

58

marketing business September 2000

## Wootton St Helen Without Neighbourhood Plan

### Consultation Statement

October 2018

#### Contents

1. Introduction
2. WSHWNP Steering Group
3. Who are we? - Branding the WSHWNP
4. Why are we Communicating?
5. Why are we Engaging?
6. Who are our WSHWNP Stakeholders?
7. Communications Routes
8. What did we Learn from Our Engagement?
9. Engagement
10. Consultation Pre-submission draft Neighbourhood Plan
  - 10.1 Statutory Responses
  - 10.2 Non-Statutory Responses
  - 10.3 Consolidated Assessment of Responses

#### Appendices

- Appendix 1 - List of Stakeholders
- Appendix 2 - National Standards for Community Engagement
- Resources
- References

## THE CONSULTATION STATEMENT

### 1. Introduction

The Wootton St Helen Without Neighbourhood Plan (WSHWNP) is a joint plan between the parishes of Wootton and St Helen Without with Wootton parish being the lead council. A Public Meeting was held on 17th January 2017 and was very well attended. Presentations were given by the Vale of White Horse District Council and Community First Oxfordshire and residents responded with a lively session of questions and answers. There was significant support for undertaking a joint neighbourhood plan between the two parishes.

This consultation statement has been prepared to fulfil the legal obligations of the Neighbourhood Planning Regulations 2012 in respect of the WSHWNP. Section 15(2) of part 5 of the Regulations sets out what a consultation statement should contain:

- Details of the persons and bodies that were consulted about the proposed neighbourhood development plan.
- Explanation of how the general public, agencies and stakeholders were consulted.
- Summary of the main issues and concerns which arose through the consultation process.
- A description of how issues and suggestions have been considered and where objectives have been developed in relation to the neighbourhood plan.

### 2. WSHWNP Steering Group

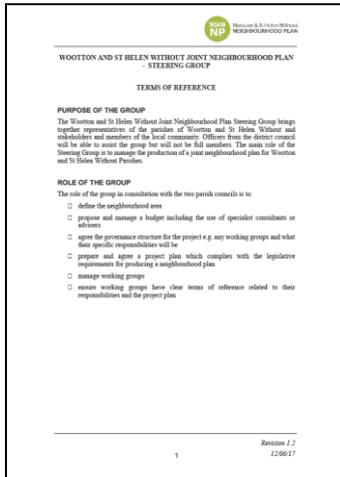
The WSHWNP Steering Group (SG) was formed in January 2017 and has met 22 times for up to 2 hours, mostly on a three-weekly basis, for a period of fifteen months (see [http://wshwnp.org.uk/meetings\\_for\\_the\\_wshwnp-2/](http://wshwnp.org.uk/meetings_for_the_wshwnp-2/) for agendas and minutes). Note, SG meetings are continuing to be held on a three-weekly basis until the plan is made and to ensure that delivery and implementation are successfully passed to the two parish councils.

The SG (June 2018) consisted of:

Carole Page (Chair)  
Jan Banfield (Vice-Chair)  
John Ashton  
Richard Bahu (Councillor St Helen Without)  
Laurence Brockliss (Councillor Wootton)  
Andrew Lane  
Rose Osborne  
Phil Painting (Councillor St Helen Without)  
Mike Ricketts (Parish Clerk Wootton, Joint Liaison Officer)  
Dennis Walton  
Kate Zarnecki

A number of other people have been involved in the SG since its inception. In particular, George Edmonds Brown was the previous Wootton Parish Clerk and Joint Liaison Officer who retired in June 2018. Various councillors from both parish councils rotated their membership of the SG.

## Terms of reference of the SG:



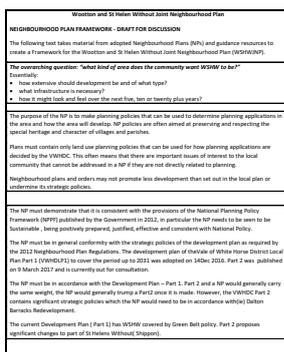
(Double click to Open)

Presentation by John Ashton, Carole Page & Richard Bahu to SG on 29 March 2017 set out the NP process for the second SG meeting. A discussion on the challenges and opportunities sought to bring out the BIG issues which the NP should address:



(Double click to open)

An initial framework for undertaking the NP was developed to communicate the NP process, aid understanding and facilitate discussion:



(Double click to open)

In addition, some 30 volunteers, came forward offering skills in the following areas - business, bus service, Dalton Barracks, disability access, delivery and collection of material, development, editing, education, the elderly, environmental sustainability, finance, flooding, health, housing, law, local government, local history, marketing, planning, public consultation, proof reading, social media, technology, traffic, website and young people. A detailed list of volunteers and their skills was available to the Steering Group.

### 3. Who are we? - Branding the WSHWNP

The objective was to create branding which was distinctive and reinforced that this was a joint NP. Various alternatives were developed by Gwen Morgan, a marketing and graphics designer, resident of Wootton, on a voluntary basis. The SG and Parish Councils (PCs) selected their favourite design.

Logos:



Banners: Note the right hand side of the banner allows for customisation for each specific activity being promoted.



Adverts in various local publications:


**Wootton & St Helen Without NEIGHBOURHOOD PLAN**  
*our community, our future, our plan*

There are plans to build a huge development in Dalton Barracks. It will impact on where you live, work and play. **How will this affect you?** The Neighbourhood Plan presents a major opportunity to influence this development and any others in the area. The **bulletin** in this issue of the newsletter explains more.

The Neighbourhood Plan Team will be at **WADS-STOCK on 29 July 2017** please come and tell us what you think about...

Complete our quick survey on the big issues for our neighbourhood and enter our free, fun competition for a chance to win a luxury hamper!

All your views will count towards creating the Neighbourhood Plan which will become part of the Vale of White Horse District Council's decision making process for planning proposals and could also lead to new community projects.

**CONTACT US**  
[www.wshwmp.org.uk](http://www.wshwmp.org.uk) - Email: [steeringgroup@wshwmp.org.uk](mailto:steeringgroup@wshwmp.org.uk)

**Large traffic increase in your area**  
 More roads, cars, traffic jams and air pollution  
**Disappearing local Green Belt and countryside**  
**Limited school places for children**  
 Longer waiting times to see a doctor


**Wootton & St Helen Without NEIGHBOURHOOD PLAN**  
*our community, our future, our plan*

**YOUNG PEOPLES FREE FUN DAYS!**  
 CLIMBING WALL + LOTS OF GAMES & ACTIVITIES  
 FREE PIZZA, CAKES & DRINKS

**DROP IN 2PM TO 5PM - OPEN TO ALL**  
**WEDS 14 FEB DALTON BARRACKS COMMUNITY CENTRE**  
 (Just past the Costcutter Shop on left)  
**THURS 15 FEB WOOTTON COMMUNITY CENTRE**

**"CREATE A VISION OF THE FUTURE"**  
 GET INVOLVED  
 Register at [www.wshwmp.org.uk/youngperson](http://www.wshwmp.org.uk/youngperson)  
 or call Tel:07802 201708


**Wootton & St Helen Without NEIGHBOURHOOD PLAN**  
*our community, our future, our plan*

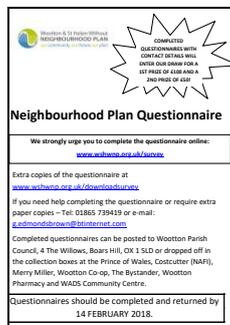
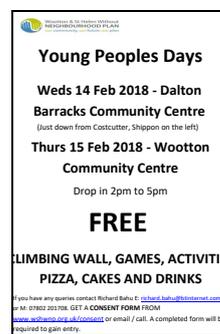
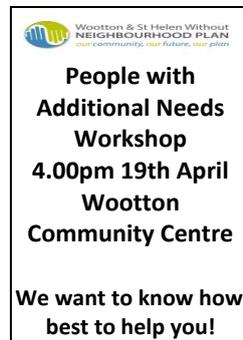
**YOUR VIEWS COUNT COMPLETE THE QUESTIONNAIRE NOW!**  
[www.wshwmp.org.uk/survey](http://www.wshwmp.org.uk/survey)  
**GET INVOLVED**  
 T:01865 739419

(Double click to Open)

Posters: A4 posters for parish and other notice boards around the designated area:



(Double click each poster to Open)



(Double click each poster to Open)

A set of three A1 posters were produced and used on a display stand at various events and meetings:



(Double click to Open)

Flyers were inserted in the WADS Newsletter and available at various locations around the designated area:



(Double click each flyer to Open)

T-shirts and sashes were produced for volunteers to wear at various events and meetings:



#### 4. Why are we Communicating?

The SG set out to explain to the community what a NP is, what it can do, what it can't do, the NP process and how to get involved. At every stage we wanted to communicate progress, key milestones achieved, successes, emerging results and findings.

The SG sought to convince everyone that the WSHWNP is a real opportunity to influence the future of our area to meet the needs of all stakeholders in a sustainable way whilst at the same time recognising that our community will continue to grow in size, possibly substantially.

The WSHWNP was undertaken at the same time as the Vale of White Horse District Council were undertaking the development of, and consultation on, their Local Plan Part 2 (LPP2)- see

<http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy/local-plan-2031-part-2>. A significant site in the designated area (DA) was included, namely, Dalton Barracks and Abingdon Airfield. LPP2 proposes a development on this site of 1200 dwellings by 2031 and longer term suggests up to 4500 dwellings could be accommodated. This site is currently used by Army logistics corps and MoD for training but could be vacated by 2029.

It was important to explain to the community the clear differences between the WSHWNP process and that for LPP2. At the same time, given that the Barracks and Airfield and the associated army quarters cover a large proportion of the DA, the impact of the LPP2 proposals was a significant factor in consultation with various stakeholders. Note: the independent examination of LPP2 takes place in July 2018 and the SG made representations based on the community's views.

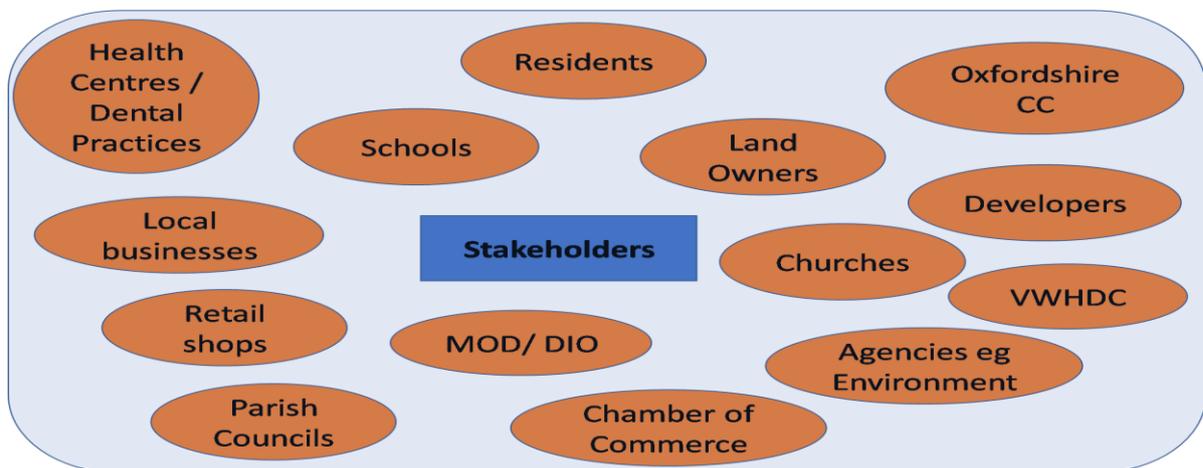
## 5. Why are we Engaging?

The first objective was to communicate to everyone that the WSHWNP is a real opportunity to influence the future of our area to meet the needs of all stakeholders in a sustainable way whilst at the same time recognising that our community will continue to grow in size, possibly substantially.

The second objective was to enable the SG to produce a WSHWNP which takes account of the views and needs of all stakeholders in the DA and which will receive the highest level of support in the referendum so that it is "made" by the VWHDC and is implemented.

The third objective of communication and engagement was to provide key qualitative and quantitative data for the evidence base and highlight where there are gaps in knowledge that will require further tailored engagement and if then required, research through commissioned assessments and consultancy reports.

## 6. Who are our WSHWNP Stakeholders?



We recognised that we would need to target communications to specific stakeholders and groups eg Businesses, Landowners, Young People and People with Additional Needs.

We noted that our residents are a diverse community and we needed to be responsive to them based on demographics, disability, ethnicity, etc. The VWHDC equalities officer provided us with a recommended basis for covering demographics and ethnicity to incorporate into our main

questionnaire (See WSHWNP Questionnaire Report at <http://wshwnp.org.uk/wshwnp-submission-neighbourhood-plan/>).

A particular group of residents in the DA are the army quarters associated with Dalton Barracks in Shippon. It was acknowledged that the army personnel were largely a transient population with a mixture of single soldiers and families with a significant proportion from overseas territories ie they were less likely to see themselves as part of the long-term vision for the community. In addition, the MoD had announced plans for Dalton Barracks to be vacated by 2029 and possibly as early as 2026 which would further reduce their interest in the future of the area.

The Army's HIVE internal communications network was utilised to promote the WSHWNP and related events to all Dalton Barracks personnel living in the army quarters in Shippon and in the wider designated area. This was facilitated by the Station Staff Officer, and the CS Senior Development Worker (SE), who gave significant support. In particular, the CS Senior Development Worker (SE) noted that a significant number of the overseas families were not fluent in English and some had literacy issues which would exacerbate them completing any questionnaire.

We also recognised that there are various groups involving residents such as Residents Associations, clubs and societies that will also be a valuable resource for communicating and engaging with the community (see Appendix 1).

We produced a comprehensive list of stakeholders.

## 7. Communications Routes

We adopted the good practice principles of the National Standards for Community Engagement (see Appendix 2). We sought to use as diverse a set of routes to reach our community as set out below:

- Community newsletter articles - circulated monthly to 1250 households in the DA (approx 75% of all households - Boars Hill residents receive their own newsletter with updates and for service personnel and their families information is available via their HIVE information system) .  
<http://www.woottondrysandfordshippon.co.uk/newsletter/>
- Community website: <http://www.woottondrysandfordshippon.co.uk/>
- Boars Hill Residents Association website: <http://www.boarshill.info/>
- Dedicated Neighbourhood Plan website: [www.wshwnp.org.uk](http://www.wshwnp.org.uk) and email addresses [steeringgroup@wshwnp.org.uk](mailto:steeringgroup@wshwnp.org.uk) and [i-want-to-help@wshwnp.org.uk](mailto:i-want-to-help@wshwnp.org.uk).
- Facebook page: <https://en-gb.facebook.com/Wootton-St-Helen-Without-Neighbourhood-Plan-889649391173286/> (There are some 1000 Facebook registered users in the DA).
- Notice Boards - Posters and banners on Parish / Community / Church / Shops / Pubs etc.
- Press releases

24 July 2017 - Designated Area:



(Double click to open)



2 August 2017 - Front Page Abingdon Herald: (Double click to open)

**Top views of community highlight by views of housing, health, green spaces and infrastructure**  
 The first major public engagement has been a stall (see photo) at WADS STOCK on 25 July at the Wootton and Dry Sandford Community Centre, where people learnt more about Neighbourhood Plans, completed a questionnaire and entered a competition to win a hamper worth over £200 from generous donations from local businesses. The Steering Group were delighted by the strong interest from attendees, many of which completed the survey.

People really value the rural character of the area and are strongly (82%) against building in the Green Belt which wastes over the area.

People really value their top housing priorities are:

- Small starter homes (78%)
- Homes designed for disabled (65%)
- Flats for elderly (couple 2 bedrooms) (62%)

These clearly reflect the lack of suitable affordable housing for those who want to stay in the area, both for our ageing population, overcoming and facing the challenges of old age, or young people, trying to leave and setting up on their own for the first time.

People (84%) want to see new roads, cycle paths and public transport both before large numbers of new houses to the three serious concerns (81%) about existing roads around the villages and barriers coping with any large development of Dalton Barracks.

The community's top 3 wishes are:

- New medical centre (77%)
- New primary school (68%)
- New green spaces (62%)

Carole Page, Chair of the Steering Group, said "Our neighbourhood plan is the ideal way of influencing how such wishes can be delivered to build a truly sustainable community in which people of all ages will want to live, work and play".

Judge Moran MP visited our stall (see photo) and offered her support. SA Vicky MP, who was unable to attend, is keen to meet with us. We hope to see both of them shortly during a trip to Wootton.

Richard Baku, Steering group member, said "The 'How well do you know our Area?' competition proved a big attraction and our hamper winner was a lovely family from Dry Sandford, Tattenhoe, Wootton and Otton (see photo)".

6 August 2017 - WADS STOCK mini survey: (Double click to open)

**Wootton and St Helen Without Neighbourhood Plan takes big step forward**

Wootton and St Helen Without Neighbourhood Plan, which will help shape development in the parishes for the coming 15 years, has taken a significant step towards completion.

Over the past fifteen months the Steering Group, made up of local volunteers including parish councillors, have been analysing the results of major public consultations and workshops and checking other research and policy documents to form planning policies for the Plan. Aspects such as housing, character, environment, transport, employment, landscape, heritage and community facilities form the backbone of the Plan, which will actively affect all planning decisions in the future.

All that work now has been drawn together to create the Draft Pre-submission Neighbourhood Plan and undergone compliance checking so that our policies don't contravene National or Local Planning Policies. It has now been released for further public consultation and to various statutory bodies.

Carole Page, Chair of the Neighbourhood Plan Steering Group said "All the volunteers have worked so hard with great support from both Parish Councils. They should feel very proud of their work. We believe we have created a Plan which balances the needs for growth in housing in our area with preservation of its rural character and its historic villages and ensuring infrastructure is a priority. We have had tremendous support from so many stakeholders, particularly, the Vale of White Horse District Council. We welcome everyone to look at our Plan and provide comments so we can produce a really strong Plan.

The next stages are for the final Plan to be produced, examined independently and then for a referendum to be held. We anticipate the Plan being approved and made in the autumn of 2018. Visit the Wootton St Helen Without Neighbourhood Plan website to download the Plan and get more information: [www.woottonst-helen.org.uk](http://www.woottonst-helen.org.uk)

30 May 2018 - Pre-submission NP: (Double click to open)

## 8. What did we Learn from Our Engagement?

**23 April 2017 - LPP2 Consultation.** St Helen Without Parish Council sought the views of Shippon residents at an open meeting in Shippon Church Hall and via a questionnaire on the VWHDC's Local Plan Part 2 (LPP2) Preferred Options consultation. The results were submitted to the VWHDC and set out the community's views:

**LPP2 Preferred Options Consultation**  
**St Helen Without Parish Council Response**

**Introduction**

The St Helen Without Parish Council has taken the Draft LPP2 Preferred Options consultation process very seriously and initiated its own residents 'Open Day', which took place on Sunday the 27<sup>th</sup> April 2017, to further inform and gather feedback on how to respond (including residents from Whitcombe).

In a consequence, the Parish Council's response on behalf of its residents is evidence-based, in the form of completed questionnaires and open-ended written comments from 121 residents. This information is being securely stored by an independent market research company, under the Data Protection Act 1998, for future reference.

**Key Findings from the Residents Survey**

- It is clear that both residents and the Parish Council recognise the need for the District Council to facilitate new homes in the area via the LPP2 mechanism.
  - Some 67% of residents polled agreed that new and affordable housing was needed.
- In addition, there was also agreement that the Dalton Barracks site is a suitable site for development once the M40 vacates the site.
  - However, critically, it is also clear that the vast majority of residents (97%) believe that it is unnecessary nor appropriate to develop the entire operational area of the Dalton Barracks site (including associated M40 housing sites and other M40 lands) and areas into and alongside Shippon and Whitcombe. This is especially the case when the requirement for this site, in the Draft LPP2 Preferred Options consultation (up to 2031), is for only 1,200 dwellings.
  - It should be noted though that some 73% of residents recognise that it would be appropriate to develop on some areas of the site, i.e. on the brownfield operational area of the site only.
- Despite this, residents are generally concerned about the impact of this proposed development.
  - Some 46% of residents perceive that there will likely be negative impacts associated with this development upon the local community, e.g. increased traffic, no guarantee that sufficient improved infrastructure and services would be provided, the detrimental effects to the existing habitat and nature ecosystems, etc.

(Double click to open)

This is relevant to the NP as it raised for the first time the possibility of the development of Dalton Barracks due to it being proposed that the army would vacate the site. At that time, it was believed that development would be on the operational area of Dalton Barracks. However, it has since

become clear from the published version of LPP2 and the associated Supplementary Planning Document that a significant proportion of Abingdon airfield as well as the Dalton Barrack operational area is considered by the VWHDC as brownfield, ie Previously Developed Land, and could potentially be developed.

**17 May 2017 - Big Issues Workshop.** The Steering Group and Volunteers update workshop included a facilitated SWOT analysis – Presentation by Carole Page to SG and Volunteers Workshop on 17 May 2017:



**What is a Neighbourhood Plan?**

A way of helping local communities to influence the planning of an area in which they live and work.

It can be used to;

- Develop a shared vision for our neighbourhood
- Choose where new homes, shops, offices and other development should be built
- Identify and protect important local green spaces
- Influence what new building should look like

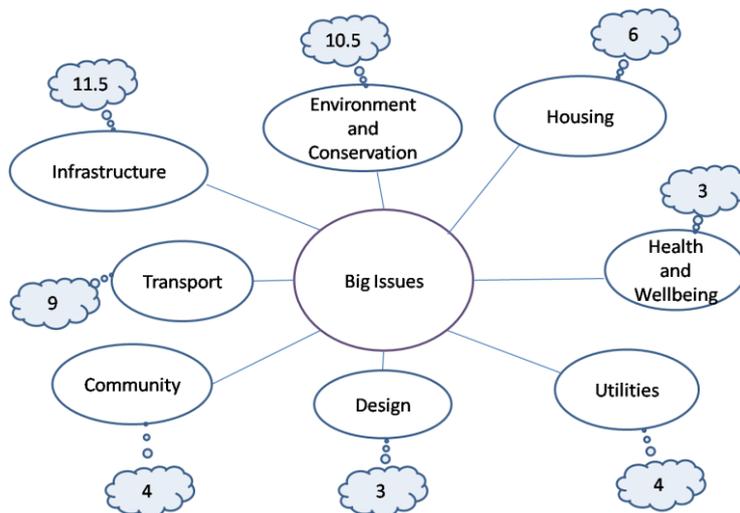


Our Community, Our Future, Our Plan



(Double click to open)

It is quite clear from every consultation and survey undertaken by the Parish Councils and the WSHWNP SG that the biggest issues on which we need to focus are: Infrastructure (including Roads, Transport), Environment & Conservation (Green Belt, Rural open character, Heritage) and Development (Housing, Facilities):



*Voting at 17 May 2017  
Volunteers Workshop*

The SWOT Analysis from 17 May 2017 Volunteers Workshop reinforced the various views of residents on land use in the DA both positive and negative:







(Double Click to open)

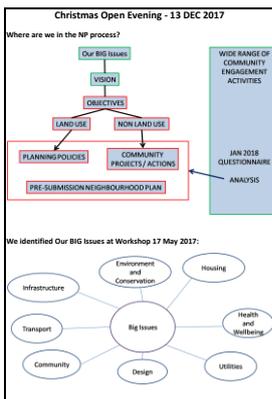
Again, the results show a consistent picture of the views of the community on their wishes and concerns.

**13 December 2017 - Vision and Objectives Workshop.** We organised an open workshop to generate our NP objectives and prioritise them. These objectives will provide the focus for developing the NP planning policies and for potential community projects and actions. We also had a presentation from Nigel McGurk on "Why Neighbourhood Plans Matter". He is an extremely experienced NP examiner and has been appointed to advise the SG on the draft policies and to write the "Basic Condition Statement" for the WSHWNP.



(Double Click to open)

The handout for 13 December workshop:



(Double Click to open)

The output from the 13 December workshop was the basis for setting the vision and objectives for the NP:

WSHWNP Overview Open Meeting (13 Dec 2017)	
Consultation and input	
Possible objectives for Wootton and St Helen Without Neighbourhood Plan	
<b>Key objectives:</b>	
<ul style="list-style-type: none"> <li>1. To ensure that housing developments in an area take account of local needs in terms of building and accessible areas of public, including those for people with special needs and disabled.</li> <li>2. To protect and enhance the openness and existing quality character of the area by retaining existing areas of open green space and countryside for all while protecting the Green and White landscape designations.</li> <li>3. To protect and enhance the local character and heritage assets of our villages, securing the urban setting of our villages.</li> <li>4. To encourage proposals for sustainable design that are above the minimum requirements to provide higher standards for all those living, working and playing in the area while continuing to engage in the community.</li> <li>5. To ensure that the development in our area brings significant and timely infrastructure benefits, including health, education and employment (regardless of the economic status of development), health, education and transport.</li> <li>6. To ensure that any infrastructure is provided at the earliest possible time but no later than the business planning stage to ensure no adverse effects on quality of life of existing residents.</li> <li>7. Provide a sustainable environment for local businesses to enable them to thrive and provide for local commerce, all good services and opportunities for learning and training facilities in the village and surrounding area in Wootton &amp; St Helen Without.</li> <li>8. Provide a safe and secure environment for all residents, including a secure and safe environment for all residents, including a secure and safe environment for all residents, including a secure and safe environment for all residents.</li> <li>9. To ensure that all proposals for development are subject to a thorough and transparent process.</li> </ul>	

(Double Click to open)

### 3 February 2018 - Pop-up events to promote WSHWNP and questionnaire.

Two pop-ups were set up in Shippon and Wootton to enable residents in the DA to meet with members of the SG to find out more about the NP and answer any questions. In Shippon the pop-ups were at Costcutter and also in the Price of Wales pub.



**14 and 15 February 2018 - Young People Events.** A key group identified by the SG was young people, who were clearly seen as key to the future of any community. A sub-group was set up with participation from VWHDC, Damascus project and WSHWNP SG. It met on several occasions to plan the two events: 14 February at the Dalton Barracks Community Centre (kindly facilitated by the army) and 14 February at the WADS community centre.

A grant from My Community enabled the participation from the Oxfordshire Play Association who provided various equipment, Adventure Plus who provided and operated the climbing wall. In addition, the Police provided a police van and two local community officers.

The VWHDC's Youth Engagement Officer, provided a toolkit for engaging with young people:

<b> toolkit young people's engagement in NH Planning</b>	
<b>How to involve young people</b>	
<ul style="list-style-type: none"> <li>1. What do we want to achieve by involving young people?</li> <li>2. Manage young people's expectations.</li> <li>3. Use appropriate language – most people.</li> <li>4. Ask for the information given – you will see it (or don't but explain why).</li> <li>5. Increase young people's understanding of decision making and give them a voice.</li> <li>6. Offer young people in their community an opportunity to be involved in decision making and give them a voice.</li> <li>7. Provide opportunity for young people to work with others in their community.</li> <li>8. Help young people gain skills through the process (D of E etc).</li> <li>9. Young people who represent organisations meet with respect and value their opinion.</li> <li>10. Include in future planning, where appropriate (depending on local money).</li> </ul>	
<b>Consulting with young people</b>	
<ul style="list-style-type: none"> <li>1. Who is responsible?</li> <li>2. How can we use the most suitable methods of engagement?</li> <li>3. How can you work with schools?</li> <li>4. How can you communicate with young people?</li> <li>5. How can you promote the development?</li> <li>6. Monitor and evaluate, feedback.</li> <li>7. Generate feedback and through other groups, focus groups, activities, social media, events take and existing, through other groups working with young people, schools and parents – consider it!</li> </ul>	
<b>Guidance</b>	
<ul style="list-style-type: none"> <li>1. Code of conduct with young people (Self-referring policy)</li> <li>2. E-Safety (Internet, social media, etc)</li> <li>3. Equality, diversity and anti-discriminatory practice</li> <li>4. Risk assessments (venues and safety including dealing with anti-social behaviour)</li> <li>5. Confidentiality and GDPR including parental consent, photos</li> </ul>	

(Double Click to open)

There were particular issues for any events involving young people such as safeguarding and health and safety. A consent form and risk assessment were created as given below:

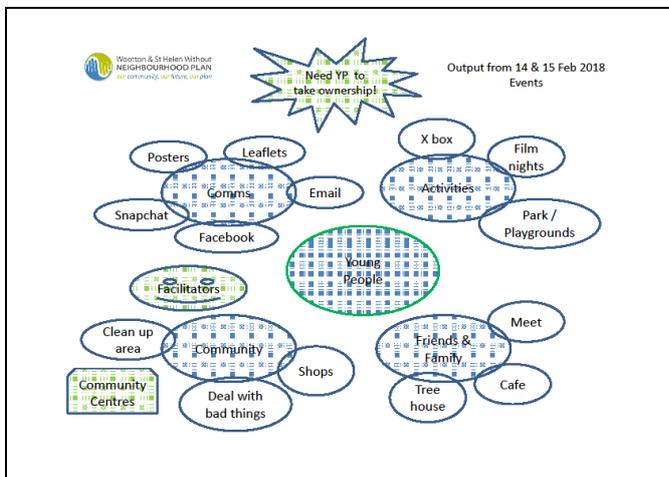




Some photographs from the two events are shown below:

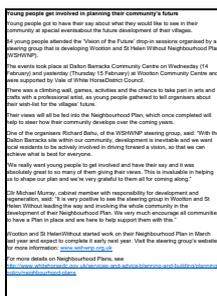


The key findings for young people are summarised below:



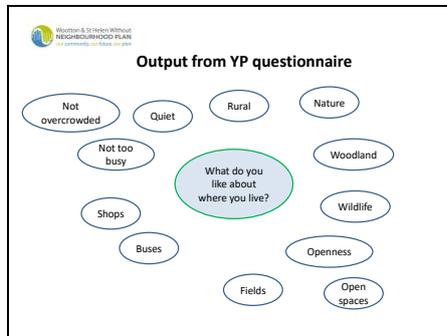
(Double Click to open)

After the events a press release was drafted by the VWHDC Communications team:



(Double Click to open)

Note: A separate young peoples' questionnaire was distributed to every household along with the main NP questionnaire and full details are given in the WSHWNP questionnaire report (See <http://wshwnp.org.uk/wshwnp-submission-Neighbourhood-plan/>). The results are summarised below:



(Double Click to open)

All these young people engagements were used to draft young people policies for the WSHWNP. In addition, the rich pool of views and proposals are being taken forward as potential community projects by the two parish councils. Note, the SHW PC is already seeking support from young people to develop heritage and nature trails in 2018.

### February / March 2018 - Questionnaire

As a key part of the community engagement, a comprehensive questionnaire was developed based on the need to ensure that it would provide complementary evidence to enable neighbourhood planning policies to be formulated. In addition to the main community questionnaire, it was felt that a separate shorter questionnaire should be designed to enable young people to give their views. Full details of the WSHWNP questionnaires are given in the separate WSHWNP questionnaire report which accompanies this Consultation Statement (See <http://wshwnp.org.uk/wshwnp-submission-Neighbourhood-plan/>).

In order to give the broadest potential for participation, it was decided that not only would online versions be available but hard copies would be delivered to every household in the designated area. This proved correct as roughly twice as many hard copies were returned as completed online.

The questionnaires were designed over a period of several months by reviewing questionnaires used by other neighbourhood plans, online advice and guides, extensive consultation with VWHDC officers and survey design / market research experts as well as setting up a small working group and piloting with volunteers. In particular, the Community Engagement Officer, VWHDC, gave significant support as did the Young Peoples Development Officer VWHDC.

The questionnaire had 18 questions which covered household data and issues (Part 1) followed by 30 questions which sought to capture residents views and data (Part 2).

A separate working group was created to assist in the development of the questionnaire aimed at young people, which was defined as those up to the age of 18. In particular, the VWHDC Young Peoples Development Officer, provided guidance to ensure all safeguarding issues were covered. Members of the Damascus Project also contributed by suggesting suitable questions based on their extensive work with young people.

Diverse methods were used to ensure as wide an awareness as possible of the questionnaires such as: Posters on parish notice boards and various locations / banner at Wootton shops / series of WADS Newsletter articles and adverts leading up to distribution of envelopes / WSHWNP website.



*The NP entry on the Wootton Road to the annual scarecrow competition in Wootton*

In order to maximise the reach of the questionnaires in St Helen Without parish, the Army's HIVE internal communications network was utilised to promote them and related events to all Dalton Barracks personnel living in the army quarters in Shippon and in the wider designated area. This was facilitated by the Station Staff Officer, and the CS Senior Development Worker (SE), who gave significant support.

Completed questionnaires could be posted to Wootton Parish Council or dropped off in the collection boxes at the Prince of Wales, Costcutter (NAFI), Merry Miller, Wootton Co-op, The Bystander, Wootton Pharmacy and WADS Community Centre.

The deadline for returning completed questionnaires was extended from 14 February to 4 March in order to ensure a high rate of return.

Datapogo, run by Arthur Fletcher, Fellow of the Market Research Society, were contracted to refine the questionnaire and produce the online version. They created the online version using the Surveygizmo tool (<https://www.surveygizmo.com/>). As a completely independent organisation, they maintained complete confidentiality of the completed questionnaires and only provided the NP Steering Group with the anonymous analysis. The online and hardcopy data were combined to provide the basis for the analysis.

The quantitative data were analysed overall for the whole of the DA and also by parish and village. Further sub-analyses are possible if subsequently required by the two parish councils. The data were analysed in two parts, namely household (Questions 1-18) and resident (Questions 19-48):

**QUESTIONNAIRE  
 JOINT NEIGHBOURHOOD PLAN  
 OVERALL RESULTS**

1000 questionnaires were returned to every household in the designated area (1000 copies were given to 1000 households in the DA) to complete and return to the WADS Community Centre. We are grateful to the many volunteers who helped to distribute the questionnaires and to the many households who completed them. We are grateful to the many people who completed them. We are grateful to the many people who completed them. We are grateful to the many people who completed them.

© The plan or any members of your household work for the UK Armed Forces (Army, Navy, RAF)?

Yes	100	No	100
Yes	100	No	100

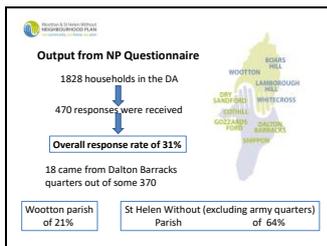
(Double click to open)

In addition to the quantitative data, a number of questions enabled people to enter comments and additional text responses. The analysis of the qualitative data was undertaken by one of our volunteers, Dr Janet Banfield, Lecturer in Geography, University of Oxford, who has expertise in the analysis of such data. The qualitative analysis is summarised below and representative key comments and responses have been incorporated in the drafting of the Neighbourhood Plan:

(Double click to open)

### 11 April 2018 - Policy Development and Questionnaire Results Workshop

The results of the questionnaire were presented at an open workshop at the Wootton and Dry Sandford Community Centre on 11 April 2018 and the Powerpoint presentation is given below:



(Double click to open in Powerpoint)

Interpretation of the results needs to recognise that the views of residents of the two parishes on land use differed. Those in SHW parish, particularly in Shippon, would be most directly affected by the LPP2 proposed development of Dalton Barracks and Airfield. Whereas those in Wootton parish, when in discussions, expressed relief that their parish had completely avoided any large developments having noted that various sites had initially been put forward for consideration. In effect, Wootton residents' responses in the questionnaire often reflected their desire to ensure development would take place at Dalton Barracks and the Airfield.

It was acknowledged that the army personnel were largely a transient population with a mixture of single soldiers and families with a significant proportion from overseas territories ie they were less likely to see themselves as part of the long-term vision for the community. In addition, the MoD had announced plans for Dalton Barracks to be vacated by 2029 and possibly as early as 2026 which would further reduced their interest in the future of the area. Also, by comparing the separate Insight profiles (See References 1 and 2) for the two parishes, it is clear that St Helen Without has a much higher percentage of people between the ages of 18 and 40 than Wootton, nearly 2.5 times higher. This appears to be predominantly due to the army personnel. For this reason, we believe this age group's response to the questionnaire was on the low side compared to the Census data. Also, some of their views would have been captured by the main householder, who would often be over the age of 40, completing the questionnaire on behalf of their household.

Key aspects of the WSHWNP policy development were presented, including green buffers and local green spaces, and discussed at the workshop based on the presentation below:



(Double click to open)

**19 April 2018 - Additional Needs Workshop.** A sub-group was set up to develop a short questionnaire and organise a workshop was for those with additional needs and anyone who could contribute on their issues and needs relating to the DA and the NP. The sub-group quickly adopted the broader term "Additional Needs" rather than the narrower "Disabilities" term to be as inclusive as possible. This also was reflected in the main questionnaire. The output from the workshop is give below:

(Double click to open)

Key support groups were invited including Age UK, Dementia Oxfordshire, Alzheimer's Society, Oxfordshire Mind (Abingdon), Carers Oxfordshire, Stowford House Care Home - Shippon and the Citizens Advice Bureau.

The output of the workshop was used to draft policies for people with additional needs for the WSHWNP. In addition, the views and proposals are being taken forward as potential community projects by the two parish councils.

## 9. Engagement

A number of additional engagement activities were undertaken:

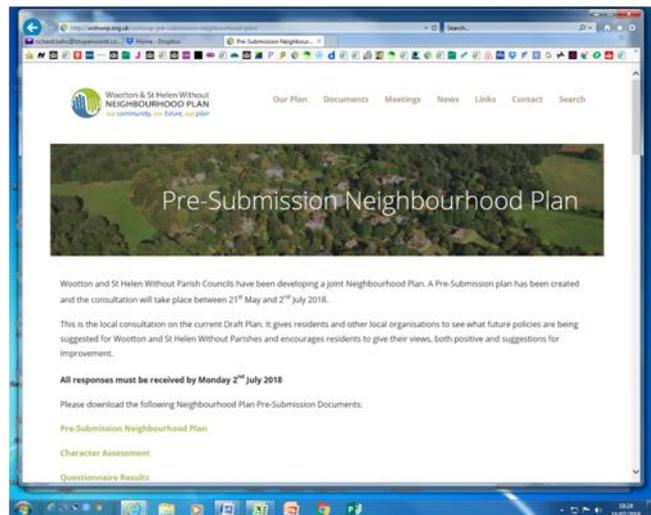
- Dedicated email addresses for input and for people to volunteer: [steeringgroup@wshwnp.org.uk](mailto:steeringgroup@wshwnp.org.uk) and [i-want-to-help@wshwnp.org.uk](mailto:i-want-to-help@wshwnp.org.uk).
- **Members of Parliament** - The WSHWNP DA is covered by two MPs, Layla Morgan MP and Ed Vaizey MP. They were both keen to be involved. Note Layla Morgan attended our stall at WADS-STOCK - see below. They responded very positively to the draft pre-submission WSHWNP. It is very likely that a joint meeting with members of the SG at Westminster will take place later this year.
- **Formation of four Sub Groups** acting as Focus Groups on Development, Infrastructure, Young People and Environment & Conservation - First meetings held in August 2017. After a number of meetings and discussions between the Sub Groups and the SG, it was felt that there were so many interrelated issues and links between Development, Infrastructure, and

Environment & Conservation that it would be much more effective to hold workshops which brought everyone from the Sub Groups together at key stages in the neighbourhood planning process. This proved to be the case.

- **Placecheck interactive web based tool** - This online tool was created to map the DA. The interactive map enables users to drop pins at specific locations and add comments on their likes, dislikes and where there is a need for improvement: see <https://placecheck.info/en/>. It was particularly useful to help identify key local green spaces, infrastructure issues, heritage assets and a wide variety of other issues. The specific Placecheck map for the WSHWNP can be seen at [www.placecheck.info/maps/wootonsthelen](http://www.placecheck.info/maps/wootonsthelen).
- **VWHDC LPP2** - The SG had various meetings with the VWHDC Planning Department, their consultants, HDA, developing the Supplementary Planning Document for Dalton Barrack / Airfield and the Defence Infrastructure Organisation and their consultants, Carter Jonas, who also were developing a long-term master plan for the development of Dalton Barrack / Airfield.

## 10. Consultation Pre-submission draft Neighbourhood Plan

The pre-submission draft WSHWNP was launched for consultation on 21 May 2018 for a period of just over 6 weeks. The closing date for responses was 6 July 2018. The consultation was widely publicised: posters, banner, press release, WADS newsletter 4 page insert. Hard copies of the pre-submission draft WASHWNP were available at WADS community centre, Bystander Wootton, Co-op Wootton, Prince of Wales Shippon, Costcutter Shippon and Abingdon Library. Comment forms were provided and posting boxes were placed at each location. Written comments could be posted to the Wootton Parish Clerk. The pre-submission draft WSHWNP was also available online together with the Character Assessment and a summary of the questionnaire results. An online comment form was available as well as an email address, [wshwnp@gmail.com](mailto:wshwnp@gmail.com).



### 10.1 Statutory Consultation Responses

The VWHDC provided a list of the statutory bodies to whom we had to send our NP with their contact details as set out below (Yellow = email sent 24 May 2018; chasing email sent 11 June 2018; Green = confirmation of receipt of email, Red = consultation response received by closing date):

Oxfordshire County Council

The Coal Authority

Homes and Communities Agency
Natural England
Environment Agency
Historic England
Network Rail
Highways England
Marine Management Organisation
BT - Not aware of any role
EE
Three
EMF Enquiries - Vodaphone & O2
Oxfordshire Clinical Commissioning Group
NHS England
Amec Foster Wheeler E&I UK (on behalf of National Grid)
UK Power Networks
Thames Water - Developer Services
Abingdon Town Council
Besselsleigh Parish Council
Cumnor Parish Council
Drayton Parish Council
Marcham Parish Council
Sunningwell Parish Council
Vale of White Horse District Council
Cherwell District Council
West Oxfordshire District Council
South Oxfordshire District Council
Oxford City Council
Swindon Council
Wiltshire Council
West Berkshire Council

Note: The VWHDC submitted their response on 10 July 2018 after the closing date.

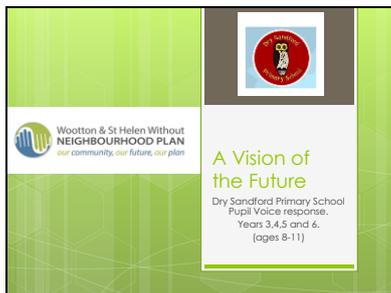
## 10.2 Non-Statutory Responses

We sent a number of key individuals and stakeholders our NP as set out below (Yellow = email sent 24 May 2018; chasing email sent 11 June 2018; Green = confirmation of receipt of email, Red = consultation response received by closing date):

Catherine Webber, VWHDC District Councillor
Richard Webber, Oxfordshire County Councillor
Layla Moran, MP for Abingdon and Oxford West
Ed Vaizey, MP for Wantage
Defence Infrastructure Organisation (Carter Jonas)
Cothill House, Preparatory Boarding School, Cothill
Manor School, Shippon
St Helen & St Katharine School (Playing fields in Shippon)

In addition, responses were received from:

**Dry Sandford Primary School** - Provided a "PowerPoint with recorded responses of pupils aged between 8 and 11 who attend Dry Sandford School regarding the Neighbourhood Plan. The School Council have noticed a huge demand for sport and leisure activities although there are a few requests for fast food establishments! - School Council":



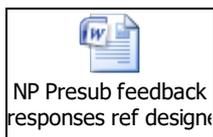
(Double click to open)

**Developer** - Pye Homes (Edgars Ltd planning consultancy)

**Residents** - We had two responses from residents by email.

## 10.3 Consolidated Assessment of Responses

The WSHWNP SG considered all the comments received by the closing date and the following table set outs in detail what actions were decided for each comment:



(Double click to open)

The WSHWNP SG had to use the previous comments provided by the VWHDC dated 9 May 2018 on an earlier draft as this was the only response within the deadline. However, the 10 July and 9 May comments appear to be virtually identical. The following table set outs in detail what actions were decided for each comment:



(Double click to open)

## Appendix 1

### List of Stakeholders

Organisations / Groups
Steering Group
Volunteers Group
Development sub-group
Infrastructure sub-group
Environment & Conservation sub-group
Wootton Parish Council
St Helen Without Parish Council
VWHDC
OCC
Drayton PC
Radley PC
Sunningwell PC
Cumnor PC
Marcham PC
Besselsleigh PC
Abingdon Town Council
Boars Hill Residents Association
Home Close Residents Association
Friends of Shippon
WADS Community Centre eg Weds Club etc
Ridgeway and Sandy Lane Association (TRASLA)
Residents -Dalton Barracks Service personnel and families (HIVE)
Residents - by village / hamlet
Residents - by age group - young / additional needs

Housing Associations
Health Centres / Dental Practices
Businesses / Retail Shops
Developers
Landowners
Churches
Historic England
Natural England
Environment Agency
Thames Water
Coal Authority
Homes and Communities Agency
Network Rail
Highways England
Marine Management Organisation
BT
EE
EMF - Vodaphone &O2
Oxfordshire Clinical Commissioning Group
NHS England
National Grid
Dry Sandford School
Cothill School
Manor School
St Helen & St Katharine School

## Appendix 2

### National Standards for Community Engagement

see <http://www.scdc.org.uk/what/national-standards/> and  
<http://system.voicescotland.org.uk/login/?next=/>

Our engagement and consultation sought to adopt these good practice principles:



## Resources

Community Planning Toolkit <https://www.communityplanningtoolkit.org/community-engagement>

NP Worksheet 4: <https://mycommunity.org.uk/wp-content/uploads/2016/08/My-Community-Roadmap-Worksheets-PR.pdf>

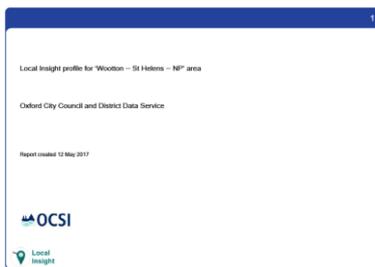
My Community - Social Survey toolkit: [https://mycommunity.org.uk/wp-content/uploads/2016/12/Social-survey-toolkit\\_final.pdf](https://mycommunity.org.uk/wp-content/uploads/2016/12/Social-survey-toolkit_final.pdf)

Forum for Neighbourhood Planning - Resources:  
<http://www.ourneighbourhoodplanning.org.uk/resources/documents>

VWHDC NP Toolkit: <http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy/neighbourhood-plans/neighbourhood-planning>

## References

**Local Insight Profile Designated Area** - Oxford City Council and District Data Service created 12 May 2017 - Used in WSHWNP analysis as deadline for questionnaire responses was 3 March 2018.



(Double click to open)

Note: Due to the statistical process for dividing up areas of the country the Profile is not truly representative of the whole area.

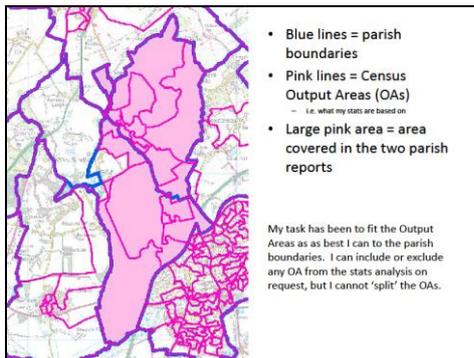
**Local Insight Profile Designated Area** - Oxford City Council and District Data Service created 17 April 2018 - Received after WSHWNP analysis was completed.



(Double click to open)

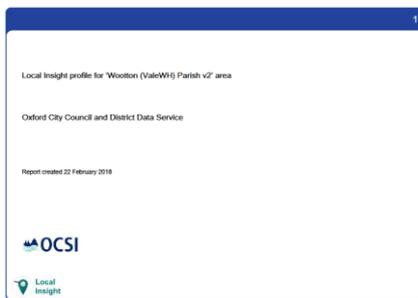
Note: The map below supplied with the Profile appears to indicate that some areas in the designated area are missing such as Cothill and Dry Sandford. This is due to the statistical process for dividing up areas of the country. This means that the Profile is not truly representative of the whole area.

## Associated Designated Area Mapping for Insight Profile



(Double click to open)

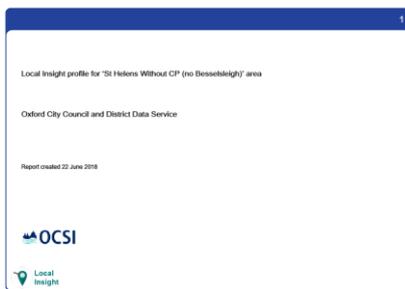
## Local Insight Profile Wootton Parish - Oxford City Council and District Data Service created 22 February 2018



(Double click to open)

Note: Due to the statistical process for dividing up areas of the country the Profile is not truly representative of the whole area.

## Local Insight Profile St Helen Without Parish - - Oxford City Council and District Data Service created 22 June 2018



(Double click to open)

Note: The map below supplied with the Profile appears to show areas included which are outside the designated area and also some areas are missing such as Cothill and Dry Sandford. This is due to the statistical process for dividing up areas of the country. This means that the Profile is not truly representative of the whole area.

Associated SHW Area Mapping for Insight Profile:

