

# APPENDIX B – CONSULTATION DOCUMENTS

## Engagement Communication

A copy of the email notification sent to consultees registered on councils' consultation database is below. The text was adapted for the different audiences and letters sent to those who opted to receive postal notifications.

**Date sent:** 24 January 2022

**From:** [haveyoursay@southandvale.gov.uk](mailto:haveyoursay@southandvale.gov.uk)

**Subject:** Have your say on our draft Joint Design Guide

Dear Sir/Madam

We're asking for your views on our draft Joint Design Guide - a document that provides guidance on how new development in our area can be designed and constructed to the highest quality and sustainability.

The guide provides steps and design principles that will be considered when deciding on all future planning applications – whether it's a resident looking to build an extension or a developer building a large housing site.

It will help applicants understand what makes high-quality design and inspire them to reach these standards.

We want your input on how the draft Joint Design Guide sets out what makes a high-quality and sustainable development and how we ensure there are clear steps for developers and others to follow.

To help you understand what the guide is about and the principles it contains, we've created an easy to use [website](#). It tells you in more detail what the draft Joint Design Guide is and how it will be used as well as outlining the key design elements: place and setting; natural environment; movement and connectivity; space and layout; built form; climate and sustainability.

We are carrying out a six-week consultation which runs from **Tuesday 18 January to 11.59pm on Tuesday 1 March 2022**. We would like to invite your comments on the [draft Joint Design Guide](#).

### How to comment

The quickest and easiest way to comment is to use our [online comment form](#)

*Note that this is a unique link just for you and is tied to your email address. If you would like to forward this message to anybody else, please refer them to the [public link to the survey](#).*

### What happens next

After the consultation period ends, we will consider your comments and make appropriate changes to the Joint Design Guide before we adopt it. Once adopted, which we expect to happen in late Spring 2022, the Joint Design Guide along with a

consultation statement and a consultation summary report, will be published on our [South](#) and [Vale](#) websites shortly afterwards.

We look forward to hearing your views.

Kind regards

**Adrian Duffield**

Head of Planning

South Oxfordshire and Vale of White Horse District Councils

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If you need support to access the consultation materials, or if you have any questions about this consultation please contact on email [urbandesignteam@southandvale.gov.uk](mailto:urbandesignteam@southandvale.gov.uk) or call 01235 422600.

If you have any queries about the survey form or require it in an alternative format (for example: large print, Braille, audio, email, Easy Read or alternative languages) please email [haveyoursay@southandvale.gov.uk](mailto:haveyoursay@southandvale.gov.uk) or call 01235 422425.

A print version of the website is available to view at all libraries across both districts. Please visit our websites to find out more information: [South](#) or [Vale](#).

We currently have Covid-19 safety procedures in place at the council offices that mean public visits are by appointment only, so if you would like to view hard copies at the council offices, please contact us on 01235 422600 or email [urbandesignteam@southandvale.gov.uk](mailto:urbandesignteam@southandvale.gov.uk) so we can discuss options with you.

**Opt out:** If you do not wish to receive further emails from us like this, please [click here](#), and you can ask to be removed from our consultation mailing list. Please note, we may still need to contact you for certain consultations if we have a legal obligation to do so.

**Data protection:** To find out how your personal data is used for this consultation and for information on how the council holds, uses and stores your personal data, please refer to our planning consultation privacy policy on our [South](#) or [Vale](#) website.

## Extension notification

A copy of the extension email notification sent to consultees registered on councils' consultation database is below. The text was adapted for the different audiences and letters sent to those who opted to receive postal notifications.

**Date sent:** 2 February 2022

**From:** [haveyoursay@southandvale.gov.uk](mailto:haveyoursay@southandvale.gov.uk)

**Subject:** Have your say on the draft Joint Design guide – extension to the consultation period

Dear Sir/Madam

We wrote to you on 18 January to invite you to take part in a consultation on our draft Joint Design Guide.

A few people had technical issues accessing the [draft Joint Design Guide website](#). Please accept our apologies if you had difficulties.

We have now resolved these technical issues and are **extending the consultation period by two weeks** to make up for the disruption.

The new deadline to provide your comments is 11.59pm on Tuesday 15 March.

If you have already responded, you do not need to do so again, unless you feel any technical problems you encountered significantly affected your response and you would like to comment again.

If you have already begun responding, and saved your progress in the survey, you can return to continue your response as normal.

If you missed our previous email, then you can find out more about the draft Joint Design Guide and how to comment below.

We're asking for your views on our draft Joint Design Guide - a document that provides guidance on how new development in our area can be designed and constructed to the highest quality and sustainability.

The guide provides steps and design principles that will be considered when deciding on all future planning applications – whether it's a resident looking to build an extension or a developer building a large housing site.

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We want your input on how the draft Joint Design Guide sets out what makes a high-quality and sustainable development and how we ensure there are clear steps for developers and others to follow.

To help you understand what the guide is about and the principles it contains, we've

created an easy to use [website](#). It tells you in more detail what the draft Joint Design Guide is and how it will be used as well as outlining the key design elements: place and setting; natural environment; movement and connectivity; space and layout; built form; climate and sustainability.

You can [view the website by clicking here](#), and then provide your comments using our [online comment form](#).

*Note that this is a unique link just for you and is tied to your email address. If you would like to forward this message to anybody else, please refer them to the [public link to the survey](#).*

### **What happens next**

After the consultation period ends, we will consider your comments and make appropriate changes to the Joint Design Guide before we adopt it. Once adopted, which we expect to happen in late Spring 2022, the Joint Design Guide along with a consultation statement and a consultation summary report, will be published on our [South](#) and [Vale](#) websites shortly afterwards.

Please accept my apologies once again.

Kind regards

### **Adrian Duffield**

Head of Planning

South Oxfordshire and Vale of White Horse District Councils

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If you need support to access the consultation materials, or if you have any questions about this consultation please contact on email [urbandesignteam@southandvale.gov.uk](mailto:urbandesignteam@southandvale.gov.uk) or call 01235 422600.

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## Poster

A copy of the poster issued to all libraries in both districts is below.

# Have your say



The consultation is now open and runs from  
18 January to 1 March 2022

To find out more visit:

[southoxon.gov.uk/jointdesignguide](http://southoxon.gov.uk/jointdesignguide)

[whitehorsedc.gov.uk/jointdesignguide](http://whitehorsedc.gov.uk/jointdesignguide)

Scan the top QR code to go straight  
to the Joint Design Guide website and the bottom  
QR code to take part in the consultation.



Joint Design Guide Website

View the hard copy documents  
at libraries across both districts.

Help spread the word for those isolating  
or without internet access who wish to take part.

Please ask them to call us on 01235 422422  
Or email [haveyoursay@southandvale.gov.uk](mailto:haveyoursay@southandvale.gov.uk)  
and we will be happy to help.



Joint Design Guide Survey



Listening Learning Leading



District Council