

# Draft Interim Housing Supply Policy: Consultation Plan



**Vale  
of White Horse**  
District Council

This consultation plan outlines the various methods of engagement that will be utilised for the production of an Interim Housing Supply Policy. This document does not sit within the Town and Country Planning Local Development Framework Regulations as amended 2008. However, for the purposes of this consultation and to give the document greater robustness in terms of process and weight as a material consideration for the determination of planning applications, we will prepare and consult on this document in the same way we would for a Supplementary Planning Document (SPD).

## Introduction

1. The Interim Housing Supply Policy (IHSP) policy has been prepared to respond constructively to the lack of a five year housing land supply in the Vale, arising primarily because Local Plan housing allocations have not come forward sufficiently quickly. There have also been significant delays to the Vale's emerging Core Strategy Development Plan Document. As mentioned previously, although not a formal supplementary planning document that sits within the local development framework regulations, this document will undergo the same preparatory processes (sustainability appraisal, public consultation and formal adoption) as a supplementary planning.
2. The main aim of the interim policy is to:
  - Achieve a target of permission of 1,000 homes by March 2014 or by adoption of the core strategy if earlier.
3. This will be achieved through adoption of a statement to set aside, relax or vary selected saved Local Plan policies to:
  - Increase the size limits on development in built up areas of villages
  - Relax constraints on using vacant local employment sites for housing
  - Consider rural infill and rural housing exceptions sites
  - It will provide guidelines to encourage proposals that are readily deliverable, proportionate to their host communities and in suitable and sustainable locations.

## Previous consultation

4. This issue has not been the subject of any previous consultation.

## Current consultation and timescale

5. This consultation is the first on this subject matter and a six week consultation period would usually be suggested. However, this issue is quite well known with the target stakeholders (town and parish councillors, planning agents, land owners and architects). It is these groups who are more likely to contribute significantly to this consultation period. Therefore a consultation period of five weeks should provide a satisfactory timescale and fits within the normal timescales of an SPD consultation, a week above SPD minimum to allow for the half-term period and to accommodate the Town and Parish Council Forum meeting on 23 November 2011. Where possible we will try to accommodate any late responses received, within a reasonable time period.
6. The potential consultation period we have identified runs from 21 October to 25 November 2011. A breakdown of the overall timescale follows:

Lead member decision	By 22 September 2011
Scrutiny call-in period	23-30 September 2011 (Scope to slip a week if changes required to the draft policy)
Press adverts submitted	7 October 2011
Formal consultation period (5 weeks)	21 October – 25 November 2011
Workshop event(s)	
Town & Parish Council Forum	23 November 2011
Processing of responses and revisions arising	18 November – 9/16 December subject to volume
Report back to Council	TBC January 2012

7. The following table highlights the various consultation methods that will be used. As we are treating this document, as that of a similar status to a SPD, we have shown differences in the consultation requirements based on regulation. The shaded boxes denote regulatory minimum requirements of consultation considered in the context of an equivalent of an SPD. The boxes without shading identify methods over and above the minimum requirements, which we will use. We feel that these additional methods are an appropriate level of consultation for this subject.

### Principal methods of consultation

8. The table below outlines the methods of consultation that we will look to use for the IHSP document. The table provides further information on the main aim that we are looking to achieve with each identified consultation activity. We have provided specific dates for some events, but also date ranges for some activities, where appropriate.

Proposed method of Consultation	Description and Aim	Date
Wider councillor involvement discussion session/workshop	To provide councillors with an opportunity for discussions prior to the formal consultation beginning.	Preferably in advance of the main consultation period or near to the start w/c 17 October 2011 <b>TBC (dependent on interest)</b>
Letters and e-mails to statutory consultees	Correspondence sent out to statutory consultees to notify them of the consultation period and meet regulatory requirements. Also provides opportunity to notify consultees of any associated consultation events. Statutory consultation list will be tailored from the prescribed list set out in the regulations, to those that we see as most suitable for this consultation.	17-20 October 2011
Letters and e-mails to non statutory consultees	Correspondence sent out to non statutory consultees to notify them of the consultation period and meet regulatory requirements. Also provides opportunity to notify consultees of any associated consultation events. We identify non-statutory consultees through the use of our stakeholder consultation database. A main focus of this consultation will be targeting town and parish councils, along with agents, landowners and key organisations.	17-20 October 2011
Formal Press advert and equivalent SPD matters statement online and local newspaper (Herald series & Oxford Times)	To set out formal requirements of the consultation (both local newspapers and online), as identified in the regulations. This will also provide an opportunity to promote the consultation period and associated activities. The press advert will cover the formal requirements, which will be equivalent to a SPD matters.	Adverts to run: Herald on 19 October 2011 and Oxford Times on 20 October 2011 (deadline for submission 14 October 2011)
Hard copy documents provided at the council offices, local libraries and local service points	To allow access to consultation information for those without online facilities. Reference copies of the document will be held at various locations across the district, including those previously mentioned.	Dispatched to named destinations 18-19 October 2011
Standard questionnaire and comment forms	To capture qualitative data for analysis. Comment forms will be available online on, libraries, town and parish councils.	As above, to form part of the consultation document, and live online by 21 October 2011.

Stakeholder workshop – Town and parish councils, agents and land owners, other key agencies and bodies	To provide an opportunity for key stakeholders including potential land owners to discuss matters relating to the interim policy document with council officers. Provide further opportunity to collect feedback on the document. Mixed attendance facilitated workshop sessions, one or two subject to demand. Break-out sessions structures around consultation questionnaire questions.	TBC (possible dates w/c ....
Town and Parish Council Forum – presentation	To provide a brief reminder on the key elements of the interim policy, while at the same time encouraging town and parish councils to respond promptly before the scheduled close of the consultation on 25 November. The forum is also generally well attended.	23 November 2011
Press release	To increase publicity and maximise opportunity for those not viewing the consultation electronically. Press releases also provide an improved method of presenting the consultation information compared to the more formal press adverts.	Press releases to run: Herald 19 October 2011 and Oxford Times 20 October 2011.
Consultation leaflet	To provide additional more user friendly method of communicating the findings of the document with a wider audience range.	Dispatched to destinations with reference copies of the consultation document 18-19 October 2011.