

## **1.0 INTRODUCTION**

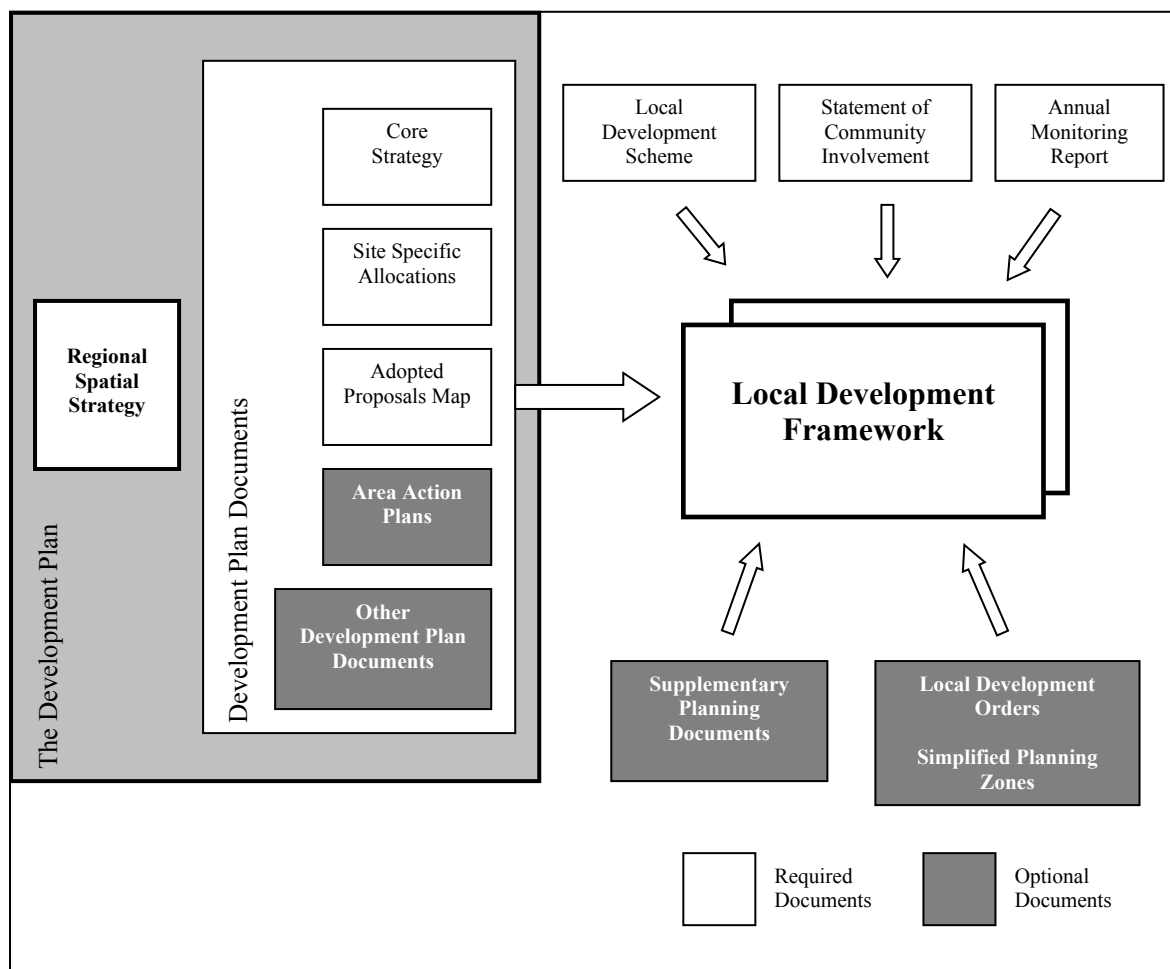
- 1.1 The Planning and Compulsory Purchase Act 2004 requires the District Council to produce a new development plan for the Vale called a Local Development Framework. In due course the Local Development Framework will replace the Vale of White Horse Local Plan 2011.
- 1.2 The Local Development Framework will be different from the Local Plan in a number of ways. For example, it will have a broader focus and will be made up of a portfolio of documents produced over time, rather than being a single document. The new Local Development Framework will also be more closely related to and reflective of other strategies of the Council, including the Community Strategy and the Housing Strategy for example. It will be one of the ways in which some of the objectives set out in those strategies can be taken forward through the planning process.
- 1.3 The way in which the Local Development Framework will be progressed and monitored will also be different from previous Local Plans. The Council is required to produce a Local Development Scheme (LDS) which is a project plan and timetable for the production of the main Local Development Framework documents. In addition, the Council will have to assess the sustainability of all its Local Development Documents and any associated Supplementary Planning Documents and produce Sustainability Appraisal Reports. It will also be required to monitor the performance of policies within the Local Development Framework publishing the results in an Annual Monitoring Report. More information about the nature and content of these various documents is set out in Section 2 of this statement.
- 1.4 One of the key objectives of the new development plan system is greater community involvement – getting more people involved throughout the planning process, and particularly at an early stage, so that they can make a real difference in terms of influencing policy and the future of the areas in which they live or work. **The new development plan system has a very different philosophy. Local development frameworks are intended to streamline the local planning process and promote a proactive, positive approach to the ongoing development and as a result all those involved the public, developers, town and parish councils and local organisations will need to change the way they involve themselves in the plan making process.**
- 1.5 To this end, the Council is required to produce a Statement of Community Involvement (SCI) which sets out its strategy for ensuring continuous community involvement throughout the different stages of producing and reviewing the Local Development Framework. It also explains how the community will be consulted on planning applications so that their views can be taken into account.

## **2.0 THE LOCAL DEVELOPMENT FRAMEWORK AND ASSOCIATED DOCUMENTS**

- 2.1 A Local Development Framework (LDF) is similar to a Local Plan because it will contain the Council's policies and proposals to guide development in the Vale. However, the format of the LDF will be different

to the Local Plan because it will consist of a number of documents prepared over time rather than being a single document. There are **The LDF comprises** two types of **LDF local development** documents; those that will contain the Council's **planning spatial** policies and proposals, and those **that will explain associated with** the process of preparing and monitoring the individual **LDF development plan** documents. Details are given below of the documents the Council intends to produce and, where relevant, the progress it has made in preparing them. The regulations and government guidance governing the LDF process are also referred to.

**Figure 1 Key documents that form the Local Development Framework**



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The Regional Spatial Strategy is being prepared by the South East Regional Assembly and all the Councils development plan documents must comply with it. Further information is available on SEERA's web site [www.southeast-ra.gov.uk](http://www.southeast-ra.gov.uk)

## **Process Documents**

### **The Local Development Scheme (LDS)**

- 2.2 The LDS describes in detail the Council's programme for the completion of the current Local Plan and the production of the LDF documents that will eventually replace it. The programme includes "consultation milestones" to inform people about the likely timing of the stages at which they can be involved in these processes. The LDS will be reviewed in an Annual Monitoring Report and rolled forward when required so that new documents can be added and account taken of progress on the programme.
- 2.3 The Council's first LDS 2005-2008 has already been prepared and came into effect in April 2005. In developing the LDS the Council consulted with the Government Office for the South East and the Planning Inspectorate as required by the Regulations. The LDS is currently being updated and should be replaced by March 2006 will be updated from time to time. An up-to-date copy will be available on the Council's web site together with information about any proposed updates.
- 2.4 The LDS is available for inspection at the Council's Local Services Points at the Abbey House, Abingdon and Grove Street, Wantage and at the area office in Faringdon. It can also be viewed or downloaded from the Council's web site [www.whitehorsedc.gov.uk/planningpolicy/LDF](http://www.whitehorsedc.gov.uk/planningpolicy/LDF). The updated LDS will be available on the Council's web site in February 2006.

### **The Statement of Community Involvement (SCI)**

- 2.5 The Statement of Community Involvement (this document) is part of the Local Development Framework. Its purpose is to set out why, how and when the community will be invited to participate in the production of LDF documents and to explain how the public can be involved in the consideration of planning applications.

### **Annual Monitoring Report (AMR)**

- 2.6 Starting in 2005 the Council must submit an Annual Monitoring Report to the Secretary of State no later than the end of December each year to set out progress on producing the Local Development Framework and assess the effectiveness of key policies. It will cover the period from 1<sup>st</sup> April to 31<sup>st</sup> March and will

assess the implementation of the LDS and the extent to which development plan policies are being successfully implemented. A copy is available to view or download from the Council's website [www.whitehorsedc.gov.uk/planningpolicy/LDF](http://www.whitehorsedc.gov.uk/planningpolicy/LDF), and to view or purchase from the Council's Local Services Points at the Abbey House, Abingdon and Grove Street, Wantage and at the area office in Faringdon.

## **Policy Documents**

### **Development Plan Documents (DPD)**

2.7 A key part of the Council's Local Development Framework will be Development Plan Documents, a number of which the Council are required by Government to produce, others of which are optional. At the present the Council's intention is to produce the following Development Plan Documents:

- A Core Strategy document setting out the policy framework for development in the District and including a core diagram (required)
- A Site Specific Designations and Allocations document – identifying the sites allocated for development in the Vale (required)
- A Proposals Map – illustrating the land use implications of strategy derived from the Development Plan Documents (required)
- A Development Control Policies document setting out the development control policies that will facilitate the implementation of the core strategy (optional)

2.8 Each of these documents will have a role in setting the **spatial** planning policy framework to guide future development in the Vale. Once they are adopted they will replace the saved policies from the Vale of White Horse Local Plan 2011 which this Council expects to adopt in July 2006. In addition the Council may prepare Area Action Plans. Although none are proposed at the current time, such plans will be subject to the same consultation procedures as outlined for all Development Plan Documents.

### **Supplementary Planning Documents (SPD)**

2.9 In addition to Development Plan Documents, the Council intends to produce Supplementary Planning Documents. These can either expand upon a policy or proposal contained in saved policies from the adopted Local Plan or a policy or proposal contained in the Core Strategy, once it is adopted. They can either be topic based or focus on the development of a particular area, taking the form of a development brief or design guide.

2.10 Unlike Development Plan Documents, Supplementary Planning Documents are not subject to independent examination by a Planning Inspector. However, it is necessary when producing them to follow set procedures, undertake public consultation in accordance with the Statement of Community Involvement, and subject them to a sustainability appraisal.

### **The Regulations and Government Guidance**

- 2.11 The regulations which apply to the preparation of the Local Development Framework are ‘The Town and Country Planning (Local Development) (England) Regulations 2004. Further advice from the Government is contained in Planning Policy Statement 12: Local Development Frameworks. The regulations and PPS12 can be viewed on the web site of the Office of the Deputy Prime Minister (ODPM) at [www.odpm.gov.uk](http://www.odpm.gov.uk) (~~under/planning/policy~~).

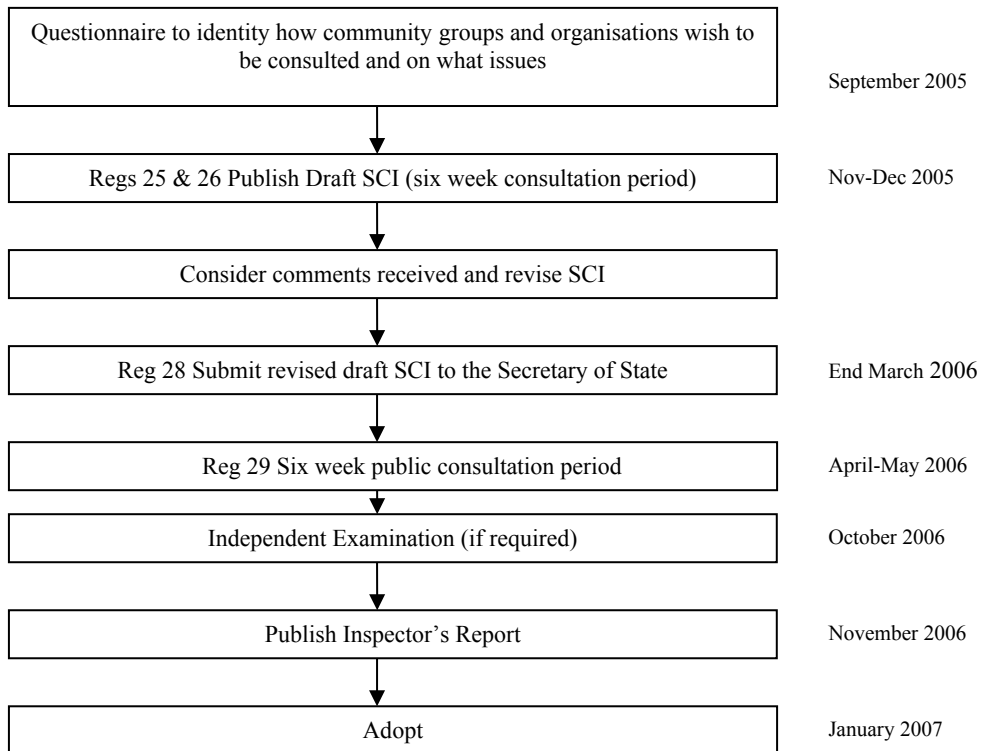
### **Sustainability Appraisal**

- 2.12 All Development Plan and Supplementary Planning Documents will be subject to a sustainability appraisal. The appraisals will assess the potential social, environmental and economic effects of policies and proposals in each document. This is an on-going process as documents progress through to adoption.
- 2.13 The regulations which apply to the preparation of sustainability appraisal are the ‘The Environmental Assessment of Plans and Programmes Regulations 2004’ which can also be reviewed on the ODPM web site. Further guidance from the Government is contained in ‘Sustainability Appraisal of Regional Spatial Strategies and Local Development Documents: Guidance for Regional Planning Bodies and Local Planning Authorities’ (ODPM) November 2005.

### 3.0 CONSULTATION ON THE STATEMENT OF COMMUNITY INVOLVEMENT

3.1 The Council’s process and timetable for preparing and adopting its Statement of Community Involvement is set out below.

**Figure 2. Process and timetable**



The Council is now at the stage of consulting on the draft SCI, having already sought the views of many different groups and organisations on how they wish to be involved in the production of the Local Development Framework. There will be a further 6 week consultation when the Council submits the revised draft to the Secretary of State in 2006. This will be followed by an examination conducted by an independent Inspector appointed by the Planning Inspectorate to consider the soundness of the SCI and the objections received during the six week period.

#### **How the Council has already consulted local community groups**

3.2 Since September 2005 the Council has been seeking views from many different organisations representing a range of concerns, interests and areas of the Vale on how they wish to be involved in the new plan making process.

3.3 The Council sent out questionnaires during September and October 2005 to over 550 organisations and stakeholders based on the consultation bodies specified in PPS12 relevant to the Vale Appendix 1. 143 completed questionnaires were returned, a response rate of 26%. The questionnaire, which was also

available on Council's website, asked for information on the main areas of interests of the recipients, the preferred methods for consulting them and providing feedback, if they had been involved in the planning process in the Vale in the past and whether the Council had kept them well informed during the process. The groups and stakeholders the Council consulted during this stage are set out in Appendix 2.

#### **How the consultation response has been used**

- 3.4 The responses from this initial ~~scoping~~ exercise have been used to compile a comprehensive consultee database. This database will be used to keep individuals and organisations informed of the progress with the Local Development Framework and provide the basis for consultation and feedback on the individual local development documents.
- 3.5 The database will be continually updated throughout the Local Development Framework process and made available to view on the Council's web site. Individuals and organisations who are not on the database but ask to be added or make representations during any of the consultation exercises will be added. There may also be groups that no longer wish to be involved. These can be removed from the list if they so request. The database will be reviewed annually to ensure that the information is correct and that its content is still relevant. If any group or individual wishes to be added ~~or removed~~ at any time, ~~or their contact details change~~ they can contact the Planning Policy team at [ldf@whitehorsedc.gov.uk](mailto:ldf@whitehorsedc.gov.uk), by telephone on 01235 520202 or fax on 01235 540397.

#### **How the Council is consulting on the draft Statement of Community Involvement**

- 3.6 The Council's consultation on the draft SCI ~~is due to commence on~~ ~~ran from~~ 25 November ~~to 6 January~~ ~~2006~~. **To comply with the regulatory requirements and government guidance:**
- **The consultation ~~will be~~ was for a period of six weeks**
  - **The document ~~will be~~ was available for inspection or purchase at the Local Services Points at the Abbey House, Abingdon and Grove Street, Wantage and the Council's office in Faringdon**
  - **The document ~~will be~~ was available on the Council's website [www.whitehorsedc.gov.uk/planningpolicy/LDF](http://www.whitehorsedc.gov.uk/planningpolicy/LDF) for viewing or downloading**
  - **Copies of the document ~~will be~~ were sent to the Government Office for the South East and other consultees in Appendix 2**
  - **Notices ~~will be~~ were placed in the Oxford Mail and the Wiltshire Gazette and Herald at the start of the consultation period.**

In addition to these requirements the Council:

- Issued a local press and media release (see Media ~~listed~~ in Appendix 2)
- Issued standard response forms to assist consultees making responses

- Made copies of the draft SCI available at local libraries in the district and at Didcot library and the Westgate library in Oxford.

### **The next stages in the preparation of the Statement of Community Involvement**

- 3.7 The Council has produced a summary of the comments received during the consultation period and amend the draft as necessary. ~~These were~~ **summary and the revised SCI will be** made available ~~once~~ **when** the Council ~~has agreed to be submitted~~ the revised draft to the Secretary of State. ~~in March 2006.~~
- 3.8 ~~When~~ **Following the submission of** the SCI ~~is submitted~~ to the Secretary of State ~~for examination~~ there will be an opportunity to make further representations during a six-week period ~~following submission~~. To comply with the regulatory requirements and Government guidance the Council will follow the steps set out in paragraph 3.6 above. It is only the representations made at this stage that will be considered by an Inspector.
- 3.9 The Statement of Community Involvement ~~must~~ **will** be subject to an independent examination, whether or not any representations ~~have been~~ **are** received. The purpose of the examination will be to consider the soundness of the SCI. PPS12 at Annex D states that the preferred method for dealing with representations on the Statement of Community Involvement is by written representation. A hearing will only be necessary where one or more of those making representations wish to be heard. The criteria against which soundness will be judged is set out in Appendix 3. **When assessing the soundness of the SCI** an independent planning inspector will consider all objections received ~~including those made~~ in writing. ~~A hearing before an Inspector to consider objections to the SCI will only be necessary where one or more of those making representations wish to be heard.~~
- 3.10 The Inspector will produce a report identifying any changes to be made to the SCI. The Inspector's findings are binding on the Council and the SCI must be amended accordingly. The Council will then formally adopt the SCI, which will become part of the Local Development Framework and Council policy. Once adopted, all other ~~Local Development Framework~~ **development plan** documents **and supplementary planning documents** prepared by the Council will have to meet the consultation standards set out in the Statement of Community Involvement.



## **4.0 THE COUNCIL'S VISION AND PRINCIPLES FOR COMMUNITY INVOLVEMENT**

4.1 The Council's vision for community involvement in the planning process is that:

*The community of the Vale should be enabled to participate meaningfully in the development of planning policies and proposals contained in the local development framework and in the consideration of planning applications in the district.*

4.2 To achieve this vision the Council will be guided by a number of general principles in its community consultation. These principles are set out below.

### **♦ Early involvement**

- The Council will encourage the early involvement of the local community in the preparation of the local development **plan** documents and supplementary planning documents.

### **♦ Recognising the needs of different groups in the community**

- The Council acknowledges that opportunities for involving the community should be communicated in ways that are relevant and accessible to all sections of the community who have an interest so that those groups who wish to be involved in the planning process can contribute effectively. Following this principle should help the Council to engage with 'hard to reach' groups.

### **♦ Providing clear opportunities for involvement**

- The Council acknowledges that the time and resources available to local groups and organisations can be limited. It will aim to provide clear, up to date and early information on the consultation processes for the preparation of local development documents to ensure that community groups and organisations have the maximum opportunity to respond.

### **♦ Ease of access to information**

- The Council will seek to maximise the use of the internet in its consultation procedures. It recognises however that many sectors of the community do not have access to the internet. All documents and communications will therefore be made widely available in a variety of traditional and electronic formats.

### **♦ Effective feedback on consultation**

- The Council considers it important that the community has access to clear and timely feedback on consultation. It will therefore make publicly available information on the progress of proposals, and on how consultation responses have been taken into account.

## **5.0 ~~IMPLEMENTING THE VISION~~ COMMUNITY INVOLVEMENT IN PREPARING DEVELOPMENT PLAN DOCUMENTS AND SUPPLEMENTARY PLANNING DOCUMENTS**

### **General Approach**

#### **Introduction**

- 5.1 The new planning system places greater emphasis on 'front-loading' the preparation of development plan documents by seeking early involvement and input from the local community on the content of the plans that will shape the future of the district.
- 5.2 The Council recognises that many of the techniques required to involve the community in this process are resource intensive. A balance has to be struck between meeting statutory requirements, taking account of the views expressed by consultees (in particular those who completed the Statement of Community Involvement questionnaire) and the resources it has available to undertake such techniques. **Views expressed by the community will be considered within the overall context of national and regional guidance and other policies of the District Council.**

#### **Involving the community**

- 5.3 The Council intends to apply the same broad consultation measures to each of its Development Plan Documents. Government advice recognises that consultation should be based on a realistic assessment of resources to avoid the expectations of local communities being artificially raised. Separate meetings with all groups interested in the process will not be possible given the limited resources available to the Council and consultation at the local level will need to be tailored accordingly.
- 5.4 The Council will use a range of consultation techniques including:
- Exhibitions – staffed and un-staffed;
  - Questionnaires – to gauge the community's views in a consistent and quantifiable manner;
  - Its Citizens Panel – this consists of 1000 residents who are representative of the Vale as a whole;
  - Its Youth Forum – this meets several times a year and comprises representatives from all secondary schools in the district;
  - Focus groups or workshops – this can include 'Planning by Design' and 'Planning for Real';
  - Response forms – producing standard response form to assist people with making their representations and comments.
- 5.5 In accordance with the Town and Country Planning (Local Development) (England) Regulations 2004, the Council will seek the views of a wide range of statutory and non-statutory consultees. A list of these organisations is set out at Appendix 2 and can be updated on a regular basis. In line with Government

guidance contact names and addresses of organisations have not been identified as they may change over time.

- 5.6 Each organisation will be written to or e-mailed and invited to make representations at relevant stages in the preparation of the Development Plan and Supplementary Planning Documents as set out below. The timetable for each of these stages has been mapped out in the Council's Local Development Scheme.
- 5.7 In addition, meetings may also be arranged with key stakeholders and key organisations (including immediately adjoining local authorities, the Government Office for the South East, Oxfordshire County Council and key service providers) during the informal and formal consultation stages in order to clarify specific technical matters. Other meetings may be arranged where considered necessary and subject to resource availability.
- 5.8 The Council recognises that different groups and organisations have different levels of resources and will operate to timetables that do not necessarily coincide seamlessly with the Council's public consultation exercises. The meetings of town and parish council's for example do not always coincide with a consultation time period. The Local Development Scheme to a certain extent helps to address this problem by giving advanced notice to stakeholders of the broad timetable. However the Council would welcome comments on the further steps it could take to help address this issue.
- 5.9 The Council recognises that it needs to engage with the whole community in the LDF process. To achieve this, it will, in particular:
- Take into account the principles of the Oxfordshire Compact when engaging with the voluntary and community sectors on planning issues. As a signatory to the Compact the Council has a commitment to facilitating the development of a strong and independent voluntary and community sector, by amongst other matters improving consultation procedures;
  - Welcome advice and involvement from any group or organisation in the Vale that can help it to ensure that the methods it uses for community involvement will enable it to engage with 'hard to reach' groups. A 'hard to reach' group can be any group of people whose views are difficult to access through normal consultation methods. This can be for a number of reasons including disability, language barriers, time constraints, disillusionment and cultural barriers. The Council has already consulted a number of 'hard to reach' groups as is evidenced by Appendix 2. This statement also sets out new initiatives, including the use of its Youth Forum to obtain views from student representatives from secondary schools;
  - Encourage the use of Planning Aid, an independent voluntary organisation that is entirely independent of the Council. It offers planning advice and support to people who cannot otherwise afford it. Planning aid can help the community to get involved in the Local Development Framework, comment on planning applications and apply for planning permission or appeal against a refusal of planning permission. Planning Aid can be contacted at [www.planningaid.rtpi.org.uk](http://www.planningaid.rtpi.org.uk) or by telephoning the Planning Aid Helpline on 08702 907 552 or by writing to PO Box 429, Eastleigh, Hampshire, SO53 2YJ.

## **Access to Information**

5.10 The Council will use a variety of methods to provide information to the community. This will include providing copies of documents and details of consultation timetables and venues:

- On the Council's website for viewing and downloading
- At Local Services Points and Council offices for inspection and purchase
- At all libraries in the district, Didcot library and the Westgate library, Oxford.

In addition:

- Documents may be sent free of charge to specific consultation bodies and organisations.

## **Keeping the community informed**

5.11 The Council will use a range of techniques to keep the community informed. These techniques will include:

- Contacting people and organisations on the Council's database by letter or e-mail at the consultation stages specified in the Local Development Scheme;
- Publishing formal notices in the Oxford Mail and Wiltshire Gazette and Herald and informal notices in other newspapers circulating in the District such as the Oxford Times and the Herald Series;
- Publishing press releases to local media (including the Oxford Mail, Oxford Times, the Herald Series, the Wiltshire Gazette and Herald, town and parish newsletters, local radio and television);
- Publishing articles in the Council's newspaper Vale Views, which is delivered periodically to each address in the district;
- Placing posters in public places such as public notice boards, shop windows and public buildings;
- Making leaflets available in public buildings and supplying town and parish councils with copies;
- Keeping people informed who have responded to earlier documents by letter, fax or e-mail;
- Keeping the Council's website fully up to date. All documentation that can be made available electronically will be put on line and made available for downloading. Subject to the requirements of the regulations, the Council will seek to maximise its use of e-mail and the internet to advise stakeholders of the availability of consultation documents and encourage consultees to make use of the Council's Website rather than send hard copies of documents. **The Council will maintain an up-to-date schedule of expected consultation exercises on its web site.**

## **Helping the community to comment**

5.12 Consultation will last for six weeks for Development Plan Documents and four to six weeks for Supplementary Planning Documents. During the consultation period the public will be able to make comments and representations. The Council will wherever practicable produce standard forms to help members of the public make their representations and comments. **Where practicable the Council will**

attempt to avoid public holidays and the summer vacation period when holding public consultation exercises.

- 5.13 The Council will accept written representations by post, e-mail or fax, either on a standard form produced for the purpose or by letter. Those making representations will be encouraged to use the standard forms although all written comments, however received, will be registered and taken into account. Representations made by telephone cannot be registered as formal representations. People unable to communicate in writing or English the Council may be able to make their comments by interview with officers of the Council.

#### **How the Council will respond to representations received**

- 5.14 The Council will acknowledge in writing all representations received. After each consultation stage all comments and representations will be reported to and considered by the appropriate committee of the Council. The report will summarise the comments received and how they have been taken into account.

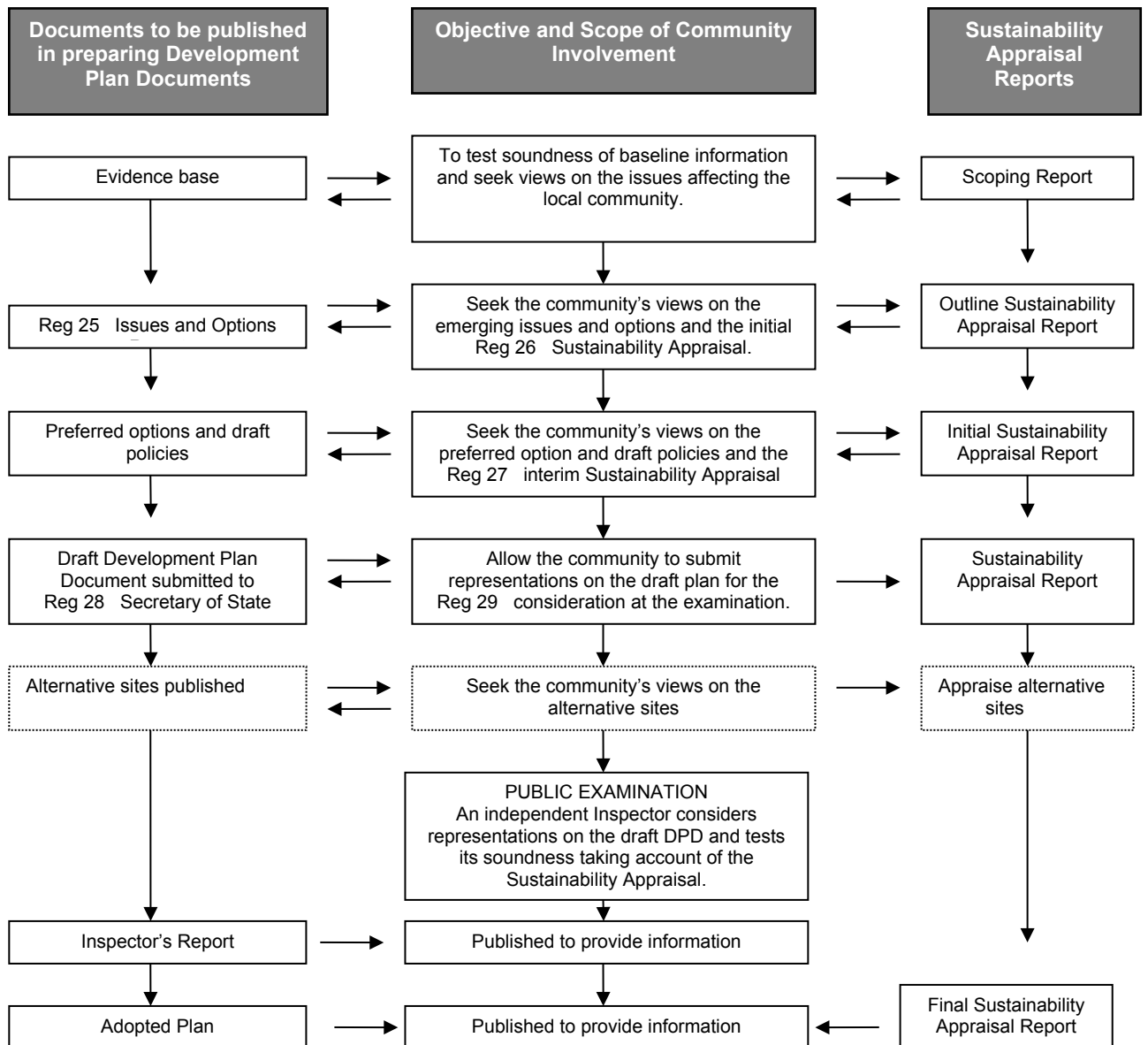
#### **Providing feedback to the community**

- 5.15 The Council will use a number of different methods to provide feedback to the community. These will include:
- Making all responses available for public inspection at the Council's Local Services Point at Abbey House, Abingdon;
  - At the same as acknowledging all representations received, informing those who made representations about the next steps and where to obtain information in the future about the consultation process;
  - Informing in person anyone who responds to the draft documents that are submitted to the Secretary of State of the arrangements for a public examination and the pre-examination meeting;
  - The Council's summary of the comments received and how they have been taken into account will be made available for inspection or purchase during normal office hours at the LSP's at the Abbey House, Abingdon and Grove Street, Wantage and the Council Office in Faringdon. They will also be made available for viewing and downloading on the Council's website.
- 5.16 The following paragraphs explain in greater detail how the Council intends to involve the community and stakeholders in the preparation of specific LDF documents, including the Core Strategy, the Development Control Policies, the Site Allocations and Supplementary Planning Documents. The regulations and government guidance that the Council has to comply with, are spelt out in bold type together with the additional consultation and participation techniques the Council may choose to employ.
- 5.17 Each of the Development Plan Document's and Supplementary Planning Document's will be subject to a Sustainability Appraisal. The Council will consult on the Sustainability Appraisal Reports at the same time as it consults on the main documents to which they relate.

## **Community Involvement in Preparing Development Plan Documents**

- 5.18 The diagram below sets out the processes for and relationship between community involvement on Development Plan Documents and their associated Sustainability Appraisals. Consultation must take place at all key stages in these processes and the sections below give details of the Council's proposed consultation programme at each stage, indicating what is required by regulation and Government advice and the additional measures it may employ.

**Figure 3. Process for preparing a Development Plan Document**



**Evidence Base and Scoping Report**

5.19 All Development Plan Documents must be founded on a sound evidence base. The Council will therefore consult relevant organisations and interest groups, as set out in Appendix 2, on its draft evidence base. The Council will also ask for the community’s views on the issues and options that could be considered in the preparation of the plan. This is an important informal stage because it helps to ensure that the plan is influenced right from the start by those members of the community most likely to be affected by its proposals. This takes account of Government advice that local planning authorities should seek the involvement of relevant groups and organisations in the development of the information for Development Plan Documents helping to identify issues which those documents will need to address and the options which may be available to deal with those issues.

5.20 **For the scoping report the Government requirement is that:**



- **the Council will consult English Nature, English Heritage, Countryside Agency and the Environment Agency.**

5.21 In addition the Council will:

- make the document available to view and download on ~~the Council's~~ its website;
- make the document available for inspection ~~or~~ and purchase at the Local Services Points at the Abbey House, Abingdon and Grove Street, Wantage and the Council's Office in Faringdon;
- make the document available for inspection at local libraries in the district, Didcot library and Westgate library in Oxford;
- consult neighbouring local authorities, Oxfordshire County Council and the South East England Regional Assembly ~~unless they request otherwise.~~

5.22 The Council may:

- consult other relevant organisations from Appendix 2.

### **Issues and Options Stage**

5.23 This is a key part of the process for preparing Local development ~~plan~~ documents because it allows the public and stakeholders to put forward their views and ideas on the range of issues and options being considered in a particular Development Plan Document.

5.24 **At this stage to meet Government requirements the Council will carry out early informal consultation by writing to:**

- **Relevant 'specific' and general consultation bodies set out in Appendix 2, on the issues and alternative options being considered for inclusion in the Development Plan Document;**
- **The Government Office for the South East.**

5.25 In addition the Council will:

- Use the Council's website to publish the proposed Issues and Options Report, ~~and~~ publicise any consultation exercises and seek views and opinions on the key issues ~~and options~~;
- Issue local press and media releases to provide information about the proposed Issues and Options Report and publicise the consultation exercise and seek views and opinions on the key issues ~~and options~~;

- Make copies of the documentation available for inspection and purchase at the Local Services Points at the Abbey House, Abingdon and Grove Street, Wantage and the Council's Office in Faringdon;
- Make copies of the documentation available at local libraries in the district, Didcot library and the Westgate library in Oxford;
- Make standard forms available for people to make representations.

5.26 Where the Council considers it will add value to the consultation process and make it easier for the community to be involved, the Council may also:

- Use questionnaires to gauge wider public opinion;
- Hold meetings with key stakeholders and organisations (para 5.7) for topic based or site specific Development Plan Documents;
- Hold staffed or un-staffed public exhibitions to seek the public's views and opinions on the key issues and options;
- Advertise the Issues and Options stage by placing posters in the local area. This could be achieved by distributing posters to town and parish councils and parish meetings, local businesses (including retailers and public houses), local organisations and other public buildings including community and leisure centres;
- Use Vale Views to provide information about the proposed Development Plan Document, publicise any consultation exercises and seek views and opinions on key issues and options;
- Use the existing Citizens Panel and Youth Forum to gauge community opinion;
- Distribute leaflets containing information on where the documents can be viewed and the date(s) and venue(s) of any community involvement exercise;
- Hold a stakeholder working group and/or a public workshop for topic based or site specific supplementary planning documents.

### **Preferred Option and Draft Policies Stage**

5.27 This is a key formal stage where the community and stakeholders have their say on the emerging document. There is a six week period specified by regulation to give the community and stakeholders the opportunity to make representations on the approach the Council is proposing to take to address the key issues.

5.28 **To meet the Government's requirements the Council will invite representations by:**

- **Sending relevant 'specific' and 'general' consultation bodies from Appendix 2 a copy of the Preferred Option document;**
- **Sending four paper copies and one electronic copy of the Preferred Option documentation to the Government Office for the South East and one paper copy and one electronic copy to the Planning Inspectorate;**

- **Making the Preferred Option document available for inspection during normal office hours at the Local Services Points at the Abbey House, Abingdon and Grove Street, Wantage and the Council’s Office in Faringdon;**
- **Publishing on the Council’s website the Preferred Option documentation, any supporting information and details of when and where the documents are available for inspection;**
- **Publishing a statutory notice in a local newspaper (using the Oxford Mail and the Wiltshire Gazette and Herald);**
- **Making copies of any representations received available for inspection at the Local Services Point at The Abbey House, Abingdon.**

5.29 In addition the Council will:

- Continue to meet with key stakeholders and organisations (para 5.7);
- Make the Preferred Option documentation available for inspection at all local libraries in the district, Didcot library and the Westgate library, Oxford;
- Issue local press and media releases advertising the publication of the Preferred Option document and inviting public comment and involvement;
- Make standard forms available for people to make representations;
- Inform other organisations who may have an interest in the Preferred Option Supplementary Planning document and individuals who have asked to be kept informed that the document is available.

5.30 Where the Council considers that it will add value to the consultation process and make it easier for the community to be involved, the Council may also:

- Use questionnaires to gauge public opinion on the Preferred Option and Draft Policies;
- Hold staffed or un-staffed public exhibitions to seek the public’s views;
- Advertise the publication of the Preferred Option document for site specific DPDs by placing posters in the local area. This could be achieved by distributing posters to town and parish councils and parish meetings, local businesses (including retailers and public houses) local organisations and other public buildings including community and leisure centres;
- Distribute leaflets containing information on where the documents can be viewed and the date(s) and venue(s) of any community involvement exercise;
- Use the existing Citizens Panel and Youth Forum to gauge opinions;
- Use Vale Views to provide information about the proposed development plan document, publicise any consultation exercises and seek views on the preferred option.

#### **Submission to the Secretary of State**

5.31 Following community involvement on the Preferred Option stage, the draft Development Plan Document will be prepared and submitted to the Secretary of State, together with a ‘Statement of Compliance’ indicating how the Council has complied with the Statement of Community Involvement or minimum requirements of the Regulations.

5.32 Following submission there is a further formal consultation period of six weeks to allow the community and stakeholders to submit any representations to be considered by the independent inspector at the examination stage. This is the final consultation stage in the preparation of a Development Plan Document and the public can submit representations at this stage even if they have not been involved in the earlier stages. This will follow the same process as followed in paras 5.29-5.31 above. **To meet the Government's requirements at this stage the Council will also**

- **Write to all those who requested to be notified of submission to the Secretary of State.**

#### **Dealing with the representations received at the submission stage**

5.33 **To meet the Government's requirements at this stage the Council will:**

- **Make the representations available for inspection at the Local Services Point at the Abbey House, Abingdon;**
- **Send a **paper** copy of all the representations to the Secretary of State together with a summary of the main issues raised in the representations **in paper and electronic form**;**
- **Publish a summary of the representations received on the Council's website.**

5.34 In addition the Council will:

- Make copies of the summary of representations available for inspection at the Local Services Point in Grove Street, Wantage and the Council's Office in Faringdon.

#### **Further consultation on site allocations at the submission stage**

5.35 If a Development Plan Document is making site allocations and at the end of the six week 'submission' consultation period comments are made which propose that alternative sites are considered for development, then those comments have to be made available for public inspection for a further period of six weeks to allow for submission of representations. Any comments received will be submitted to the independent examination.

5.36 **To meet the Government's requirement the Council will invite comments on the suggested alternative sites by:**

- **Sending relevant 'specific' and 'general' consultation bodies ~~in~~ **from** Appendix 2 a summary of the alternative sites suggested;**
- **Making the details of the alternative sites available for inspection at the Local Services Point at the Abbey House, Abingdon;**
- **Publishing a summary of the alternative suggested sites on the Council's website;**

- **Publishing a statutory notice in a local newspaper (using the Oxford Mail and the Wiltshire Gazette and Herald).**

5.37 In addition the Council will:

- Make a summary of the suggested alternative sites available at the Council's Local Services Point at Grove Street, Wantage and the Council's Office in Faringdon;
- Send a summary of the representations to town and parish councils affected by the alternative sites and inform all others by letter that the summary is available.

5.38 Once the representation on the suggested alternative sites have been received the Council must:

- **Send a copy of all the representations to the suggested alternatives sites to the Secretary of State along with a summary of the main issues raised in the representations in paper and electronic form.**

In addition the Council will

- Put a summary of the representations on the alternative sites on its website and make it available for inspection at the Local Services Point at The Abbey House, Abingdon and Grove Street, Wantage and the Council's Office in Faringdon.

### **Public Examination**

5.39 A public examination will be held and any representations received considered by an independent planning inspector. The examination will consider the soundness of the Development Plan Document and include an assessment of the evidence base for the plan and the outcomes of the Sustainability Appraisal. It will also include an assessment of whether public participation was undertaken in accordance with the Statement of Community Involvement and whether the views and opinions of the community have been taken into account in the preparation of the Development Plan Document. It should be noted that whether or not representations are received, an independent Examination will be held to consider the 'soundness' of the Development Plan Document. A pre-examination meeting to clarify procedural matters will be held no later than two months in advance of the opening day of the examination.

5.40 **To meet the Government's requirements the Council will at least 6 weeks before the examination starts, give details of the time and place of the examination and the name of the inspector:**

- **In a statutory notice in a local newspaper (using the Oxford Mail and Wiltshire Gazette and Herald)**

- **On the Council's website**
- **To any person who has made representations on a Development Plan Document or on any alternative site proposed by third parties and not withdrawn those representations. The Council will also notify those persons who asked to be kept informed.**

#### **Inspector's Report**

5.41 After the examination, the planning inspector will produce a report, which identifies any changes to be made to the Development Plan Document and the reasons for them.

5.42 **To meet the Government's requirements the Council will:**

- **Publish a copy of the Inspector's recommendations and the reasons for the recommendations at the Local Services Points at the Abbey House, Abingdon and Grove Street, Wantage and the Council's Office in Faringdon and on the Council's website.**
- **Give notice to any person who asked to be notified of the publication of the Inspector's recommendations.**

#### **Adoption**

5.43 The Inspector's report and its findings are binding on the Council, and the Development Plan Document must be amended in accordance with this. The Council then formally adopts the Development Plan Document, which will become part of the Local Development Framework and Council policy.

5.44 **To meet the Government's requirements the Council will, once the Development Plan Document is adopted:**

- **Make available the adopted Development Plan Document, an Adoption Statement, and the Inspector's recommendations for inspection at the Local Services Points at the Abbey House, Abingdon and Grove Street, Wantage and the Council's Office in Faringdon, and on the Council's website;**
- **Publish a statutory notice in a local newspaper (using the Oxford Mail and the Wiltshire Gazette and Herald) advertising the fact that the adopted Development Plan Document and Adoption Statement are available for public inspection;**
- **Send any person who has asked to be notified of the adoption of the Development Plan Document a copy of the Adoption Statement;**
- **Send a paper copy and electronic copy of the Development Plan Document and the Adoption Statement to the Secretary of State.**

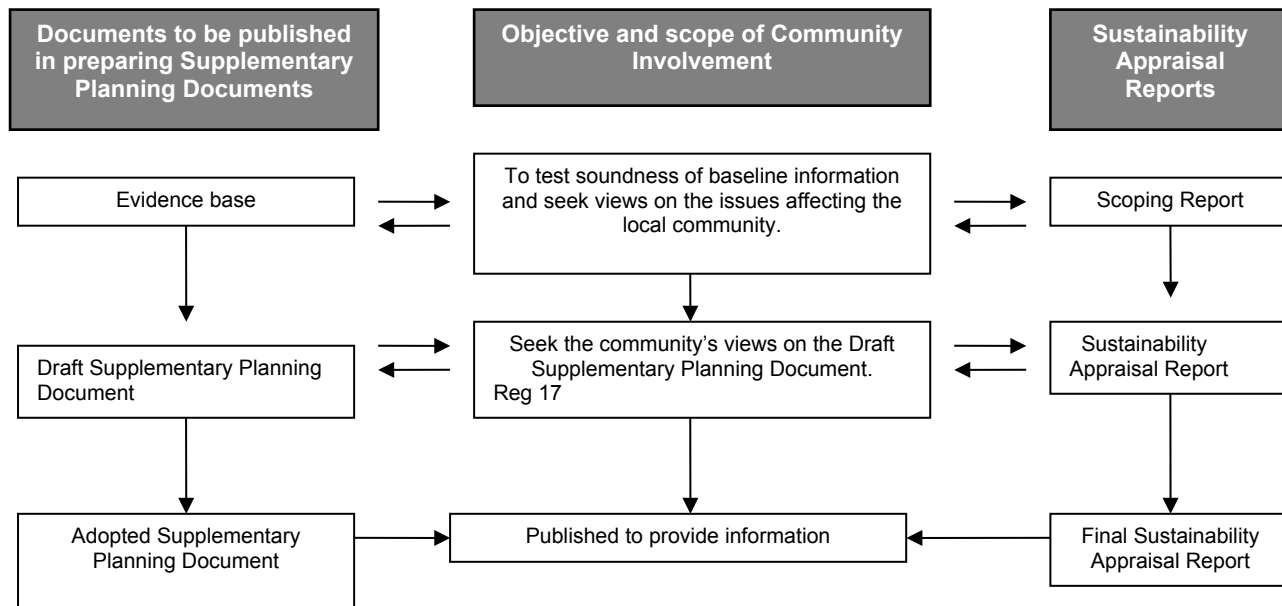
5.45 In addition the Council will:

- Issue local press and media releases publicising the adoption of the Development Plan Document;
- Make copies of the documentation available in all local libraries in the district, Didcot library and the Westgate library, Oxford;
- ~~Notify all individuals and organisations on its consultee database of the adoption of the Development Plan Document.~~

### **Supplementary Planning Documents**

5.46 The process for preparing supplementary planning documents is not as lengthy as that for preparing Development Plan Documents. The main stages and the relationship with the relevant Sustainability Appraisal is set out in the diagram below.

**Figure 4. Process for preparing a Supplementary Planning Document**



### **Evidence Base and Scoping Report**

5.47 This stage will include survey information, background evidence and the proposed scope of the Sustainability Appraisal for consultation with relevant stakeholders, groups and organisations. The Council will also seek the community's views on the issues and options to be considered.

5.48 The Council will:

- Write to or e-mail those relevant organisations in Appendix 2 that the Council considers to be affected by the proposed Supplementary Planning Document;
- Use the Council's website to provide information about the proposed Supplementary Planning Document, seek views and opinions on the policy issues, and publicise any public involvement exercises; and
- Meet with key stakeholders and organisations (paragraph 5.7 above).

5.49 Where the Council considers it will add value to the consultation exercise and make it easier for the community to be involved the Council may also:

- Use questionnaires to gauge public opinion on the policy issues for the Supplementary Planning Document;
- Hold a stakeholder working group and/or a public workshop for topic based or site specific Supplementary Planning Documents;
- Set up staffed public exhibitions or hold interactive workshops to help the Council understand the wider public's opinion.

#### **Consultation on the Draft Supplementary Planning Document**

5.50 This stage involves publication of the draft Supplementary Planning Document and a 'Statement of Conformity' statement setting out how the Council has complied with the Statement of Community Involvement during which time the community are invited to make representations. This is a key formal stage for the community to have their say and influence the final content of the Supplementary Planning Document.

5.51 **To meet the Government's requirements the Council will:**

- **Send relevant 'specific' and 'general' consultation bodies in Appendix 2 a copy of the draft Supplementary Planning Document and a statement of consultation;**
- **Make the draft Supplementary Planning Document and a statement of Consultation setting out how the Council has complied with the SCI available for inspection at the LSPs at the Abbey House, Abingdon and Grove Street, Wantage and the Council's Office in Faringdon, which to comply with the regulations will last from 4 to 6 weeks.**
- **Publish the draft Supplementary Planning Document and a statement of consultation setting out how the Council has complied with the SCI on the Council's website at [www.whitehorsedc.gov.uk](http://www.whitehorsedc.gov.uk)**
- **Publish a notice in a local newspaper (using the Oxford Mail and the Wiltshire Gazette and Herald) stating where the draft Supplementary Planning Document and the Statement of Consultation are available for inspection and the period of consultation which will last from 4 to 6 weeks to comply with the regulations and depending on the nature of the SPD.**



5.52 In addition the Council will:

- Use the Council's website to provide information about the draft Supplementary Planning Document and to seek views and opinions on the draft or to publicise any public involvement exercises;
- Make the draft Supplementary Planning Document, and the consultation statement available for inspection at all **relevant** local libraries, **which may include** Didcot library and the Westgate library, Oxford;
- Continue to meet with key stakeholders (para 5.7);
- Inform other organisations who may have an interest in the Supplementary Planning Document and individuals who have asked to be kept informed that the document is available.

5.53 Where the Council considers it will add value to the consultation process and make it easier for the community to be involved the Council may also:

- Hold public workshops and/or focus group meetings for site specific Supplementary Planning Documents;
- Use questionnaires to gauge public opinion;
- Distribute leaflets containing information on where the documents can be viewed and the date(s) and venue(s) of any community involvement exercise;
- Advertise the publication of site specific draft Supplementary Planning documents by placing posters in the local area. This could be achieved by distributing posters to town and parish councils and parish meetings, local businesses (including retailers and public houses) local organisations and community centres;
- Use the existing Citizens Panel and Youth Forum to gauge opinion.

5.54 The Council will consider and analyse the representations received and make changes it considers necessary. A final version of the Supplementary Planning Document will be prepared along with a statement that summarises the main issues raised in the representations received and how these issues have been addressed in the Supplementary Planning Document the Council intends to adopt.

### **Adoption**

5.55 The Council will adopt the Supplementary Planning Document. Although a non-statutory document, once adopted the Supplementary Planning Document will become part of the Local Development Framework and a material consideration in the determination of planning applications.

5.56 **To meet the Government's requirements the Council will:**

- **Make the adopted Supplementary Planning Document, along with the consultation statement and the adoption statement, available for inspection or purchase during normal office hours at the Local Services Points at the Abbey House, Abingdon and Grove Street, Wantage and the Council's Office in Faringdon and on the Council's website**

- **Send the adoption statement and consultation statement for the Supplementary Planning Document to any person who asked to be notified.**

5.57 In addition the Council will:

- Make the adopted Supplementary Planning Document, the adoption statement and consultation statement available for inspection at all relevant local libraries, which may include Didcot library and the Westgate library, Oxford.

### **Sustainability Appraisal**

5.58 Sustainability Appraisal enables the Council to assess the effects of its policies and proposals as they evolve through the process of preparing the relevant Development Plan Document and Supplementary Planning Document. For each Development Plan Document as set out in Figure 3 the Council will:

- During the pre-production stage, consult on the Evidence Base and Sustainability Scoping Report. This will include information on the context and sustainability objectives, the baseline information and the scope of subsequent sustainability appraisals;
- At the issues and options stage, consult on the Outline Sustainability Report which will test the DPD's objectives, predict and evaluate the effects of the options and consider ways of mitigating adverse effects and maximising beneficial effects of the DPD;
- At the preferred option and draft policies stage, consult on the Initial Sustainability Report of the preferred option and draft policies. The report will also propose measures to monitor the significant effects of implementing the DPD;
- When the draft DPD is submitted to the Secretary of State, invite comments on the Sustainability Report prior to the independent examination;
- At adoption, publish the Final sustainability Appraisal Report

Any one proposing an alternative site at the submission stage will be required to submit a Sustainability Appraisal of that site.

A similar process will be carried out for each Supplementary Planning Document as set out in Figure 4.

5.59 When publishing the Sustainability Appraisal Reports for each of the stages set out in the diagrams 'Process of Preparing Development Plan Documents' and 'Process of Preparing Supplementary Planning Documents' **the Council will, in order to meet the Government's requirements:**

- **Send copies to the Countryside Agency, English Heritage, English Nature and the Environment Agency.**

5.60 In addition the Council will:

- Make the document available to view and download on the Council's website;
- Make the documents available for inspection or purchase at the Local Services Points at The Abbey House, Abingdon, and Grove Street, Wantage and the Council's Office in Faringdon;
- Send a paper copy and an electronic copy to the Government Office for the South East and the Planning Inspectorate;
- Make the document available for inspection at relevant local libraries in the district, which may include Didcot library and Westgate library in Oxford;
- Consult relevant town and parish councils within the district and neighbouring local authorities, Oxfordshire County Council and the South East England Regional Assembly unless they request otherwise.

5.61 The Council may:

- Consult other relevant organisations from Appendix 2

## 6.0 COMMUNITY INVOLVEMENT IN PLANNING APPLICATIONS

6.1 An important part of the Council's planning service is to consult with the community to find out what people think about planning applications. This section of the Statement of Community Involvement sets out the Council's policy for future consultation on planning applications.

### **How will the Council consult on planning applications?**

6.2 The Council deals with about 1,800 planning applications a year. Many of the applications will only be relevant to immediate or close neighbours. Other applications, because of their scale, location or the nature of the proposal, will be of significance to the wider community. Inevitably, therefore, the level of community consultation and involvement provided for by the Council will depend on the nature of each individual application.

6.3 The Council will take the following steps to ensure community involvement in the consideration of **all** ~~planning~~ applications **submitted under the Town and Country Planning legislation.**

- When the Council receives a planning application, those properties which adjoin the application site will be notified by letter and given 21 days to comment. For larger development proposals, letters will be sent out more widely, the extent of this depending principally upon the scale of the proposal. Where the owner or occupier of neighbouring land cannot be readily identified, the Council may put up a site notice on or near the site.
- All planning applications received will be entered in the planning register, which contains full details of current applications and the decisions reached on all applications. The register will be available for inspection at the Local Services Point at the Abbey House, Abingdon.
- Copies of planning applications received will be available for inspection at the relevant Local Services Point either at the Abbey House, Abingdon, Grove Street, Wantage or the Council's Office in Faringdon.
- Copies of all planning applications received will be sent to the relevant town/parish council or parish meeting who will be given 21 days to comment. The town or parish council will also be encouraged to make copies available for local residents to see. If an application is amended significantly the District Council will send copies of the revised application to the relevant town/parish council or parish meeting for further comment.
- Weekly lists of applications received and decisions made will be produced and published on the Council's website, and made available to see at the Local Services Points at the Abbey House, Abingdon and Grove Street, Wantage and the Council office in Faringdon. Paper copies of the weekly lists will be available to local organisations and individuals at nominal cost, sufficient to cover printing and postal costs.

- Hard copies of planning applications will be made available for viewing at the Local Services Points at the Abbey House, Abingdon and Grove Street, Wantage and the Council office in Faringdon.
- If an application is significantly amended the Council will send a further round of consultation letters to adjoining properties and to any additional people or organisations who have already written in with comments on that application.
- The Council will receive, handle and respond to comments forwarded by conventional post, fax and e-mail. All comments received will be taken into account and acknowledged in writing by conventional post.
- When a decision on an application is issued to the applicant or his/her agent, the Council will send letters to all those who submitted written comments on the application, advising whether the application has been approved or refused. A copy of the Decision Notice will also be sent to the relevant town/parish council or parish meeting.
- The minutes of all decisions made at the previous Development Control Committee will be included on the agenda for the next appropriate Committee.

6.4 In addition, and in accordance with current legal requirements, the Council will advertise certain submitted applications in the weekly local press (the Herald Group, the Oxford Times and the Wiltshire Gazette and Herald) and on site notices displayed on or close to the site. This applies to all applications within the following categories. (The categories may be reviewed if legal requirements change):

- Proposals which affect the character or appearance of a conservation area;
- Proposals for works to listed buildings, or which are likely to affect the setting of listed buildings;
- Proposals affecting public rights of way;
- Other proposals likely to be of wider interest to the community (such as planning applications for telecommunication masts, wind turbines);
- Proposals which are a 'departure' from the development plan;
- Major development proposals (10 or more dwellings or 1000 square metres or more of floorspace);
- Proposals which are subject to an Environmental Impact Assessment.

21 days will be allowed for comments to be made in response to the press advertisements and site notices.

6.5 The Council will seek to involve other organisations, both local and national in the planning application process. Statutory consultations will be carried out on many applications with bodies such as Oxfordshire County Council (highway, archaeology and strategic planning issues) and the regional offices of English Heritage (important listed building/conservation area/ancient monument issues), English Nature, the Environment Agency and the Highways Agency. A range of **relevant** local non-statutory bodies who can

offer valuable advice ~~may~~ **will** also be consulted, such as local residents groups and local branches of national organisations such as the Ramblers Association. The organisations which the Council will consult will vary with the nature of the proposal and its location. Consultees will have 21 days in which to comment.

6.6 In addition the Council is working to improve the electronic accessibility of the planning service and to the planning application process in particular. This is explained in more detail at paras 6.19-6.21.

### **Feedback on the Planning Service**

6.7 In addition to consulting on individual ~~planning~~ applications **submitted under the Town and Country Planning legislation**, the Council will seek feedback from customers on the way the planning application process is delivered. This will be done using the following methods:

- An Agents Forum with local agents to discuss the Council's development control performance and inform agents of changes to the service.
- Occasional planning evenings for town/parish councils and parish meetings to discuss common, planning related issues.
- Use of an Architects Panel. To ensure that it has independent design advice the Council has set up a local Architects Panel for sensitive and major developments. The panel has been set up in accordance with the Royal Institute of British Architects guidance with local architects providing the advice.

6.8 In addition to the above the Council may consider using its Citizens Panel and Youth Forum to seek feedback on the way the planning application process is delivered.

### **How are decisions made on planning applications?**

6.9 There are two main ways that planning and related applications are determined; either by the Development Control Committee or by Council Officers under delegated powers.

6.10 The Council has a Development Control Committee which meets every 2 weeks. The meetings alternate to consider applications from the north and the south of the district and meetings take place at variety of venues to enable local communities to engage with and see the process in action.

6.11 About 90% of all applications are not considered by the Development Control Committee but are delegated to the Assistant Director (Planning) or Development Control Manager to determine, either alone or following consultation with the Chair of the Development Control Committee. The scheme of delegation helps the Council to meet the Government's requirement for decisions to be made speedily and efficiently. This scheme, which was last revised in July 2005, ensures that those applications likely to be of most interest to the local community will be considered by the Development Control Committee. This includes applications where the town/parish council or parish meeting objects or where four or more written objections are received, and the Officer recommendation is to grant planning permission.

**How can comments on applications submitted under the Town and Country Planning legislation be made?**

- 6.12 Any member of the public can make a comment on a planning application. It is not necessary for them to have received a formal letter of consultation from the Council.
- 6.13 Comments on planning applications must be received within the specified time. This will usually be 21 days from the date either specified in the consultation letter or displayed on the site notice or in the newspaper advertisement. The comments can be made in writing, by letter, fax or electronically by email. All comments received will be acknowledged in writing.
- 6.14 All written comments will be taken into account by the Development Control Committee or the Assistant Director Planning or Development Control Manager and Committee Chair under delegated authority before the planning application is determined.
- 6.15 Anyone who has submitted written comments will have be notified of the opportunity to speak at the Development Control Committee in the event of the application being determined by Committee. This includes applicants, objectors, supporters and their representatives. In addition representatives of the relevant town council, parish council or parish meeting and any other person who registers a wish to speak may address the Committee. Petitions may also be handed in to the Chair at the time of the Committee meeting.
- 6.16 The applicant, agent or anyone who has written either objecting to, or supporting an application which is to be determined by the Development Control Committee will be informed in writing of the date, time and venue of the meeting approximately ten days in advance.
- 6.17 Development Control Committee agendas, including the Planning Officer's reports will be available to see on the Council's website normally from the Monday of the week before the meeting and at the Local Services Points at the Abbey House, Abingdon and Grove Street, Wantage and at the Council's Office in Faringdon.
- 6.18 Full details of the Speaking at Committee procedure are contained in the Council's free leaflet 'Getting your voice heard on planning applications', which will be sent in the post to everyone who has submitted written comments on those applications due to be determined by the Development Control Committee. The leaflet is available on the Council's website.
- 6.19 **The Council's website:**

Currently the Council's website contains the following information relating to the Development Control process and service:

- dates of future Development Control Committee meetings;
- copies of the Development Control Committee agendas and minutes of previous meetings;

- details of how to speak at Development Control Committee meetings and how to make representations on planning applications by letter, fax or email;
- copies of the weekly lists of planning applications received and planning decisions made;
- details of submitted appeals and decision on appeals and the status of current appeals;
- details of the Council's local plan policies;
- links to the Planning Portal.

6.20 The Council can now also receive planning applications electronically via the Planning Portal [www.planningportal.gov.uk](http://www.planningportal.gov.uk) the Government's on-line planning information service.

6.21 A further significant initiative to improve the electronic accessibility of the Planning Service ~~will be~~ **is** the ~~recent~~ inclusion on the Council's website of the full details of all new ~~planning~~ applications ~~under the~~ **Town and Country Planning Acts**. All of the information submitted with new applications, including plans, drawings and background documents ~~will be~~ **are** shown on the website. ~~It is intended that this facility will be available from December 2005.~~ As part of the facility, comments on the applications displayed on the website ~~will be able to~~ **can** be submitted electronically by means of a direct link to the Council's development control mailbox.

#### **Pre-submission consultation on planning applications**

6.22 The Council will continue to welcome and provide opportunities for applicants and/or their agents to discuss any development proposals with Planning Officers before they submit an application for planning permission.

There are a number of benefits to this approach:

- It can help to determine if the development is likely to be acceptable in principle;
- It can help to improve the quality of the proposals and ensure the relevant level of detail accompanies the application to enable the Council to consider and determine the application without unnecessary delay;
- It can help reduce objections being lodged against the proposal and so ensure a speedier decision.

6.23 The Council will encourage all applicants and their agents to consult with their neighbours before they submit a planning application.

6.24 Where appropriate for major applications, the Council will advise developers to consult more widely by letter, leaflet or newsletter or hold a public exhibition of their proposal. They could consider involving not just individual residents but **town and parish councils**, local amenity groups and residents organisations. In some circumstances, it may be appropriate for applicants to consult with national organisations **and**



statutory consultees such as English Heritage, the Environment Agency, or the Commission for Architecture and the Built Environment prior to the submission of their application.

- 6.25 For major or sensitive proposals, the Council has developed a proactive 'development team' approach which has been successful in adding value to the quality of the outcome of major developments. This involves planning officers agreeing a project plan with developers and landowners setting out a timetable for the processing and determination of an application. The 'agreement' requires that where possible the developers and landowners undertake technical discussions with planning officers and major consultees before the submission of an application on the understanding that, when submitted, their application will be considered by Committee on a pre-determined date. The development team approach will continue to be employed where major development proposals are submitted for determination.

#### **Advice on whether planning permission is required**

- 6.26 The Council will provide a form free of charge for householders to complete and return so that Planning Officers can advise them in writing whether or not planning permission is required for works proposed to be carried out to their property.

#### **Community involvement in very major applications**

- 6.27 For some very major planning applications of more than local significance the Council will ~~consider~~ make special arrangements to secure community involvement. Depending on the scale and type of application this could involve for example, special meetings of the Development Control committee meetings with town or parish councils, or use of its website to publicise the application and seek comments as it progresses through the system.

#### **Community involvement in major proposals not involving planning applications**

- 6.28 Thames Water has secured the necessary funding from OFWAT to fund studies and make the necessary application for an Upper Thames Major Resource Development (the Reservoir). Thames Water has indicated that the decision to proceed with the proposal will be made in 2006 and if it decides to proceed it will be submitting proposals at some time during 2007. The application will not be made under the Town and Country Acts and so no planning application will be submitted. Instead an application for a Compulsory Works Order Procedure under the provisions of S167 of the Water Industry Act 1991 will be submitted directly to the Secretary of State and if granted the Secretary of State will grant deemed planning permission for the proposed works. The Council will be developing specific consultation arrangements to deal with this application.

## **7.0 MONITORING THE STATEMENT OF COMMUNITY INVOLVEMENT**

- 7.1 The Council is required to prepare an Annual Monitoring Report for the Local Development Framework, which will be published and submitted to the Secretary of State by the end of December each year. This will report on the preparation and implementation of the Local Development Documents.
- 7.2 The Statement of Community Involvement will be reviewed and revised only if significant changes have occurred in the types of groups which the Council wishes to engage, or different techniques for consultation are to be employed.
- 7.3 In addition to this, the Council will monitor the Local Development Framework process and evaluate individually the main community involvement exercises. In particular, it will assess the methods of consultation used and their appropriateness and effectiveness. To enable this, the Council will produce evaluation forms, and make them available on the Council's website, to obtain feedback from consultees.

## **8.0 RESOURCES**

- 8.1 Involving the community fully and effectively in developing the Local Development Framework and in the consideration of planning applications will require considerable resource investment. The Council will endeavour to ensure that resources are in place to meet the cost of recruiting and retaining the necessary skilled and qualified staff, essential publicity, the production of leaflets, documents and exhibitions, the hire of premises and, where necessary, engaging consultants and facilitators. Nevertheless, the cost of providing these services will need to be balanced against those of other essential Council services and priorities.

**Local Development Framework: Staffing**

- 8.2 The bulk of the community involvement work on Local Development Document's will be carried out by staff from the Planning Policy Team. This team consists of 5 full time qualified town planners, two trainee planners, a planning technician, a transport engineer and a part time administrative assistant. Project management will be the responsibility of the Section Head (Strategic Planning). There will also be some limited input from the Development Control Manager, the Section Head (Transportation), the Council's Environmental Health Team, the Social and Cultural Services Directorate and Legal Services. In some circumstances the Council will consider the use of outside consultants if it can be demonstrated that this will enable consultation to be carried out more effectively and efficiently, or for specific projects if there is a lack of capacity or expertise in house. In the past this has included such matters as advice on retail capacity and affordable housing and use of external facilitators to assist with public consultation workshops.

**Local Development Framework: Financial resources**

- 8.3 Sufficient budget has been allocated to meet the costs of the consultation proposed in this financial year 2005/2006 and bids have been made for the next financial year. In addition budget provision has been made to complete the adoption of the Vale of White Horse Local Plan 2011, including the substantial printing and web site costs that will be incurred post adoption. As in previous years the Council intends to continue to invest annually in its Local Plan Inquiry Fund (renamed the Local Development Framework Fund) to ensure there will be adequate budget provision to meet the costs of the various future stages in Development Plan Document preparation, including the independent examinations. In addition the Council may consider using some of its Planning Delivery Grant award for community involvement should its current budget provision and forecasts prove inadequate.

**Development Control: Staffing**

- 8.4 The Development Control function is carried out by staff from the Development Control Service. This consists of a north and south team, an enforcement team and administrative back up, all managed by the Development Control Manager. In some circumstances the Council may use outside consultants to provide additional capacity in support of its in-house service or where there is a lack of expertise in-house. In the past this has included such matters as advice on retail capacity, agricultural use and highway matters.

**Development Control: Financial resources**

8.5 Sufficient budget has been allocated to meet the costs of community involvement in this financial year and bids made for the next financial year.

8.6 The Council has established a reservoir fund which will be used to cover public consultation costs assuming the Council wishes to seek views from the local community on the Upper Thames reservoir proposal prior to making its own representations to the Secretary of State. This fund is also available to cover legal and consultants costs.

**Making efficient use of resources**

8.7 Wherever possible the Council will seek to use resources efficiently and effectively by:

- linking consultation on different Development Plan Documents and Supplementary Planning Documents with other strategies, including the Community Strategy, This will minimise consultation time and help to reduce consultation fatigue within the local community
- choosing the most appropriate and efficient methods of participation by targeting consultation at a level appropriate to the document being produced or the planning application being considered. This will also be dependent on the resources available at the time.
- ensuring that the public have access to information on how, when and where they can respond to planning applications and participate in the different stages of developing the Local Development Framework through the Council's website and the local press.

## 9.0 OTHER COUNCIL STRATEGIES

- 9.1 The production of the Local Development Documents and the community involvement in their preparation should link with other Council strategies and community involvement processes.
- 9.2 The Vale Strategic Partnership consists of large organisations in the Vale which came together to develop the Vale Community Strategy 2004-2008 based on widespread local involvement. The aim of the Vale Community Strategy is to identify priorities across nine strands relating to Transport, Access to Services, Recreation, Culture and Leisure, Safe and Supportive Communities, Town and Village Vitality, Environment, Housing, Education and Lifelong Learning and Health and Wellbeing and to detail how the Vale Strategic Partnership will work with the local community to address them.
- 9.3 The Local Development Documents prepared as part of the Vale of White Horse Local Development Framework will have regard to the Community Strategy and wherever appropriate will seek to reflect those aspects of the Community Strategy that have a land use perspective. Community involvement in the preparation of these documents will, where appropriate, be linked with community involvement initiatives for the Community Strategy.
- 9.4 It is anticipated that the Council's Senior Management restructuring, by bringing the Local Development Framework and the Community Strategy under a single Assistant Directorship, will foster greater links between the Local Development Framework and the Community Strategy.
- 9.5 The Council has a number of other strategies which have spatial implications or relate to consultation procedures. These include
- The Vale Arts Development Strategies 2001-2005 and the Policy Statement on Flood Defence 2001. Account will need to be taken of strategies that are in the course of preparation such as the Vale's Housing Strategy which is reviewed annually.
  - Those prepared in partnership with other organisations such as the integrated transport strategies for Abingdon and Didcot and the Wantage and Grove Area Strategic Transport Study and the North Wessex Downs AONB Management Plan.
  - Those which are principally the responsibility of other organisations but which may have implications for the District, including the North Wessex Downs AONB Management Plan, the Local Transport Plan for Oxfordshire 2001-6 and the Second Local Transport Plan for Oxfordshire.
- 9.6 The Council works jointly with other authorities to devise strategies for, for example, the North Wessex Downs AONB and integrated transport strategies. These working arrangements will continue and consultation on any documents will where practicable run concurrently.

## Appendix 1

### Consultation Bodies Specified in PPS12

#### Relevant to the Vale

An extract from Planning Policy Statement 12: Local Development Frameworks listing the consultation bodies referred to in the Town and Country Planning (Local Development) (England) Regulations 2004. (Consultation bodies not relevant to Vale of White Horse have been omitted).

This is not the definitive list of all our consultees. We have many local organisations and individuals on our database.

#### Specific consultation bodies

E1 The following bodies are specific consultation bodies and must be consulted in accordance with the Act and Regulations:

- (a) The regional planning body if the local planning authority's area is in a region other than London;
- (b) A relevant authority any part of whose area is in or adjoins the area of the local planning authority;
- (c) The Countryside Agency;
- (d) The Environment Agency;
- (e) Highways Agency;
- (f) The Historic Buildings and Monuments Commission for England;
- (g) English Nature;
- (h) The Strategic Rail Authority;
- (i) A Regional Development Agency whose area is in or adjoins the area of the local planning authority;
- (j) Any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3)(a) of the Communications Act 2003;
- (k) Any person who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority; and
- (l) Any of the bodies from the following list who are exercising functions in any part of the area of the local planning authority;
  - i. Strategic Health Authority
  - ii. Person to whom a licence has been granted under Section 7(2) of the Gas Act 1986
  - iii. Sewerage undertaker; and
  - iv. Water undertaker.

## Appendix 1

## **Government Departments**

E2 The appropriate Government Office for the region should also be consulted and will often be the first point of contact for consultation with central Government Departments. In addition, local planning

authorities are strongly advised to consult any Government Departments or agencies where those departments or agencies have large land holdings in the area covered by a local development document. This will ensure that local planning authorities are fully aware of the possible need for expansion of existing facilities or, more importantly, the likelihood of large-scale land disposals taking place within the period of time covered by the local development document.

- (a) Home Office;
- (b) Department for Education and Skills (through Government Offices);
- (c) Department for Environment, Food and Rural Affairs;
- (d) Department of Transport (through Government Offices);
- (e) Department of Health (through relevant Regional Public Health Group);
- (f) Department of Trade and Industry (through Government Offices);
- (g) Ministry of Defence;
- (h) Department of Work and Pensions;
- (i) Department of Constitutional Affairs;
- (j) Department for Culture, Media and Sport;
- (k) Office of Government Commerce (Property Advisors to the Civil Estate).

## **General consultation bodies**

- (a) Voluntary bodies some or all of whose activities benefit any part of the authority's area;
- (b) Bodies which represent the interests of different racial, ethnic or national groups in the authority's area;
- (c) Bodies which represent the interests of different religious groups in the authority's area;
- (d) Bodies which represent the interests of disabled persons in the authority's area; and
- (e) Bodies which represent the interests of persons carrying on business in the authority's area.

## **Other consultees**

E3 Local planning authorities should also consider the need to consult, where appropriate the following agencies and organisations in the preparation of local development documents.

## **Appendix 1**

- (a) Age Concern;
- (b) Airport Operators

- (c) British Chemical Distributors and Trade Association;
- (d) British Geological Survey;
- (e) British Waterways, canal owners and navigation authorities
- (f) Centre for Ecology and Hydrology;
  
- (g) Chambers of Commerce, local CBI and local branches of Institute of Directors;
- (h) Church Commissioners;
- (i) Civil Aviation Authority;
- (j) Commission for Architecture and the Built Environment;
- (k) Commission for New Towns and English Partnerships;
- (l) Commission for Racial Equality;
- (m) Crown Estate Office;
- (n) Diocesan Board of Finance;
- (o) Disability Rights Commission;
- (p) Disabled Persons Transport Advisory Committee;
- (q) Electricity, Gas and Telecommunications Undertakers, and the National Grid Company;
- (r) Environmental groups at national, regional and local level, including:

- i. Council for the Protection of Rural England;
- ii. Friends of the Earth;
- iii. Royal Society for the Protection of Birds;
- iv. Wildlife Trusts;

- (s) Equal Opportunities Commission;
- (t) Fire and Rescue Services;
- (u) Forestry Commission
- (v) Freight Transport Association;
- (w) Gypsy Council;
- (x) Health and Safety Executive;
- (y) Help the Aged;
- (z) Housing Corporation;
- (aa) Learning and Skills Councils;
- (bb) Local Agenda 21 including;

- i. Civic Societies
- ii. Community Groups

## Appendix 1

- iii. Local Transport Authorities;
- iv. Local Transport Operators; and



v. Local Race Equality Councils and other local equality groups;

- (cc) National Playing Fields Association;
- (dd) Network Rail;
- (ee) Police Architectural Liaison Officers/Crime Prevention Design Advisors;
- (ff) Post Office Property Holdings;
- (gg) Rail Companies and the Rail Freight Group;
  
- (hh) Regional Development Agencies;
- (ii) Regional Housing Boards;
- (jj) Regional Sports Boards;
- (kk) Sport England;
- (ll) The Home Builders Federation;
- (mm) Traveller Law Reform Coalition;
- (nn) Water Companies; (Thames Water)
- (oo) Women's National Commission.

### List of bodies and Organisations Consulted on the Statement of Community Involvement and who will be consulted on local development documents

Since initial consultation on the preparation of all Local Development Documents and Statement of Community Involvement a number of bodies and organisations have been included in the list. This is not a definitive list. There are many individuals and organisations also included on the consultation database.

#### Specific Consultation Bodies

South East England Regional Assembly  
South West Regional Assembly

Local Councils within District

- Oxfordshire County Council
- Town Councils
  - Abingdon
  - Wantage
  - Faringdon

- Parish Councils

Appleford-on-Thames  
Appleton with Eaton  
Ardington and Lockinge  
Ashbury  
Baulking  
Besselsleigh  
Blewbury  
Bourton  
Buckland  
Buscot  
Charney Bassett  
Childrey  
Chilton  
Coleshill  
Compton Beauchamp  
Cumnor  
Denchworth  
Drayton  
East Challow  
East Hanney  
East Hendred  
Eaton Hastings  
Fernham  
Frillford  
Fyfield and Tubney  
Garford  
Goosey  
Great Coxwell  
Grove  
Harwell  
Hatford

Kingston Lisle  
Letcombe Bassett  
Letcombe Regis  
Little Coxwell  
Littleworth  
Longcot  
Longworth  
Lyford  
Marcham  
Milton  
North Hinksey  
Pusey  
Radley  
St Helen Without  
Shellingford  
Shrivenham  
South Hinksey  
Sparsholt  
Stanford-in-the-Vale  
Steventon  
Sunningwell  
Sutton Courtenay  
Uffington  
Upton  
Watchfield  
West Challow  
West Hanney  
West Hendred

Woolstone  
Wootton  
Wytham

Hinton Waldrist  
Kennington  
Kingston Bagpuize with Southmoor

- Neighbouring Authorities

West Oxfordshire District Council  
 South Oxfordshire District Council  
 Cherwell District Council  
 Oxford City Council  
 Gloucestershire County Council

Cotswold District Council  
 Wiltshire County Council  
 Kennet District Council  
 Swindon Borough Council  
 West Berkshire Council

- Neighbouring Parishes and Towns

*West Oxfordshire*

Aston, Cote, Shifford and Chimney  
 Bampton  
 Cassington  
 Clanfield  
 Eynsham

Stanton Harcourt  
 Northmoor  
 Standlake  
 Grafton and Radcot  
 Kelmscott

*South Oxfordshire*

Aston Upthorpe  
 South Moreton  
 East Hagbourne  
 West Hagbourne  
 Didcot Town

Long Wittenham  
 Clifton Hampden  
 Culham  
 Nuneham Courtenay  
 Sandford-on-Thames

*Cherwell*

Yarnton

*Cotswold*

Lechlade-on-Thames Town

*Swindon*

Inglesham

Highworth Town

*Kennet*

Baydon

South Marston

Bishopstone and Hinton Parva

*West Berks*

Lambourn

East Garston

Fawley

Chaddleworth

Brightwalton

Farnborough

West Ilsley

East Ilsley

Compton

South West of England regional

Development Agency

- British Gas
- British Telecom
- English Nature
- Highways Agency
- Mobile Operators Association
- Oxford Health Authority
- Regional Development Agencies  
SEEDA

## Appendix 2

- Southern Electric
- Thames Valley Health Authority
- Thames Water
- The Countryside Agency
- The Environment Agency
- The Historic Buildings and Monuments Commission for England

- The Strategic Rail Authority
- Transco

### **Government Departments**

- Government Office for the South East
- Home Office
- Department for Environment, Food and Rural Affairs
- Department of Trade and Industry
- Ministry of Defence
- Department for Culture, Media and Sport
- Office for the Deputy Prime Minister
- Department for Education and Skills
- Department for Transport
- Department for Health
- Department for Work and Pensions
- Department for Constitutional Affairs
- Office of Government Commerce

### **General Consultation Bodies**

#### **Business and Commerce**

Abingdon and District Chamber of Trade  
 British Chemical Distributors and Traders Association  
 Business Link Solutions  
 CABI  
 CEH Wallingford  
 CEH Oxford  
 Culham Science Centre  
 Defence Academy of the United Kingdom  
 Experian  
 Faringdon Chamber of Commerce  
 Grove 2000  
 Harwell International Business Centre  
 HR Wallingford  
 Henley Business School  
 Innogy

Institute of Leisure and Amenity Management  
 Jones Day  
 MEPC Milton Park  
 National Power  
 National Wind Power  
 Oxford Innovation  
 Oxfordshire Chamber of Commerce  
 Oxfordshire Economic Partnership  
 Peacocks and Smith  
 RMCS  
 Rutherford Appleton laboratory  
 UKAEA  
 University of Oxford  
 Wantage and District Chamber of Trade

#### **Developers/agents/landowners**

Carter Jonas LLP  
 Consensus Planning  
 Country Land Owners Association

Development Plan UK  
 Dialogue Communicating Planning  
 Green Issues Communications

Hives Planning  
 PMP  
 Tetlow King Planning  
 White, Young and Green  
 Home Builders Federation  
 J A Pye  
 Banner Homes  
 Barratt Homes  
 Bellway Homes

Berkeley Homes  
 Bewlay Homes  
 Bovis Homes  
 Holburn Homes  
 Cranbourne Homes  
 Croudace Homes  
 Davis Wilson Homes

## **Appendix 2**

Elmore Homes  
Fairview Homes

Fisherman Properties  
Gallaghers  
Gazeley Properties  
George Wimpey

**Transport**

Abingdon Bus Company  
Barnes Coaches  
Chiltern Railways  
Coachman Travel  
Faringdon Community Bus  
First Great Western Link  
First Great Western  
Freight Transport Association  
Heyfordian Travel  
National Express  
Network Rail  
Newbury Buses  
Oxford Airport  
Rail Freight Group

**Health**

NHS Estates Inventures  
NHS Exec Anglia and Oxford  
Oxford City PCT

**Religious**

Abingdon Churches  
Ahmadiyya Muslim Mosque  
Catholic Diocese of Portsmouth  
Christadelphian Church  
Church of England Church Commissioners (Diocese of Oxford)  
Church of Jesus Christ of the Latter Day Saints  
Churches Together in Oxfordshire  
First Church of Christian Scientist  
Grove Free Evangelical Church  
Jehovah's Witnesses  
Jewish Synagogue  
Lime Walk Gospel Hall Trust

**Housing Associations/ Housing Interests**

Advance Housing and Support  
Anchor Stay Put  
Beacon Housing Association  
Cherwell Housing Trust  
Chiltern Hundreds Housing Association  
Housing Corporation

Gleeson Homes  
Kemp & Kemp  
Kimberley Development  
Martin Grant Homes  
McCarthy and Stone  
Persimmon Homes  
Pinecrest Limited  
Westbury Homes  
West Waddy - ADP  
Rob White Consulting

Rail Passengers Committee  
Railfuture:Thames Valley Branch  
Road Haulage Association  
Stagecoach in Oxfordshire  
Stagecoach in Swindon  
Stanford in the Vale Community Minibus Committee  
Thames Travel  
Tappins Coaches  
Thamesdown Transport  
The Oxford Bus Company  
Virgin Trains  
Weavaway Travel  
Whites Coaches  
Windrush Transport

Oxfordshire Ambulance NHS Trust  
South East/South West Oxfordshire PCT's

Oxfordshire Community Churches

The Church in Abingdon  
The Fellowship of Independent Evangelical Churches  
The General Assembly of Unitarian and Free Christian Churches

The Methodist Church  
United Reformed Church

**Appendix 2**

Oxford Citizens Housing Association  
Paramount Housing Association  
Rural Housing Trust  
South East Regional Housing Board

Sovereign Housing Association  
Thames Valley Housing Association  
The Guinness Trust  
The Vale Housing Association  
Vale of White Horse District Council

### **Educational Establishments**

Radley College

### **Local Residents Associations**

Albert Park Area Residents Association  
Cumnor Rise Road Residents Association  
Faringdon Association of Residents  
Fitzharry's Manor Estate Residents' Association  
Harcourt Hill Resident's Association  
Long Furlong Community Association  
North East Abingdon Community Association  
Old Botley Resident's Association  
Stockham Park and Local Area Residents Association

### **General Interest Groups**

20<sup>th</sup> Century Society  
Abingdon Area Archaeological and Historical Society  
Age Concern  
Air Training Corps  
Ancient Monuments Society  
Arts Council  
British Red Cross Society  
British Waterways  
Campaign for a Sustainable Didcot  
Campaign for Real Ale  
Cancer Research UK  
Civil Aviation Authority  
Commission for Architecture and the Built Environment  
Commission for New Towns and English Partnerships  
Commission for Racial Equality  
Cyclist and Pedestrian Safety in Abingdon (CAPSIA)  
Disability Rights Commission  
Disability Sport England  
Disabled Persons Transport Advisory Committee  
English Golf Union  
Equal Opportunities Commission  
Fire and Rescue services  
Friends of Abingdon  
Friends of North Hinksey  
Friends of the Ridgeway  
Friends of Vale and Downland Museum  
Garden History Society  
Georgian Group  
Gypsy and Traveller Law Reform Coalition  
Gypsy Council  
Health and Safety Executive  
Help the Aged

Keep Harwell Rural  
Land Access and recreation Association  
Learning Skills Council  
National Playing Field Association  
National Trust  
North Wessex Downs AONB  
Open Spaces Society  
Oxford Architectural and Historical Society  
Oxford Brookes University  
Oxford Field Paths Society  
Oxford Preservation Trust  
Oxfordshire Association of Local Councils  
Oxfordshire Federation of Women's Institutes  
Oxfordshire Historic Churches Trust  
Oxfordshire Play Association  
Oxfordshire Playing Fields Association  
Oxfordshire Rural Community Council  
Oxfordshire Women's Institute  
Planning Aid

Royal British Legion  
Royal Mail  
Royal Town Planning Institute  
RSPCA  
Society for the Protection of Ancient Buildings  
Sport England South East  
St John Ambulance  
Sustrans  
Thames Valley Police  
The British Wind Energy Association

The Theatres Trust  
Tourism South East  
UK Rainwater Harvesting Association  
Victorian Society  
VWH Sports Association for the Disabled  
Wantage Open Access  
Wantage, Grove and District 'Healthcheck' Programme  
Women's National Commission  
Wootton and Dry Sandford Youth Club

The Crown Estate  
The Friends of Grove Library

### **Environmental Interest Groups**

Abingdon Naturalists Trust  
Berkshire, Buckinghamshire and Oxon Wildlife Trust  
(BBOWT)  
British Geological Survey  
Centre for Ecology and Hydrology  
Council for the Protection of Rural England  
Farming and Wildlife Advisory Group  
Forestry Commission  
Friends of the Earth  
Greenpeace  
Great Western Community Forest  
Inland Waterways Association  
Letcombe Brook Officer  
National Farmers Union  
National Power  
National Wind Power

Nature Conservancy  
Oxfordshire Nature Conservation Forum  
Oxfordshire RIGS Group  
Oxfordshire Rural Community Council  
River Thames Alliance  
River Thames Society  
RSPB  
South Abingdon Flood Plain Action Group  
SPADE  
Thames Valley Environmental Records Centre  
The Oxford Green Belt Network  
The Ramblers' Association  
The Woodland Trust  
Wilts and Berks Canal Partnership  
Wilts and Berks Canal Trust  
World Wide Fund for Nature

### **Local Community Agencies/Groups**

Abingdon Alzheimer's Club  
Abingdon and District Volunteer Centre  
Access Officers Oxfordshire County Council  
Advisory Service for the Education of Travellers  
Alzheimer's Society: Wantage/Faringdon/Didcot  
Association of Retired Persons over 50, Wantage Group  
Citizens Advice Bureau  
Independent Advice Centre, Wantage  
Community Legal Services Partnership  
Crime Prevention Design Advisor  
Oxfordshire Association for the Blind  
Oxfordshire Association for Young People  
Oxfordshire Carers Forum  
Oxfordshire Chinese Community and Advice Centre  
Oxfordshire Council for Voluntary Youth Services  
Oxfordshire Council of Disabled People  
Oxfordshire MIND  
Oxfordshire Racial Equality Council  
Oxfordshire Supporting People Team  
South Abingdon Voluntary Action Group  
South West Oxfordshire Mentally Handicapped  
Thames Business Advice Centre  
The Abingdon Bridge  
The Asylum Seeker Service  
The Disabled Drivers Association (Oxford)  
Vale of White Horse Community Mental Health Team  
Vale Open Access Group  
Vale Youth Minibus Scheme  
Watchfield Shopperbus

### **Political**

Oxford West and Abingdon Conservative Association  
Wantage Conservative Constituency Association  
Liberal Democrats (Oxford West and Abingdon Constituency)  
Liberal Democrats (Wantage Constituency)  
Abingdon Green Party  
Oxford West and Abingdon Labour Party  
UK Independence Party

MPs for the Vale

MEPs for the Vale

District Councillors for the Vale  
County Councillors for the Vale

### **Media**

Radio Oxford  
Central Television  
Faringdon Newspapers  
GWR  
Two Ten FM  
South Oxfordshire Chronicle  
Swindon Star  
BBC Wiltshire Sound  
Courier Newspapers  
Fox FM  
Meridian Broadcasting  
Oxford and County Newspapers  
Swindon Evening Advertiser  
Wiltshire Gazette  
BBC Radio Berkshire



## Appendix 3

### **The Government's Tests of Soundness for Statements of Community Involvement**

This is an extract from paragraph 3.10 of Planning Policy Statement<sup>12</sup> Local Development Frameworks, ODPM, 2004 and sets out how the Statement of Community Involvement will be assessed at an examination.

In assessing 'soundness' the inspector will determine whether the:

1. Local planning authority has complied with the minimum requirements for consultation as set out in regulations;
2. Local planning authority's strategy for community involvement links with other community involvement initiatives e.g. community strategy;
3. Statement identifies in general terms which local community groups and other bodies will be consulted;
4. Statement identifies how the community and other bodies can be involved in a timely and accessible manner;
5. Methods of consultation to be employed are suitable for the intended audience and for different stages in the preparation of local development documents;
6. Resources are available to manage community involvement effectively;
7. Statement shows how the results of community involvement will be fed into the preparation of development plan documents and Supplementary Planning Documents;
8. Authority has mechanisms for reviewing the statement of community involvement;
9. Statement clearly describes the planning authority's policy for consultation on planning applications.

## Glossary

**Annual monitoring report:** part of the *Local Development Framework*, the annual monitoring report will assess the implementation of the Local Development Scheme and the extent to which policies in *Local Development Documents* are being successfully implemented.

**Area action plan:** used to provide a planning framework for areas of change and areas of conservation. Area Action Plans will have the status of *Development Plan Documents*.

**Community strategy:** local authorities are required by the Local Government Act 2000 to prepare these, with aim of improving the social, environmental and economic well being of their areas. Through the Community Strategy, authorities are expected to co-ordinate the actions of local public, private, voluntary and community sectors. Responsibility for producing Community Strategies may be passed to *Local Strategic Partnerships*, which include local authority representatives.

**Core strategy:** set out the long-term spatial vision for the local planning authority area, the spatial objectives and strategic policies to deliver that vision. The Core Strategy will have the status of a *Development Plan Document*.

**Development plan:** as set out in Section 38(6) of the Act, an authority's development plan consists of the relevant *Regional Spatial Strategy* (or the Spatial Development Strategy in London) and the *Development Plan Documents* contained within its *Local Development Framework*.

**Development plan documents:** spatial planning documents that are subject to independent examination, and together with the relevant Regional Spatial Strategy, will form the *development plan* for a local authority area for the purposes of the Act. They can include a *Core Strategy*, *Site Specific Allocations of land*, and *Area Action Plans* (where needed). Other Development Plan Documents, including generic Development Control Policies, can be produced. They will all be shown geographically on an *adopted proposals map*. Individual Development Plan Documents or parts of a document can be reviewed independently from other Development Plan Documents. Each authority must set out the programme for preparing its *Development Plan Documents* in the *Local Development Scheme*.

**Development control policies:** these will be a suite of criteria-based policies which are required to ensure that all development within the areas meets the spatial vision and spatial objectives set out in the *Core Strategy*. They may be included in any *Development Plan Document* or may form a standalone document.

**Evidence Base:** The information and data gathered by local authorities to justify the "soundness" of the policy approach set out in Local Development Documents, including physical, economic, and social characteristics of an area.

**Hard to Reach Groups:** can be any group of people whose views are difficult to access through regular consultation. They can include people with disabilities, ethnic minorities and young people.

**Issues and Options:** produced during the early production stage of the preparation of *Development Plan Documents* and may be issued for consultation to meet the requirements of Regulation 25.

**Local development document:** the collective term in the *Act* for *Development Plan Documents*, *Supplementary Planning Documents* and the *Statement of Community Involvement*.

**Local development framework:** the name for the portfolio of *Local Development Documents*. It consists of *Development Plan Documents*, *Supplementary Planning Documents*, a *Statement of Community Involvement*, the *Local Development Scheme* and *Annual Monitoring Reports*. Together these documents will provide the framework for delivering the spatial planning strategy for a local authority area and may also include local development orders and simplified planning zones.

**Local development scheme:** sets out the programme for preparing *Local Development Documents*. All authorities must submit a Scheme to the Secretary of State for approval within six months of commencement of *the Act*.

**Local strategic partnership:** partnerships of stakeholders who develop ways of involving local people in shaping the future of their neighbourhood in how services are provided. They are often single non-statutory, multi-agency bodies which aim to bring together locally the public, private, community and voluntary sectors.

**Local transport plan:** 5-year strategy prepared by Oxfordshire County Council for the development of local, integrated transport, supported by a programme of transport improvements. It is used to bid to Government for funding transport improvements.

**Preferred options document:** produced as part of the preparation of *Development Plan Documents*, and is issued for formal public participation as required by Regulation 26.

**Proposals map:** the adopted proposals map illustrates on a base map (reproduced from, or based upon a map base to a registered scale) all the policies contained in *Development Plan Documents*, together with any saved policies. It must be revised as each new *Plan Document* is adopted, and it should always reflect the up-to-date planning strategy for the area. Proposals for changes to the adopted proposals map accompany submitted *development plan documents* in the form of a submission proposals map.

**Regional planning body:** one of the nine regional bodies in England (including the Greater London Authority) responsible for preparing *Regional Spatial Strategies (in London the Spatial Development Strategy)*.

**Regional spatial strategy:** sets out the region's policies in relation to the development and use of land and forms part of the *development plan* for local planning authorities. Planning Policy Statement 11 'Regional Spatial Strategies' provides detailed guidance on the function and preparation of Regional Spatial Strategies.

**The Regulations:** Town and Country Planning (Local Development) (England) Regulations 2004, and the Town and Country Planning (Transitional Arrangements) Regulations 2004.

**Site specific allocations:** allocations of sites for specific or mixed uses or development to be contained in *Development Plan Documents*. Policies will identify any specific requirements for individual proposals.

**Statement of community involvement:** sets out the standards which authorities will achieve with regard to involving local communities in the preparation of *local development documents* and development control decisions. The statement of community Involvement is not a *development plan document* but is subject to independent examination.

**Supplementary planning documents:** provide supplementary information in respect of the policies in *Development Plan Documents*. They do not form part of the Development Plan and are not subject to independent examination.

**Sustainability appraisal:** tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and required in the Act to be undertaken for all local development documents.

Some of the key organisations concerned with planning in England and Wales.

### **Office of the Deputy Prime Minister (ODPM)**

[www.odpm.gov.uk](http://www.odpm.gov.uk)

ODPM is responsible for policy on housing, planning, devolution, regional and local government and the fire service. It also takes responsibility for the Social Exclusion Unit, the Neighbourhood Renewal Unit and the Government Offices for the Regions.

### **Her Majesty's Stationery Office (HMSO)**

[www.hmso.gov.uk](http://www.hmso.gov.uk)

As Queen's Printer, all legislation, Command Papers and the official Gazettes are published by HMSO. All Statutory Instruments are issued and processed by HMSO.

### **The Planning Portal**

[www.planningportal.gov.uk](http://www.planningportal.gov.uk)

The Planning Portal offers a wide range of services and guidance on the planning system including how the planning system works, links to other boroughs' development plans and submitting planning applications.

### **Government Office for the South East (GOSE)**

[www.gose.gov.uk](http://www.gose.gov.uk)

The Government Office for the South East acts on behalf of the First Secretary of State on land use planning matters in the South East.

### **Royal Town Planning Institute (RTPI)**

[www.rtpi.org.uk](http://www.rtpi.org.uk)

In the UK the Royal Town Planning Institute is the professional body responsible for town and country planning.

### **Environment Agency**

[www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

The Environment Agency work in diverse areas such as flood defence, pollution control, town planning, farming and waste. Their area of responsibility covers all of England and Wales and they work closely with local communities to achieve results.

### **Planning Aid**

[www.planningaid.rtpl.org.uk](http://www.planningaid.rtpl.org.uk)

They provide free and independent town planning related advice to individuals and groups unable to afford professional consultants. This can include queries that are to do with housing, employment, transport, community issues, or improvements to your area. Planning Aid can assist people with their own planning application or can help them to comment on other peoples'. They can also advise groups on fundraising strategies, community development and consultation methods.

### **Planning Inspectorate (PINS)**

[www.planning-inspectorate.gov.uk](http://www.planning-inspectorate.gov.uk)

Their work is the processing of planning applications and enforcement appeals and holding inquiries into local development plans. Also deals with other planning related casework including listed building consent appeals, advertisement appeals, and reporting on planning applications.