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INTRODUCTION

1. This document provides a record of the publication that took place on the Watlington Neighbourhood Plan Area Publication. The report breaks down the specific publication methods that were utilised, along with the main findings from the publication process. Response rates are anticipated to be low for this formal publication, when compared with that of other planning policy consultations. The reason is that this publication is merely looking at the suitability of the neighbourhood plan area. A higher response rate is expected with consultation on the neighbourhood plan itself.

2. This publication process is to allow the formal submission of a neighbourhood plan application. The application is submitted by Watlington Parish Council as the relevant body for this process. This process must take place before the district council as the local planning authority can formally designate the neighbourhood planning area for the settlement.

3. The main aim of this publication is to
   • Provide notification of the proposed area for neighbourhood planning – this is the parish of Watlington
   • Provide notification of the proposed neighbourhood planning body – Watlington Parish Council
   • Provide an opportunity for stakeholders to comment on the proposed area before the area is designated.

4. A copy of the formal neighbourhood plan application is available to view in appendix 1. This application is a statutory requirement of the area designation process.

REGULATIONS AND GOVERNMENT GUIDANCE

5. The regulations for this process provide clarity on what must be provided in order to make this a legally compliant publication process. As the local planning authority we must publicise on our website and in a manner that brings the information to the attention of those that live, work or carry out business in the proposed neighbourhood area, the following:

   • A copy of the area application (essentially a statement and a map of the proposed neighbourhood plan area); and
   • Details of how to make representations;

6. We must ensure that the publication period is not less than four weeks and that the area is designated within eight weeks of first publication.

7. With all the publication methods that are identified in the table under paragraph 14, we believe that we have more than adequately met the regulatory requirements for

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1 Town and Country Planning – The Neighbourhood Planning (General) (Amendment) Regulations 2015

Watlington Neighbourhood Plan Area Re-designation Publication – Consultation Report, October 2015
this publication period. When undertaking these publication exercises, we attempt to liaise with the relevant town or parish council, to ensure we have the best local knowledge to support the publication process.

8. The government has produced a number of different guidance documents to assist local communities producing a neighbourhood plan. The council has also produced a guidance document to help local communities navigate their way through the suite of documents that are available under the neighbourhood planning and community led planning processes. This information is available to view by visiting our website http://www.southoxon.gov.uk/services-and-advice/planning-and-building/planning-policy/neighbourhood-plans. We are in the process of updating this guidance and this will be launched on our website in due course.

PREVIOUS CONSULTATION STAGES

9. Watlington Parish Council had submitted a Neighbourhood Area application to the council in January 2013 which we published for a six week consultation period ending on 11 September 2013. The council approved the area application on 15 October 2013 after reviewing the responses to the consultation.

CURRENT PUBLICATION PERIOD

10. The publication period ran from Thursday 10 September to 8 October, 2015. The publication period was triggered by an advertisement in the local newspaper for the area. In this instance this was the Oxfordshire Guardian.

11. We held a four week consultation, in line with the regulatory requirements\(^2\).

12. A breakdown of the overall timescale is as follows:

<table>
<thead>
<tr>
<th>Items</th>
<th>Dates (2015)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Press adverts submitted</td>
<td>4 September 2015</td>
</tr>
<tr>
<td>Formal consultation period (4 weeks)</td>
<td>10 September- 8 October, 2015</td>
</tr>
<tr>
<td>Processing of responses and revisions arising</td>
<td>1 week depending on response content and amount</td>
</tr>
<tr>
<td>Delegated approval</td>
<td>TBC</td>
</tr>
<tr>
<td>Formal designation</td>
<td>Due by 5 November, 2015</td>
</tr>
</tbody>
</table>

\(^2\) Town and Country Planning – The Neighbourhood Planning (General) (Amendment) Regulations 2015
PUBLICATION ACTIVITIES

13. The following publication activities were identified as suitable for this exercise. We liaised with the clerk for the affected area to try and establish the most suitable mechanisms to take forward. The local knowledge of the clerk/neighbourhood planning group is important in ensuring that this publication process utilises the most appropriate mechanisms with the limited resources available to us. This approach has also allowed us to make use of their local contacts and networks. These approaches take into account recommendations from our Statement of Community Involvement (SCI)\(^4\) and minimum standards set out by regulations. The method of promotion used along with any additional information is displayed in the following table. The shaded areas are what could be considered as regulatory minimums and the none-shaded areas are those considered over and above this approach.
**Principal methods of consultation**

14. The table provides further information on the methods of consultation that we will look to use for publication of the proposed neighbourhood plan area. The table provides further information on the main aims that we want to achieve with each identified consultation activity. We have provided specific dates for some events, but also date ranges for some activities, where appropriate.

<table>
<thead>
<tr>
<th>Proposed method of consultation</th>
<th>Description and Aim</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hard copies of publication material available in the district council offices</td>
<td>To provide an opportunity for local communities to access hard copy versions of the proposed publication area and neighbourhood planning organisation publication material.</td>
<td>10.09.2015</td>
</tr>
<tr>
<td>Hard copies of publication material available via Watlington Parish Council</td>
<td>To provide improved access to local community representatives trying to access publication material associated with Watlington Neighbourhood Plan Area publication process.</td>
<td>10.09.2015</td>
</tr>
<tr>
<td>Correspondence sent out to targeted stakeholders from the planning policy consultation database</td>
<td>To improve the notification process associated with the Watlington Neighbourhood Plan Area publication process. The stakeholders that will be targeted are all statutory stakeholders, planning agents and landowners and all those with a Watlington reference within their address details</td>
<td>10.09.2015</td>
</tr>
<tr>
<td>Press notice released to local newspapers</td>
<td>To help widen the notification process and pick up local community representatives unaware of the neighbourhood plan process. The Oxfordshire Guardian will be the main advert used, due to higher readership rates.</td>
<td>Submitted 04.09.15 released 10.09.2015</td>
</tr>
<tr>
<td>Information held on the council’s website</td>
<td>To provide a quick and easy method of obtaining publication data. This will link from the general neighbourhood planning section of the council’s website. The council’s new online consultation system will also be used to promote the publication.</td>
<td>10.09.2015</td>
</tr>
<tr>
<td>Public notice (parish council notice boards)</td>
<td>To improve the visibility of the publication process, using local sources.</td>
<td>10.09.2015</td>
</tr>
<tr>
<td>Information sent to</td>
<td>To ensure that neighbouring parishes are aware of the publication process, we will</td>
<td>10.09.2015</td>
</tr>
<tr>
<td>adjacent councils</td>
<td>send letters/e-mails along with relevant information to adjacent councils to ensure that they are aware of the Watlington Neighbourhood Plan Area Publication process. This includes the adjoining planning authorities. Adjacent parish councils within the South Oxfordshire district council are Britwell Salome, Pishill with Stonor, Swyncombe, Cuxham with Easington, Pyrton, Chalgrove, Shirburn Parish Meeting. The responsible county is Oxfordshire County Council. Parish council outside South Oxfordshire district council is Turville Parish Council. The responsible County Council is Buckinghamshire County Council.</td>
<td></td>
</tr>
</tbody>
</table>
PUBLICATION RESPONSES

15. In total we received 7 responses to this publication process. Two responses supported the area re-designation. None were objections to the proposed area. Others were mostly general comments or offered no comments at this stage.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Web portal comments</td>
<td>7</td>
</tr>
<tr>
<td>Emails</td>
<td>7</td>
</tr>
<tr>
<td>Letters</td>
<td>0</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

**Key issues generated**

16. Historic England has supported the Neighbourhood area re-designation.


18. Network Rail has no objection in principle to the Neighbourhood Development Plan Area; however future development proposal may have the potential to impact upon Network Rail’s infrastructure, e.g. level crossings therefore, they would request the opportunity to comment further on the plan as it develops.

19. Natural England had made no comments on the Neighbourhood Plan Area, and has offered only general or advisory support. However they wish to be consulted on the draft plan as it develops.

20. Marine Management Organisation (MMO) had made no comments on the Neighbourhood Plan Area as it is outside their remit and has requested not to be consulted further on similar events.

OUTCOMES

The results of this publication stage will be used by the council to decide whether or not to approve the submitted Watlington Neighbourhood Application. They will also be used to confirm whether Watlington Parish Council can be designated as the relevant neighbourhood planning body. The decision will be taken by the Head of Service for Planning or the Cabinet holder for Planning Policy.
# APPENDIX 1 – APPLICATION

## Neighbourhood Planning Area Designation Application Form

**Application to designate a Neighbourhood Area**

**Town and Country Planning Act 1990**

**Neighbourhood Planning (General) Regulations 2012**

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### 1. Single point of contact regarding the Neighbourhood Plan

<table>
<thead>
<tr>
<th>Title</th>
<th>First Name</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms</td>
<td>Rachel</td>
<td>Gill</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Postcode</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old School Place, Gorwell, Watlington</td>
<td>OX49 5QH</td>
<td>01491 613867</td>
</tr>
</tbody>
</table>

Email: info@watlingtonnp.org.uk

### 2. Parish clerk details (if different from those above)

<table>
<thead>
<tr>
<th>Title</th>
<th>First Name</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms</td>
<td>Kristina</td>
<td>Tyanan</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Postcode</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old School Place, Gorwell, Watlington</td>
<td>OX49 5QH</td>
<td>01491 613867</td>
</tr>
</tbody>
</table>

Email: wpc@watlington-oxon-pc.gov.uk

### 3. Relevant Body

Please confirm that you are the relevant body to undertake neighbourhood planning in your area in accordance with section 61G of the 1990 Act and section 5C of the 2012 Regulations.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Name of Relevant Body: **Watlington Parish Council**

Note: in areas covered by a town or parish council, the town or parish council is the relevant body. For applications covering more than one parish area, please nominate a lead parish to act as the Relevant Body. If your area is not covered by a parish council (only a parish meeting), please contact the Planning Policy Team before making your application.

### 4. Extent of area

- Proposed area covers the whole of a single parish boundary area: yes
- Proposed area covers part of a single parish boundary area: no
- Proposed area covers multiple parish boundary areas: no

### 5. Applications covering more than one parish area:

If your application covers more than one parish area, please list the parishes covered by the area application, the extent of the parish included and obtain consent from the parish by getting them to sign below:

<table>
<thead>
<tr>
<th>Name Town/Parish Council</th>
<th>Extent of parish included in Neighborhood Area</th>
<th>Name and Position</th>
<th>Authorising Signature</th>
</tr>
</thead>
</table>

By signing this form your Parish Council is agreeing to the inclusion of part or the whole of your parish into the Neighbourhood Area named below and shown on the attached OS map.

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Watlington Neighbourhood Plan Area Re-designation Publication – Consultation Report, October 2015
6. Name of Neighbourhood Area
Please give the name by which your Neighbourhood Area will be formally known

Watlington neighbourhood plan

7. Intention of neighbourhood area:
Please indicate which of the following you intend to undertake within your neighbourhood area:

- Neighbourhood Development Plan: Yes
- Neighbourhood Development Order: 
- Community Right to Build Order: 

8. Reasons for considering the area appropriate
Please briefly describe below why you consider this area is appropriate to be designated as a Neighbourhood Area:

Area has been revised from that previously accepted to include the playing fields which were recently transferred from Pynton parish to Watlington parish and are not now included in the neighbourhood plans for either parish

9. Previous applications
Has this relevant body previously submitted an application to designate a neighbourhood area, which has not yet been determined?

Yes  yes No 

10. Withdrawal of previous application
If you answered ‘yes’ to question 9 above, please sign below to withdraw your previous application

I/we hereby wish to withdraw any previous application/s to designate a neighbourhood area made by this relevant body

Name: Kristina Tynan
Signature: 
Date: 

11. Declaration
I/we hereby apply to designate a Neighbourhood Area as described on this form and the accompanying plan.

Name: Kristina Tynan
Signature: 
Date: 

Please return the form to:

Vale of White Horse District Council  or  South Oxfordshire District Council
Benson Lane, Crowmarsh Gifford.  Benson Lane, Crowmarsh Gifford.
Wallingford, Oxfordshire, OX10 8ED  Wallingford, Oxfordshire, OX10 8ED
planning.policy@whitehorsetdc.gov.uk or planning.policy@southoxon.gov.uk

Publications of applications to the Council’s website.
Please note, as required under the Neighbourhood Planning (General) Regulations 2012, a copy of this form and accompanying information will be published on the Council’s website. However, all personal information, with the exception of the name and address of the main contacts, will be redacted from the website. The complete form will be available to view in the council offices. If you require any further clarification, please contact the Planning Policy Team.
Notice of publication of proposed Watlington Neighbourhood Plan
Town and Country Planning (General) Neighbourhood Planning Regulations amended 2015 and Localism Act 2011

Name of proposed Neighbourhood Area
Watlington

Subject matters
Watlington Parish Council (as a relevant body) has submitted proposals to re-designate the Watlington Neighbourhood Plan Area boundary. The proposed area follows the amended parish boundary of Watlington (as of April 2015). You can view the details of the area proposed and confirmation of this statement by visiting www.southoxon.gov.uk/neighbourhoodplans and clicking on the Watlington link.

The neighbourhood plan is a way for the town or parish council to help shape how their community develops over the coming years. This is not a formal consultation on the neighbourhood plan, merely the identification of the potential area where the plan is to cover.

View the consultation documents
Copies of the neighbourhood plan application are available to view at the district council offices (135 Eastern Avenues, Milton Park, Milton, OX14 4SB) Monday – Thursday 9.00 am – 5.00 pm and Friday 9.00 am – 4.30 pm, Watlington Parish Council offices (1 Old School Place, Goring, Watlington, OX49 5QH) and online using the link above.

How to respond
We are opening a four week publication period on the application. This starts from Thursday 10 September 2015 – 8 October 2015. This is an opportunity to comment on the proposed area.

You can comment using our online consultation system, by visiting consult.southendvale.gov.uk/south. If you have not already done so, you will need to register to use our system.

Alternatively you can send comments through to planning.policy@southoxon.gov.uk or via post to Planning Policy, South Oxfordshire district council, 135 Eastern Avenue, Milton Park, Milton, OX14 4SB.

The council will use the comments to decide whether the area submitted for the plan is suitable or not. Please be aware that all comments received will be made available to the public to view.
<table>
<thead>
<tr>
<th>Consultee</th>
<th>Support proposed area?</th>
<th>Comments</th>
<th>Council’s Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural England</td>
<td>-</td>
<td>Natural England is a statutory consultee in neighbourhood planning. We must be consulted on draft Neighbourhood Development Plans where the Town/Parish Council or Neighbourhood Forum considers our interests would be affected by the proposals. We must be consulted on draft Neighbourhood Development Orders and Community Right to Build Orders where proposals are likely to affect a Site of Special Scientific Interest or 20 hectares or more of Best and Most Versatile agricultural land. We must also be consulted on Strategic Environmental Assessments, Habitats Regulations Assessment screening and Environmental Impact Assessments, where these are required. Your local planning authority will be able to advise you further on environmental requirements. The following is offered as general advice which may be of use in the preparation of your plan. Natural England, together with the Environment Agency, English Heritage and Forestry Commission has published joint advice on neighbourhood planning which sets out sources of environmental information and ideas on incorporating the environment into plans and development proposals. This is available at: <a href="https://www.gov.uk/consulting-on-neighbourhood-plans-and-development-orders">https://www.gov.uk/consulting-on-neighbourhood-plans-and-development-orders</a> Local environmental record centres hold a range of information on the natural environment. A list of local records centre is available at: <a href="http://www.nbn-nfbr.org.uk/nfbr.php">http://www.nbn-nfbr.org.uk/nfbr.php</a></td>
<td>Noted no action required</td>
</tr>
<tr>
<td>Network Rail</td>
<td>Yes</td>
<td>Whilst Network Rail has no objection in principle to the Neighbourhood Development Plan Area; however future development proposal may have the potential to impact upon</td>
<td>Noted no action required</td>
</tr>
<tr>
<td></td>
<td>Address</td>
<td>Description</td>
<td>Action</td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>3</td>
<td>Environment Agency</td>
<td>Network Rail’s infrastructure, e.g. level crossings therefore, we would request the opportunity to comment further on the plan as it develops.</td>
<td>Noted no action required</td>
</tr>
<tr>
<td>4</td>
<td>Historic England</td>
<td>We have no comments to make on the proposed area re-designation for the Watlington Neighbourhood Plan.</td>
<td>Noted no action required</td>
</tr>
<tr>
<td>5</td>
<td>Highways England</td>
<td>I confirm that Historic England has no objections to this re-designation.</td>
<td>Noted no action required</td>
</tr>
<tr>
<td>6</td>
<td>Highways England</td>
<td>We have reviewed the amendment and have no comment at this time. We would be pleased to be kept informed as the Watlington Neighbourhood Plan develops.</td>
<td>Noted no action required</td>
</tr>
<tr>
<td>7</td>
<td>Scottish and Southern Energy power distribution</td>
<td>I refer to your message below in respect of the above topic / location and I can confirm that, at this present time, I have no comments to make.</td>
<td>Noted no action required</td>
</tr>
<tr>
<td>8</td>
<td>Marine Management Organisation (MMO)</td>
<td>I can confirm that the MMO has no comments to submit in relation to this consultation as Watlington Neighbourhood Plan Area is not within our remit.</td>
<td>Noted no action required</td>
</tr>
</tbody>
</table>