

# OXFORD CITY COUNCIL DRAFT STATEMENT OF COMMUNITY INVOLVEMENT

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# 1. WHAT'S IT ALL ABOUT?

1. This Statement of Community Involvement sets out the City Council's approach to involve the community and stakeholders in the production of planning policy documents and planning control decisions in Oxford. The 'community' includes all the individuals, groups and organisations that live, work, or operate within Oxford. By 'stakeholders' we mean individuals, landowners and organisations with a direct influence on the subject under discussion.

2. The new planning system introduced under the Planning & Compulsory Purchase Act 2004 replaces local plans with a Local Development Framework.

3. A Local Development Framework is similar to a local plan in that it will detail policies and proposals to guide development in Oxford. However whilst the local plan was produced as one large document, the Local Development Framework is a collective name for a series of documents. This change of format means the plans are more flexible and relevant to changes in Oxford as each document can be amended or updated, if necessary, over time.

4. This Statement of Community Involvement is one of the documents within the Local Development Framework. A key difference to the old local plan is that the Local Development Framework places greater emphasis on meaningful community involvement at all stages.

5. We recognise that the community and stakeholders have different needs and expectations and they also have different capabilities and capacity to get involved. We aim to provide everyone with the opportunity to know what is happening and how they can get involved. Our objective is to contact and encourage participation with people who do not normally involve themselves in the planning process as well as groups and organisations with whom the City Council has a fairly regular dialogue.

6. The City Council already has a good track record of involving the community, such as action planning events in developing local plan proposals. We have also encouraged developers to arrange public exhibitions, leaflets and publicity before major planning applications are submitted. We wish to build on this experience in improving future consultations.

This draft Statement of Community Involvement explains: -

- what policy documents we will be consulting on;
- the consultation process;
- who we will involve in the preparation of the documents; and
- how the consultations will take place.

It also sets out the City Council's policy for involving the community and stakeholders in planning control decisions.

## 2. WHY SHOULD THE COMMUNITY BE INVOLVED?

7. Achieving effective community involvement in the planning process is likely to have a number of benefits including: -

- a better understanding of how planning policies are developed;
- more focus on the priorities identified by the local community and stakeholders;
- influencing the provision of local services to meet local needs;
- increased support for planning services and community commitment to the future of an area.

8. Responses to a questionnaire survey carried out by the City Council (see Section 7 & Appendix 3) demonstrated some of the concerns members of the public have about consultation. Most concerns involved raising expectations, presenting members of the public with a *fait a compli* rather than having involvement at an early enough stage to have an influence and also, as one respondent put it, there is concern about 'the illusion of inclusion' with consultation exercises being carried out but the community still not really being listened to. It is these concerns we want to address.

9. We want to inform and involve the community in decision making. Consultation will start at as early a stage as possible to give everyone the opportunity to participate and influence the development of policies and options for an area. We will also encourage consultation on major applications at an early stage. This will give communities and stakeholders the chance to put forward their own ideas rather than simply comment once these are fixed. We hope we will then be better placed to understand the issues and needs that are important to the community.

10. Community involvement will continue throughout the process and will include the opportunity to get feedback and be informed about progress and outcomes. Involving communities at an early stage and continuing that involvement will help to resolve issues and achieve consensus, where possible, which will in turn avoid the need for lengthy independent examinations. We recognise that this will always be a balancing act and people will have different views. We won't be able to please everyone. However, we will aim to take on board as many views as possible, not just the views of those who shout the loudest!

### 3. HOW DOES THIS LINK WITH OTHER CITY COUNCIL INITIATIVES?

11. One of the City Council's main aims is to improve dialogue and consultation. To achieve this objective, we have already developed a number of community involvement strategies. We will ensure that this Statement co-ordinates with the other initiatives in the following ways: -

**Community Strategy** - The Community Strategy has been prepared by the Oxford Strategic Partnership who are representatives of key local organisations working in partnership to develop common goals for the City and to improve the quality of life in Oxford. We recognise the benefits of creating a more integrated approach between the Local Development Framework and the Community Strategy. This integrated approach can be developed by: -

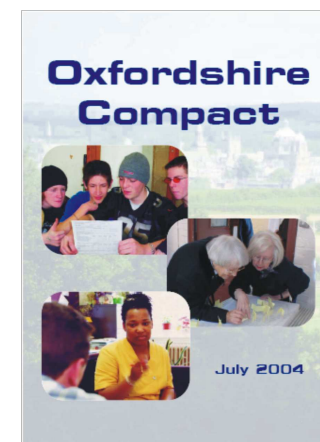
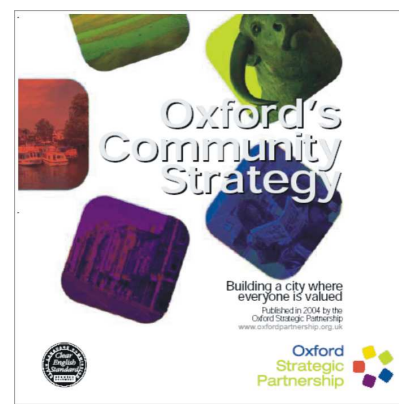
- links in terms of content – such as helping to deliver the themes/objectives of the Community Strategy and relate them to the Core Strategy Development Plan Document. In particular, we will aim to link the land use aspects of the Strategy with development plan documents; and
- links in terms of process – e.g. linking consultations where appropriate to avoid duplication of effort and sharing information for monitoring processes.

**Consultation Strategy** - Consultation will be carried out in liaison with the City Council Consultation Officer and in accordance with the City Council's Consultation Strategy. The aims of the Strategy are set out in Appendix 1.

**Media and Communications Strategy** – Information will be prepared taking on board the aims of this Strategy by providing information in the City Council corporate style, and using methods including the City Council newspaper and website to provide information.

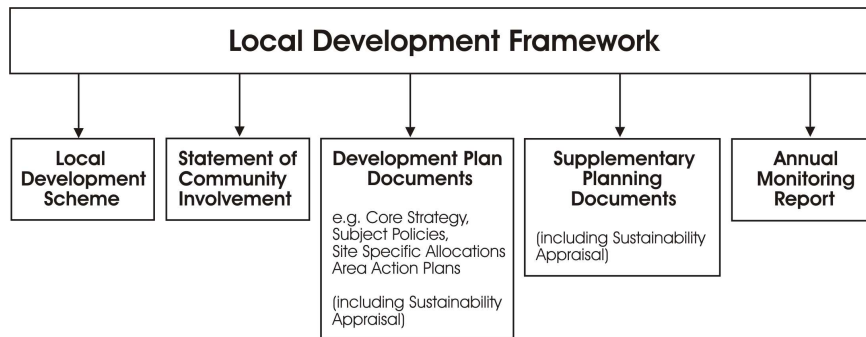
(All the above documents can be accessed on the City Council's general website and from the planning office).

**The Oxfordshire Compact** – The City Council is a member of a Steering Group developing an Oxfordshire Compact with representatives of other statutory, voluntary, community and faith groups. Based on the Government National Compact, it seeks to develop effective partnerships between organisations including consultation procedures. This document is available from Oxfordshire County Council.



## 4. WHAT WILL WE BE CONSULTING ON?

12. The Local Development Framework includes the following portfolio of documents: -



**Statement of Community Involvement** – this document is itself the subject of public consultation and may go through a formal independent examination. When finally approved, all local development documents will need to meet the consultation requirements in this document.

**Local Development Scheme** - this sets out the City Council’s programme over a 3 year period for the preparation and review of the Local Development Framework, including a description and timetable for each individual document. The Local Development Scheme is published and updated annually on the City Council’s website ([www.oxford.gov.uk/ldf](http://www.oxford.gov.uk/ldf)).

**Development Plan Documents** – these include: -

**Core Strategy** – this outlines the vision for the area and how that vision will be achieved.

**Subject policies** – these are policies that apply to all of Oxford and contribute to developing our vision for the area such as transport and the natural environment.

**Site specific allocations** – this will allocate land for specific uses.

**Area Action Plans** – these plans relate to a specific area where significant development is expected in the future – the first plan of this type will be for the West End of the City centre.

**Supplementary Planning Documents** – these documents supplement and elaborate on policies and proposals in Development Plan Documents. Although they will not be subject to independent examination, they will undergo rigorous public consultation, and must comply with national and regional planning policies. Examples of these types of documents are affordable housing and natural resource impact analysis.

**Sustainability Appraisals** – whilst this is a separate exercise, sustainability appraisals will be produced by the City Council alongside Development Plan Documents and Supplementary Planning Documents to examine the impact of the policies and proposals on economic, social and environmental factors (including natural resources).

**Annual Monitoring Report** - The documents in the Local Development Framework will be reviewed in an Annual Monitoring Report. There will not be general public consultation on this report but we may consult key specific groups in drafting the report. It will be published by December of each year. It will review the implementation of the Local Development Scheme and the extent to which policies in Development Plan Documents are being achieved.



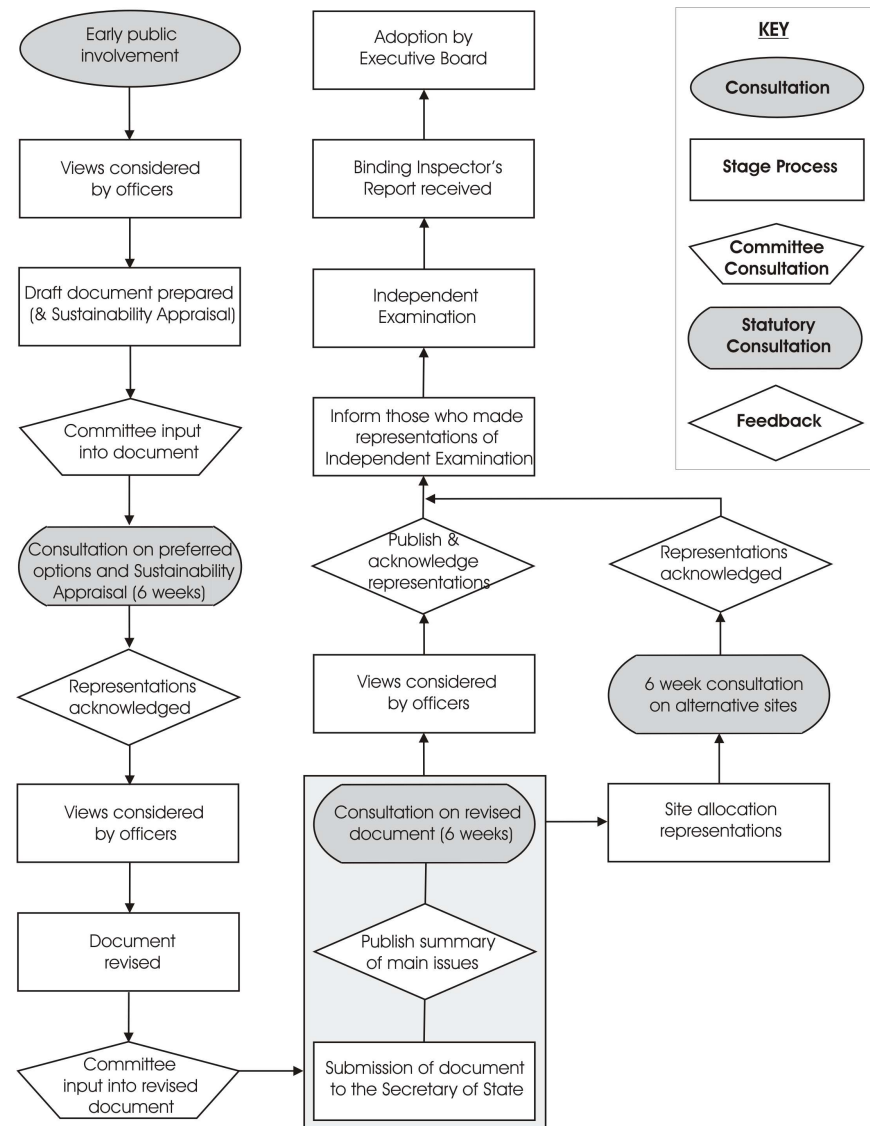
## 5. HOW DOES CONSULTATION FIT IN?

### Development Plan Documents

13. The key stages of document production are: -

**Early Public Involvement** – Before putting pen to paper to start writing a document (or fingers to keyboards to modernise the phrase!), informal consultations will be held with all relevant organisations/interest groups or individuals. During this period, we will gather feedback using a variety of techniques. The type and level of community involvement will vary depending on the document involved. For example, when preparing the Core Strategy, the involvement will be much broader than when focusing in more detail on a specific geographical area to produce an Area Action Plan. This is a key stage as it enables people to put forward their own ideas and to participate in developing proposals and options. Once we are sure that we have understood and considered all views expressed, we will start to formulate preferred options and proposals including input as appropriate by City Council committees and full Council. We will also undertake initial consultation to assist in the preparation of a sustainability appraisal.

**Consultation on preferred options report** – this is a statutory 6 week consultation period within which any one can make representations on the preferred options set out in the City Council’s documents, including a related sustainability appraisal report. Advance notice is given of the dates for



consultation in the Local Development Scheme. Standard forms will be available for people to make representations.

After the close of this consultation period, we will carefully consider all representations made and take these into consideration in revising the document. Comments made at this stage will not be carried forward to examination. The revised document and outcome of consultation will be reported to appropriate City Council committees and full Council.

**Formal public consultation on revised document** – the draft Development Plan Document will be submitted to the Secretary of State, together with a consultation statement. There will be a further statutory 6 week consultation period. Community and stakeholders can comment at this stage even if they have not been involved in the earlier preparation stages. Again, standard forms will be made available for people to make representations. Comments will be analysed and a summary outcome of the consultations will be published.

**Advertisement of Alternative sites** – at this stage, for Development Plan Documents that deal with specific site allocations, we will publish any alternative sites (proposed by objectors) for a further 6 week consultation period. Any representations made on the alternative sites will be analysed and submitted to Independent Examination.

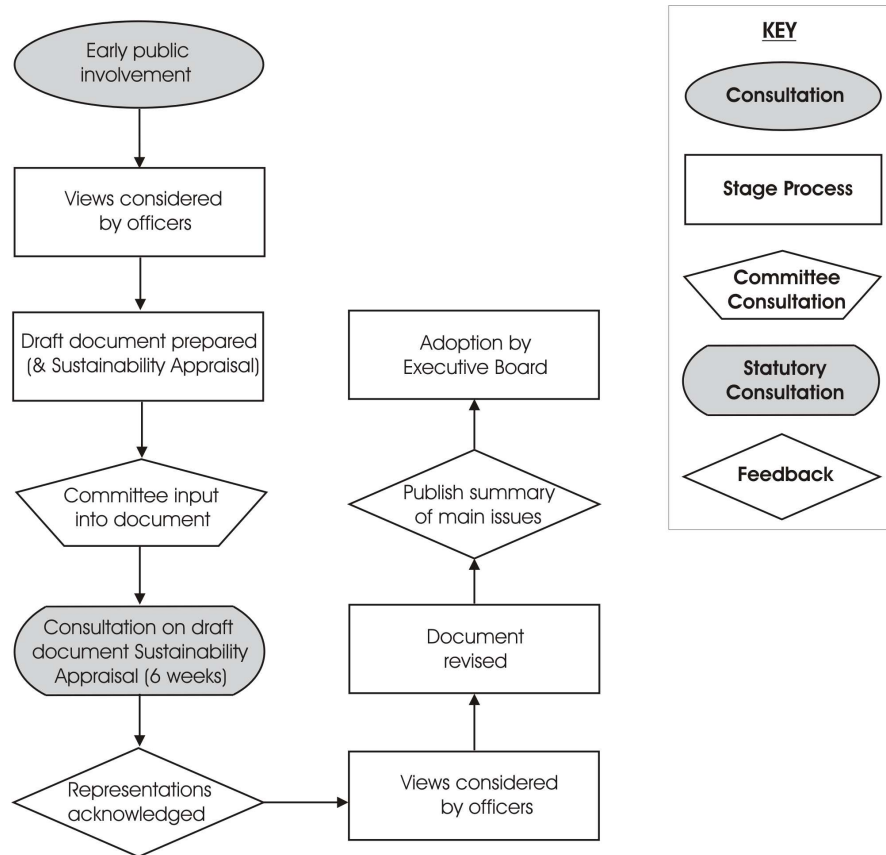
**Independent Examination** – this will be held by an independent Inspector who will consider all objections received at the submission stage. At the Independent

Examination, objections will be considered either in writing, informal hearings, round table discussions or formal inquiry sessions. Once the Inspector has considered the objections, a report will be prepared identifying changes to be made. This report is binding on the City Council.

**Adoption** – The final step is for the City Council to adopt the document as amended by the Inspector. This binding report will be reported to the City Council Executive Board and full Council and it will be published (unless in exceptional circumstances the Secretary of State intervenes).

## Supplementary Planning Documents

14. The process for Supplementary Planning Document preparation is slightly more straight forward than for Development Plan Documents, as set out below: -



**Early Public Involvement** – this will depend on the nature of the document being produced. Clearly if a site specific Supplementary Planning Document is being produced for a major development site, early consultation will focus on those who live and work in the vicinity. If, however, the Supplementary Planning Document is of a more technical nature, consultation will focus more on those with a specific interest in the subject area like developers, highway engineers etc. Like Development Plan Documents, the main purpose of this stage of involvement will be information gathering and the consideration of issues and options. A draft document will then be prepared including input as appropriate by City Council committees and full Council.

**Consultation on draft** – the statutory requirements are that the consultation period should be no less than 4 weeks and no more than 6 weeks. In most cases, we will seek to undertake consultation for 6 weeks together with consultation on a related sustainability appraisal. Again representations will be carefully considered. Supplementary Planning Documents are not subject to Independent Examination.

**Adoption** – the document together with an analysis of comments received will be reported through the City Council committees if appropriate. It will be adopted by Executive Board and full Council and it will be published (unless in exceptional circumstances the Secretary of State intervenes).

## Feedback on both types of document

15. After the early community involvement stage, we will keep the community and stakeholders informed in the following ways:

- the latest version of documents will be published in hard copy, and on the website;
- acknowledging representations received at each consultation stage;
- reports to City Council committees are available on the City Council main website;
- publish a statement in hard copy, and on the website setting out who and how we have consulted, the main issues raised and how those main issues have been addressed (for both the Supplementary Planning Document and the consultation on the draft Development Plan Document) and issue a press release on the availability of this information;
- for Development Plan Documents –
  - inform those who requested when the document has been submitted to the Secretary of State;
  - a summary outcome of the consultations will be published and the representations made available for public inspection following the statutory consultation on the revised document and for any consultation on 'alternative sites';
  - notify those who made representations and any other persons who asked to be notified concerning the Independent Examination;
  - notify those who requested when the Inspectors report is available for inspection;
- the final adopted versions of the documents will be published including the website;
- contact directly anyone who specifically asked to be notified when the document is adopted;
- a contact phone number will be available for the public to find out the current position on the progress of documents.

## 6. Who will be consulted?

16. The subject matter of a Local Development Document will be the starting point for establishing who should be consulted. This means that anyone with an interest or involvement in the subject should have the opportunity to participate in the preparation and consideration of a document. Statutory Regulations set out a minimum level of public involvement and specify a number of organisations that should be consulted – and these are set out in Appendix 2. The City Council will go further in involving the community and stakeholders. The individuals, groups and organisations that live, work or operate within Oxford, or are stakeholders can be summarised as: -

**Members of the general public** – the general public are a group easily identified but arguably hard to involve in the development of planning policies. Probably the majority of the general public do not take part in the planning process unless they are directly affected by an issue eg when a particular planning application is local to them. We will aim to improve the way we provide information, and target our consultation methods to increase awareness of the importance of influencing local planning policies before the planning application stage. In this way, we hope to encourage more frequent and active participation.

**Local interest groups** – these include local residents/tenants' groups, amenity groups, community development groups, specialist interest groups, and groups representing particular

sectors of the community. Many of these groups have been actively involved in planning issues in the past. The majority will be voluntary groups and their awareness of the planning system and capacity to become involved will vary.

**National Interest Groups** – these include groups such as the Environment Agency, English Nature, national transport groups etc. These are easily identifiable, professional organisations familiar with the planning system. However as national groups, they can be in great demand and will not always have the capacity to be involved with every local authority activity. Therefore it will be important for the City Council to involve these groups in the subject for consultation when appropriate.

**Businesses** – these range from the self-employed and small businesses to large organisations. Whilst larger organisations may have the capacity to get involved more actively, smaller organisations may need support in understanding the system, how it relates to them, and how they can get involved. The interests of the business sector can be represented by organisations such as chambers of commerce, business groups and retail associations.

**Developers, Agents and Landowners** – developers and agents are already aware of the planning system and seek to be involved in the process. Most can be easily identified via their previous involvement. Landowners will be keen to

understand and consider the implications of any policies/decisions in order to protect their interests.

**Service Providers** – this includes local health trusts, schools and colleges, local transport providers, emergency services, community development organisations etc. All these organisations can be easily identified, and generally have the capacity to be involved in the planning process. However, the City Council will seek to involve them only when it is relevant for them to make efficient use of their time.

**Central, Regional and other Local Government** – these include the Government Office for the South East, other Government Departments, regional planning body and development agencies, the County Council, other Oxfordshire district councils, local parish councils and political groups.

**City Councillors** – local ward councillors will be involved in all stages of consultation. A Members’ Steering Group has been established as an initial sounding board for planning issues. Members will also be involved through the formal committee structure, as consultation will also take place through Area Committees, Scrutiny Committees, Executive Board and full Council.

### **‘Hard to reach’ groups**

17. Within the above groupings, there have historically been a number of groups considered to be ‘hard to reach’. ‘Hard to reach’ groups are traditionally considered to include young people, disabled people, frail older people, homeless people,

people with literacy difficulties, black and ethnic minority interests.

18. However in considering the general public, it is also the case that the same people get involved in planning issues on an on-going basis either as individuals or as part of a group while other individuals normally do not consider planning issues as something that involves them. There are also particular areas of Oxford where interest groups and the public have been less active in previous public consultation initiatives than others. This may be for a number of reasons including lack of time and/or knowledge relating to planning issues and the failure of previous consultation exercises to make initial contact with them.

19. The City Council will be proactive in paying particular attention to these groups by making involvement relevant and accessible in order to broaden the number of people who can and, perhaps more importantly, want to be involved. This may include producing documents in different formats (eg large print, availability of Language line) where a need is identified. We will consider location/access arrangements and the timing of meetings when organising involvement events and the timing of consultation to avoid the main summer holiday period. We will experiment with special measures to try to engage with the public in the geographical areas of the City with low attendance at previous consultation events. We will pay particular attention to producing documents in plain English that are as easy to understand as the ‘jargon filled world’ of planning will allow us. We will try to explain the constraints of the planning system to avoid expectations being raised beyond what we can deliver. However, if during consultation exercises non-planning issues are raised, we will

try to pass these issues on to the relevant body or explain why we can't take the issue into account.

20. To help improve representation and participation, we will strengthen relationships with other City Council departments such as the research undertaken by Housing Services on homeless people, liaise with the Councils Diversity Co-ordinator and Access Officer and existing groups such as the Youth Council, Pensioners' Forum to learn from their experience, and gain a better understanding of the needs of all sectors of the community.

## 7. HOW WILL PEOPLE BE CONSULTED?

21. The methods chosen to consult will depend on the particular subject and the preparation stage reached.

We recognise that there are different levels of involvement including:

- **Information**  
providing information through leaflets, advertising, ongoing awareness and publicity campaigns
- **Consultation**  
consulting the community and stakeholders through questionnaires, exhibitions and formal consultation processes
- **Participation**  
such as in workshops where people are more actively involved in identifying needs and priorities

22. A distinction also needs to be made between consultation undertaken in breadth and that undertaken in depth:

**In breadth consultation** methods generally achieve wide, shallow results eg questionnaires, straw polls through e-mail

or newspaper articles. Their coverage is broad but they do not generally provide the opportunity to generate an in-depth debate.

**In depth consultation** methods will be appropriate where we need to enter a more detailed dialogue to fully understand the needs and aspirations of the community and stakeholders. This could be achieved through focus groups and workshops.



23. The methods of community involvement we will use will include the following:



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<b>Method of involvement</b>	<b>Level of involvement</b>	<b>Who this method is suitable for</b>	<b>Commentary</b>
Media – features in the national press, specialist planning magazines, City Council newspaper, local newspapers, radio, TV	information in-breadth	Everyone	Raising levels of awareness and publicising specific opportunities to get involved. Reaches wide audience and achieves good coverage in a familiar format.
Electronic resources (internet, e-mail shot)	information consultation in-breadth	Everyone in general (although excludes those without access to a computer)	Increasingly the first port of call for the public and professionals seeking detailed and the most up to date information. We will ensure that the information provided is user-friendly. This will be our main method of providing feedback to consultation exercises.
Poster campaigns & leaflets	information in-breadth	Particularly good for members of the public and 'hard to reach' groups	Can publicise basic information and inform the public about further opportunities to get involved. Publicity 'in the community' by using local council offices, libraries, shopping centres, sports centres, community centres can be the first step to reach those who wouldn't seek to be involved.
Documents available for inspection at City Council offices (and the Westgate Library) during set consultation period	consultation in-breadth	General public, local interest groups, businesses, developers/landowners/agents, those without access to a computer	Minimum statutory requirement – we will make it clear how and when people should respond during consultation periods. We will make sure the offices and documents are accessible to those with disabilities.
Contact phone number	consultation in-breadth	General public, interest groups, businesses, 'hard to reach' groups'	Way of providing up to date information to people without internet access.
Letters to statutory bodies (listed in regulations – see Appendix 2)	consultation to specific organisations	Central, regional & other local government	Minimum statutory requirement.
Formal written consultation, community surveys on-line consultation	consultation in-breadth	Local interest groups, national interest groups, businesses, developers/landowners/agents, service providers, City councillors (general public & some 'hard to reach' groups through community surveys & on-line consultation)	Direct mailings to specific consultees with an interest in particular subject areas. Can provide general information and ask questions – and could ultimately generate opportunities for more in-depth consultation. On-line consultation also provides a quick way to comment.

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Public exhibitions/ displays/stalls/ road shows	consultation in-breadth	General public, 'hard to reach' groups	Outlining specific plans and proposals to target audience. Allows the City Council to take the issues closer to the home of the community. May need to be held over a number of days and varying times to ensure all sections of the community have an opportunity to attend so resource intensive.
Interactive displays	consultation in-breadth	General public, local interest groups, 'hard to reach' groups	Allows people to make additions or alterations to prepared exhibits. Allows people to engage in the issues and debate and provides a record of preferences. Useful in association with public meetings or as part of interactive workshops.
Public meetings/area committees	consultation in-breadth	General public, local interest groups, 'hard to reach' groups, (City councillors & parish councils through area committees)	Reaching community groups through existing forums dealing with local issues. Especially appropriate for area based policies. Gaining first hand views on specific areas although attendees are self-selecting. Can be resource intensive.
One-to-one meetings with selected stakeholders	participation in-depth	Local interest groups, national interest groups, businesses, developers/landowners/agents, Service providers	Useful means of identifying key issues, and involving specialist organisations in specific topics. Resource intensive.
Focus groups (selected groups of participants with particular characteristics)	participation in-depth	Local interest groups, national interest groups, businesses, developers/landowners/agents, service providers	Useful for area based discussions and presentation of options. Can help to gain more understanding of public concerns.
User Panel already established by the City Council	participation in-depth	developers/landowners/agents, key amenity groups	Use to canvas professional opinion and for consultation on more technical subjects.
City Council 'Talkback Panel'	participation in-breadth and in-depth	General public & 'hard to reach' groups	A panel of 1000 members of the public refreshed on a regular basis who participate in surveys. There is also a sub-panel that could be used for focus group discussions.
Workshops – interactive such as 'planning for real' exercises	participation in-depth	General public, local interest groups	Generates ideas, improves understanding and develops 'ownership' of proposals. Requires significant preparation to allow a structured approach and report back.
Steering/advisory group	participation in-depth	General public (eg. who expressed interest in further participation at workshops), local interest groups, national interest groups, businesses, developers/landowners/agents, service providers, City councillors	Mechanism for getting key organisations involved in overseeing or acting as a sounding board for the production of documents. Particularly appropriate for area action plans or topic based policies. Role of the group needs to be clear and there should be a transparent approach to selecting members.

## Survey Questionnaire

24. In drafting this document, it was important to ask the community how they want to be consulted, and what methods of consultation they think would be most effective or convenient for them. Thus, 910 questionnaires were sent out to the groups known to the City Council and individuals with previous contact with the planning service. The questionnaires had the joint purpose of updating details and also finding out the ways that they most want to get involved in planning. Poster campaigns, media features and a feature on the City Council website were also arranged to encourage the wider community to participate in the survey. 185 questionnaires were returned (a response rate of 20%). The questionnaire results are set out in Appendix 3 and some of the main findings are set out below.

### **“How would you most like to find out what is happening in planning policy?”**

25. The most 3 popular methods to find out what is happening in planning in Oxford were:

- Information sent directly to you by letter (chosen by 65.6%)
- Information sent directly to you by e-mail (chosen by 39.4%)
- Through the local press (chosen by 38.9%)

26. Poster campaigns in various locations were also given as one of the potential methods to receive information. Choices for this option were divided amongst the different possible locations. Poster campaigns on community notice boards and

libraries were seen as most useful and sports centres were chosen least.

27. The results from this section of the questionnaire show that being sent information directly, whether by e-mail or letter, is considered the most useful method to receive information. This is perhaps unsurprising as with these methods there is little chance of missing information. This can obviously apply only to those groups already known to the City Council.

### **“How would you prefer to give comments on planning policy documents?”**

28. The 3 most popular methods to give comments about planning policy documents were:

- by letter (chosen by 67.2%)
- Paper questionnaires (chosen by 52.2%)
- E-mails (chosen by 47.8%)

29. Paper questionnaires were the most popular option for older people's groups, being identified as a good method by 77.4% of them, as compared to only 9.7% of these groups that chose online questionnaires.

30. It must also be borne in mind that on the whole, these are the preferred methods of contact/consultation with groups/individuals known to the City Council. Other consultation methods will be needed to make initial contact with the general public and other groups.

### **Register of consultation groups**

31. Those who responded to the questionnaire have been included in a register of consultees. This register has not been appended to this document as it is likely to be a fluid list that will frequently change. The general group areas of consultees are listed in Appendix 4. Further groups will be added to the register of consultees as they are identified. Similarly there will be other groups that disperse, or no longer want to be involved, and they will be removed from the list upon request.

### **Linking the when we will consult with the how**

32. Statutory regulations specify minimum requirements for public participation at each stage of the development of documents. Taking the methods of consultation described in paragraph 23, the following table sets out what the minimum requirements are and the additional methods of consultation we intend to use depending on the type of consultation document involved. Appendix 5 sets out some practical examples of suggested public consultation for different types of documents.

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Stage consultation takes place (from section 5)	Statutory Requirements for consultation and notification (what we must do)	Additional methods of consultation (what we will do) – we will select the most appropriate methods from this list according to the specific subject matter
<b>Development Plan Documents (covering core strategy, subject policies, site allocations, area action plans)</b>		
Early public involvement	<ul style="list-style-type: none"> <li>consult on issues &amp; options with appropriate statutory consultation bodies listed in Appendix 2 and other general consultation bodies we consider appropriate (including consult on sustainability appraisals)</li> </ul>	<p><b>To inform using one or a combination of:</b></p> <ul style="list-style-type: none"> <li>issue press release</li> <li>contact groups on consultation register by letter/e-mail (target consultation if appropriate for subject)</li> <li>consider using City Council newspaper, website, poster campaigns, leaflets</li> </ul> <p><b>Consult using one or a combination of:</b></p> <ul style="list-style-type: none"> <li>questionnaires</li> <li>public exhibitions/displays/ stalls/road shows</li> <li>interactive displays</li> <li>public meetings</li> <li>workshops/planning for real</li> <li>Talkback Panel</li> <li>involve pre-existing panels and other regular City Council meetings with groups</li> <li>one-to-one meetings/focus groups</li> <li>consider special measures to identify and reach 'hard to reach' groups</li> <li>City Council committees/Council</li> <li>contact phone number</li> </ul>
Consultation on preferred options report	<ul style="list-style-type: none"> <li>preferred options made available for inspection (includes website);</li> <li>sent to statutory bodies listed in Appendix 2 if we consider the document affects them and other general consultation bodies we consider appropriate</li> <li>publish the sustainability appraisal report</li> <li>statutory notice by local advertisement</li> <li>any person may make representations during the 6 weeks from the date of notice</li> <li>we must consider those representations</li> </ul>	<ul style="list-style-type: none"> <li>press releases/media features</li> <li>contact groups on consultation register (target consultation if appropriate for subject matter)</li> <li>documents available in libraries &amp; housing offices</li> <li>involve pre-existing panels</li> <li>City Council committees/Council</li> <li>focus group meetings/one to one meetings</li> <li>publish feedback of consultation</li> </ul>

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<p>Formal public consultation on revised document</p>	<ul style="list-style-type: none"> <li>• submitted document &amp; associated matters, final sustainability report (including statements of consultation and public participation) made available for inspection (includes website);</li> <li>• sent to statutory bodies listed in Appendix 2 if we consider the document affects them and other general consultation bodies we consider appropriate</li> <li>• statutory notice by local advertisement</li> <li>• notify anyone who requested to be notified of submission</li> <li>• any person may make representations during the 6 weeks from the date of notice</li> <li>• make copies of representations available for public inspection at our offices</li> </ul>	<ul style="list-style-type: none"> <li>• press releases/media features</li> <li>• information on website</li> <li>• contact groups on consultation register (target consultation if appropriate for subject matter)</li> <li>• focus group meetings/one to one meetings</li> </ul>
<p>Consultation on 'alternative sites' for site allocation representations (where relevant)</p>	<ul style="list-style-type: none"> <li>• alternative sites will be made available for inspection (includes website)</li> <li>• notify the same bodies as consulted on the revised document</li> <li>• statutory notice by local advertisement</li> <li>• any person may make representations during the 6 weeks from the date of notice</li> </ul>	<ul style="list-style-type: none"> <li>• notify nearby residents/appropriate interest groups</li> <li>• publish representations on site allocations on website</li> </ul>
<p>Independent Examination (including pre-examination meeting(s) if appropriate)</p>	<p>at least 6 weeks before the examination (and pre-examination meeting) starts</p> <ul style="list-style-type: none"> <li>• statutory notice by local advertisement</li> <li>• publish details on website</li> <li>• notify people who made representations during the statutory period</li> </ul>	<ul style="list-style-type: none"> <li>• issue press releases</li> </ul>
<p>Adoption</p>	<ul style="list-style-type: none"> <li>• adopted document and adopted statement, inspectors report &amp; final sustainability report made available for inspection (includes website)</li> <li>• statutory notice by local advertisement</li> <li>• notify anyone who requested to be notified of adoption &amp;/or Inspectors report</li> </ul>	<ul style="list-style-type: none"> <li>• no further consultation needed</li> </ul>

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<b>Supplementary Planning Documents</b>		
<b>Stage consultation takes place</b>	<b>Statutory Requirements for consultation and notification (what we must do)</b>	<b>Additional methods of consultation (what we will do) – we will select the most appropriate methods from this list according to the specific subject matter</b>
Early public involvement	Informally involve local communities and stakeholders (including consultation on sustainability appraisals)	<p><b>To inform using one or a combination of:</b></p> <ul style="list-style-type: none"> <li>• issue press release</li> <li>• contact groups on consultation register by letter/e-mail (target consultation if appropriate for subject matter)</li> <li>• contact other relevant groups known to the Council</li> <li>• consider using City Council newspaper, website, posters</li> </ul> <p><b>To consult using one or a combination of:</b></p> <ul style="list-style-type: none"> <li>• questionnaires</li> <li>• public exhibitions/ displays/ stalls/road shows</li> <li>• interactive displays</li> <li>• public meetings/area committees</li> <li>• workshops/planning for real</li> <li>• one-to-one meetings/focus groups</li> <li>• Talkback Panel</li> <li>• involve pre-existing panels and other regular City Council meetings with groups</li> </ul>
Consultation on draft document	<ul style="list-style-type: none"> <li>• document made available for inspection (includes website);</li> <li>• sent to statutory bodies listed in Appendix 2 if we consider the document affects them and other general consultation bodies we consider appropriate</li> <li>• publish the sustainability appraisal report</li> <li>• statutory notice by local advertisement</li> <li>• any person may make representations during the 4-6 weeks from the date of notice</li> <li>• we must consider those representations</li> <li>• we must prepare a statement summarising issues raised &amp; how the main issues have been addressed in the document</li> </ul>	<ul style="list-style-type: none"> <li>• issue press release</li> <li>• allow max 6 week period for public participation</li> <li>• carry out targeted consultation using consultation register</li> <li>• City Council committees/Council</li> <li>• publish feedback of consultation</li> </ul>
Adoption	<ul style="list-style-type: none"> <li>• adopted document, adoption statement, statement of representations made &amp; final sustainability report made available for inspection (includes website)</li> <li>• notify anyone who requested to be notified of adoption</li> </ul>	<ul style="list-style-type: none"> <li>• notice by local advertisement</li> </ul>

## 8. WHAT ABOUT CONSULTATION ON PLANNING APPLICATIONS?

33. In general, planning applications will be determined in accordance with the adopted policies, unless there are material circumstances which outweigh these policies. The earlier sections of this Statement have dealt with how people can influence the drafting of these policies and proposals, but people will continue to have the opportunity to become involved in the decision on individual planning applications.

34. We recognise the need to ensure that the community is informed and involved in the consideration of planning applications. The degree of involvement will inevitably vary depending on the nature of the individual application.

### Survey Questionnaire

#### **“What are the best ways for developers to inform/consult on proposals for major development?”**

35. The results of our survey questionnaire showed that the most popular method for developers to publicise their proposals for major development was leaflets/newsletters to properties in the area to describe what is proposed, which was chosen by 85.6% of respondents. Several respondents also suggested that public meetings be held to convey information. Other suggestions were for developers to convey information through residents' groups, ward councillors, newspapers and local radio.

36. The answers given to this question again seem to show the importance that those responding to the questionnaire put on directly targeted information that is guaranteed to be noticed by those it most concerns.

37. The questionnaire asked respondents to choose which methods they thought were the best ways for developers to involve the community when they proposed major development. The most popular options chosen were:

- meetings with directly affected residents and local interest groups (64.6%).
- public meetings (42.8%)
- questionnaire to local residents (42.2%)
- drop in exhibition in the area involved (42.2%)

38. Therefore developers will be encouraged to use these consultation methods.

### **Consultations before planning applications are submitted**

39. All applicants and their agents are strongly encouraged to discuss development proposals before an application is made. There are significant benefits to early consultation on applications including: -

- early availability of good quality information, enabling issues and problems to be addressed up front;



- better quality applications which are straightforward and can be more quickly processed;
- a means of resolving problems, thereby avoiding possible public objections at a later stage;
- overcomes perceived ‘closed door’ approach to determining applications, ensuring a more transparent approach;
- better design of buildings more in keeping with their surroundings as well as meeting the needs and aspirations of local communities;
- savings on applicant’s time and resources by avoiding the need to revise proposals at an advanced stage, which in turn leads to resource savings for authorities.

40. If applications are minor applications e.g. household extensions, or fall into the category of ‘other applications’ – not falling in the major application definition, applicants are encouraged to consult with their neighbours before the application is submitted.

41. If the scheme falls within the definition of a major application, officers will strongly encourage applicants to contact by letter, leaflet or newsletter adjoining occupiers and consider arranging a meeting with relevant local residents and amenity groups.

42. For major applications which fall within the category that they are determined by the City Council’s Strategic Development Control Committee, applicants will be strongly encouraged to undertake early community consultation using the preferred options from the questionnaire survey. Whilst there is no legal obligation for consultation to take place,

failure to consult properly is likely to lead to objections being made by interested parties such as neighbouring residents which could be material to the determination of the application.

43. Whilst planning officers will offer applicants advice, any advice given to applicants cannot prejudice the formal consideration of an application.

44. The City Council’s Code of Practice for councillors on planning applications advises that it is preferable that councillors do not take part in pre-application discussions to maintain impartiality and its appearance. Councillors attending public meetings are advised to take great care to maintain their impartial role, listen to all the points of view expressed by the speakers and public and not state a conclusive decision on any pre-application proposals or submitted planning applications.

45. Applicants will be asked to submit a brief statement as part of the application submission outlining how the results of the pre-application consultation exercise has been taken into account in the final application documentation.

### **Consultations when applications are submitted**

46. The Government has set down minimum standards for consulting on planning applications and at least these standards will be applied to all applications. For applications considered to be of a more controversial nature, additional consultations will be undertaken.

47. However, there needs to be a balance between consideration of cost, speed of decision making and providing a reasonable opportunity for public comment. The City Council is required to determine 60% of major applications in 13 weeks, 65% of minor applications in 8 weeks, and 80% of other applications in 8 weeks to meet targets set by the Government.

48. People are informed about planning applications by the following methods:

**Weekly list** – a list is published weekly of all valid planning applications received. The list is available on the planning section of the City Council website. In the future, we hope to further refine the information available to provide more targeted information.

**Advertisements and site notices** – the City Council is required to publish in a local newspaper (Oxford Times) and requires the developer to display site notices for certain categories of applications. In addition, we also advertise certain types of applications involving telecom work and applications for existing lawful development certificates.

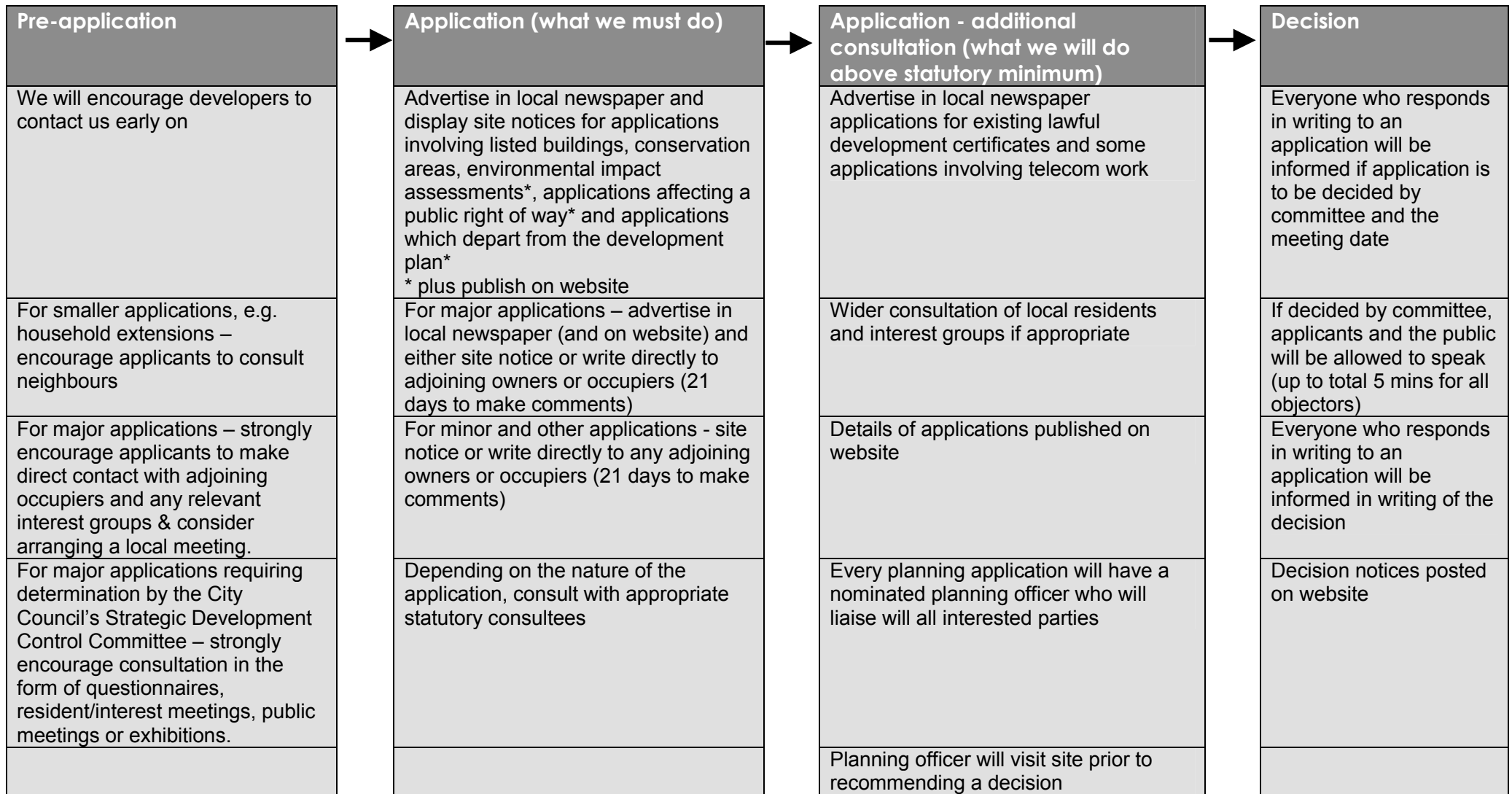
**Direct written consultation** – occupiers of properties most likely to be affected by a proposal (ie. properties bordering an application site) are sent individual letters that an application has been received and are informed where they can inspect the application and make any written comments within 21 days. However we welcome comments from anyone, not just those consulted direct. In the case of major applications, a broader geographical area of notification may be appropriate

including relevant local amenity groups. A leaflet is attached to all consultation letters explaining the planning issues to comment on.

**Availability of plans** – plans are available to view at the planning office during office hours and there is an officer available to provide people with assistance. All planning applications are also available to view on the website. The website also contains further details of the applications including how and when they are likely to be determined.

**Statutory consultees** – we are legally required to consult certain organisations from the list set out in Appendix 6. The actual organisations consulted from this list will vary depending on the nature of the proposal and location.

**Planning Application Consultation**



## **How applications are determined**

49. Applications are assessed by planning officers against planning policies and take into account all comments received. Legislation requires that applications are approved unless there are good planning reasons for refusal, although in many cases the proposal may be acceptable by allowing it only with certain conditions. Sometimes issues can be resolved by amended plans. However if the changes proposed would require further consultation, namely those of a significant nature, the applications are determined as originally submitted. The applicants are then invited to re-apply with the revised proposals and re-consultation is undertaken. Prior to recommending a decision, the planning officer will make a full site inspection.

50. Currently, approximately 85% of applications are decided by planning officers under delegated powers – these are mainly householder application developments of up to 5 houses and fairly small non-controversial developments. Applications are decided in this way to help ensure that the majority of applications are dealt with promptly.

51. All applications falling outside officer delegated powers, where a City Councillor requests that the application is dealt with at committee, plus applications submitted on behalf of the Council or by an officer or city councillor are submitted to the local area committee. The six area committees meet on a monthly basis. All who submitted written comments on applications are sent details of the relevant committee. There is a procedure to allow public speaking for up to 5 minutes per application before a decision is made – and this facility is also

offered to the applicant. Reports on applications decided at committee are prepared and are available for public inspection at City Council offices and on the website about a week before the meeting. As well as an assessment of the application, the reports provide brief details of any legal agreements required to overcome potential reasons for refusal.

52. Applications for very large scale developments are determined by the Strategic Development Control Committee following consultation with the local area committee. Again, all who submitted written comments are informed of applications determined by this committee and there is a procedure for allowing public speaking at this meeting.

53. However the decision is made, letters are sent to all who submitted comments informing them of the decision. Decision notices are also published on the website and are available for inspection and purchase at the planning office.

## **Appeals against planning decisions**

54. If an applicant has an application refused, disagrees with conditions attached to the granting of permission, or the City Council fails to determine the application within the agreed timescales, the applicant has a right of appeal heard by an independent Inspector. Applications can also be referred to the Secretary of State to determine in certain circumstances. This right of appeal does not extend to a third party.

55. If an appeal is made, anyone who received a consultation letter about the application is notified in writing of the appeal

and information is provided on how to make their views known. There is no need to re-submit previous information sent in on the planning application as this will be forwarded to the independent Inspector. Local councillors are also notified.

56. The majority of appeals are dealt with by written representations and where this is the case, the appeal is decided on the basis of the statements submitted by the appellant, the City Council and any third parties. Where an informal hearing or public inquiry is to be held to consider an appeal, a site notice is erected and in some cases information is published in the press. The hearings and inquiries are open to the public and the public is given an opportunity to speak. In all appeal cases, the independent Inspector will make a full site inspection before coming to a decision.

## 9. HOW WILL THIS BE RESOURCED?

57. Staff resources will be mainly from the Planning Business Unit but will involve other officers and external resources as necessary. Consulting the public in an appropriate and effective way requires specific skills and we will address any skills gap with appropriate training.

58. In terms of funding, we will increase investment in planning under the Government's revision to planning application fees towards some community involvement initiatives such as using consultants to facilitate appropriate workshops or exhibitions.

59. We will also aim to combine consultation activities where appropriate and timetabling permits to optimise their value and so as not to over consult the community leading to 'consultation fatigue'.

## 10. WILL THIS BE REVIEWED?

60. All Local Development Documents will require a statement of compliance showing how they have been produced in accordance with the measures set out in this Statement of Community Involvement. If a Development Plan Document fails to comply with the Statement, this could result in an Inspector recommending that re-consultation is undertaken to comply with the Statement.

61. Evaluation forms will be available after each major consultation exercise undertaken by the City Council to help assess how successful the methods were. The information obtained will be used to make improvements where needed.

62. The effectiveness of consultation exercises will be reviewed through the Annual Monitoring Report. However as this Statement has been designed to be flexible, it should only be necessary to revise it when significant changes have occurred to the types of groups involved in consultation, or changes to the methods of consultation used.

## **Appendix 1 - City Council Consultation Strategy**

The aims of the Consultation Strategy are:

- ensuring a clear understanding of a commitment to effective consultation;
- adopting a co-ordinated, strategic approach to consultation which avoids duplication;
- ensuring that consultation is inclusive and representative;
- improving standards in consultation practice;
- considering the circumstances of consultees;
- working in partnership;
- ensuring that consultation is used in decision making and translates into action;
- feeding back the consultation findings to consultees, and disseminating the results more widely;
- using resources effectively; and
- monitoring and review.

## Appendix 2 - List of statutory consultees for Local Development Documents & sustainability appraisals

The Town and Country Planning (Local Development) (England) Regulations 2004 sets out the following list of bodies local planning authorities should consult (in addition to submitting documents to the Secretary of State via the Government Office for the South East) if the local planning authority thinks that the proposed subject matter of the document in question affects the body:

- Countryside Agency
- English Nature
- Environment Agency
- Highways Agency
- Historic Buildings and Monuments Commission for England - (English Heritage)
- Strategic Rail Authority
- A relevant authority any part of whose area is in or adjoins the area of the local planning authority.

Relevant authority is defined as:

- A local planning authority; (Cherwell, Vale of White Horse and South Oxfordshire District Councils), (plus West Oxfordshire District Council although this is not an adjacent authority)
- A County Council; (Oxfordshire County Council)
- A parish council; (in the City Council area - Old Marston, Risinghurst & Sandhills, Blackbird Leys and Littlemore Parish Councils) (adjoining the City Council area - Gosford and Water Eaton, Woodeaton, Elsfield, Beckley and Stowood, Stanton St. John, Horspath, Garsington, Sandford

on-Thames, Kennington, South Hinksey, North Hinksey and Wytham Parish Councils)

- Regional Development Agency whose area is in or adjoins the area of the local planning authority (South East England Development Agency - SEEDA)
- Any person to whom the electronic communications code applies by virtue of a direction given under section 106 (3) (a) of the Communications Act 2003
- Any person who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority

If it exercises functions in any part of the local planning authority's area:

- a Strategic Health Authority (Thames Valley)
- a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989
- a person to whom a licence has been granted under section 7(2) of the Gas Act 1986
- a sewage undertaker – Thames Water
- a water undertaker - Thames Water

The Office of the Deputy Prime Minister Consultation Paper – Sustainability Appraisal of Regional Spatial Strategies and Local Development Frameworks – requires consultation with the following bodies for undertaking sustainability appraisals:

- Countryside Agency
- English Heritage
- English Nature
- Environment Agency



### Appendix 3 – Summary tables of questionnaire results to survey

**Question: “How would you most like to find out what is happening in planning in Oxford?”**

Method of providing information	Number of responses stating this a preferred method	% of responses stating this a preferred method	
Information sent directly by letter	118	65.6%	
Information sent directly by e-mail	71	39.4%	
Local Press (Oxford Times)	70	38.9%	
City Council Newsletter (Your Oxford)	56	31.1%	
Website	54	30.0%	
Local Radio/TV	20	11.1%	
Area Committee Meetings	25	13.9%	
Public exhibitions/stalls	22	12.2%	
Posters and leaflets	in libraries	15	8.3%
	on community notice boards	15	8.3%
	in local shops	13	7.2%
	in doctors surgeries	14	7.8%
	in community centres	11	6.1%
	in council offices	9	5.0%
	in schools/youth clubs	4	2.2%
in sports centres	3	1.7%	

**Question: “How would you prefer to give your comments on planning policy documents?”**

Method of providing comments	Number of responses stating this a preferred method	% of responses stating this a preferred method
Letter	121	67.2%
Paper questionnaire	94	52.2%
E-mail	86	47.8%
Online questionnaire	46	25.6%
Public meetings/area committees	35	19.4%
Interactive workshops	20	11.1%
Interactive displays	14	7.8%
Focus groups	14	7.8%

**Question: “Which of the following are the best ways for developers to publicise their proposals for major development?”**

Method of providing information		Number of responses stating this a preferred method	% of responses stating this a preferred method
Leaflet/newsletter to properties in the area describing what is proposed		154	85.6%
Advert/article in the local paper		113	62.8%
Poster Campaigns	on community notice boards	35	19.4%
	in libraries	29	16.1%
	in local shops	26	14.4%
	poster campaigns & leaflets in council offices	24	13.3%
	in community centres	21	11.7%
	in doctors’ surgeries	13	7.2%
	in sports centres	2	1.1%
	in schools/youth clubs	1	0.6%

**Question: “How should developers involve the community when they propose a major new development?”**

Method of providing consultation	Number of responses stating this a preferred method	% of responses stating this a preferred method
Meetings with directly affected residents and local interest groups	116	64.4%
Public meetings	77	42.8%
Drop in exhibition in the area involved	76	42.2%
Questionnaire to local residents	76	42.2%
Presentation to area committee	58	32.2%
Workshop to identify local issues	39	21.7%
Door to door consultation	20	11.1%

910 questionnaires were sent out of which 185 were returned. This represents a response rate of 20%.

## Appendix 4 - List of general consultation groups for consultation on Local Development Documents

The Town and Country Planning (Local Development) (England) Regulations 2004 defines 'general consultation bodies' to mean the following bodies: -

- voluntary bodies some or all of whose activities benefit any part of the authority's area;
- bodies which represent the interests of different racial, ethnic or national groups in the authority's area;
- bodies which represent the interests of different religious groups in the authority's area;
- bodies which represent the interests of disabled persons in the authority's area;
- bodies which represent the interests of persons carrying on business in the authority's area.

The following list provides an indication in general terms of the different groups the City Council will involve in consultation on documents (depending on the subject matter for consultation):

older people's groups;  
young people's groups;  
minority ethnic;  
residents'/tenants' associations;  
education groups;  
health/welfare/disability groups;  
faith groups;  
groups representing culture/heritage/arts;  
amenity/environment groups;  
sports/leisure organisations;  
business/retail groups;  
developers/consultants/agents;  
landowners;  
media;  
tourist;  
housing;  
emergency services/utilities;  
telecommunications;  
transport;  
central, regional, or other local government/parish council;  
political groups.

## Appendix 5 – Development Plan Documents and Supplementary Planning Documents – suggested practical examples of consultation

### (1) for an Area Action Plan Development Plan Document:

<p>Early public involvement</p>	<ul style="list-style-type: none"> <li>- set up a workshop/planning for real event in the local area</li> <li>- inform about the event by leafleting properties in the local area and / or posters erected in local area, letters to area committee members, press release (as people outside the area may have an interest)</li> <li>- possibly some form of exhibition/display in local community building with questionnaire response leaflet</li> <li>- investigate if there are active 'hard to reach' groups in the area &amp; work through existing contacts to identify best method of reaching these groups</li> <li>- City Council committees/Council</li> <li>- publish contact number</li> </ul>
<p>Consultation on preferred options</p>	<ul style="list-style-type: none"> <li>- statutory advertisement</li> <li>- press release</li> <li>- information available for public inspection in local area</li> <li>- letters to statutory bodies with questionnaire/comment forms to return</li> <li>- letters/e-mails to community groups &amp; stakeholders in the area &amp;/or with an interest with questionnaire/comment forms to return</li> <li>- City Council committees/Council</li> <li>- focus group meeting if appropriate (selected from those who expressed an interest in further involvement at workshop)</li> <li>- publish feedback of consultation on website/issue press release</li> </ul>
<p>Formal public consultation</p>	<ul style="list-style-type: none"> <li>- statutory advertisement</li> <li>- press release</li> <li>- information available for public inspection in local area</li> <li>- letters to statutory bodies with questionnaire/comment forms to return</li> <li>- letters/e-mails to all who made comments at previous stage with questionnaire/comment forms to return</li> </ul>

**(2) for a Development Plan Document on site allocations throughout the City:**

<p>Early public involvement</p>	<ul style="list-style-type: none"> <li>- set up a series of workshops/planning for real events (focusing on potential site allocations in the local area of the event)</li> <li>- inform about the events by a combination of press releases, possibly formal press adverts, features in City Council newspaper, website, area committee agenda items, letters/e-mails to community groups</li> <li>- possibly one-to-one meetings/focus groups with stakeholders including Local Strategic Partnership</li> <li>- Talkback Panel if appropriate for more in depth views from a representative section of the public</li> <li>- involve pre-existing panels if appropriate &amp; other regular City Council meetings with groups and focusing on making the issue relevant to them</li> <li>- liaise with other officers in contact with 'hard to reach' groups for best ways of making a particular effort to involve these groups</li> <li>- City Council committees/Council</li> <li>- publish contact number</li> </ul>
<p>Consultation on preferred options</p>	<ul style="list-style-type: none"> <li>- statutory advertisement</li> <li>- press release</li> <li>- information available for public inspection</li> <li>- letters to statutory bodies with questionnaire/comment forms to return</li> <li>- letters/e-mails to all who made contact with at initial consultation stage with questionnaire/comment forms to return</li> <li>- City Council committees/Council</li> <li>- focus group meeting if appropriate (selected from those who expressed an interest in further involvement at workshop)</li> <li>- publish feedback of consultation on website/issue press release</li> </ul>
<p>Formal public consultation</p>	<ul style="list-style-type: none"> <li>- statutory advertisement</li> <li>- press release</li> <li>- information available for public inspection</li> <li>- letters to statutory bodies with questionnaire/comment forms to return</li> <li>- letters/e-mails to all who made comments at previous stage with questionnaire/comment forms to return</li> </ul>

**(3) for a Supplementary Planning Document on a technical subject:**

Early public involvement	<ul style="list-style-type: none"> <li>- one-to-one meetings/focus groups with stakeholders &amp; groups with a particular interest in the subject area</li> <li>- involve pre-existing panels if appropriate</li> </ul>
Consultation on draft document	<ul style="list-style-type: none"> <li>- statutory advertisement</li> <li>- press release</li> <li>- information available for public inspection</li> <li>- letters to statutory bodies with questionnaire/comment forms to return</li> <li>- letters/e-mails targetted to those involved at initial consultation stage with questionnaire/comment forms to return</li> <li>- City Council committees/Council</li> <li>- publish feedback of consultation on website/issue press release</li> </ul>

## Appendix 6 - List of statutory consultees for planning applications

Article 10 of the General Development Procedure Order 1995 requires the local planning authority to consult particular organisations when certain categories of planning applications are submitted. These statutory consultees are: -

British Waterways Board  
Department of Environment, Food and Rural Affairs (Defra)  
English Nature  
Environment Agency  
Health and Safety Executive  
Historic Buildings and Monuments Commission for England  
Local Highway Authority (Oxfordshire County Council)  
Office of the Deputy Prime Minister  
Network Rail/Strategic Rail Authority  
South East England Development Agency  
Sport England  
Theatres Trust

Article 13 of the General Development Procedure Order 1995 requires that the local planning authority consult Parish and Community Councils.

The County Council should be consulted before determining an application for certain types of development (schedule 1, paragraph 7(3)), specifically those confined to County interest such as minerals and waste, or those that have implications for the Structure Plan.

The Caravan Sites and Control of Development Act 1960 requires that the licencing authority is consulted about applications for new caravan parks.

The specific consultees that have to be consulted varies with the type and location of development. It is also the case that there are consultees whom the City Council would always consult about certain types of applications, for example the public utilities where an application would affect them.

## Glossary

This glossary is intended to be a simple explanation of the terms used within the rest of this document.

<b>Adoption</b>	Final approval of document.
<b>Annual Monitoring Reports</b>	Report produced annually to assess the implementation of the Local Development Scheme and the extent to which policies in Local Development Documents are being achieved.
<b>Area Action Plans</b>	Plans for a specific area where significant development is expected in the future.
<b>Code of Practice for Councillors</b>	This is a specific section in the City Council's Constitution setting out advice for councillors in deciding on planning applications.
<b>Community Strategy</b>	A strategy produced by public, private and community stakeholders to improve the quality of life in Oxford.
<b>Conservation area consent</b>	Consent for the total or substantial demolition of an unlisted building or structure in a conservation area.
<b>Consultations Strategy</b>	A strategy produced by the City Council to guide public consultation initiatives in a consistent way.
<b>Core Strategy</b>	This outlines the vision for the area and how that vision will be achieved.
<b>Development Plan</b>	This is a collective term for development plan documents and regional spatial strategies. The Development Plan is the starting point for the consideration of planning applications.
<b>Development Plan Documents</b>	Statutory documents which form part of the Local Development Framework.
<b>Environmental Impact Assessment</b>	This is a detailed assessment of the likely environmental impact of a proposed development and is only required for certain types of development where the potential impact is likely to be significant.



<b>Independent Examination</b>	An assessment made by an independent Inspector
<b>Inspector</b>	A Government appointed independent professionally qualified person who has no direct links with the City Council.
<b>Language Line</b>	This is a translation service to provide an efficient means of communication with non-english speakers.
<b>Listed building</b>	A building or structure of special architectural or historic interest that is included on a statutory list compiled by the Department of Culture, Media and Sport with advice from English Heritage.
<b>Listed building consent</b>	Consent to alter, extend or demolish a listed building and certain buildings and structures within its curtilage where these works affect its special character.
<b>Lawful Development Certificate</b>	This authorises development or a use which has not been granted planning permission when it can be demonstrated that the use or development has continued over a period of time and is immune from formal planning or enforcement action.
<b>Local Development Framework</b>	A non-statutory term used to describe the portfolio of Local Development Documents. It consists of Development Plan Documents, Supplementary Planning Documents, a Statement of Community Involvement, the Local Development Scheme and Annual Monitoring Reports.
<b>Local Development Scheme</b>	A project plan for the preparation of Local Development Documents.
<b>Major planning application</b>	Definition of major applications in the General Development Procedure Order 1995: <ul style="list-style-type: none"><li>• a residential development of 10 or more dwellings;</li><li>• residential development on a site of 0.5 hectares or more;</li><li>• development involving a building(s) with a floorspace of 1000 square metres or more;</li><li>• any other development on a site of 1 hectare or more.</li></ul>

<b>Material consideration</b>	Something that should be taken into account when preparing Development Plan Documents or determining planning applications, but they must be genuine planning considerations e.g. the type of development, site, layout, siting, design, access and landscaping.
<b>Media &amp; Communications Strategy</b>	A strategy produced by the City Council to promote the use of corporate styles and methods of consultation.
<b>Minor planning application</b>	This includes any development that does not meet the criteria for major, change of use or householder applications.
<b>Natural Resource Impact Analysis</b>	A document to accompany a planning application for large scale development outlining how the use of natural resources has been minimised in the project through energy efficiency, use of renewable energy, recycling and use of recycled materials.
<b>Other development</b>	<p>Development not within the definition of major or minor applications is 'other development' and includes: -</p> <ul style="list-style-type: none"><li>• change of use applications – where<ul style="list-style-type: none"><li>- it is not a major development;</li><li>- no building or engineering work is involved;</li><li>- building/engineering work would be permitted development if not change of use (e.g. removal of internal wall);</li></ul></li><li>• householder applications within the curtilage of a residential property but not change of use and not change to number of dwellings within a building;</li><li>• applications for advertisement consent;</li><li>• Listed Building Consent applications to extend or alter a listed building;</li><li>• Listed Building Consent applications to demolish whole or part of a listed building;</li><li>• Conservation Area Consent applications;</li><li>• Other development involving:<ul style="list-style-type: none"><li>- Certificates of Lawfulness;</li><li>- Circular 18/84 (crown land) and 14/90 (Electricity Generating Stations and Overhead Lines) applications.</li></ul></li></ul>

<b>Oxford Strategic Partnership</b>	A group of significant stakeholders, including public, private and voluntary sectors, who produce the Community Strategy.
<b>Oxfordshire Compact</b>	This is a framework against which the relationship between statutory, voluntary, community and faith sectors can be monitored and evaluated. It aims to assist in the development of effective partnerships between organisations including consultation procedures.
<b>Regional Planning Body</b>	The body that will produce the Regional Spatial Strategy. In the case of Oxford, this is the South East England Regional Assembly (SEERA).
<b>Regional Planning policies</b>	Those policies contained in the Regional Spatial Strategy (South East Plan).
<b>Regional Spatial Strategy</b>	The type of planning policy produced at the regional level that forms part of the statutory development plan.
<b>Secretary of State</b>	Means the person in Government with responsibility for planning in England (currently the First Secretary of State)
<b>Statutory Regulations</b>	For the purpose of this documents are The Town and Country Planning (Local Development) (England) Regulations 2004
<b>Strategic Development Control Committee</b>	<p>A City Council appointed Committee with that determines the following categories of planning application:</p> <ul style="list-style-type: none"><li>• any housing development consisting of 70 or more dwellings;</li><li>• any commercial or retail development consisting of 4000 square metres or more;</li><li>• any health or university development consisting of 4000 square metres or more;</li><li>• student accommodation consisting of 150 units or more;</li><li>• for mixed schemes, an assessment of the cumulative scale of the development that would be comparable for the above categories;</li><li>• applications with an impact beyond a single Area Committee's area;</li><li>• applications with a City-wide impact;</li><li>• any departures to the Local Development Framework that are notified to the Secretary of State.</li></ul>

The Committee also determines applications referred to the Committee under an Area Committee Procedure Rule (that allows four members to refer an application to this Committee on planning grounds within 2 days of publication of the Area Committee summary of decisions).

**Supplementary Planning Documents**

A type of Local Development Document that supplements and elaborates on policies and proposals in Development Plan Documents. Supplementary Planning Documents do not form part of the statutory Development Plan.

**Sustainability Appraisals**

The Planning and Compulsory Purchase Act 2004 requires Local Development Documents to be subject to a sustainability appraisal, which examines the impact of the policies and proposals on economic, social and environmental factors (including on natural resources).