

# **Information for parishes producing a Community Led Plan in South Oxfordshire and Vale of White Horse District Councils**



**THIS GUIDE HAS BEEN PRODUCED IN ORDER TO ASSIST COMMUNITIES  
AS THEY DEVELOP THEIR OWN ACTION PLAN FOR IMPROVEMENT.**

**IT IS DESIGNED TO BE READ WITH AND COMPLEMENT  
THE COMMUNITY LED PLANNING TOOLKIT:  
'THE 9 STEP PROCESS'**

**For more information please contact  
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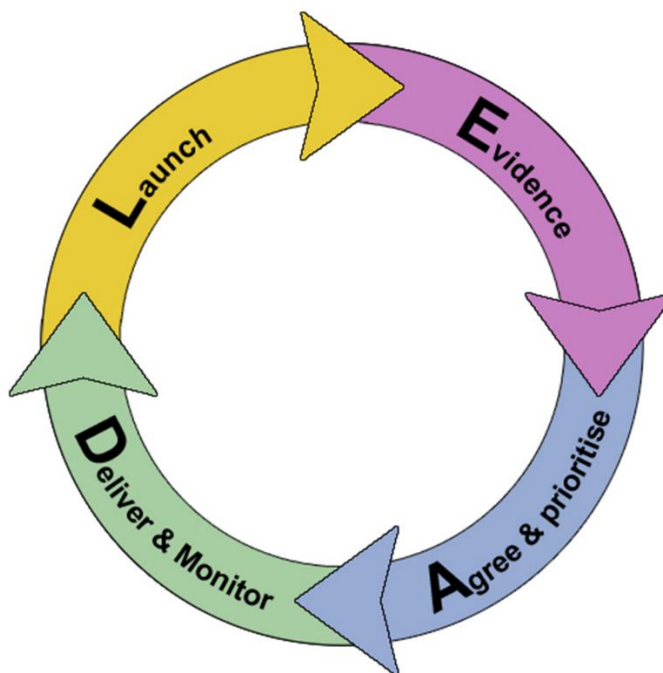
# INTRODUCTION

This guide has been designed by South Oxfordshire and Vale of White Horse district councils in order to assist communities as they develop their own action plan for improvement through the production of a community led plan. Included is a step by step explanation of the entire community led planning (CLP) process, as well as useful contacts and information, such as references to helpful documents and contact details. We have also included check lists so you can check your progress at each stage of the process.

Please use this guide in conjunction with the Parish and Community Planning Toolkit 'The 9 Step Process', available on the Community First Oxfordshire website: [www.communityfirstoxon.org/housing-community-planning/community-led-planning/](http://www.communityfirstoxon.org/housing-community-planning/community-led-planning/) This website gives you access to all the necessary supporting documents to help make developing a CLP a simple and (hopefully) enjoyable process for you. Community First Oxfordshire (formerly ORCC) works with the councils to support Oxfordshire communities to do CLPs.

STEP 1 GETTING STARTED	
<p><b>1</b></p> <p><b>Community Steps</b> - To start the process you need to get people interested with publicity and hold an open event to gather support to undertake the process</p>	<p><b>Bridging with Local Authority</b> - Make contact with your Rural Community Council and Local Authority to inform them of your intention to produce a Parish or Community Plan and ask for their support. Invite your Councillors to early meetings and events to engage with the community.</p>
STEP 2 ESTABLISHING THE STEERING GROUP	
<p><b>2</b></p> <p><b>Community Steps</b> Set up a steering group with wide representation from the community</p>	<p><b>Bridging with Local Authority</b> Nominate a steering group member to act as the main point of contact with the Local Authority officers</p>
STEP 3 DEVELOPING A PROJECT PLAN	
<p><b>3</b></p> <p><b>Community Steps</b> Over a series of meetings put together a strategy, budget and programme on how you are going to undertake the plan, ensuring you consult with everyone in the community.</p>	<p><b>Bridging with Local Authority</b> Include in your programme the moments at which you wish to involve local authorities, although it is best to engage with them, right from the beginning of your plan.</p>
STEP 4 COMMUNITY CONSULTATION	
<p><b>4</b></p> <p><b>Community Steps</b> This is a time to undertake a variety of interesting and fun consultation exercises involving as many people as possible both in taking part and in expressing their views.</p>	<p><b>Bridging with Local Authority</b> Consult with the LSP and LDF officers about the linkages between the Sustainable Community Strategy and Local Development Framework, how they are relevant to your community and what questions can usefully be asked.</p>
STEP 5 PRIORITISING AND PLANNING ACTION	
<p><b>5</b></p> <p><b>Community Steps</b> Sort and prioritise the issues and begin to form focus groups to take forward actions.</p>	<p><b>Bridging with Local Authority</b> - Liaise with the LSP and LDF coordinators and any other agencies that have been identified in an action, to agree that what is being proposed is feasible and can be delivered. This doesn't mean you can't have aspirations for future actions which are not possible at present.</p>
STEP 6 DRAFTING THE PLAN	
<p><b>6</b></p> <p><b>Community Steps</b> Put together the first draft to share with the community and partner organisations.</p>	<p><b>Bridging with Local Authority</b> Make your plan more accessible to outside agencies by using the Model Action Plan as a template. Show a draft plan to all relevant stakeholders.</p>
STEP 7 FINALISING THE PLAN	
<p><b>7</b></p> <p><b>Community Steps</b> Consult with the community and partner organisations and produce the final document.</p>	<p><b>Bridging with Local Authority</b> Categorise your actions under community, service providers and strategic.</p> <p><i>At this point celebrate with your community but keep the momentum going to implement what you have decided.</i></p>
STEP 8 IMPLEMENTING THE PLAN	
<p><b>8</b></p> <p><b>Community Steps</b> Consolidate any actions started and begin to implement others.</p>	<p><b>Bridging with Local Authority</b> Feed into the Sustainable Community Strategy or the Local Development Framework, for longer term implementation.</p>
STEP 9 MONITOR AND REVIEW	
<p><b>9</b></p> <p><b>Community Steps</b> Once you have completed a plan a regular review and update will ensure continuous progress on the needs and requirements of your community.</p>	<p><b>Bridging with Local Authority</b> Keep your service providers and local authorities (such as your Local Strategic Partnership, Local Area Committee and Planning Department) informed of your progress. Successes and challenges should be fed back.</p>

The councils support and encourage the use of the nine-step toolkit for parish planning developed by the rural community councils, because underpinning the process is wide-ranging consultation with the community, undertaken by the community.



### More information on Community Led Planning

For more information please contact Anne Richardson, Corporate Projects Officer for South Oxfordshire and Vale of White Horse District Council, email [anne.richardson@southandvale.gov.uk](mailto:anne.richardson@southandvale.gov.uk) or call 01235 422109.

Part of Anne's role is to work closely with communities to provide advice, support and guidance at all stages of the community led planning process, and to encourage links between community led planning groups and council teams. If she can be of any help to you or the community as they develop their plan please get in touch.

Have a look at our CLP web pages:

South Oxfordshire [www.southoxon.gov.uk/communityledplanning](http://www.southoxon.gov.uk/communityledplanning)

Vale of White Horse [www.whitehorsedc.gov.uk/communityledplanning](http://www.whitehorsedc.gov.uk/communityledplanning)

### YOUR FEEDBACK

We hope that this guide will act as a useful starting point for any community group looking to create a community led plan. If you have any comments or feedback to help us improve the information the district council provides to communities who are doing a community led plan please email Anne Richardson on [anne.richardson@southandvale.gov.uk](mailto:anne.richardson@southandvale.gov.uk) or call 01235 422109.

## COMMUNITY LED PLANNING: HELPING YOUR COMMUNITY TO MAKE CHANGE HAPPEN

A community led plan can help your parish create a vision of how your community wants to develop and to identify the actions needed for you to achieve it.

Once finished, your plan will be one of over 4,000 produced nationally and will bring many other benefits to your parish, with one local councillor saying: "We want to produce something that will make us all feel more important in the scheme of things". A community led plan can do this and more:



- community led planning can bring the community together, engender community spirit and build capacity in your community to deal effectively with future issues that arise
- they provide clear evidence of community aspirations and priorities to help bid for funds to improve your community
- they can inform the local councils and other agencies working in your community and influence others to take action
- they include an action plan of practical actions which your community can work

together with local agencies to achieve.

### Who will listen?

"Why bother, nobody listens to us" is a comment that is sometimes made by residents who feel they don't always have enough control over what happens in their community. One of the aims of a community led plan is to give people more say over what happens in their local area, and to empower residents by asking them to take part in a highly inclusive consultation process. This includes giving everyone a questionnaire asking what improvements they would like to see and your action plan can bring about real change.

*"The benefits (of a community led plan) to our village have been immediate and on going... Things have happened more quickly and positively as the whole community has had a chance to be involved. **Even where there are pockets of discontent, people's views have been listened to and taken into account**, this enabled people to see that a democratic decision has been made and not imposed... Our [community led] Plan has helped make the parishioners voice heard not only in our parish but in the outside world"*

**Brightwell cum Sotwell parish**

### Why does the district council encourage communities to do their CLPs?

Although they do not have a statutory status as other forms of plan might, community led plans are encouraged and supported by councils and agencies. The district council uses the information



within community led plans, including the results from the questionnaire, in many ways. For example, a community led plan can influence and inform policy makers when developing sustainable community strategies, the district council's corporate plan and the local development framework.

Community led plans provide an action plan for the future of the community which the parish council and others, like the district and county councils, can support. As a community begin implementing their plan there may be specific actions that relate to an area of work or expertise at the district council or the plan may be of interest to council teams in planning and delivering its services, such as housing, planning or environmental health.

The district council works closely with communities to provide advice, support and guidance for all types of plans, including CLPs, at all stages of the process. More information is available throughout this guide.

## PLANNING OPTIONS FOR COMMUNITIES

Community led plans (also known as parish plans or village plans) and neighbourhood plans (NP) are examples of planning tools available, but there are other types of plans, and it is important to select the one that is most appropriate and cost effective for your own community. It is important for communities to first identify what issues or opportunities might need to be addressed, before then considering the best way of addressing them.

This guide is for communities interested in making a **community led plan**, rather than a **neighbourhood plan**, although this section will advise you on the general characteristics of each plan.

### Community Led Plans

Community led plans can help a community assess current and future potential issues and think about all aspects of community life in an area and set out a plan of action. It can include land use, planning issues/issues around development locally, and although it has no formal weight and cannot allocate development sites, a CLP would be a material consideration and would be taken into account in considering e.g. planning applications in the area and grant applications. It may sometimes be appropriate for communities to complete a CLP as a preliminary to preparing a neighbourhood plan.

For more information please visit our website.

South Oxfordshire [www.southoxon.gov.uk/communityledplanning](http://www.southoxon.gov.uk/communityledplanning)

Vale of White Horse [www.whitehorsedc.gov.uk/communityledplanning](http://www.whitehorsedc.gov.uk/communityledplanning)

### Neighbourhood Plans

A neighbourhood plan can include policies on the development and use of land in a parish or neighbourhood area, however they cannot be used to propose a lower level of housing growth than that proposed within local authority planning policies.

A neighbourhood plan must meet 'basic conditions', which are that the plan:

- must have appropriate regard to national policy and advice contained in guidance issued by the Secretary of State
- must contribute to the achievement of sustainable development
- must be in general conformity with the strategic policies contained in the development plan for the area
- must not breach, and be otherwise compatible with, EU and Human Rights obligations.

For more information please visit our website.

South Oxfordshire [www.southoxon.gov.uk/services-and-advice/planning-and-building/planning-policy/neighbourhood-plans](http://www.southoxon.gov.uk/services-and-advice/planning-and-building/planning-policy/neighbourhood-plans)

Vale of White Horse [www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy/neighbourhood-plans](http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy/neighbourhood-plans)

### **Community led plans and neighbourhood plans – summary**

Each type of plan, whether it is a community led plan or a neighbourhood plan, needs enthusiastic local people who are prepared to work hard together to get the plan in place.

The district council provides advice, support and guidance for all types of plans, including neighbourhood plans and community led plans, at all stages of the process. Please contact us for more information about alternative plan types.

### **Community Infrastructure - s106 and CIL (Community Infrastructure Levy)**

Housing development creates growth in a community, which can have an impact on communities and increase demand for community facilities. This may present an opportunity for towns or parishes to seek funds from the developer to provide new or improved facilities, through the local authority, which address issues directly arising from the new development. These requirements for community infrastructure can be set down in a legal contract between the planning authority and the developer known as a Section 106 Agreement (s106). The Community Infrastructure Levy (CIL) is a levy that local authorities can choose to charge on new development in their area. The money raised can be used to fund a wide range of infrastructure to support growth set out in the adopted Core Strategy.

If at any time in the future there were to be any housing developments in your community, there may be opportunities to secure funding from developers for projects you might identify in a community led plan, such as a new building for the sports and social club. For more information on community infrastructure including s106 and CIL please have a look at our website:

South <http://www.southoxon.gov.uk/services-and-advice/planning-and-building/planning-policy/delivering-infrastructure>

Vale <http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy/delivering-infrastructure>

## SUMMARY OF SUPPORT FROM THE DISTRICT COUNCIL

A summary of the support the district council can provide to community led plan groups includes:

- providing grant funding towards producing a CLP including consultation and print costs
- offering a free limited service to assist with questionnaire design, data entry and data tables
- providing a dedicated officer to give support and guidance
- printing a large map of your parish for use during consultations, and PDF for your use
- helping you to find data and information to help inform your plan
- providing a questionnaire and CLP production timetable template to help with your planning
- providing advice and comments on all areas and aspects of your questionnaire
- reviewing and providing comments on your draft community led plan before it is finalised
- identifying agencies that may be able to help you in delivering some of your actions
- signposting to potential sources of funding for proposed projects in your plan
- supporting the implementation of your actions and helping overcome any obstacles you may encounter
- providing an official response to your completed plan from the Leader of the Council, including details of support the council can provide in progressing your actions

Details of the support available are given throughout this document. For more information please contact Anne Richardson, lead officer for parish and community planning within South and Vale District Councils on [anne.richardson@southandvale.gov.uk](mailto:anne.richardson@southandvale.gov.uk) or call 01235 422109.

## STEP ONE – GETTING STARTED

Contact Community First Oxfordshire (01865 883488) [hilary.lombard@communityfirstoxon.org](mailto:hilary.lombard@communityfirstoxon.org). Hilary can provide you with all the advice and guidance necessary to take you along the road towards producing your Parish or Community Led Plan.

### Other things you should do

Once you have spoken with Hilary you should also make contact with your local authorities as they are keen to support you through the community led plan process:

- Anne Richardson on 01235 422109, [anne.richardson@southandvale.gov.uk](mailto:anne.richardson@southandvale.gov.uk), lead officer for parish and community planning within South and Vale District Councils.
- Laurence Bunch on 07796 937806, [Localities@Oxfordshire.gov.uk](mailto:Localities@Oxfordshire.gov.uk) lead officer for parish and community-led planning within Oxfordshire County Council.

Anne and Laurence will provide advice on how to get the help and support you need from within each council. Anne will put you in touch with colleagues in the council and other organisations and can attend your launch event.

You should also contact your district and county councillors to get them involved in helping to develop your plan. They can provide a lot of support and information and help you through the process.



## **Check list – what you should have done by now**

Contacted Community First Oxfordshire

Contacted the district and county council lead officers for community led planning

Contacted your district and county councillors

Held your launch event

Applied to the district council's CLP grant fund

(administered by Community First Oxfordshire, ask Hilary Lombard for details)

## **STEPS TWO AND THREE – MOVING FORWARD WITH YOUR PLAN**

The development of a parish or community led plan can take some time to develop from beginning to end - anything from 18 months to two years, and requires dedication and hard work from a steering group of volunteers.

Please do not despair! Along the way, you will have the expert help of Hilary Lombard (Community First Oxfordshire) to call upon and support from Anne at the district council and Laurence at the county council as well. At this stage you will be:

- establishing a steering group to take work forward and developing your project plan
- drumming up volunteers to support the steering group and to help to implement actions in your plan at a later date
- collating information from the open evenings and events you have held to consult with the community
- thinking about the issues you want to explore in a questionnaire for the whole community
- starting to think about projects you may want to include in your action plan.

## **Help available to you**

South and Vale can provide practical help at the early stages of developing your plan help by:

- lending display boards for consultation events and activities
- providing maps of your parish, subject to certain conditions (please see Maps section below)
- helping you to find data and information.

## **Other things you should do**

Hilary will keep Anne Richardson at South and Vale and Laurence Bunch at OCC informed of progress. You will probably also want to contact them directly for help in consulting with local

authority services on developing ideas and projects in your plan, or to tackle issues you are beginning to identify for your community.

It is important to discuss potential projects and aspirations for your community with council officers and other appropriate agencies, as they will be able to advise you on what actions they may be able to support or help to implement.

## Check list – what you should have done by now

Established a CLP steering group

Kept in contact with Community First Oxfordshire

Kept in contact with district and county officers

Ordered a map from the district council

## STEP FOUR – CONSULTATION WITH YOUR COMMUNITY

In developing your parish plan, you should consult widely with your community involving everyone, of all ages, ethnicity, background and ability. The more inclusive your consultation the better your plan will be – and being able to demonstrate effective consultation is really important when looking to other agencies for help and support in implementing actions, and when applying for funding to support projects that are in your action plan.

There is a lot of support for you to call upon in developing your consultation activities and questionnaire. Hilary Lombard (Community First Oxfordshire) will be able to provide advice and ideas and you can draw on her experience and enlist her help when drafting your questionnaire.

*"[Community First Oxfordshire] provided us with invaluable help in questionnaire design, showing us how to make a high quality questionnaire. This included making sure that we would obtain the information we would need for statistical analysis, ensuring that questions were clear and not "leading" and making sure the data was robust and would give us a clear indication of how people's opinions should be translated into actions in our action plan."* **Toot & Marsh Baldon**

## What else you should do

- You will also need to involve Anne Richardson and Laurence Bunch (OCC) at an early stage in developing your questionnaire and send them draft versions so that they can obtain colleagues' comments on any questions that relate to council services and have the opportunity to review and comment officially on it before it is finalised.
- Please allow a minimum of three weeks for the councils to review your draft questionnaire and provide feedback to you.
- Involve your district and county councillors. It's a good way of making sure your plan receives support from councillors from this early stage.



## Help available to you

- To assist local communities in developing their questionnaires as part of the community led planning process, South Oxfordshire and Vale of White Horse district councils offer a free limited service to assist with questionnaire design, data entry and analysis and commission Community First Oxfordshire to support communities with their CLPs including questionnaires. Your completed questionnaires will be processed and the district councils will provide an automatically generated of the results for you. This not only saves you and your volunteers a lot of work but also considerably reduces the amount of time needed to complete the questionnaire stage of your consultation. Please see the document entitled 'Questionnaire Service Offer'. If you think you would like to use this free questionnaire design and data service please contact Anne Richardson at an early stage to discuss whether it will meet your needs and to book your slot.
- South Oxfordshire and Vale of White Horse District Councils can provide advice and comments on all areas and aspects of your questionnaire. Please refer to the document entitled 'Questions to Consider from the District Council', available from Anne. This will help ensure that any proposed questions, actions or plans are within local and national policy and are realistically achievable as you have proposed them, especially as district and county council may be the partner agency responsible for delivering certain actions. As policies change regularly, it is important to check with the district and county councils at the time of your questionnaire and plan production to ensure you have the most up-to-date information and guidance.
- The councils can also help you to access statistics (such as from Census 2011) and information, and results from other consultations that may help to get you started and avoid duplicating work.

## Documents available from the district council\*:

- Topics and Questions to consider from South and Vale
- CLP Questionnaire service offer for South and Vale (this is a free limited service)

\*Please contact Anne Richardson and she will send you the latest versions of these documents.

## Check list – what you should have done by now

Booked the free questionnaire service with the district council (if using)

Consulted with your community

Worked with Community First Oxfordshire to develop your questionnaire

Worked with district and county officers to develop your questionnaire

Sent district and county officers a final draft of your questionnaire for formal review

## STEPS FIVE AND SIX – DEVELOPING YOUR ACTION PLAN

During this stage, you will be developing a plan of actions to help your community to realise the aspirations expressed during consultation. It is important to keep in touch with Anne Richardson and Laurence Bunch when you are developing your proposals for actions. They can help you to:

- identify agencies that may be able to help you in delivering some of your actions and get their view on the feasibility of your proposals
- find out about work related to your actions that are already underway or planned that could help you
- find out about potential sources of funding for proposed projects in your plan.

The purpose of this advice is to help to make sure that where your plan includes actions that need the help of others you can make a realistic assessment of what you may be able to achieve and how long it may take.

Oxfordshire Community and Voluntary Action (OCVA) can offer advice and support on your community projects as you develop your action plan. OCVA are the main umbrella organisation for the voluntary and community sector in Oxfordshire and can offer a wide range of services to help your community flourish. For more information contact OCVA on 01865 251946 or email: [admin@ocva.org.uk](mailto:admin@ocva.org.uk).

The district and county councils welcome the opportunity to review and comment officially on your draft community led plan before it is finalised for many reasons, not least that we are very keen to be working closely with local communities to help you achieve the actions that come out of your plan.

It's important to keep your district and county councillors involved at this stage too and ask for their input and feedback on your proposed actions.

### Check list – what you should have done by now

Developed a draft action plan

Worked with Community First Oxfordshire to develop your action plan

Contacted OCVA for advice and support on your community projects

Worked with district and county officers to develop your action plan

Sent district and county officers a final draft of your action plan for formal review

Kept district and county councillors informed of your progress

## STEP SEVEN – PUBLISHING AND LAUNCHING YOUR PLAN

Once you have completed your plan, you will probably want to celebrate your success with a launch event and then take a step back, relax and realise just what you have achieved!

If you are organising a celebration event, you may want to consider inviting your district and county councillors. It's a good way of making sure your plan gets the attention it deserves.

Please send an electronic copy of your completed plan to Anne Richardson and Laurence Bunch so that they can share it with teams across the councils. This is important because as your community begin implementing your plan there may be specific actions that relate to an area of work or expertise, or the plan may be of interest to council teams in planning and delivering our services. The district council will provide an official response to your completed plan from the Leader of the Council, including details of support the council can provide in progressing your actions.

You should also send an electronic copy of your plan to Community First Oxfordshire so that Hilary Lombard can add it to their website and ensure the actions are added to the database.

If you have enough copies of the published document then a copy or two are also welcomed and will be made available in the Members room at the councils and in the Planning library.

The district council will also send an electronic copy of your plan to members of the South Oxfordshire Partnership networking group or the Vale Partnership networking group (please see below for more information on these networking groups). Group members will be asked to review your plan as there may be specific actions that relate to their area of work or expertise, or the plan may be of general interest to their organisation in planning and delivering their services.

## **Check list – what you should have done by now**

Completed and printed your community led plan

Sent an electronic and hard copies of your plan to Community First Oxfordshire

Sent an electronic and hard copies of your plan to district and county council officers

Celebrated with your community

## **STEPS EIGHT AND NINE- IMPLEMENTING YOUR PLAN AND REVIEWING PROGRESS**

If you have kept in touch with the district council and Oxfordshire County Council, and involved them as suggested in this guide then by the time your plan is completed, you should have a good idea of:

- the projects that will be delivered by people in your community
- the agencies that you will need to help you with other projects and the type of support they can offer where they have said that they can do this.

Behind the scenes, the South Oxfordshire Partnership networking group and the Vale Partnership networking group members will be working within their organisations to ensure that they support parish and community planning, help implement projects wherever feasible, and take account of completed plans in their work and strategies. More information on the South Oxfordshire Partnership networking group or the Vale Partnership networking group can be found at



<http://www.southoxon.gov.uk/about-us/how-we-work/partnerships/sop-networking-group>

or  
<http://www.whitehorsedc.gov.uk/about-us/how-we-work/partnerships/vale-partnership-networking-group>.

At the district council, we will also be keeping up to date with the progress that groups are making in implementing the actions contained in their plans. That means we can help to spread the good news about successes and try to help overcome any obstacles you may encounter.

You can contact Anne and Laurence at OCC at any time if there are any problems that partners may be able to help with.

We welcome your comments; if you want to contact us about this guide or other information we provide, or anything else concerning Community Planning in South Oxfordshire or Vale of White Horse Districts, please contact Anne Richardson.

## **Check list – what you should have done by now**

Made contact with agencies involved in helping you deliver actions

Kept in touch with Community First Oxfordshire to help support progress of actions

Kept in touch with district and county officers to help support delivery of your actions

Informed your community of achievements and thanked them for their support

## **THE OXFORDSHIRE PARTNERSHIP AND COMMUNITY PLANNING**

The Oxfordshire Partnership (OP) brings together organisations from the public, private, voluntary and community sectors to focus their efforts on those things that are important to people who live in, work in and visit Oxfordshire and, more importantly, to do something about them.

The Oxfordshire Partnership's vision for the county is set out in the Oxfordshire 2030 strategy and delivery plan. Evidence of local priorities from 30 community plans published between 2002 and early 2007 informed the development of Oxfordshire 2030.

One of our pledges is to **“work with local people including the voluntary, community and faith organisations and the military to sustain and build supportive, cohesive, resilient and well planned communities.”**

To deliver on this pledge partners are committed to:

- increasing the number of communities benefiting from involvement in local community planning
- increasing the number of actions (identified as local priorities in community-led plans) that are progressed.

What we will do to help is:

- use the Oxfordshire Partnership website ([www.oxfordshirepartnership.org.uk](http://www.oxfordshirepartnership.org.uk)) to give access to published community-led plans and relevant links, including to our partners
- take into account updated evidence from community-led plans about emerging trends and priority issues when we review Oxfordshire 2030
- contribute to the delivery of the Oxfordshire 2030 community-led planning targets in other ways, as appropriate, for example by supporting awareness raising, networking and developing skills.

## USEFUL CONTACTS AND SOURCES OF INFORMATION

We hope that this guide will act as a useful starting point for any community group looking to create a community led plan.

For more information please contact Anne Richardson, Corporate Projects Officer for South Oxfordshire and Vale of White Horse District Council.  
[anne.richardson@southandvale.gov.uk](mailto:anne.richardson@southandvale.gov.uk), 01235 422109.

Part of Anne’s role is to work closely with communities to provide advice, support and guidance at all stages of the community led planning process, and to encourage links between community led planning groups and council teams. If she can be of any help to you or the community as they develop their plan please let her know and she will be happy to help.

Issue	Contact
<b>Community First Oxfordshire ) 01865 883488 <a href="http://communityfirstoxon.org">communityfirstoxon.org</a></b>	
Support for community led planning	Community and Neighbourhood Planning Mobiliser <a href="mailto:hilary.lombard@communityfirstoxon.org">hilary.lombard@communityfirstoxon.org</a>
Village and community halls support	Community Development worker <a href="mailto:tessa.hall@communityfirstoxon.org">tessa.hall@communityfirstoxon.org</a>
Village and community shops support	Community Development Worker <a href="mailto:tessa.hall@communityfirstoxon.org">tessa.hall@communityfirstoxon.org</a>
Community transport support	Community Transport Advisor <a href="mailto:emily.lewis@communityfirstoxon.org">emily.lewis@communityfirstoxon.org</a>
Place making	Community Development Director <a href="mailto:tom.mcculloch@communityfirstoxon.org">tom.mcculloch@communityfirstoxon.org</a>

<b>South and Vale District Councils</b>	
Community led planning lead officer and key contact	Anne Richardson <a href="mailto:anne.richardson@southandvale.gov.uk">anne.richardson@southandvale.gov.uk</a> 01235 422109
Planning Policy	Policy, design, environment – South Oxfordshire <a href="mailto:Planning.policy@southoxon.gov.uk">Planning.policy@southoxon.gov.uk</a> Vale of White Horse <a href="mailto:Planning.policy@whitehorsedc.gov.uk">Planning.policy@whitehorsedc.gov.uk</a> 01235 422600
Housing	Helen Novelle <a href="mailto:helen.novelle@southandvale.gov.uk">helen.novelle@southandvale.gov.uk</a> 01235 422451
Waste and recycling, litter and parks	Ian Matten <a href="mailto:ian.matten@southandvale.gov.uk">ian.matten@southandvale.gov.uk</a> 01235 422113
Community safety	Karen Brown <a href="mailto:karen.brown@southandvale.gov.uk">karen.brown@southandvale.gov.uk</a> 01235 422592
Environmental health	Simon Hill (South) <a href="mailto:simon.hill@southandvale.gov.uk">simon.hill@southandvale.gov.uk</a> 01235 422105 Ben Coleman (Vale) <a href="mailto:ben.coleman@southandvale.gov.uk">ben.coleman@southandvale.gov.uk</a> 01235 422158
Environmental sustainability/ climate change	Heather Saunders <a href="mailto:heather.saunders@southandvale.gov.uk">heather.saunders@southandvale.gov.uk</a> 01235 422126
Energy saving	Cynthia Sullivan <a href="mailto:cynthia.sullivan@southandvale.gov.uk">cynthia.sullivan@southandvale.gov.uk</a> 01235 422133

Economic development and tourism	Suzanne Malcolm <a href="mailto:suzanne.malcolm@southandvale.gov.uk">suzanne.malcolm@southandvale.gov.uk</a> 01235 422217
Sport and leisure	Kate Arnold <a href="mailto:kate.arnold@southandvale.gov.uk">kate.arnold@southandvale.gov.uk</a> 01235 422218
Grants	Jayne Bolton <a href="mailto:jayne.bolton@southandvale.gov.uk">jayne.bolton@southandvale.gov.uk</a> 01235 422437
Flood planning / Reducing flood risk	Amy Palmer <a href="mailto:amy.palmer@southandvale.gov.uk">amy.palmer@southandvale.gov.uk</a> 01235 422301
Young People	Karen Tolley <a href="mailto:karen.tolley@southandvale.gov.uk">karen.tolley@southandvale.gov.uk</a> 01235 422118
<b>Oxfordshire County Council</b>	
Community led planning lead officer and key contact	Laurence Bunch <a href="mailto:Localities@Oxfordshire.gov.uk">Localities@Oxfordshire.gov.uk</a>
Community Emergency Plans	Emergency Planning Unit, Woodeaton Manor, Oxford OX3 9GU 01865 815604 <a href="http://www.oxfordshire.gov.uk/cms/content/community-emergency-plans">http://www.oxfordshire.gov.uk/cms/content/community-emergency-plans</a>
School closure and childcare	Oxfordshire Family Information Service, County Hall, New Road, Oxford, OX1 1ND 08452 262636
<b>Oxfordshire Community and Voluntary Action (OCVA)</b>	
Funding advice, information and training for voluntary and community sector	John Hayes, Development Officer <a href="mailto:John.hayes@ocva.org.uk">John.hayes@ocva.org.uk</a> <a href="mailto:admin@ocva.org.uk">admin@ocva.org.uk</a> 01865 251946

<b>NHS Oxfordshire</b>	
Health improvement and health care services	<a href="mailto:jenny.newton@oxfordshirepct.nhs.uk">jenny.newton@oxfordshirepct.nhs.uk</a>
<b>Thames Valley Police</b>	
Neighbourhood policing and partnerships	<a href="mailto:martin.jubb@thamesvalley.pnn.police.uk">martin.jubb@thamesvalley.pnn.police.uk</a>
<b>Other Sources of Information</b>	
General information and advice on community led planning	Community First Oxfordshire <a href="http://www.communityfirstoxon.org">www.communityfirstoxon.org</a>
Vale of White Horse District Council	<a href="http://www.whitehorsedc.gov.uk">www.whitehorsedc.gov.uk</a>
South Oxfordshire District Council	<a href="http://www.southoxon.gov.uk">www.southoxon.gov.uk</a>
Oxfordshire County Council	<a href="http://www.oxfordshire.gov.uk">www.oxfordshire.gov.uk</a>
NHS Oxfordshire	<a href="http://www.oxfordshirepct.nhs.uk">www.oxfordshirepct.nhs.uk</a>
Thames Valley Police	<a href="http://www.thamesvalley.police.uk">www.thamesvalley.police.uk</a>
Funding and advice on setting up and running voluntary and community groups	Oxfordshire Community and Voluntary Action (OCVA) <a href="mailto:funding@ocva.org.uk">funding@ocva.org.uk</a> Community First Oxfordshire <a href="mailto:hilary.lombard@communityfirstoxon.org">hilary.lombard@communityfirstoxon.org</a>
Carers Oxfordshire (support for those 18+)	<a href="mailto:carersinfo@carersoxfordshire.org.uk">carersinfo@carersoxfordshire.org.uk</a>



Age UK Oxfordshire and the Community Information Network	<a href="http://www.ageuk.org.uk/oxfordshire/">http://www.ageuk.org.uk/oxfordshire/</a> 0345 450 1276 and email address <a href="mailto:network@ageukoxfordshire.org.uk">network@ageukoxfordshire.org.uk</a>
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<b>Further Sources of Information</b>	
<b>Thames Valley Police</b>	<a href="http://www.thamesvalley.police.uk">www.thamesvalley.police.uk</a> 101 (non emergency number and to contact your Neighbourhood Policing Team by telephone)
<b>Environment Agency</b> Flood risk Information for residents about what to do in the event of flooding	<a href="http://www.environment-agency.gov.uk/homeandleisure/">www.environment-agency.gov.uk/homeandleisure/</a>
<b>Ofsted</b> Childcare advice	<a href="http://www.ofsted.gov.uk/">http://www.ofsted.gov.uk/</a> 0300 123 1231
<b>Churches together in Oxfordshire</b> Local ecumenical body of Churches Together in England serving churches and communities across the county, supporting and resourcing local churches, ecumenical partnerships and 'Churches Together' Groups	<a href="mailto:ctoshire@gmail.com">ctoshire@gmail.com</a> Oxford Diocese <a href="http://www.oxford.anglican.org">www.oxford.anglican.org</a> Oxford Council of Faiths <a href="http://www.interfaith.org.uk/local/index.htm">www.interfaith.org.uk/local/index.htm</a>
<b>Healthwatch Oxfordshire</b> Independent social and healthcare watch dog for the county, helping to improve and shape services locally through the collective voices of patients and the public	01865 520520 Web: <a href="http://www.healthwatchoxfordshire.co.uk/">www.healthwatchoxfordshire.co.uk/</a> Email: <a href="mailto:hello@healthwatchoxfordshire.co.uk">hello@healthwatchoxfordshire.co.uk</a>
<b>Age UK Oxfordshire</b> Dedicated to providing essential services for older people throughout the county through a range of services that can offer practical help and support with a friendly face.  Also run the Community Information Network service that provides information on local support services and activities, money matters and social care.	0345 450 1276 Web: <a href="http://www.ageuk.org.uk/oxfordshire/">http://www.ageuk.org.uk/oxfordshire/</a> Email: <a href="mailto:admin@ageukoxfordshire.org.uk">admin@ageukoxfordshire.org.uk</a>

## MAPS

During your community consultation stage, for example at public meetings and events, you might find that having a large map of your parish area very useful for helping to pinpoint areas for improvement and discussion. A PDF is also provided. Two possible options are available:

### Option 1 (Free)

#### **Ordnance Survey (OS) map supplied by district council**

Any map supplied by the district council may be used solely for the purpose of aiding the creation of a community led plan. For this purpose the district council may supply a map under its own Public Sector Mapping Agreement (PSMA) licence in order to support local community groups in engaging with the council on local matters.

#### Map size

A printed map of one parish area can be supplied in two sizes (normally A0 and A3), as agreed with the district council. If you would like a very large map we will print it in several large sheets (it could be 4 sheets x A0 size), which you can then join up on a table or wall.

Depending on your parish size and the level of detail wanted, many groups find that an A0 is suitable. We could provide the same map in a more manageable size (A3) and can also provide a PDF of the map area for you to use in your printed community led plan.

#### Maps for future use or different parish areas

If your parish council is a PSMA member, the parish council will be able to login to the PSMA website and have access to core geographical datasets any time within the current lifetime agreement (ends April 2021). This PSMA license number will enable the council to provide maps of your parish area or other areas, for both planning purposes, and in the future should you require them. The website link is: <http://www.ordnancesurvey.co.uk/oswebsite/public-sector/mapping-agreement/index.html> and there is a help desk line should you require any support: 08453 757 595 (or email the helpdesk: [psma@ordnancesurvey.co.uk](mailto:psma@ordnancesurvey.co.uk)).

### Option 2 (small charge to Parish Councils)

#### **Parish Online GIS service from Getmapping**

Another option is to use the 'Parish Online' product which is a GIS service supplied through a private company called Getmapping. Parish Online was developed for parish councils to control their own mapping needs. You can find more information on:

<http://gis.getmapping.com/login/parishonline.html> There is a small charge for the use of the Getmapping services.

#### **For more information**

Please note that any requests to the district council for maps not directly concerned with the production and maintenance of a community led plan will be considered separately.

Please contact Anne Richardson on 01235 422109, [anne.richardson@southandvale.gov.uk](mailto:anne.richardson@southandvale.gov.uk), lead officer for parish and community planning within South and Vale District Councils.

## OXFORDSHIRE AND DISTRICT DATA

### DISTRICT DATA SERVICE

Oxfordshire's district councils have jointly commissioned a Data Analysis service to highlight trends and geographical/other variations in social, economic and environmental data of relevance to District Council services. This includes providing parish data from **Census 2011**.

The Data Analysis service will help district councils to make use of data and evidence on:

Population and households

Businesses and the economy

Education and skills

The environment

Health and wellbeing

Housing

Community safety

Communities

For more information please visit

<http://www.oxford.gov.uk/PageRender/decDDS/AbouttheDistrictDataService.htm>

### PARISH PROFILE REPORTS

Are you interested in the underlying trends and statistics in your community, and how it compares to others?

The Evidencing Rural Need Project created detailed reports on a range of themes, including demographics, access to services, transport, economy, services and environment. Community First Oxfordshire is making these valuable reports freely available.

Developed by Action with Communities in Rural England- ACRE, its members in the ACRE Network (including Community First Oxfordshire), and Oxford Consultants for Social Inclusion- OCSI, these reports show the true socio-economic picture of rural Oxfordshire.

Parish profile reports are available to download from the Community First Oxfordshire website [www.communityfirstoxon.org](http://www.communityfirstoxon.org).

### OTHER SOURCES AND INFORMATION

You can download data for your parish from the Office for National Statistics Neighbourhood Statistics website at [www.neighbourhoodstatistics.gov.uk](http://www.neighbourhoodstatistics.gov.uk) - use 'Neighbourhood Summary' or 'Find statistics for an area'.

Oxfordshire County Council runs a local intelligence system called Oxfordshire Insight at <http://insight.oxfordshire.gov.uk/cms/> which provides access to local evidence on a range of topics including population forecasts, community safety and health and social care data.

## ASSETS OF COMMUNITY VALUE

The Localism Act 2011 has introduced the Community Right to Bid, which gives eligible organisations such as Town and Parish Councils, and defined community groups the opportunity to nominate an asset (building or land) they believe to be important to their community wellbeing, to be listed by the Local Authority as an Asset of Community Value.

When a listed asset comes up for sale, the Assets of Community Value Regulations provide for a delay in the sale process (moratorium). The moratorium allows local community groups to prepare and make a bid for the asset on the open market.

This aims to ensure that buildings and amenities can be kept in public use and remain an integral part of community life where possible, and thus reduce the trend in recent years of communities losing local amenities and buildings of importance to them.

The Regulations do not give the community group any other rights, other than to delay the sale so they can prepare a bid.

For more information, nomination forms and guidance please visit the council websites at <http://www.southoxon.gov.uk/services-and-advice/community-advice-and-support/assets-community-value>

Or

<http://www.whitehorsedc.gov.uk/services-and-advice/community-advice-and-support/assets-community-value>



## GRANTS AND COMMUNITY LOANS

### South Oxfordshire and Vale of White Horse District Council grants

The councils offer a range of grants and community loans to registered charities and parish councils. For more information and a guide to the grants offered by the district councils visit:

South <http://www.southoxon.gov.uk/services-and-advice/community-advice-and-support/grants-and-community-loans/community-loan-scheme>

Vale <http://www.whitehorsedc.gov.uk/services-and-advice/community-advice-nd-support/grants>.

For funding advice please see South <http://www.southoxon.gov.uk/services-and-advice/community-advice-and-support/grants/funding-advice>

Vale <http://www.whitehorsedc.gov.uk/services-and-advice/community-advice-and-support/grants/funding-advice>

### Guide to Funding Opportunities in Oxfordshire

The county and district councils within Oxfordshire have collaborated to produce a Guide to Funding Opportunities in Oxfordshire that is on this website <http://www.oxnet.org.uk/funding>.

### Other sources and information

Oxfordshire Community Foundation [www.oxfordshire.org](http://www.oxfordshire.org)

Oxfordshire Community and Voluntary Action (OCVA) [www.ocva.org.uk](http://www.ocva.org.uk)

[Grantnet](#) is an online database of funding opportunities. This service allows organisations and individuals to identify funding sources for projects through a single search engine.

The County Council's Funding and Grants webpage is also a good source of information - <http://www.oxfordshire.gov.uk/cms/content/funding-and-grants>

**YOUR NOTES**