



Listening Learning Leading

**Chalgrove Publication of  
Neighbourhood Planning Area  
Consultation Statement**  
October 2012

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# Introduction

## The purpose of this document

1. This document provides a record of the publication that took place regarding the Chalgrove Neighbourhood Development Plan Area and related Neighbourhood Planning body. The main methods used to promote the publication process are also documented, along with the main findings from the publication. As this was only a publication process and not a more open consultation, the response rate is not expected to be high.
2. This formal publication period provided members of the public and other key stakeholders and opportunity to submit comments on the proposed neighbourhood plan area and proposed neighbourhood planning body for Chalgrove. The proposed neighbourhood planning body is Chalgrove Parish Council and the proposed neighbourhood planning area is shown in appendix 1 along with the council's statement.

## Regulations and government guidance

3. The regulations associated with this first stage of neighbourhood planning provide guidance on the criteria to be included for this stage. Within this the publication, we as the local planning authority must publicise on our website:
  - a copy of the area application
  - details of how to make representations; and
  - the deadline for the receipt of those responses and representations, being not less than 6 weeks following the date on when the application is first publicised<sup>1</sup>.
4. There are a number of different guidance documents that have been produced by the government to try and provide assistance with neighbourhood planning. The council is currently preparing its own guidance document, to outline the level of support that communities can expect from us and provide greater detail on this stage. This is expected to be ready early in the New Year (2013).

## Publication timescales

5. The publication period for this process commenced from 13 August 2012 to 1 October 2012. This publication period was triggered by formal press notices, copies of which are available to view in appendix 2. It is stated in our Statement of Community Involvement (SCI) that we will try and avoid consulting over known

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<sup>1</sup> Regulation 6, Town and Country Planning, England – The Neighbourhood Planning (General) Regulations, April 2012

holiday periods, where possible<sup>2</sup>. Unfortunately, we have been unable to avoid this as part of the consultation period falls in the main summer holiday. As a compensatory measure we have extended the consultation to seven weeks from the usual six.

Timescales break down as follows:

Internal call-in	3.08.12 – 10.08.12
Publication period	13.08.12 – 1.10.12
Cabinet meeting date or delegation	TBC

### **Previous consultation**

6. The neighbourhood plan area has not been the subject of previous consultations.

## **Consultation activities**

7. The following publication activities have been 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. These approaches take into account recommendations from our Statement of Community Involvement 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.

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2 Statement of Community Involvement, South Oxfordshire District Council, July 2006

<b>Proposed method of publicity</b>	<b>Aim</b>	<b>Date</b>
Hard copies of publication material available in the district council offices	To provide an opportunity for local communities to access hard copy version of the proposed publication area and neighbourhood planning organisation.	10-13.08.12
Information sent out to adjacent parishes	To maximise communication between adjoining parish councils and the identified neighbourhood planning parish.	10-13.08.12
Correspondence sent out to targeted stakeholders from the planning policy consultation database.	To improve the notification process associated with the Chalgrove Neighbourhood Plan publication process. The stakeholders that were targeted were all statutory stakeholders, all planning agents and landowners and all those with a Chalgrove reference within their address details.	10-13.08.12
Press notice released to Oxford Mail	To help widen the notification process and pick up local community representatives un aware of the neighbourhood plan process.	Press advert running on Monday 13.08.12
Information held on the council's website.	To provide a quick and easy method of obtaining publication data. We have also taken the opportunity of setting up a general neighbourhood planning section to again increase the ease of which information can be accessed from the web.	10.08.12
Information on Chalgrove Parish Council's website	To help widen the notification process and improve information being disseminated to the local community.	10.08.12
Information displayed on notice-boards around the parish	To help widen promotion of the neighbourhood planning area publication at a local level.	10-13.08.12

## Publication responses

8. In total we received 5 responses to the publication. As this was merely a formal publication process, the level of response rate is in keeping, with what is to be expected for this process. There were no formal objections to the proposed neighbourhood planning area. The breakdown of responses is as follows:

Email comments	5
Letters	0
<b>Total</b>	<b>5</b>

### Key issues generated

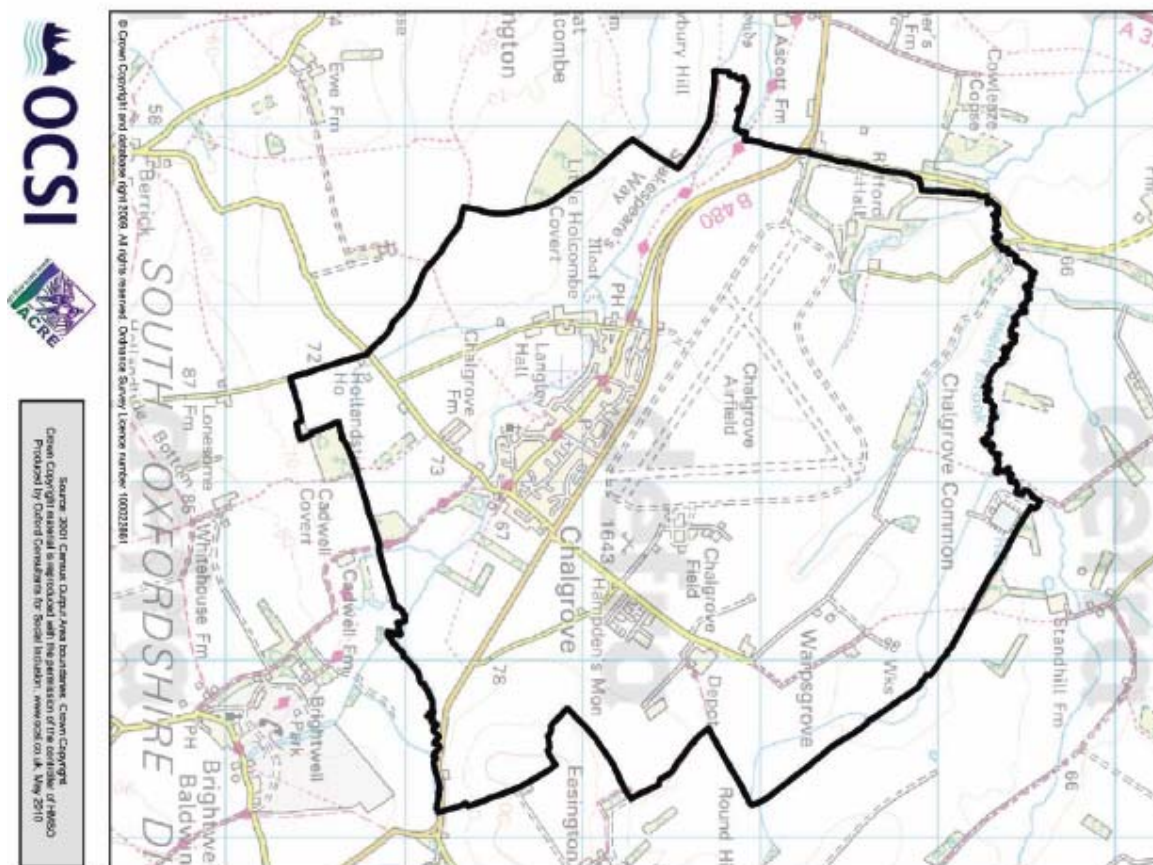
9. There were no key issues generated as a result of the consultation. A full summary schedule is available to view in appendix 3.

## Outcomes

10. The results of this publication will be used by the council to decide whether or not to approve the Chalgrove Neighbourhood Planning Area and neighbourhood planning body. Therefore endorsing the process to be undertaken by Chalgrove Parish Council.

## Appendix 1 map of proposed neighbourhood plan area

### Map of Chalgrove (Parish)



#### Chalgrove Parish Council

**(a) a map which identifies the area to which the area application relates;**

Attached

**(b) a statement explaining why this area is considered appropriate to be designated as a neighbourhood area; and .**

The area indicated on the map follows the lines of the Parish boundary and therefore appropriate to be designated as a neighbourhood area. Chalgrove Parish Council wish to make policies and proposals within the Neighbourhood Plan to cover the area indicated.

**(c) a statement that the organisation or body making the area application is a relevant body for the purposes of section 61G of the 1990 Act. .**

Chalgrove Parish Council is a fully elected Council and the relevant body designated with the responsibility for the future development within this area.

Kindest regards,

## Appendix 2 Notice of consultation



# PLANNING ACTS

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### **PUBLIC NOTICE**

Notice of publication of proposed Neighbourhood Plan  
Areas for Chalgrove Neighbourhood Plan  
Town and Country Planning (General) Neighbourhood  
Planning Regulations 2012 and Localism Act 2011

#### **Name of proposed Neighbourhood Areas:**

Chalgrove Neighbourhood Plan

#### **The subject matter**

Chalgrove Parish Council as a relevant body has submitted proposals to conduct a Chalgrove Neighbourhood Plan. The proposed area follows the parish boundary, but you can view the details of the area proposed and confirmation of this statement by visiting [www.southoxon.gov.uk/neighbourhoodplans](http://www.southoxon.gov.uk/neighbourhoodplans). The neighbourhood plan is a way for the town council to help shape how their community develops over the coming years

This is not formal consultation on the neighbourhood plan, merely the identification of the potential neighbourhood plan area for the settlement.

#### **How to respond**

We are opening a seven week consultation period (as the period runs over the summer holiday period). This starts from 13 August until 1 October 2012. This is an opportunity for comment on the proposed area.

You can send your comments through to [planning.policy@southoxon.gov.uk](mailto:planning.policy@southoxon.gov.uk). Please be aware that all comments that we receive will be publicly available and may be included on our website.



## Appendix 3 summary schedule

### Chalgrove Neighbourhood Plan Area Consultation

ID Numbers	Categories	Total
269.1, 4162.4, 674.2, 1242.3, 1291.4	Support or No Comment on the Neighbourhood Plan	5
	Object to Neighbourhood Plan	0

#### Statutory Boards

ID number – organisation name	Comments	SODC comment
1291.4 Network Rail	No comment on the Neighbourhood Plan	Noted
1242.3 Scottish & Southern Power	No comment on the Neighbourhood Plan	Noted
269.1 English Heritage	No comment on the Neighbourhood Plan	Noted
674.2 Highways Agency	No comment on the Neighbourhood Plan	Noted

#### Town/ parish councils

ID number – organisation name	Comments	SODC comment
4162.4 Aylesbury Vale District Council	No comment on the Neighbourhood Plan	Noted