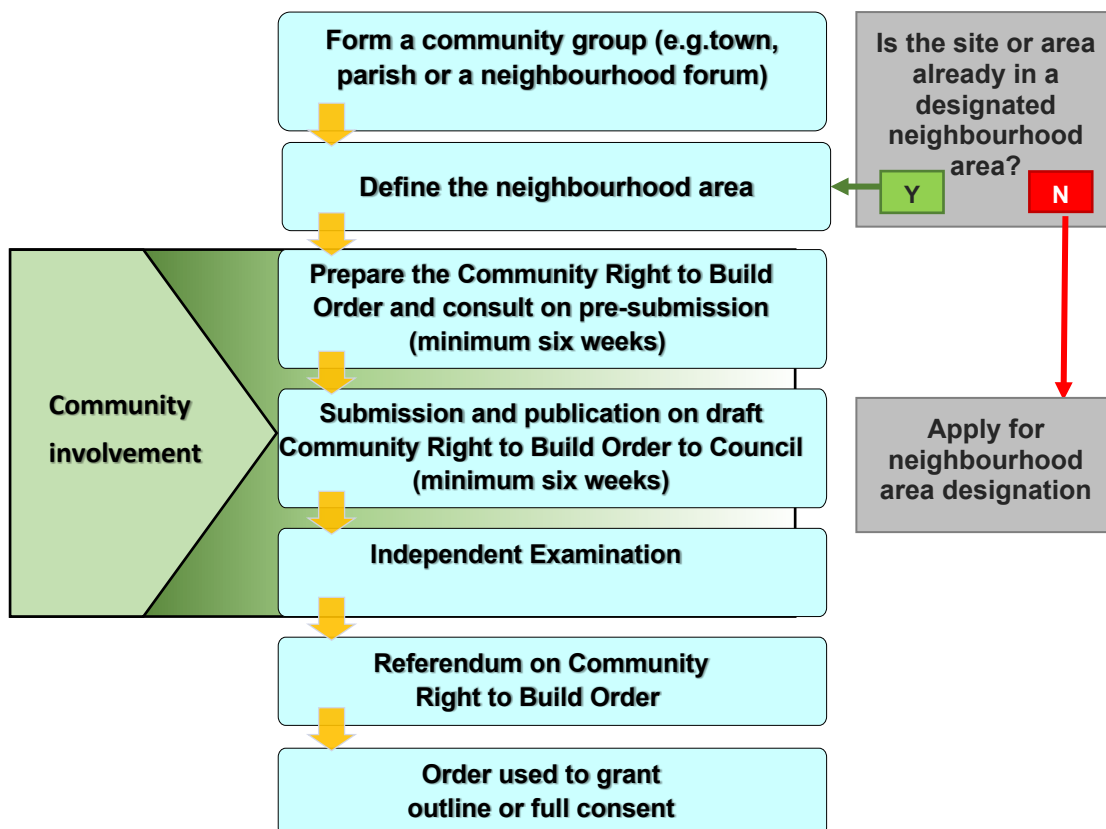
\* Neighbourhood Planning (General) Regulations 2012

\*\* If more than 50 per cent of people who voted in the referendum supported the plan/order, the council must adopt it, unless the decision would breach or otherwise be incompatible with an EU obligation or any convention rights

## Community Right to Build Order

- 11.24. A Community Right to Build Order is a particular type of Neighbourhood Development Order. It is a route to encourage development, allowing communities to decide for themselves what is built. This might include, for example, new community facilities and affordable housing.
- 11.25. It is put together by local people who can decide on the type, quantity and design of buildings they want, and the locations for these buildings.
- 11.26. A proposal can be developed as part of the full neighbourhood planning process, or on its own.
- 11.27. Figure 7 shows the minimum key stages when preparing a Community Right to Build Order.

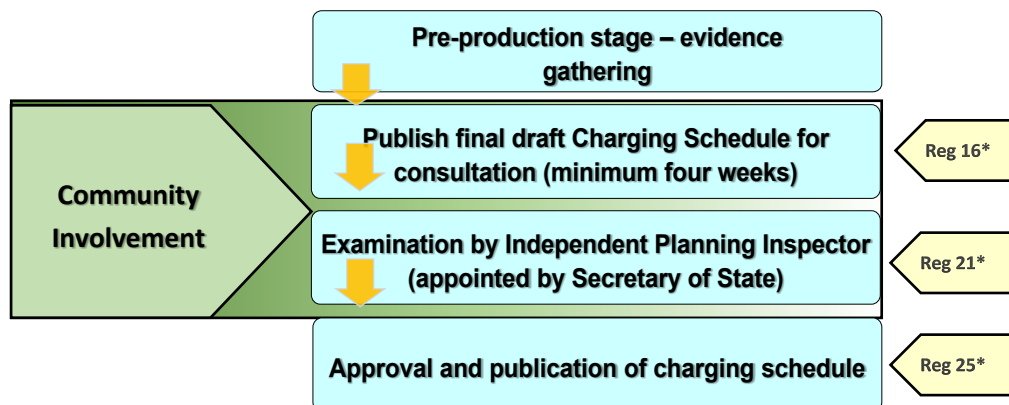
Figure 7: Key stages in the preparation of a Community Right to Build Order



## Community Infrastructure Levy (CIL)

- 11.28. The CIL is a charge (tax) that is levied on new development floor space. It is intended to contribute towards the provision of infrastructure to support growth. The statutory process for preparing a CIL Charging Schedule is set out in the [Community Infrastructure Regulations 2010 \(as amended\)](#) and is shown in Figure 5. This includes a 4-week public consultation on the draft charging schedule before it is sent to the Secretary of State for examination.
- 11.29. The CIL is a tariff-based charging schedule that councils can use to levy financial contributions from developers on new development. Contributions collected are then used to help provide new community facilities and local infrastructure, such as schools, roads, open spaces etc. This charging schedule is consulted with the local community at regulation 16 of the [Community Infrastructure Levy Regulations 2010](#) before it is submitted to the Planning Inspectorate.
- 11.30. The money we raise from CIL will help fund major infrastructure projects which will benefit the wider district, along with individual projects within Town and Parishes, whereas Section 106 is a legal agreement that sets out obligations to deal with mitigating on-site planning impacts.
- 11.31. More information on the CIL, including the spending strategy, can be found by visiting: [www.whitehorsedc.gov.uk/cil](http://www.whitehorsedc.gov.uk/cil) and [www.whitehorsedc.gov.uk/section106](http://www.whitehorsedc.gov.uk/section106)

**Figure 5: Key stages in the preparation of the Community Infrastructure Levy (CIL)**

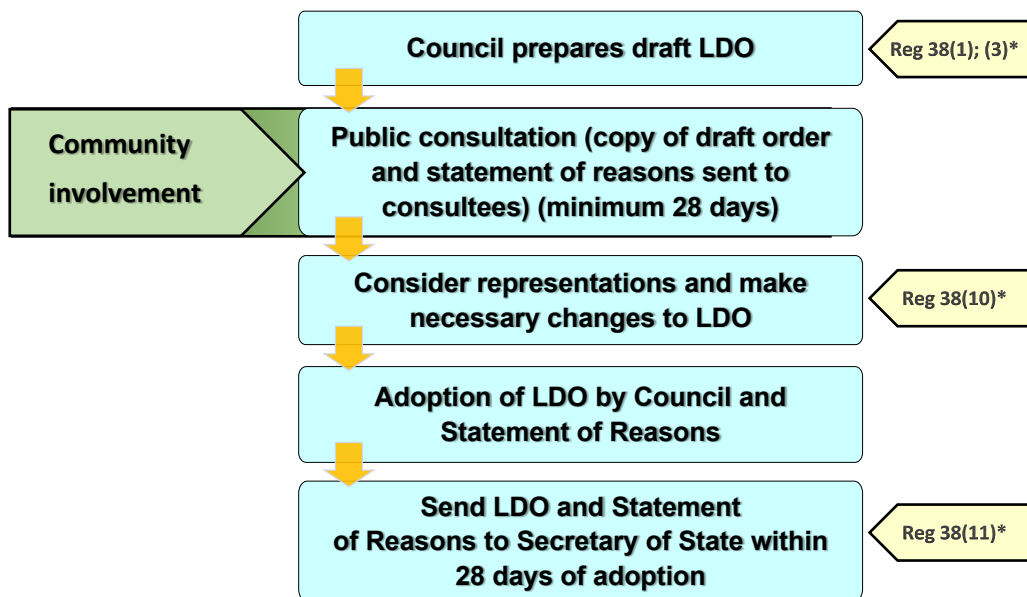


\* The Community Infrastructure Levy Regulations 2010

## Local Development Order (LDO)

- 11.32. A Local Development Order (LDO) is prepared by us and grants planning permission to specific types of development within a defined area. For example, [Milton Park](#) is covered by an LDO.
- 11.33. The purpose of the LDO is to streamline the planning process by removing the need for developers to make a planning application to the council provided that the development meets set parameters.
- 11.34. The extent of public consultation will depend on the nature and scale of the proposal. For example, an LDO for a specific site may require focused consultation with local residents and/or the town or parish council.
- 11.35. Proposals for a Local Development Order that cover a broader scope may require wider and proportionate consultation where necessary.
- 11.36. Figure 6 shows the key stages when preparing a Local Development Order.

**Figure 6: Key stages required in the preparation of a Local Development Order (LDO)**



\* The Town and Country Planning (Development Management Procedure) (England) Order 2015

## **12. OTHER DEVELOPMENT PLAN DOCUMENTS**

### **Oxfordshire Plan 2050**

- 12.1. The Oxfordshire Plan 2050 is a strategic planning document that seeks to provide a joined-up approach to planning across the county. The Oxfordshire Plan is part of the Housing and Growth Deal, secured through the Oxfordshire Growth Board and signed up to by the council. The plan, once adopted, will sit above Local Plans but below the National Planning Policy Framework.
- 12.2. The Plan will investigate ways to deliver the Housing and Growth Deal and seeks to explore what residents consider is important to them and their aspirations for the local area. A Local Development Scheme (LDS) sets out the timeframe for delivering the plan including when public consultation will take place. The LDS for the Oxfordshire Plan can be found here: [www.oxfordshireplan.org/about/#documents](http://www.oxfordshireplan.org/about/#documents)
- 12.3. Further information can be found on the Oxfordshire Plan website: [www.oxfordshireplan.org/](http://www.oxfordshireplan.org/)

### **Oxfordshire County Council Minerals and Waste Plan**

- 12.4. Oxfordshire County Council is responsible for preparing and consulting on this plan to provide up to date minerals and waste planning policies and proposals for the period up to 2031. For more information on this plan, please visit: <https://www.oxfordshire.gov.uk/residents/environment-and-planning/planning/planning-policy/minerals-and-waste-policy>
- 12.5. For updates on the progress and timeframe for the documents within the Development Plan, our Local Development Scheme gives this information and can be found online: <http://www.whitehorsedc.gov.uk/planning-policy>

## **13. TIMEFRAMES FOR CONSULTATION**

- 13.1. We will consult on our planning policy documents at the relevant stages of plan-making, and we will be guided by up to date legislation, Government guidance and best practice advice from our specialist consultation and community engagement team.
- 13.2. We will carry out planning policy consultations in line with the principles for engagement as set out in Section 1 of this SCI, and in accordance with the latest timetable set out in our Local Development Scheme (LDS).
- 13.3. Our start date for planning policy consultations will be set out in a press release and/or formal statutory notice. At the start of the consultation, we will always notify statutory consultees, and those registered on our consultation database for planning matters, of the commencement dates and period for comment, along with clear guidance regarding how to comment.
- 13.4. Consultation periods may differ depending on the nature of the planning policy document being consulted on, the scope of the issues being consulted on and the time of year.
- 13.5. Legislation currently requires us to consult on planning policy documents for the minimum statutory period as set out in Table 1. If an update to the relevant legislation indicates any changes to the periods for consultation, we will ensure this is reflected in any forthcoming Planning Policy consultations that we undertake.

**Table 1: Minimum statutory period for public consultation on Planning Policy documents**

Type of Planning Policy document	Minimum statutory period for public consultation
Development Plan Documents, e.g. Local Plan; Area Action Plan	6 Weeks
Supplementary Planning Document	4 Weeks
Community Infrastructure Levy	4 Weeks
Scoping of Sustainability Appraisal/Strategic Environmental Assessment	5 Weeks
Local Development Order	28 Days
Neighbourhood Plan Area Designation	4 Weeks
Draft Neighbourhood Plan/Neighbourhood Development Order	6 Weeks
Community Right to Build Order	6 Weeks

13.6. We may seek to extend our consultations in certain circumstances, for example, where a public holiday, or a school holiday, falls within the consultation period.

#### **14. COMMENTS MADE ON PLANNING POLICY DOCUMENTS**

- 14.1. For consultation on matters related to plan-making we publish a summary of the responses we receive and prepare reports after each stage of consultation. Each consultation report sets out how we have considered the comments made during the consultation before moving to the next stage of plan-making. We make our consultation report available at our council office and on our website at:  
[www.whitehorsedc.gov.uk/planning-policy](http://www.whitehorsedc.gov.uk/planning-policy)
- 14.2. We will also acknowledge receipt of representations on planning policy submitted by email.
- 14.3. We will not send acknowledgements to comments submitted to us on feedback forms at consultation events. Those hand delivered written comments will be issued with a receipt if requested.
- 14.4. We receive a high volume of correspondence and are unable to respond to individual comments that we receive during a particular consultation. The comments we receive on our planning policy documents will be made publicly available online at the earliest opportunity, once the consultation has finished.
- 14.5. Our customer service standards set out how we will deal with correspondence by letter, email and telephone, as well as those who visit our office.
- 14.6. Further information on our customer service standards can found on our website at:  
[www.whitehorsedc.gov.uk/about-us/how-we-work/customer-service-standards](http://www.whitehorsedc.gov.uk/about-us/how-we-work/customer-service-standards)

#### **15. MONITORING**

- 15.1. We are required to prepare an Authority Monitoring Report (AMR) for the Development Plan. The AMR reports on the preparation and implementation of all Planning Policy documents.
- 15.2. Further information on the our Authority Monitoring Report can be found on our website at:  
[www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy/supporting-documents](http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy/supporting-documents)

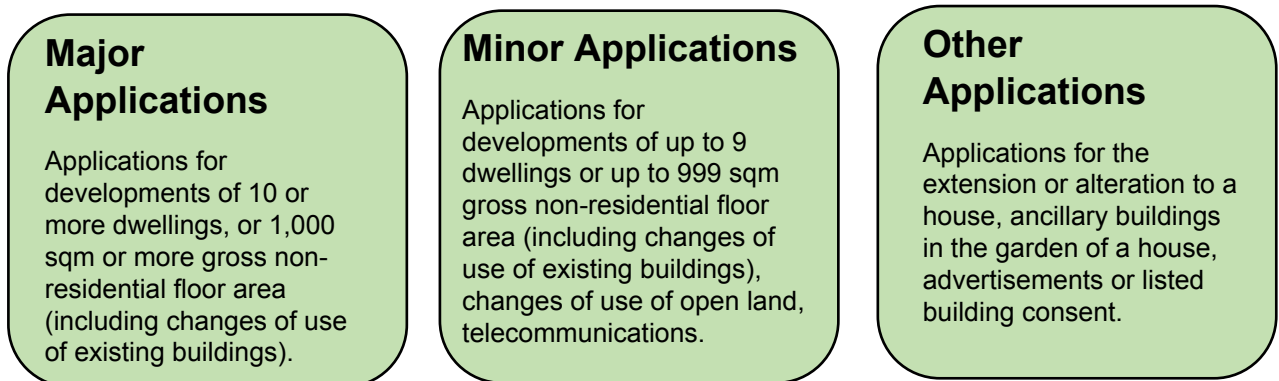
## Section 3 – Development Management

### 16. WHAT IS DEVELOPMENT MANAGEMENT?

- 16.1. Development Management is the name given to the process of deciding planning applications for a range of land-based development proposals such as housing and employment.
- 16.2. The Development Management team is responsible for assessing planning applications in accordance with the adopted Development Plan, the National Planning Policy Framework (NPPF), the National Planning Practice Guidance (NPPG) and other material considerations, including consultation responses.

### 17. TYPES OF PLANNING APPLICATIONS

- 17.1. We receive a variety of planning applications. The most common types that we receive include 'major', 'minor' and 'other' applications whose definition are prescribed by Government as set out below.



- 17.2. There are different kinds of applications, including planning permission, listed building consent, prior approvals and notifications, telecommunications developments and lawful development certificates.
- 17.3. For planning applications made to Oxfordshire County Council, for example on minerals and waste matters, please visit: <https://www.oxfordshire.gov.uk/cms/content/find-planning-application>.

### 18. PLANNING APPLICATION PROCESS

- 18.1. Figure 9 sets out six key steps in the planning application process. It shows when the public are consulted, and the steps taken to make a decision on planning applications



**Figure 9 – Planning application process**

**Step 1 – Registration and Allocation**

- The application has been registered and allocated to a case officer.

**Step 2 – Consultation**

- A letter is sent to inform neighbours about an application that has been received and who the case officer will be.
- We get in touch with neighbours who share a boundary with the site, the town or parish council, any relevant specialist consultees and anybody else who might be affected to ask for comments on the application.
- We publicise the information on our website.

**Step 3 – Site Visit**

- We usually visit the application site without an appointment. It is at our discretion whether we need to view the proposal from neighbouring land or properties.

**Step 4 – Officer Assessment**

- This is when the planning merits of the application are assessed by the council once all consultation responses have been received.

**Step 5 – Potential Negotiation & Re-consultation**

- We will contact the applicant if our assessment in Step 4 above concludes that we are unable to support the application as originally submitted or we need some further information and clarification.
- If an application is formally amended to address any planning issues raised, we will usually re-consult anyone who responded to the original consultation.

**Step 6 – Recommendation and Decision**

- Our constitution enables most application decisions to be made by the Head of Planning, under what we term officer delegated powers.
- However, large and/or complicated applications are often referred to the planning committee for a decision, which is made up of our elected councillors.
- The circumstances under which planning applications are usually referred to planning committee and the timetable of meetings are listed on our website: <http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-committees>

## 19. PRE-APPLICATION ADVICE

- 19.1. The pre-application stage encourages applicants to carry out early engagement with the local community and us, before submitting a planning application. We encourage the early discussion of schemes in the form of a pre-application as it can:
- verify the list of local requirements
  - help you to understand how planning policies and other requirements may affect your proposals
- 19.2. We will disclose any pre-application advice letters between the applicant and the council, once a formal planning application is submitted. This will be made available on our Planning Application Register and can be accessed on our website at: [www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/find-application/planning-application-register](http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/find-application/planning-application-register).
- 19.3. Further information on the pre-application process, including how to apply for pre – application advice can be accessed on our website at: [www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/application-advice/pre-application-advice](http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/application-advice/pre-application-advice)

## 20. DEVELOPMENT FORUMS

- 20.1. Development forums are an optional part of our pre-application process designed for those bringing forward major applications that are likely to generate significant public interest. They are held at the applicants' expense to cover our administration costs.
- 20.2. Development forums ensure that key stakeholders are engaged at the earliest possible stage to help shape the development. It particularly allows an applicant to positively engage with council officers, local councillors, towns and parishes and local community groups during the pre-application and full application process for major development proposals.

### Aim of the forum:

- Provide an explanation of proposed development
- Provide guidance from our officers over national and local policies and guidance
- Consider the funding of infrastructure and facilities through S106 and CIL
- An opportunity for an open discussion by all parties to raise issues and to provide feedback to feed into amended plans
- Provide a mechanism for carrying out public engagement
- Record actions and provide application progress updates

### Those involved:

- Ward Councillors
- Two parish Councillors from each relevant parish
- Town or parish clerk
- Three representatives from the developer
- Planning Committee
- Council staff
- Representatives from statutory organisations
- Representatives from up to two recognised local community organisations

20.3. Development forums do not remove the requirement to carry out formal public consultation on applications.

## 21. NOTIFICATION OF PLANNING APPLICATIONS

21.1. We advertise when planning applications have been submitted to it using the following methods;

Methods used:	
<b>Email Alerts</b>	<p>If you're interested in planning applications in your area, you can sign up for <a href="#">email alerts</a>.</p> <p>Once registered, you will receive an automatic email notification informing you of any new planning application or planning decision made in your area (within 100m radius of a postcode area) with a link to the proposal via our website.</p>
<b>Neighbour Notification Letter</b>	<p>We will send a notification either by letter or email to properties adjacent to the boundary of the application site. We may also notify others we consider to be directly affected by the proposal</p>
<b>Site Notice</b>	<p>Depending on the type of application, we will post a notice at the application site in a place that is visible to members of the public.</p> <p>For all major applications we will always display one or more site notices for at least 21 days. If we're informed that a site notice has been removed, we will replace it.</p>
<b>Press Notice</b>	<p>We will publicise all major planning applications in the notices section of a local newspaper.</p> <p>We will post a press notice for applications that are in conservation areas or that affect the character or appearance of a listed building.</p>
<b>Weekly List</b>	<p>We also compile a weekly list of registered planning applications which is published on our website and emailed to councillors and other interested individuals, groups and organisations.</p>

21.2. Further details on the methods we use to publicise different types of applications can be found within **Appendix A**.

## 22. WHO WE CONSULT WITH

22.1. Once we have registered a planning application, we will publicise it for consultation. The period available for people to make comments is normally 21 days. How we publicise it depends on the type of planning application which is set out in relevant government's regulations.

22.2. A list of who is consulted is set out below;

**Councillors:**

Ward members will be notified when an application relates to their area. Other councillors that may be notified if they have requested to.

**Members of the public:**

A public consultation will be undertaken for all applications. The scale of consultation and involvement with the community will depend upon the nature of each individual application.

**Neighbours:**

Neighbours adjacent to the boundary of planning application will be notified.

If neighbouring properties cannot be identified, a site notice on or near the application property will be displayed.

**Statutory Bodies:**

Statutory bodies will be consulted on planning applications for certain types of development in accordance with relevant regulations.

Consultation with these bodies will vary depending on the type of development proposed and/or the location.

**Town and Parish Councils/Meetings:**

Town and Parish Councils will be notified of an application within and/or immediately adjacent to the town or parish boundary. They are not informed of permitted development proposals.

**Resident associations**

An association which advises the council of its area of interest, will be notified of any application within that area.

## **23. VIEWING A PLANNING APPLICATION**

- 23.1. We publish a list of all planning applications received. This is known as the Planning Application Register and is on our website at: [www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/find-application/planning-application-register](http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/find-application/planning-application-register)

## Commenting on Planning Applications



**Via the website at:**

<http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/find-application>



**By post:**

Planning, Vale of White Horse District Council, 135 Eastern Avenue, Milton Park, OX14 4SB



**By email to:**

[registration@southandvale.gov.uk](mailto:registration@southandvale.gov.uk)

We provide guidance on how to comment on planning applications which can viewed on the website at: [www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/find-application/guidance-commenting-planning-application](http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/find-application/guidance-commenting-planning-application)

Comments made on a planning application are not transferred to a subsequent consultation or to a new planning application. If a new planning policy consultation takes place or a new planning application is submitted, for example on the same application site, you will need to resubmit your comments for consideration.



Comments will only be accepted in a written format.

When commenting on an application it is important to reference:



- Planning application reference number
- Address of the site
- Name of the case officer



Comments will be publicly available to view on our website. All personal information such as telephone numbers, emails and signatures will be redacted, however addresses and names will be shown.

When commenting on planning applications, it is important to comment on the material planning matters. These are more likely to help shape the outcome of the application. To view what is considered to be a material planning consideration, please visit our website at:

[www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/find-an-application/comment-on-a-planning-application/material-planning-considerations](http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/find-an-application/comment-on-a-planning-application/material-planning-considerations)

In accordance with our Customer Service Standards, we will not tolerate comments that contain abusive, offensive or derogatory language, or those related to a personal circumstance not directly related to the application. Any comments submitted to us in this manner will not be published.

## **24. TIME TO COMMENT ON APPLICATIONS**

- 24.1. Once a planning application is registered, the application will be publicised and interested parties will be notified and invited to make comments. Interested parties are given 21 days to comment. This period is set out in the regulations. All comments on planning applications must be made in writing, either through email or on our website within:
- 21 days from the date of our notification letter, or
  - 21 days from the date of a press notice or site notice appearing
- 24.2. Please note that comments submitted after this 21-day publicity period has expired may not be considered, as a decision may have already been determined on the planning application.
- 24.3. Due to the volume of correspondence we receive it is not possible to respond or discuss individual comments that we receive on planning applications, however a summary of these and the officers' responses are provided in the officer report.

## **25. DECISIONS ON PLANNING APPLICATIONS**

- 25.1. Decisions on planning applications will be determined in accordance with the decision-making processes set out in the council's constitution.
- 25.2. The constitution sets out how the we, the council, operates, how decisions are made and the procedures which are followed to ensure that they are efficient, transparent and accountable to local people.
- 25.3. Further information on our constitution can be accessed online at:  
[www.whitehorsedc.gov.uk/about-us/how-we-work/constitution-0](http://www.whitehorsedc.gov.uk/about-us/how-we-work/constitution-0)

### **Planning Committee**

- 25.4. The planning committee, which comprises elected councilors has a duty to decide planning and other development related applications. However currently around 90 percent of applications are determined under the scheme of delegation to the Head of Planning. The criteria for deciding which applications should be considered by Planning Committee are available on our website: [www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-committees](http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-committees)
- 25.5. If the application on which you have commented is to be heard by the Planning Committee, we will write to you and invite you to come and speak at the meeting. Each speaker or group of speakers can speak for up to three minutes on each application site.
- 25.6. You are welcome to view the agenda papers, which are published five working days before the meeting, and attend any planning committee. If you wish to speak at the meeting please register with Democratic Services on 01235 422520 or email [democratic.services@southandvale.gov.uk](mailto:democratic.services@southandvale.gov.uk)

## **26. SECTION 106 (PLANNING OBLIGATIONS)**

- 26.1. Section 106 (S106) is a legal agreement between the council and the Developer and is used alongside Community Infrastructure Levy (CIL) to secure infrastructure needed to support development.
- 26.2. S106 will be used to mitigate the direct impacts of a proposed development and will be the primary mechanism for infrastructure provision on strategic development sites that do not contribute through CIL. S106 is also the primary mechanism for securing Affordable Housing on all sites with a net gain of 10 or more dwellings.
- 26.3. We do not consult on Section 106 agreements. However, we seek confirmation from towns and parishes on community facilities that the new development may impact upon or require improvement as a result of the development. Once we have an agreement and the development has commenced, we will notify towns and parish councils and meetings of the sums available for identified community facilities and provide an update to them on a six-monthly basis.
- 26.4. We are committed to working with towns and parishes to continue to identify local priorities and to deliver local projects. A list of all Section 106 contributions that are secured by the council are available on our website at:  
[www.whitehorsedc.gov.uk/section106](http://www.whitehorsedc.gov.uk/section106)

## **27. PLANNING APPEALS**

- 27.1. If a planning application is refused, the applicant can either re-apply for planning permission with an alternative scheme, or they can appeal against the decision. The right to appeal is only available for the applicant as set out in regulations. Appeals are made to the Planning Inspectorate (PINS). Applying for an appeal is in the hands of the applicant and/or appellant and is not within the remit of the council.
- 27.2. Only the person who applied for planning permission, or was served with an enforcement notice, has a legal right to appeal (known as the appellant). There is no right of appeal for interested people or organisations (known as third parties).
- 27.3. If an appeal is made, we will notify the interested parties of the appeal and provide information on how and when to respond to PINS.
- 27.4. Appeals can be viewed on our Planning Appeals Register available on the council's website at: <http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-appeals/planning-appeals-register>
- 27.5. This online register is 'live' and includes current and recent appeals and sets out details of what stage the appeal is at and the decision, if it has been made.
- 27.6. Alternatively, you can view current appeals on the Planning Inspectorate's Appeals Casework Portal available online at:  
<https://www.gov.uk/government/organisations/planning-inspectorate>



## 28. PLANNING ENFORCEMENT

- 28.1. When a person carries out development without planning permission, the council considers what action to take. There is a duty on us to investigate, however the decision on whether to take formal action is discretionary.
- 28.2. If we find a breach of planning control has occurred, we can consider enforcement action. However, before such action is taken, we will give the person an opportunity to put things right. This could involve us asking for a new retrospective planning application.
- 28.3. If no application is made and the breach is deemed to be harmful in planning terms, then formal action will be considered. We have several tools we can use including enforcement notices and high court injunctions however as most breaches of planning control are not criminal matters, formal action is always the last resort.
- 28.4. Before reporting a suspected breach of planning control, please take a look at the our Enforcement Statement, available at: <http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-enforcement>
- 28.5. If you do suspect a breach of planning control please complete the Reporting Form, available at:  
[https://eform.whitehorsedc.gov.uk/ebase/ufsmain?formid=ENFORCEMENT\\_COMPLAIN\\_T&SOVA\\_TAG=VALE&ebd=0&ebz=1\\_1473948604648](https://eform.whitehorsedc.gov.uk/ebase/ufsmain?formid=ENFORCEMENT_COMPLAIN_T&SOVA_TAG=VALE&ebd=0&ebz=1_1473948604648)
- 28.6. For further information on planning enforcement please contact the Customer Service Team by phone 01235 422600 or email the enforcement team directly at:  
[planning.enforcement@southandvale.gov.uk](mailto:planning.enforcement@southandvale.gov.uk)
- 28.7. Further details on the our approach to addressing planning enforcement matters is available on the our website at: <http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-enforcement>



## GLOSSARY

<b><u>Term</u></b>	<b><u>Definition</u></b>
<b>Area Action Plan (AAP)</b>	A type of DPD that can be used to guide the development of a specific site or location, for example, a town centre, or other places where significant change is planned.
<b>Adoption</b>	Formal approval by the council of a DPD or SPD whereupon it achieves its full weight in making planning decisions. Sometimes referred to as 'made'.
<b>Authority Monitoring Report (AMR)</b>	A report produced at least annually assessing: <ul style="list-style-type: none"> <li>• progress with the preparation of the local plan and other planning policy documents against the timetable published in the Local Development Scheme, and</li> <li>• the extent to which adopted plan policies are being successfully implemented.</li> </ul>
<b>Breach of Planning Control</b>	A breach of planning control is defined in Section 17A of the Town and Country Planning Act 1990 as: <ul style="list-style-type: none"> <li>• the carrying out of development without the required planning permission; or</li> <li>• failing to comply with any condition or limitation subject to which planning permission has been granted</li> </ul>
<b>Charging Schedule</b>	A document produced by the council. As the charging authority, the document sets out rates to which the amount of CIL is chargeable in respect of development within the area to be determined.
<b>Community Infrastructure Levy (CIL)</b>	A levy (tax) that councils can choose to charge on new developments in their area. The money can be used to support development by funding infrastructure.
<b>Community Right to Build Order</b>	A type of Neighbourhood Development Order allowing communities to decide for themselves what is built. This might include, for example, new community facilities and affordable housing.
<b>Constitution</b>	Vale of White Horse District Council's Constitution sets out how the council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people.
<b>Consultation</b>	A process by which people and organisations are asked their views about an issue, for example planning decisions, including the Local Plan.
<b>Consultation Statement/Report</b>	A document providing a summary of consultation responses and the key issues received on public consultation of planning policy documents. This document also sets out the changes made to a planning policy document following responses to a consultation
<b>Development Forum</b>	A Development Forum ensures that key stakeholders are

<b><u>Term</u></b>	<b><u>Definition</u></b>
	engaged at the earliest possible stage to help shape a development. It particularly allows an applicant to positively engage with council officers, local councillors, towns and parishes and local community groups.
<b>Development Management (DM)</b>	The Development Management team is responsible for assessing planning applications in accordance with the adopted development plan, the National Planning Policy Framework (NPPF), the National Planning Practice Guidance (NPPG) and any other material considerations including consultation responses.
<b>Development Plan</b>	This includes adopted Local Plans, neighbourhood plans and the Oxfordshire Waste and Minerals Local Plan. It is defined in section 38 of the Planning and Compulsory Purchase Act 2004. Planning applications have to be decided in accordance with the Development Plan unless material considerations indicate otherwise.
<b>Development Plan Documents (DPDs)</b>	Development Plan Documents set planning policies in council areas. All DPDs are subject to public consultation and independent examination.
<b>Duty to Co-operate (DtC)</b>	Created in the Localism Act 2011 and amends the Planning and Compulsory Purchase Act 2004. It places a legal duty on councils, county councils in England and public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of Local and Marine Plan preparation in the context of strategic cross boundary matters.
<b>Full Planning Permission</b>	The Application for Planning Permission form should be used for making a detailed planning application for development under Section 62 of the Town and Country Planning Act 1990 (as amended), excluding householder developments. It should include all details of the application such as transport, design and landscaping.
<b>General Permitted Development Order 2015</b>	This Order sets out classes of development for which a grant of planning permission is automatically given, provided that no restrictive condition is attached or that the development is exempt from the permitted development rights.
<b>Lawful Development Certificate</b>	A Lawful Development Certificate shows that the existing use of a building is lawful for planning purposes or that a proposal does not require planning permission.
<b>Listed Building</b>	Buildings and structures which are listed by the Department for Culture, Media and Sport as being of special architectural and historic interest and whose protection and maintenance are the subject of special legislation. Listed building consent is required before any works are carried out on a listed building.
<b>Local Development</b>	An Order made by the council (under the Town and Country

<b>Term</b>	<b>Definition</b>
<b>Order (LDO)</b>	Planning Act 1990) that grants planning permission for a specific development proposal or classes of development.
<b>Local Development Scheme (LDS)</b>	This sets out the timetable and work programme for the preparation of the local plan and other Development Plan Documents.
<b>Local Plan</b>	The plan for the local area that sets out the long – term spatial vision and development framework for the district and strategic policies and proposals to deliver that vision. This replaces the Local Development Framework.
<b>Local Plan 2031 Part 1 (LPP1)</b>	This document contains the long-term spatial vision and strategic policies that guide growth in the district.
<b>Local Plan 2031 Part 2 (LPP2)</b>	This document contains detailed development management policies and additional site allocations that guide growth in the district.
<b>Major Applications</b>	Applications for developments of 10 or more dwellings, or 1,000 sq m or more gross non- residential floor area (including changes of use of existing buildings).
<b>Material Planning Consideration</b>	This is a matter that should be taken into account in deciding a planning application or on an appeal against a planning decision. This can include issues such as overlooking/loss of privacy, parking, noise, effect on a listed building or conservation area, or the effect on nature conservation etc.
<b>Minor Application</b>	Applications for developments of up to 9 dwellings or up to 999 sq m gross non-residential floor area (including changes of use of existing buildings), changes of use of open land, telecommunications.
<b>National Planning Policy Framework (NPPF)</b>	This sets out Government’s planning policies for England and how these are expected to be applied at a local level. The NPPF is a material consideration when deciding on planning applications or appeals.
<b>National Planning Practice Guidance (NPPG)</b>	The National Planning Practice Guidance (NPPG) is a planning practice online resource covering a range of planning issues.
<b>Neighbourhood Development Order</b>	A Neighbourhood Development Order (NDO) can be used to permit different types of development (in full or outline) without the need for planning permission.
<b>Neighbourhood Development Plans</b>	A plan prepared by a Town or Parish or a Neighbourhood Forum for a particular neighbourhood area (made under the Planning and Compulsory Purchase Act 2004).
<b>Outline Planning Permission</b>	The Application for Outline Planning Permission is generally used to find out, at an early stage, whether or not a proposal is

<b>Term</b>	<b>Definition</b>
	likely to be approved by the planning authority. This type of planning application allows fewer details about the proposal to be submitted. Further details are often provided through Reserved Matters Applications.
<b>Oxfordshire Growth Board</b>	The Growth Board is a joint committee of the six councils of Oxfordshire together with key strategic partners. It has been set up to facilitate and enable joint working on economic development, strategic planning and growth.
<b>Oxfordshire Housing and Growth Deal</b>	The Oxfordshire Growth Board secured £215m of Government investment for new homes and infrastructure across Oxfordshire. This secured through the Oxfordshire Housing and Growth Deal. In exchange for the investment within Oxfordshire, the six Local Authorities will plan to deliver 100,000 new homes across Oxfordshire between 2011 and 2031.
<b>Oxfordshire Plan 2050</b>	The Oxfordshire Plan 2050 is a strategic planning document that seeks to provide a joined-up approach to planning across the county. It was agreed by all the councils within Oxfordshire to develop this plan as part of the Housing and Growth Deal.
<b>Planning Appeals</b>	After a decision on a planning application has been made by a local council, the applicant can appeal against the decision made. The Planning Inspectorate will organise for an independent inspector to review the decision made and will make a decision.
<b>Planning Enforcement</b>	The Planning Enforcement team can investigate when a person carries out development without the benefit of having planning permission. The team investigate what action is appropriate to take.
<b>Planning Inspectorate (PINS)</b>	The Planning Inspectorate (PINS) is an executive agency sponsored by the Department for Communities and Local Government. PINS deal with planning appeals, national infrastructure planning applications, examinations of local plans and other planning – related and specialist casework.
<b>Planning Permission</b>	Formal permission from a local planning authority for the erection or alteration of buildings or similar development.
<b>Planning Policy</b>	The Planning Policy team is responsible for producing the planning documents that make up the Development Plan.
<b>Pre-Application</b>	Pre-application is an informal process, independent of the formal planning application process that provides an indication as to whether a proposal is likely to be considered acceptable or not. The advice given does not constitute a formal response or decision of the Council, but is an informal opinion by a Planning Officer.
<b>Prior Approval</b>	Prior Approval means that a developer has to seek approval from the council that specified elements of the development are acceptable before work can proceed. The matters for prior approval will vary depending on the type of development. These

<b>Term</b>	<b>Definition</b>
	are set out in full in the relevant parts in Schedule 2 of the General Permitted Development Order.
<b>Referendum</b>	A general vote by the electorate on a single political question which has been referred to them for a direct decision. For a neighbourhood plan referendum, the following question will be asked: Do you want [insert name of local planning authority] to use the neighbourhood plan for [insert name of neighbourhood area] to help it decide planning applications in the neighbourhood area?
<b>Reserved Matters</b>	Reserved matters are those aspects of a proposed development where an applicant can choose not to submit details with an outline planning application, (ie they can be 'reserved' for later determination)
<b>Safeguarding</b>	Safeguarding in planning matters, is a mechanism that is employed to ensure land which has been identified for development in the future is protected from conflicting development.
<b>Section 106</b>	A legal agreement under Section 106 of the Town and Country Planning Act. They are legal agreements between the council and a developer, or undertakings offered unilaterally by a developer that ensures that certain works related to a development are undertaken.
<b>Stakeholders</b>	Stakeholders can affect or be affected by the council's actions, objectives and policies. The council will consult with key stakeholders at different stages of planning.
<b>Statement of Community Involvement (SCI)</b>	The SCI sets out standards to be achieved by the council in relation to involving the community in the preparation, alteration and continuing review of all Development Plan Documents (DPDs) and in determining planning applications for development.
<b>Statutory Consultees</b>	Statutory consultees are those organisations and bodies, defined by statute, which local planning authorities are legally required to consult before reaching a decision on relevant planning applications.
<b>Strategic Environmental Assessment (SEA)</b>	An assessment of the environmental effects of policies, plans and programmes, required by European legislation, which will be part of the public consultation on the policies.
<b>Supplementary Planning Document (SPD)</b>	A planning policy document that adds further detail to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary Planning Documents are capable of being a material consideration in planning decisions, but are not part of the Development Plan.
<b>Sustainability Appraisal (SA)</b>	The process of assessing the economic, social and environment effects of a proposed plan. This process implements the requirements of the SEA Directive. It is required to be undertaken for all DPDs.
<b>Telecommunications</b>	In relation to telecommunications installation, there are three

<u>Term</u>	<u>Definition</u>
<b>development</b>	types of application/notification. These are; applications for notification of prior approval, applications for full planning permission and licence notifications.

## APPENDIX A:

### Publicity of Planning Applications and Consultation with Residents

The table below sets out the method of public notification we are required to carry out for different types of applications.

The requirements are based on The Town and Country Planning (Development Management Procedure) (England) Order 2015, The Town and Country Planning (Permission in Principle) (Amendment) Order 2017, The Planning (Listed Buildings and Conservation Areas) (Amendment) (England) Regulations 2004, The Town and Country Planning (General Permitted Development (England) Order 2015.

<b>Type of Development</b>	<b>Publicity</b>
Environmental Impact Assessment (EIA) application accompanied by an environmental statement	<ul style="list-style-type: none"> <li>• Site notice in at least 1 place on or near the land to which the application relates for not less than 21 days <b>AND</b></li> <li>• By publication of the notice in a newspaper circulating in the locality in which the land to which the application relates is situated</li> </ul>
Does not accord with the provisions of the development plan in force in the area in which the land to which the application relates is situated  (Departure from the Development Plan)	<ul style="list-style-type: none"> <li>• Site notice in at least 1 place on or near the land to which the application relates for not less than 21 days <b>AND</b></li> <li>• By publication of the notice in a newspaper circulating in the locality in which the land to which the application relates is situated</li> </ul>
Would affect a right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies	<ul style="list-style-type: none"> <li>• Site notice in at least 1 place on or near the land to which the application relates for not less than 21 days <b>AND</b></li> <li>• By publication of the notice in a newspaper circulating in the locality in which the land to which the application relates is situated</li> </ul>
Major application	<ul style="list-style-type: none"> <li>• Site notice in at least 1 place on or near the land to which the application relates for not less than 21 days <b>OR</b></li> <li>• By writing a letter to any adjoining owner or occupier <b>AND</b></li> <li>• By publication of the notice in a newspaper circulating in the locality in which the land to which the application relates is situated</li> </ul>
Other and Minor applications	<ul style="list-style-type: none"> <li>• Site notice in at least 1 place on or near the land to which the application relates for not less than 21 days <b>OR</b></li> <li>• By writing a letter to any adjoining owner or occupier</li> </ul>



Applications affecting the setting of listed buildings	<ul style="list-style-type: none"> <li>publish in a local newspaper circulating in the locality in which the land is situated <b>AND</b></li> <li>for not less than 7 days display on or near the land, a notice indicating the nature of the development in question and naming a place within the locality where a copy of the application, and of all plans and other documents submitted with it, will be open to inspection by the public at all reasonable hours during the period of 21 days beginning with the date of publication of the notice</li> </ul>
Applications affecting the character and appearance of a conservation area	<ul style="list-style-type: none"> <li>Published in a local newspaper circulating in the locality in which the land is situated <b>AND</b></li> <li>For not less than 7 days display on or near the land, a notice indicating the nature of the development in question and naming a place within the locality where a copy of the application, and of all plans and other documents submitted with it, will be open to inspection by the public at all reasonable hours during the period of 21 days beginning with the date of publication of the notice</li> </ul>
Planning applications within 10 metres of relevant railway land	<ul style="list-style-type: none"> <li>Serving notice (by letter) on any infrastructure manager of relevant railway land</li> </ul>
Permissions in Principle	<ul style="list-style-type: none"> <li>Site notice in at least one place on or near the land to which the application relates for not less than 14 days</li> </ul>
Permissions in Principle – Technical details	<ul style="list-style-type: none"> <li>Site notice in at least one place on or near the land to which the application relates for not less than 14 days <b>OR</b></li> <li>Site notice in at least one place on or near the land to which the application relates for not less than 21 days if the application site is within the setting of a listed building or conservation area</li> </ul>
Prior Notification (Change of use - office to residential & light industrial to residential)	<ul style="list-style-type: none"> <li>Site notice in at least one place on or near the land to which the application relates for not less than 21 days <b>OR</b></li> <li>By writing a letter to any adjoining owner or occupier</li> </ul>
Prior Notification (Large extensions)	<ul style="list-style-type: none"> <li>By writing a letter to each adjoining owner / occupier (specifying the date, not less than 21 days by which representations are to be made to the Local Planning Authority</li> </ul>



In addition to notifying residents we also consult with the relevant statutory and technical consultees and the Town and Parish Council.

The following types of application do not have any requirements set out through the Acts requiring consultation with residents or Town and Parish Council's. Therefore, the Local Planning Authority has discretion as to informing interested parties.

Agricultural Notification	<ul style="list-style-type: none"> <li>• The LPA has a period of 28 days from the receipt of the application to determine it</li> <li>• The LPA have discretion over consulting parish councils and other groups about the proposal</li> </ul>
Discharge of Conditions	<ul style="list-style-type: none"> <li>• The LPA will undertake consultation with the relevant technical consultee where necessary</li> </ul>
<b>Type of Development</b>	<b>Publicity</b>
Minor Amendment	<ul style="list-style-type: none"> <li>• As an application to make a non material amendment is not an application for planning permission the LPA has discretion as to informing interested parties or seek their views</li> </ul>

Options - Table of potential Risks

RISK	IMPACT	MITIGATING ACTIONS
<p>Not progressing the preparation of the Local Plan in a timely manner</p>	<p>Failure to meet the Council's statutory duty of preparing a development plan that will support the delivery of key objectives of the Sustainable Community Strategy and the Corporate Plan;</p> <p>Lack of up-to-date development plan for deciding planning applications;</p> <p>As a consequence, the Council loses the opportunity to guide development to the most suitable locations.</p>	<p>Ensure that the preparation of the Local Plan is identified as a corporate priority; Project manage the preparation of each document;</p> <p>Identify any possible causes of delay early and seek to resolve delays; Ensure sufficient staffing levels are maintained.</p>
<p>Local Planning Documents being found to be unsound by Planning Inspector</p>	<p>Need to return to early stage of preparation and review work; Significant delays of possibly up to 2-3 years in adopting documents;</p> <p>Significant additional costs if background evidence has to be repeated;</p> <p>Loss of the Council's reputation;</p> <p>Political embarrassment;</p>	<p>Ensure that Local Planning Documents are developed using a comprehensive and robust evidence base to ensure compliance with national policy requirements and tests of soundness;</p> <p>Complete soundness and legal-compliance self - assessment toolkits;</p> <p>Ensure staff continue to be up to date with latest policy and guidance.</p>
<p>Infrastructure required to deliver strategic allocations not funded or delayed.</p>	<p>Allocations not delivered or delayed;</p> <p>Failure to deliver strategic housing or economic developments;</p> <p>Significant delays may lead to need to review allocations.</p>	<p>Work with funding partners and stakeholders to secure the delivery of infrastructure in a timely manner; Prepare infrastructure plan and monitor annually</p>
<p>Further changes in legislation and government policy / guidance/ details of plan preparation as they arise. requirements</p>	<p>Abortive work/additional work causing slippage in programme.</p>	<p>Maintain close contact with Government departments and discuss with them details of plan preparation as they arise. requirements Keep up-to-date on</p>

		emerging guidance and respond to changes early
Volume of work greater Causes slippage in programme. than anticipated - e.g. necessary. Steering Group to consider additional resources. higher level of representations than expected.	Causes slippage in programme	Ensure timetable is realistic but has some flexibility built in. Review timetable if Volume of work greater Causes slippage in programme. than anticipated - e.g. necessary. Policy Project Board to consider additional resources.
Lack of in-house skills for specialised areas of policy work/ background studies.	Slow progress causing a slippage in programme. Objectives on quality compromised.	Steering Group to consider employing specialised staff on a consultancy basis
Planning Team required to do other unforeseen work	Diverts team from Local Plan causing a slippage in programme.	Preparation of the Local Plan to be made a priority and other work minimised.
Lack of IT support for current system or for delivery of electronic service	Delays due to failure of computers. Delays in making documents available electronically	Ensure adequate backup of documents and databases and alternative hardware available.  Continue to highlight priority to be given to electronic delivery of planning.
Insufficient revenue provision to finance the project.	Work delayed or cannot be progressed. Objectives on quality compromised.	By setting adequate budgets by ensuring Local Plan is corporate priority