



Help us Shape the Future

# Statement of Community Involvement

Your Vale - Your Future

December 2009

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December 2009

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## CONTENTS

		<b>Page</b>
1.	INTRODUCTION	1
2.	LOCAL DEVELOPMENT FRAMEWORK AND ASSOCIATED DOCUMENTS	2
	<u>Process Documents</u>	3
	Local Development Scheme	3
	Statement of Community Involvement	3
	Annual Monitoring Report	3
	<u>Policy Documents</u>	3
	Development Plan Documents	3
	Supplementary Planning Documents	4
	The Regulations and Government Guidance	4
	Sustainability Appraisal	6
3.	CONSULTATION ON THE STATEMENT FOR COMMUNITY INVOLVEMENT	7
	How the Council has already consulted local community groups	7
	How the consultation response has been used	7
4.	THE COUNCIL'S VISION AND PRINCIPLES FOR COMMUNITY INVOLVEMENT	9
5.	COMMUNITY INVOLVEMENT IN PREPARING DEVELOPMENT PLAN DOCUMENTS AND SUPPLEMENTARY PLANNING DOCUMENTS	11
	<u>General Approach</u>	11
-	Introduction	11
-	Access to information	11
	Keeping the community informed	11
	Involving the community	12
	Helping the Community to comment	13
-	How the Council will respond to representations received	14

-	Providing feedback to the community	14
	<u>Community Involvement in Preparing Development Plan Documents</u>	15
	Evidence gathering and development of policy options	16
	Publication of the proposed submission document	17
	Submission to the Secretary of State	18
	Public Examination	19
	Inspector's Report	20
	Adoption	20
	<u>Supplementary Planning Documents</u>	21
	Evidence Base & Scoping Report	22
	Consultation on the draft Supplementary Planning Document	23
	Adoption	24
	<u>Sustainability Appraisal</u>	25
6.	COMMUNITY INVOLVEMENT IN PLANNING APPLICATIONS	27
	How will the Council consult on planning applications?	27
	Feedback on the Planning Service	29
	How are decisions made on planning applications?	30
	How can comments on applications submitted under the Town and Country Planning Legislation be made?	30
	The Council's website	31
	Pre application consultation on planning applications	32
	Advice on whether planning permission is required	33
	Community Involvement in very major planning applications	33
	Community Involvement in major proposals not involving planning applications	33
7.	MONITORING THE STATEMENT OF COMMUNITY INVOLVEMENT	34
8.	RESOURCES	35
	Local Development Framework: Staffing	35
	Local Development Framework: Financial resources	35
	Development Control Framework: Staffing	35
	Development Control Framework: Financial resources	36
	Making efficient use of resources	36

9.	OTHER COUNCIL STRATEGIES	37
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## APPENDICES

1.	Consultation bodies specified in Planning Policy Statement 12 relevant to the Vale	38
2.	List of bodies and organisations consulted on the Statement of Community Involvement and who will be consulted on the preparation of Local Development Documents	42
3.	Glossary (Words or phrases included in the Glossary are shown in bold type when they first appear in a chapter)	50
4.	Some of the key organisations concerned with planning in England and Wales	54

## **1.0 INTRODUCTION**

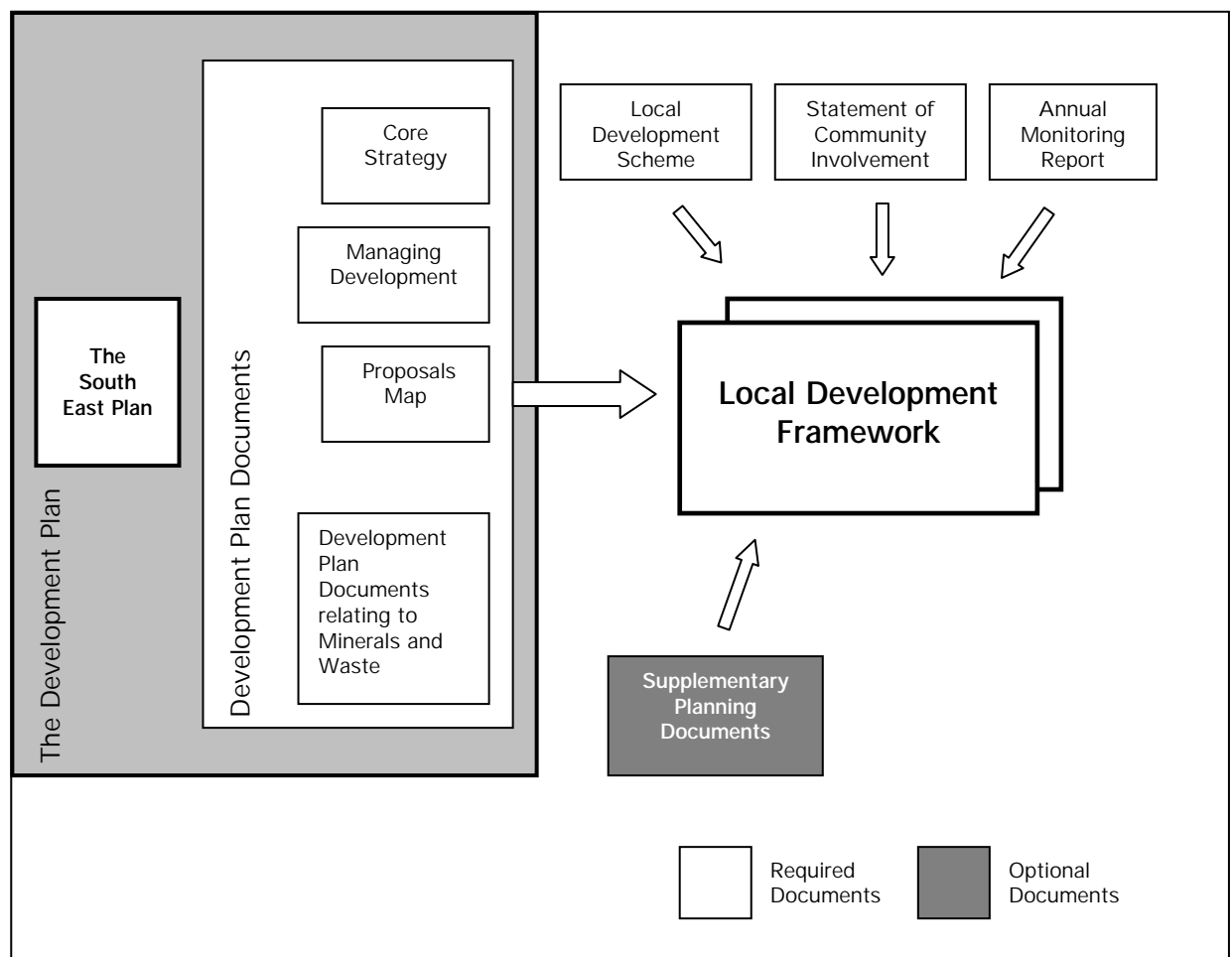
- 1.1 The Planning and Compulsory Purchase Act 2004 requires the district council to produce a new development plan for the Vale called a Local Development Framework. In due course the Local Development Framework will replace the Vale of White Horse Local Plan 2011.
- 1.2 The Local Development Framework 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 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 is being progressed and monitored is also different from previous Local Plans. The council has been 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 has to assess the sustainability of all its Local Development Documents and produce Sustainability Appraisal Reports. It is also 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 two of this statement.
- 1.4 One of the key objectives of the development plan system is greater community involvement – getting more people involved throughout the planning process, 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. To this end, the council is required to produce the Statement of Community Involvement (SCI) setting 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.
- 1.5 The first Statement of Community Involvement was agreed by Government in 2006. This needs to be updated to take account of changes in the development plan regulations and Planning Policy Statement PPS12 on local spatial planning. A draft version of this statement was published for consultation between 27 May and 8 July 2009. Comments received have been taken into account and the document

amended accordingly. This final version was adopted by Council on 9 December 2009.

## 2.0 THE LOCAL DEVELOPMENT FRAMEWORK AND ASSOCIATED DOCUMENTS

- 2.1 The Local Development Framework (LDF) consists of a number of documents, prepared over time, that contain the council's policies and proposals to guide development in the Vale. The LDF comprises of two types of local development documents; those that contain the council's spatial policies and proposals, and those associated with the process of preparing and monitoring the individual 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**



## **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 is 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. The LDS 2009-12 is available for inspection at the council's Local Services Point at Abbey House, Abingdon. It is also available on the council's web site [www.whitehorsedc.gov.uk](http://www.whitehorsedc.gov.uk).

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

- 2.3 The purpose of the Statement of Community Involvement 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 people can be involved in the consideration of planning applications.

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

- 2.4 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 covers the period from 1 April to 31 March [and will assess the implementation of the LDS and the extent to which development plan policies are being successfully implemented.] A copy of the current Annual Monitoring Report is available on the council's website [www.whitehorsedc.gov.uk](http://www.whitehorsedc.gov.uk) and at the cCouncil's Local Services Point at Abbey House, Abingdon.

## **Policy Documents**

- 2.5 The Regional Spatial Strategy, The South East Plan has been prepared by the South East England Regional Assembly (SEERA) and all the council's 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).

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

- 2.6 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. Development plan documents are subject to independent examination by a planning inspector. At present the council's intention is to produce the following development plan documents:



- **Core Strategy** - setting out the vision and objectives for the area to 2026, the spatial strategy to guide development and how it will be delivered – including the identification of strategic sites for development.
- **Managing Development document** - setting out the detailed policies for determining planning applications and to identify the smaller sites for development.
- **Proposals Map** – illustrating the land use implications of strategy derived from the development plan documents.

2.7 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 adopted 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)**

2.8 The council also 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. The first Supplementary Planning Document the council has approved is on Open Space, Sport and Recreation Future Provision. The council has also produced the following Supplementary Planning Documents:

- **Residential Design Guide.**
- **Sustainable Design and Construction**

2.9 Supplementary Planning Documents are not subject to independent examination by a planning inspector. However, it is necessary when producing them to follow set procedures and undertake public consultation in accordance with the Statement of Community Involvement.

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

2.10 The regulations which apply to the preparation of the Local Development Framework are 'The Town and Country Planning (Local Development) (England) Regulations 2004 and 'The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008. 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 Communities and Local Government (CLG) at [www.communities.gov.uk](http://www.communities.gov.uk).

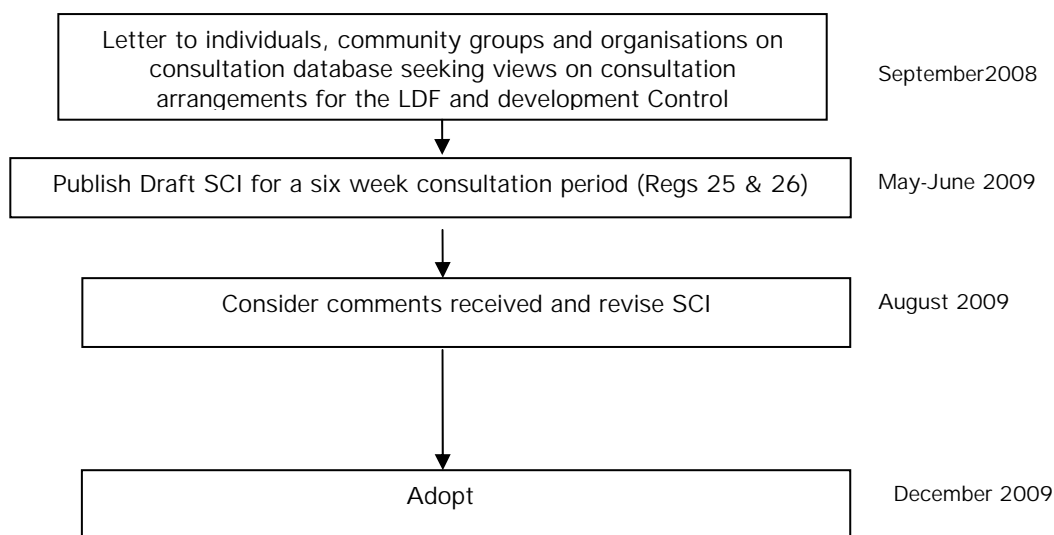
## **Sustainability Appraisal**

- 2.11 All development plan 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.
- 2.12 The regulations which apply to the preparation of sustainability appraisal are the 'The Environmental Assessment of Plans and Programmes Regulations 2004' which can be reviewed on the Communities and Local Government (CLG) web site [www.communities.gov.uk](http://www.communities.gov.uk). 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' November 2005.

### 3.0 CONSULTATION ON THE STATEMENT OF COMMUNITY INVOLVEMENT

- 3.1 The council's process and timetable for reviewing and adopting its Statement of Community Involvement is set out below.

**Figure 2. Process and timetable**



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

- 3.2 In September 2008 the council sought views from many different organisations representing a range of concerns, interests and areas of the Vale on the consultation arrangements for the LDF and planning applications.
- 3.3 The council sent out letters to over 750 organisations and interested parties based on the consultation bodies specified in PPS12 relevant to the Vale in Appendix 1 and other relevant organisations in Appendix 2. The letter outlined the reasons for the council reviewing its Statement of Community Involvement and asked for comments on the consultation arrangements for the Local Development Framework and the development control process. There were 30 responses.

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

- 3.4 As a result of the responses received changes have been incorporated into this Statement of Community Involvement and the consultee database has been updated. 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 kept under review and made available on the council's website as soon as is practicable. 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 Development Policy team at [planning.policy@whitehorsedc.gov.uk](mailto:planning.policy@whitehorsedc.gov.uk) by telephone on 01235 520202 or fax on 01235 540397.

## **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 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 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 from the local community (including the public, developers, town and parish councils and local organisations) 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 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.

#### **Access to Information**

- 5.3 The council will use a variety of methods to provide information to the community. This will include providing lists of emerging and adopted documents, copies of documents and details of consultation timetables and venues:
- On the council's website for viewing and downloading
  - At the Local Services Point for inspection and purchase
  - At all libraries in the district, Didcot library and the Westgate library, Oxford.

In addition:

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

#### **Keeping the community informed**

- 5.4 The council will use a range of techniques to keep the community informed. These techniques can 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, Herald Series, Oxford Times 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 Unvaled, 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 interested parties 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.

### **Involving the community**

- 5.5 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.
- 5.6 The council may 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 forms to assist people with making their representations and comments.
  - Letters or emails

In accordance with the Town and Country Planning (Local Development) (England) Regulations 2004 and 'The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008 the council will seek the views of to 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.

5.7 The council recognises that it needs to engage with the whole community in the LDF process. To achieve this, it will, in particular:

- 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. For example, Gypsies and Travellers will be involved in the first instance by contact with the Traveller Education Service or FFT Planning and these and other 'hard to reach' groups and contacts are listed in Appendix 2.
- 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 [socw@planningaid.rtpi.org.uk](mailto:socw@planningaid.rtpi.org.uk) or by telephoning the Planning Aid Helpline on 0870 240 7552 or by writing to PO Box 37, Freshwater, Isle of Wight, PO40 9ZR.

### **Helping the community to comment**

- 5.8 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.
- 5.9 The council will accept written representations via its electronic consultation system, by post, e-mail or fax, either on a standard form produced for the purpose or by letter (including written reports). 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 in English may be able to make their comments to the Council by interview with officers of the council.

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

- 5.10 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.

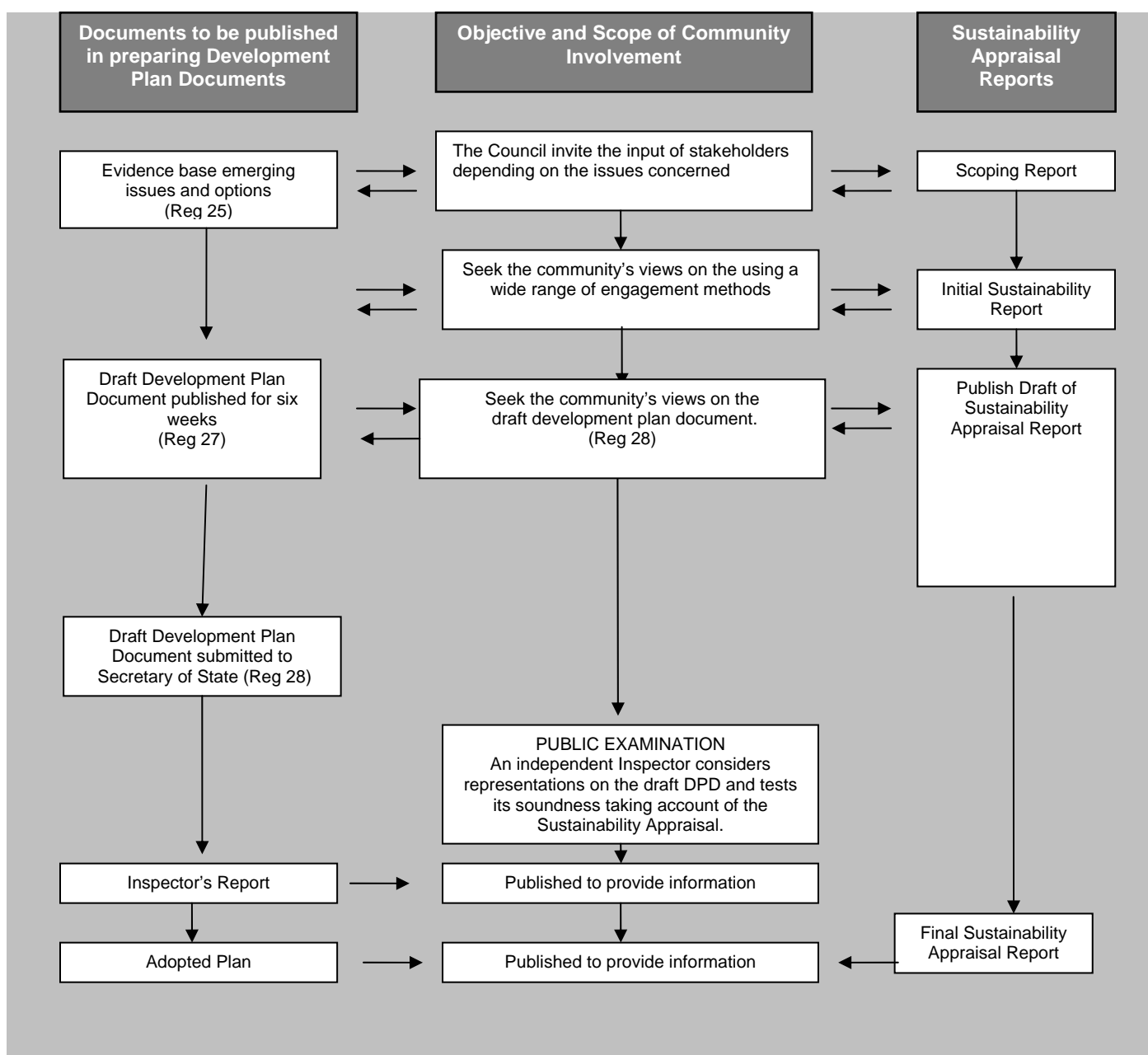
### **Providing feedback to the community**

- 5.11 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 the Abbey House, Abingdon;
  - At the same time 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 at the Abbey House, Abingdon. They will also be made available for viewing and downloading on the council's website.
- 5.12 The following paragraphs explain in greater detail how the council intends to involve the community and interested parties in the preparation of specific LDF documents, including the Core Strategy, the Managing Development Document 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.
- 5.13 Each of the Development Plan 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**

5.14 Figure 3 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. **What is required by regulation and Government advice is shown in bold type.**

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



## **Evidence gathering and development of policy options**

- 5.15 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 what the Development Plan Document should contain. 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. Different considerations and slightly different procedural requirements apply to this SCI, which is also a Development Plan Document.
- 5.16 During the preparation of the Development Plan Document the community and stakeholders will be encouraged to participate in the ongoing policy development process and a variety of consultation and engagement methods may be used. These include but are not limited to:
- Holding meetings with key interested parties and organisations
  - Holding stakeholder working groups and/or a public workshops
  - Holding staffed or un-staffed public exhibitions to seek the public's views and opinions
  - Make presentations to groups, organizations and stakeholders as appropriate
  - Using the existing Citizens Panel and Youth Forum to gauge community opinion
  - Using targeted consultation by mail and email
  - Using questionnaires to gauge public opinion;
- 5.17 Where practicable, information about consultation and engagement will be made available to the community by a variety of techniques including:

- Issuing local press and media releases to provide information to publicise the consultation exercises and emerging issues and options and seek views and opinions on the emerging issues and options;
- Making copies of published documentation available for inspection and purchase at the Local Services Point at the Abbey House, Abingdon;
- Making copies of published documentation available at local libraries in the district and Didcot library and the Westgate library in Oxford;
- Making copies of public documentation available on the council's website
- Using Unvalet to provide information about the emerging development plan document, publicise any consultation exercises and seek views and opinions on key issues and options;
- Distributing leaflets and posters containing information on where the documents can be viewed and the date(s) and venue(s) of any community involvement exercises;

### **Publication of the proposed submission document**

5.18 Following preparation of the a Development Plan Document, the council is required to publish it and invite comments on it for six weeks before it is submitted to the Secretary of State. People and organisations can submit representations at this stage even if they have not been involved in the earlier stages. The SCI is subject to a similar process. A DPD and certain other specified document that the council submits or proposes to submit to the Secretary of State is referred to in the regulations and in this SCI as a 'submission document'.

5.19 **To meet the Government's requirements at this stage the council will:**

- **Publish the proposed submission documents and supporting documents which the council consider are relevant to the preparation of the development plan document**
- **Publish a statement setting out who was invited to be involved in the plan preparation, how they were invited, a summary of the main issues raised by the representations and how they have been addressed**
- **Publish any other supporting documents relevant to the preparation of the development plan document**

- **Make a copy of each of the proposed submission documents and a statement of the representations procedure available for inspection at the Local Services Point at the Abbey House, Abingdon and on the council's website Reg 27(a)**
- **Publish on its website the proposed submission documents, a statement of the representations procedure and a statement advertising the documents availability and setting out where and when the proposed submission documents are available for inspection Reg 34 (a) and 27(b)**
- **Send each of the specific consultation bodies (see appendix 2) invited to make representations on the plan a copy of the proposed submission documents and a statement of the representations procedure Reg 27 (c)**
- **Send each of the general consultation bodies invited to make representations on the plan a statement of the representations procedure and a statement advertising the documents availability and setting out where and when the proposed submission documents are available for inspection Reg (27 (d)**
- **Publish in a local newspaper (using the Oxford Mail, Oxford Times, Herald Series and the Wiltshire Gazette and Herald) a statement of the representations procedure, and a statement setting out the times and places where the proposed submission documents can be inspected Reg 27 (e)**

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

- 5.20 Following consultation on the draft development plan document it is submitted to the Secretary of State.
- 5.21 **To meet the Governments requirements at this stage the council will submit to the Secretary of State and publish or make available certain documents. These are:**
- **The development plan document and supporting documents which the council consider are relevant to the preparation of the DPD, Regulation 30(1)(g)**
  - **The sustainability appraisal report, Regulation 30(1)(a)\***
  - **A draft proposals map if the adoption of the development plan document would result in changes to the adopted proposals map<sup>1</sup>, Regulation 30(1)(b)**
  - **The Statement of Community Involvement, Regulation 30(1)(c)**

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<sup>1</sup> This requirement does not apply to the Statement of Community Involvement

- **Statements as necessary setting out which of the bodies specified in the regulations was invited to make representations how they were invited, summaries of the main issues raised by the representations, how any representations have been taken into account, Regulation 30(1)( d (i) to (iv))**
- **A statement setting out if representations from any other person were made in the time specified, the number of representations made, summaries of the main issues raised by the representations, or a statement that no representations were made, Regulation 28(2) and 30(1) (e)**
- **Copies of any representations made Reg 30(1) (f)**
- **Supporting documents that are relevant to the preparation of the development plan document, Regulation 30(1) (g)**

5.22 As soon as practicable after submitting a development plan document to the Secretary of State the council must make the development plan document and the documents set out above open to public inspection and must publish on the website the development plan document and some of the documents listed above and a statement setting out that the documents can be inspected and the times and places where the proposed submission documents can be inspected, Regulation 30(a)to (b)

5.23 The council must also send the bodies it is required to consult copies of the development plan document and many of the documents listed above and information on where documents can be inspected, Regulation (30(3)(c) to (d).

### **Public Examination**

5.24 A public examination will be held and any representations received considered by an independent planning inspector on all development plan documents except the Statement of Community Involvement. An Inspector is charged with firstly checking that the plan has complied with legislation and this includes in particular checking that the plan has been prepared in accordance with the Local Development Scheme, in compliance with the Statement of Community Involvement and the Regulations, been subject to sustainability appraisal, has regard to national policy, conforms generally to the Regional Spatial Strategy and has regard to any sustainable community strategy for its area. In addition the Inspector has to determine whether the plan is “sound”. To be “sound” a core strategy should be JUSTIFIED, EFFECTIVE and consistent with NATIONAL POLICY.

5.25 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.



5.26 **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, Oxford Times, Herald Series and Wiltshire Gazette and Herald)**
- **On the council's website**
- **To any person who has made representations on a development plan document and not withdrawn those representations. The council will also notify those persons who asked to be kept informed.**

### **Inspector's Report**

5.27 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. The Report's recommendations are binding on the council.

5.28 **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 Point at Abbey House, Abingdon and on the council's website.**
- **Give notice to any person who asked to be notified of the publication of the Inspector's recommendations.**

5.29 In addition the council will:

- Issue local press and media releases publication of the Inspector's report;
- Make copies of the Inspector's report available in all local libraries in the district, Didcot library and the Westgate library, Oxford

### **Adoption**

5.30 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.

5.31 **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 Point at Abbey House, Abingdon and on the Council's website**
- **Publish a statutory notice in a local newspaper (using the Oxford Mail, Oxford Times, Herald Series 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.**

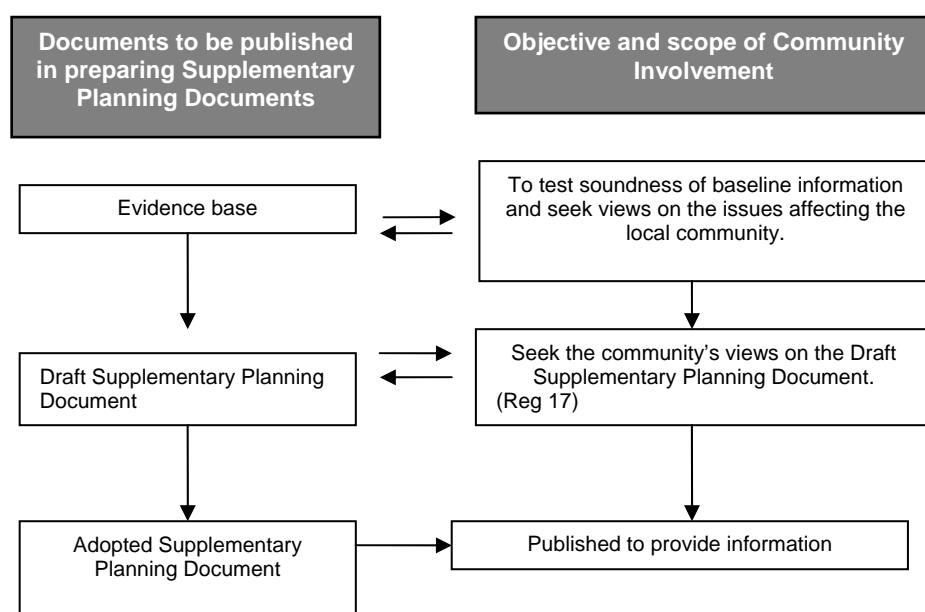
5.32 In addition the council will:

- 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;

### **Supplementary Planning Documents**

5.33 The process for preparing supplementary planning documents is not as lengthy as that for preparing Development Plan Documents. The main stages are set out in the diagram below.

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



### **Evidence Base**

5.34 This stage will include survey information and background evidence 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.

5.35 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 interested parties and organisations (paragraph 5.7 above).

5.36 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**

5.37 This stage involves publication of the draft Supplementary Planning Document and a statement setting out how the council has complied with the Statement of Community Involvement. This is a key formal stage for the community to have their say and influence the final content of the Supplementary Planning Document.

5.38 **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 setting out how the Council has complied with the SCI available for inspection at the LSP at Abbey House, Abingdon which to comply with the regulations will last from 4 to 6 weeks**
- **Publish the draft Supplementary Planning Document and a statement setting out how the Council has complied with the SCI on the council's website**
- **Publish a notice in a local newspaper (using the Oxford Mail, Oxford Times, Herald Series 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 Supplementary Planning Document.**

5.39 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;
- 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.

5.40 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:

- Continue to meet with key interested parties (para 5.7);

- 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.

5.41 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**

5.42 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.

5.43 **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 Point at Abbey House, Abingdon 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.**

5.44 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**

5.45 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. Guidance on the carrying out of sustainability appraisals was published by DCLG in November 2005. For each development plan document as set out in Figure 3 the council will:

- 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;
- Consult on the Initial Sustainability Report which will test the DPD objectives, predict and evaluate the effects of the options and draft policies and consider ways of mitigating adverse effects and maximising beneficial effects of the DPD. The report will also propose measures to monitor the significant effects of implementing the DPD;
- When the proposed submission document is published for comments, invite comments on the Sustainability Report;
- At adoption, publish the Final Sustainability Appraisal Report

5.46 When publishing the Sustainability Appraisal Reports for each of the stages set out in the diagrams 'Process of Preparing Development Plan Documents' the council will, in order to meet the Government's requirements:

- **Send copies to English Heritage, Natural England and the Environment Agency.**

5.47 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 Point at Abbey House, Abingdon
- 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.

5.48 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, including applications for reserved matters and other planning related 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** 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. Bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation.
  - 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 Local Services Point at Abbey House, Abingdon.
  - 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 Point at Abbey House, Abingdon. 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 Point at Abbey House, Abingdon.
- 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 and allow 21 days to comment.
- The council will receive 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 be placed on the council's website and also sent to the relevant town/parish council or parish meeting.
- The results of any such consultation will be reported and taken into account in decisions made by and on behalf of the council.
- The minutes of all decisions made at the previous Development Control Committee will be included on the agenda for a subsequent 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 (highways and transport, minerals and waste) and the regional offices of English Heritage (important listed building/conservation area/ancient monument issues), Natural England, the Environment Agency, the Highways Agency and Thames Valley Police. Oxfordshire County Council is also a non-statutory consultee for rights of way, developer funding, ecology/biodiversity and archaeology. A range of relevant local non-statutory bodies who can offer valuable advice 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 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. Decisions on planning applications will be in accordance with the relevant regulations and the Town and Country Planning Act 1990. In general this means that decisions on applications will be based on their conformity with the development plan and/or other material considerations.
- 6.10 The council has a Development Control Committee which meets on a regular basis. Details of the date and time of the meetings are on the council's website at [www.whitehorsedc.gov.uk](http://www.whitehorsedc.gov.uk)
- 6.11 About 90% of all applications are not considered by the Development Control Committee but are delegated to the Head of Planning 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 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, in relation to those applications due to be determined in consultation with the Chair of the Development Control Committee, 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 notification 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 notification 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 Head of Planning and Committee Chair under delegated authority before the planning application is determined.

- 6.15 Anyone who has submitted written comments will 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 Point at Abbey House, Abingdon.
- 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 also 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:

- full details of all new applications submitted under the Town and Country Planning Acts are included on the Council's website. All of the information submitted with new applications, including plans, drawings and background documents are shown on the website. As part of the facility, comments on current applications which are displayed on the website can be submitted electronically by means of a direct link to the council's development control mailbox.
- 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, decisions 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 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.

### **Pre application consultation on planning applications**

6.21 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.

6.22 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.
- It will make clear to applicants the council's requirements for technical information that will be necessary to deal promptly and efficiently with planning applications. This could include the need for traffic assessment, air quality assessments, design and access statements, etc where appropriate.

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 resident's organisations. The council also encourages developers to undertake early consultation with the relevant statutory bodies and interested parties including Oxfordshire County Council. 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. In addition the council will provide advice on whether or not other forms of development require planning permission.

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

- 6.27 For some very major planning applications of more than local significance the council will 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 is still promoting the need for an Upper Thames Reservoir. However, the development programme has been put back 5 years as Thames Water says the Reservoir is now not needed until 2025/26. It is unlikely, therefore, that an application for development consent to construct the Reservoir will be submitted within the next 5 years. Whenever an application is submitted, the council will develop specific consultation arrangements.

## **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 kept under review and the council will make all necessary revisions. These should include revisions which might be triggered by changes to those parties or groups engaged or consulted and changes in the consultation techniques to be employed. The most up to date version of the SCI will be on the council's website [www.whitehorsedc.gov.uk](http://www.whitehorsedc.gov.uk).
- 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. 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 Documents will be carried out by staff from the Development Policy Team. Project management will be the responsibility of the Development Policy manager. There will also be some limited input from the Development Control and Communications Teams, the Environmental Protection Team 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 manual levels of consultation proposed. 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.



### **Development Control: Financial resources**

- 8.5 Sufficient budget has been allocated to meet the day-to-day/or general costs of consulting the community on planning applications. The council, if needed will look to developers to fund consultation on large scale major development.
- 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 consultant's 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 to 2016 based on widespread local involvement. The Community Strategy has a vision for the Vale to be a prosperous, inclusive and thriving community that has good access to a range of housing, jobs and services. It will also be a place where everyone can feel safe and enjoy life whilst having their needs met without compromising the natural and built environment.
- 9.3 The Local Development Framework has a key role in delivering the spatial, land use related aspects of the Community Strategy for the Vale. The Community Strategy to 2016 was approved by the Vale Partnership and the council in October 2008. The vision in the Community Strategy has been developed so that it can be common to both the Core Strategy and the Community Strategy
- 9.4 The council has a number of other strategies which have spatial implications or relate to consultation procedures. These include
- The Vale Arts Development Strategy and the Flood Management Policy 2008. 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 strategy for Abingdon and Didcot 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 **Local Transport Plan** for Oxfordshire 2006-11 and its review to cover the period to 2030.
  - Equality & Diversity Scheme 2008-11.
- 9.5 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 for any documents will where practicable run concurrently.

### 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 as amended by The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008.

(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 Regulations:

- the regional planning body if the local planning authority's area is in a region other than London
- a relevant authority any part of whose area is in or adjoins the area of the local planning authority
- the Police Authority
- the Coal Authority
- the Environment Agency
- the Historic Buildings and Monuments Commission for England
- Natural England
- the Secretary of State for Transport
- a Regional Development Agency whose area is in or adjoins the area of the local planning authority
- 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
- any person who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority
- any of the bodies from the following list who are exercising functions in any part of the area of the local planning authority
- the Primary Care Trust
- any person to whom a licence has been granted under Section 7(2) of the Gas Act 1986
- Sewerage undertaker
- Water undertaker
- The Homes and Communities Agency

**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.

- (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) Disabled Persons Transport Advisory Committee
- (p) Electricity, Gas and Telecommunications Undertakers, and the National Grid Company
- (q) 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
- (r) Fire and Rescue Services
- (s) Forestry Commission
- (t) Freight Transport Association
- (u) Gypsy Council
- (v) Health and Safety Executive
- (w) Help the Aged
- (x) Housing Corporation
- (y) Learning and Skills Councils
- (z) Local Agenda 21 including:
  - i. Civic Societies
  - ii. Community Groups
  - iii. Local Transport Authorities
  - iv. Local Transport Operators
  - v. Local Race Equality Councils and other local equality groups.

- (aa) National Playing Fields Association
- (bb) Network Rail
- (cc) Police Architectural Liaison Officers/Crime Prevention Design Advisors
- (dd) Post Office Property Holdings
- (ee) Rail Companies and the Rail Freight Group
- (ff) Regional Development Agencies
- (gg) Regional Housing Boards
- (hh) Regional Sports Boards
- (ii) Sport England
- (jj) The Home Builders Federation
- (kk) Traveller Law Reform Coalition
- (ll) Water Companies (Thames Water)
- (mm) 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. Please note this list also relates to successor bodies where re-organisations occur.

**Specific Consultation Bodies**

South East England Regional Assembly  
South West Regional Assembly  
Oxfordshire County Council

**Town councils in the Vale**

Abingdon  
Wantage  
Faringdon

**Parish councils and meetings in the Vale**

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  
Frilford  
Fyfield and Tubney  
Garford  
Goosey  
Great Coxwell  
Grove  
Harwell  
Hatford  
Hinton Waldrist  
Kennington

Kingston Bagpuize with Southmoor  
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

### 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*

- Bampton
- Cassington
- Clanfield
- 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 – none*

#### *Cotswold*

- Lechlade on Thames

#### *Swindon*

- Inglesham
- Highworth Town
- South Marston
- Bishopstone and Hinton Parva

#### *Kennet*

- Baydon

#### *West Berks*

- Lambourn
- East Garston
- Farnborough
- West Ilsley
- East Ilsley
- Compton



### Organisations

- British Gas
- British Gas Properties
- British Telecom
- Defence Estates
- English Heritage
- Environment Agency
- Highways Agency
- Mobile Operators Association
- National Grid UK
- National Grid (Gas Distribution Plant Protection)
- Natural England
- Network Rail
- Nuclear Installation Inspectorate
- Oxfordshire County Council
- Oxfordshire PCT
- Southern Electric
- South East England Councils
- South East England Development Agency
- South East England Partnership Board
- South West Regional Assembly
- South West Strategic Leader's Board
- South West England Regional Development Agency
- Thames Valley Police
- Thames Water Property Services
- The Coal Authority
- The Planning Inspectorate

### Government Departments

- Defence Estates
- DEFRA
- Department for Business & Regulatory Reform
- Department for Children, Schools & Families
- Department for Communities and Local Government
- Department for Constitutional Affairs
- Department of Culture, Media and Sport
- Department of Education and Skills
- Department of Energy and Climate Change
- Department of Innovation, Universities and Skills
- Department of Transport
- Department for Works and Pensions
- Government Office for the South East
- Home Office
- Office of Deputy Prime Minister
- Office of Deputy Prime Minister (Library & Information)
- Office of Government Commerce
- Secretary of State for Health

### **General Consultation Bodies**

#### **Business and Commerce**

- Abingdon and District Chamber of Commerce
- Business Links Solutions
- CCLRC
- Crown Technologies
- Defence Academy of the United Kingdom
- District Chamber of Commerce (email)
- Esso Petroleum Company
- Faringdon Chamber of Commerce
- Goodman, Mr Paul Whelan
- Goodman, Mr R Cutler
- Grove 2000 plc
- Grove Technology Park
- Innogy
- Jones Day
- MEPC
- Nick Tucker (email)
- Npower Renewables
- Oxford Innovation
- Oxford Instruments
- Oxfordshire Economic Partnership
- Rogers Concrete Ltd
- Rutherford and Appleton Laboratories
- RWE National Power Plc
- Sainsbury's Supermarket
- Tesco Stores Ltd
- Thames Valley Chamber of Commerce
- UKAEA and STFC
- Universities Superannuation Scheme
- Vale Science UK
- W M Morrison Supermarkets
- Wantage & District Chamber of Commerce
- West End Newsagents Ltd
- Williams F1

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

- A K Harris Partnership
- All Souls College
- Banner Homes
- Barrett Homes
- Barton Wilmore
- Bellway Homes Ltd
- Berkeley Homes
- Bewley Homes
- Bidwells
- Bluestone Planning Ltd
- Bovis Homes (South West) Ltd
- Boyer Planning Ltd
- Bushbuy Ltd
- CALA Homes (Mids) Ltd
- Carter Jonas LLP
- Cecil Pilkington Trust (Charitable Trust)
- Christopher Strang Assoc
- Cluttons LLP
- Cluttons LLP
- Colliers CRE
- Consensus Planning
- Cornwall House Developments Ltd
- Country Land & Business Association
- Cranbourne Homes Ltd
- Croudace Homes
- David Wilson Homes
- David Wilson Homes Ltd
- Development Land & Planning Consultants Ltd
- Development Plan UK
- DPDS (2 people)
- Earl of Plymouth Estates
- Easton Bevins
- Edgars Ltd
- Elmore Homes
- Fairview Homes
- Fisherman Properties
- Gallagher Estates Ltd
- Gazeley UK Ltd
- G L Hearn Ltd
- Gleeson Land
- G R Planning Consultancy Ltd
- Green & Co
- Green Issues Communications

- Harmers Ltd
- Hephher Dixon
- Hives Planning
- Holburn Homes
- Home Builders Federation
- J A Pye (Oxford) Ltd
- JJ Gallagher & Gleeson Developments
- John Phillips Planning Consultancy
- Jones Lang LaSalle (2 offices)
- Kemp & Kemp Property Consultants
- Kimberley Developments
- Leith Planning Ltd
- Malcolm Judd & Partners
- Martin Grant Homes
- Mays Properties
- McCarthy & Stone
- Morgan Cole
- Mr D Greenwell
- Mr M Vaughton
- Mrs K Bitmead
- Oxford Diocesan Board of Finance
- Pegasus Planning Group
- Persimmon Special Projects Western
- Pinecrest Ltd
- PMP
- Rob White Consulting Ltd
- Robert Hitchins Ltd
- RPS Planning
- RPS Planning & Development

- Rydon Homes
- Savills
- SCP
- Silk Planning
- Smith Stuart Reynolds
- Stansgate Planning Consultants
- Stephen Bowley Planning Consultants
- Strutt and Parker LLP
- Taylor Wimpey
- Terence O'Routke
- Tetlow King Planning
- Tetlow King Planning
- The Castle Family
- The Hendred Estate
- The Planning Bureau Ltd
- The Showmans' Guild
- The Trustees of W E Gale
- Turley Associates
- Turnberry Consulting
- UKAEA
- University of Oxford
- Vincent & Gorbing
- West Waddy ADP
- Westbury Homes
- White Young Green Planning
- White Young and Green
- WM Wasbrough & the Trustees of WM Wasbrough
- Woolf Bond Planning LLP

### Transport

- Abingdon Bus Company
- Barnes Coaches
- Chiltern Railways
- Civil Aviation Authority
- Coachman Travel
- Faringdon Community Bus Ltd
- First Great Western
- First Great Western
- Freight Transport Association
- Heyfordian Travel Ltd
- i-transport
- National Express
- Newbury Buses
- Oxford Airport
- Oxford Bus Company
- Passenger Focus
- Rail Freight Group
- Railfuture: Thames Valley Branch
- Road Haulage Association
- Stagecoach in Oxford
- Stagecoach in Swindon
- Stanford in the Vale St Denys Church Voluntary Transport
- Stanford in the Vale Community Minibus Committee
- Tappins Coaches
- Thames Travel
- Thamesdown Transport Ltd
- UBW Minibus
- Vale Youth Minibus Scheme
- Virgin Trains
- Weaveway Travel
- Whites Coaches
- Windrush Transport

### Health

- CPPIH (south East Regional Office)
- NHS Estates Inventures
- Oxfordshire Ambulance NHS Trust
- The Malthouse Surgery
- Whitehorse Medical Practice

### Religious

- Abingdon Churches
- Ahmadiyya Muslim Mosque
- Catholic Diocese of Portsmouth
- Christadelphian Church
- Church Commissioners for England
- Church Commissioners for England
- Churches Together in Oxfordshire
- Diocese of Oxford Diocesan
- Faringdon Baptist Church
- Father John Slatter
- First Church of Christ Scientist
- Grove Free Evangelical Church
- Jehovah's Witnesses
- Jewish Synagogue
- Mr Colin Pattenden
- Oxford Community Churches
- Pastor Paul John
- Rev John Robertson
- Roman Catholic Church in Faringdon
- The Church in Abingdon
- The Fellowship of Independent Evangelical Churches
- The Methodist Church
- United Reformed Church
- Wantage Community Church

### Housing Associations

- A2 Dominion Housing Group
- Advance Housing and Support
- Anchor Staying Put
- Beacon Housing Association Ltd
- Bromford Housing Group
- Catalyst Housing Group
- Cherwell Housing Trust
- Chiltern Hundreds Housing Association
- FFT Planning
- Helen Novelle VWHDC
- Housing Corporation
- HVSA (includes Paramount Housing Association)
- Jephson Housing Association Group
- Oxford Citizens Housing Association
- Paradigm Housing Group Ltd
- Rural Housing Trust
- SOHA Housing Ltd
- South East Regional Housing Board
- Sovereign Housing Group
- Thames Valley Housing Association
- The Guinness Trust
- Vale Housing Association

### Educational Establishments

- Headmaster of Cothill School
- Manor Preparatory School
- New Oxford School Trust
- Oxford Brookes University
- Oxford Brookes University Library
- Radley College (c/o The Bursar & c/o West Waddy ADP)
- University Oxford Land Agent

### Local Residents Associations

- Albert Park Residents Association
- Charlton Residents Association
- Church Close Residents' Association
- Cumnor Rise Road Resident's Association
- Fitzharry's Manor Estate Residents Association
- Harcourt Hill Resident's Association
- Hids Copse Road Residents Association
- Long Furlong Community Association
- North East Abingdon Community Association
- Old Botley Residents Association
- Stockham Park and Local Area Residents Association
- Tithe Farm & Ladygrove Residents Association

### General Interest Groups

- 20<sup>th</sup> Century Society
- Abingdon Area Archaeological & Historical Society
- Abingdon Green Party
- Active Ten
- Age Concerns (Oxfordshire)
- Air Training Corps
- Ancient Monuments Society
- Arts Council
- British Waterways
- Campaign for Real Ale
- Campaign for Real Ale Ltd
- Campaign for Sustainable Didcot
- Cancer Research UK
- Commission for Architecture/The Built Environment
- Commission for New Towns English Partnership
- Disability Rights Commission
- Disability Sport England (Southern Region)
- English Federation of Disability Sport
- English Golf Union
- Equal Opportunities Commission
- Equality & Human Rights Commission
- Fields in Trust
- Friends of Abingdon (Secretary)
- Friends of North Hinksey
- Friends of the Ridgeway
- Friends of Vale & Downland Museum
- Garden History Society
- Georgian Group
- Gypsy & Traveller Law Reform Coalition
- Gypsy Council (European & UK Office)
- Help the Aged
- HM Nuclear Safety Directorate
- Institute of Leisure and Amenity Management
- Kit Davis and Co
- Land Access & Recreation Association
- Learning and Skills Council
- Local Parishes Group
- National Trust
- Open Spaces Society
- Oxford Fieldpaths Society
- Oxford Preservation Trust
- Oxfordshire & Buckinghamshire Gypsy and Traveller Service
- Oxfordshire Architectural & Historical Society
- Oxfordshire Association of Local Councils
- Oxfordshire Federation of Women's Institutes
- Oxfordshire Fire Service
- Oxfordshire Historic Church Trust
- Oxfordshire Play Association
- Oxfordshire Playing Fields Association
- Oxfordshire Sports Partnership
- Oxfordshire Women's Institute
- Planning Aid South
- River Thames Society
- Royal British Legion (Berkshire County Office)
- Royal British Legion (Oxfordshire)
- Royal Mail Group Plc
- RSPCA

- RTPI
- SPAB
- Sport England South East
- Sports Council (Southern Region)
- St John Ambulance
- Sustrans South East
- Thames Valley Police
- The British Wind Energy Association
- The Crown Estate Headquarters
- The Friends of Grove Library
- The Ramblers Association
- The Theatres Trust
- Tourism South East
- Traveller Education Service
- UK Rainwater Harvesting Association
- Victorian Society
- VWH Sports Association for the Disabled
- Wantage, Grove & District 'Healthcheck' Programme
- Wilts & Berks Canal Partnership
- Wilts & Berks Canal Trust
- Women's National Commission
- Wootton & Dry Sandford Youth Club

### Environmental Interest Groups

- British Waterways South West
- Council to Protect England
- Didcot Community Forum
- Farming & Wildlife Advisory Group
- Forestry Commission
- Great Western Community Forest
- Greenpeace UK
- Inland Waterways Association
- Keep Harwell Rural Campaign
- Letcombe Brook Project
- National Farmers Union
- Nature Conservancy
- North Wessex Downs AONB Office
- Oxford Flood Alliance
- Oxford Green Belt Network
- Oxfordshire Geology Trust
- Oxfordshire Nature Conservation Bureau
- River Thames Society
- RSPB
- RSPB VWH Local Group
- South Abingdon Flood Plain Action Group
- SPADE
- Thames Valley Environmental Records Centre
- The Ramblers Association
- The Woodland Trust
- Wilts & Berks Canal Trust (Wantage)
- World Wide Fund for Nature (Oxon)

### Local Community Agency/Groups

- Abingdon & District Citizens Bureau
- Abingdon Alzheimer's Club
- Abingdon and District Volunteer Centre
- Access Officers
- Advisory Service for the Education of Travellers
- Alzheimer's Society: Wantage/Faringdon/Didcot
- Association of Retired Persons Over 50
- Community Legal Services Partnership
- Didcot TRAIN Youth Project
- Ethnic Minority and Black Race Committee for Enterprise (EMBRACE)
- Faringdon Area Project

- Independent Advice Centre
- Open Access
- Oxford Deaf and Hard of Hearing Centre
- 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 Rural Community Council
- Oxfordshire Supporting People Team
- South West Oxfordshire Mentally Handicapped
- Thames Business Advice Centre
- The Abingdon Bridge
- The Asylum Seeker Service
- Vale of White Horse Community Mental Health Team
- Vale Open Access Group

## **Political**

- Abingdon Green Party
- Ed Vaizey MP (Wantage Constituency)
- Evan Harris MP (Oxford East & Abingdon Constituency)
- Liberal Democrats HQ
- Liberal Democrats (Wantage Constituency)
- Oxford & District Labour Party
- Oxford West and Abingdon Conservative Association
- Wantage Conservative Constituency Association
- County Councillors for the Vale
- Vale District Councillors

## **Local Media**

- Abingdon, Wantage and Grove Herald
- Oxford Mail
- Oxford Times
- Faringdon Folly
- Wantage and Grove Review
- BBC Radio Oxford

## 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:** sets 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 and the Managing development Document*. 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 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.

**Managing development document:** sets out the detailed policies for determining planning applications and to identify the smaller sites for development. The Managing Development Document will have the status of a *Development Plan Document*.

**Material Considerations:** Something that should be taken into account when preparing development plan documents or determining planning applications, but they must be genuine planning considerations eg. the type of development, site, layout, siting, design, access and landscaping.

**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.

**Vale Strategic Partnership:** partnership of interested parties who develop ways of involving local people in shaping the future of their neighbourhood in how services are provided. It is a single non-statutory, multi-agency body which aims to bring together locally the public, private, community and voluntary sectors.

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

### **Communities and Local Government (CLG)**

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

CLG 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.rtpi.org.uk](http://www.planningaid.rtpi.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 people's. 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.