



WOLVERCOTE
NEIGHBOURHOOD
FORUM

WOLVERCOTE NEIGHBOURHOOD FORUM

CONSULTATION STATEMENT

FOR OXFORD CITY COUNCIL

DOCUMENT CONTROL SHEET

WNF Document Control Sheet	
Document Title	WNF Consultation Statement
Draft Number	v.2
Task Group and Authors	Project Manager
Date of Version	23. July 2018
Status	Final Document
Date of Public Issue	
Visibility	For Oxford City Council official Consultation
File Type	Word
File Name	WNF NP Consultation Statement

CONTENT

1. Introduction
2. Issues and Options Consultation
3. Formal Forum Consultation
4. Draft Plan Consultation
5. Statutory Consultees Consultation
6. Conclusion

Supporting Documents

- Annex 1 – Community Action in Cutteslowe Report
- Annex 2 – Pre-designation Public Meeting and Workshop Minutes
- Annex 3 – Issues and Options Consultation Leaflet
- Annex 4 – Forum Consultation Leaflet
- Annex 5 – Forum AGM Minutes
- Annex 6 – Draft Plan Consultation Leaflet
- Annex 7 – Draft Plan Consultation Responses and Actions
- Annex 8 - Contact Details for Statutory Consultees
- Annex 9 – Contact Email and Responses from Statutory Consultees
- Annex 10 – Steering Committee Responses in Response to Statutory Consultees Responses

1. INTRODUCTION

1.1. This Consultation Statement has been prepared to fulfil the legal obligations of the Neighbourhood Planning Regulations 2012. Section 15(2) of Part 5 of the Regulations sets out what a Consultation Statement should contain:

- (a) contains details of the persons and bodies who were consulted about the proposed neighbourhood development plan;
- (b) explains how they were consulted;
- (c) summarises the main issues and concerns raised by the persons consulted;
- (d) describes how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan.

1.2. At the start of the process Wolvercote Neighbourhood Forum (WNF) identified the importance of consultation, in guiding their neighbourhood planning process. Following on from this, a greater level of consultation has been undertaken than the legislation requires, and this is set out in detail in the reports that are submitted in support of this Consultation Statement. It is not the intention of this Consultation Statement to replicate what is in these detailed reports.

1.3. Much of the thinking of WNF in relation to consultation was informed through the 2012 community survey, 'Community Action in Cutteslowe', which was undertaken by Cutteslowe Community Association (see Annex 1). Although not carried out by WNF, and in fact completed prior to the designation of WNF, this report, which focuses on a significant part of the Wolvercote ward, provided helpful insights into the thoughts and needs of Cutteslowe residents.

1.4. Following on from this work, and in preparation for submitting a request to designate the Wolvercote Ward as a neighbourhood planning area, the Wolvercote Neighbourhood Plan Working Group carried out a wide ranging consultation on the planning issues in the area from June 2012 onwards. An example of this is the Public meeting and workshop held on the 16th October 2013 at Wolvercote Village Hall (See Annex 2).

1.5. In summary, the aims of the Wolvercote Neighbourhood Plan consultation process were:

- use the work already carried out to understand the needs of the community;
- to 'front-load' consultation, so that the Plan was informed by the views of local people and other stakeholders from the start of the neighbourhood planning process;
- to ensure that consultation events took place at critical points in the process where decisions needed to be taken;
- to engage with as wide a range of people as possible, using a variety of events and communication techniques; and
- to ensure that results of consultation were fed back to local people and available to read (on the website) as soon as possible after the consultation events.

1.6. Continuous engagement of various stakeholders has taken place throughout the neighbourhood planning process, and has involved meetings, workshops and other events with the following consultees:

- Local Residents Associations and Groups
- Wolvercote Neighbourhood Forum meetings which have been open to residents

- Oxford City Council

1.7. Formal consultations were undertaken by the Forum members of the Wolvercote Neighbourhood Forum. Formal consultation events took place at the following stages in the neighbourhood planning process:

- an Issues and Options Consultation from June 2015 to July 2015 – 6 weeks;
- a formal Forum members consultation through the WNF AGM in October 2016;
- a statutory consultation stage in accordance with Regulation 14 on the draft Plan between 6th October 2017 and 17th November 2017; and
- a further consultation with statutory consultees in accordance in accordance with Regulation 14 on the draft Plan between 12th March 2018 and 27th April 2018.

1.8. This Consultation Statement provides an overview of each of the above stages of consultation in accordance with Section 15(2) of Part 5 of the Regulations. Full details are provided in the reports that support the Consultation Statement.

2. ISSUES AND OPTIONS CONSULTATION

2.1. The Issues and Options Consultation was launched on the 1st June 2015, once the Forum had been officially designated by Oxford City Council. Although not a statutory requirement of the neighbourhood planning process under the Neighbourhood Planning Regulations 2012, the consultation lasted until 17th July 2015, following the standard 6 week statutory consultation timescale.

2.2. This Consultation, which was called 'Housing and Our Community Questionnaire' aimed to facilitate the community and stakeholder engagement needed to produce an informed and relevant community-led Neighbourhood Development Plan for Wolvercote through the following actions:

- All local media were informed of the consultation through press releases.
- All households in the designated Wolvercote Neighbourhood Forum Area (3,000) had a full colour 4–page A5 leaflet delivered to them (Annex 3), with a FREEPOST response with which responses could be returned.
- An online survey was provided on the Wolvercote Neighbourhood Forum website.
- The Wolvercote Neighbourhood Forum website also contained further detailed information to help explain the leaflet and online survey.
- Community engagement events were held across Wolvercote to help publicise the consultation, engage with residents and give out consultation leaflets.
- Leaflets were sent to a range of interested parties including businesses and representative social and community organisations (especially those representing 'hard to reach' groups.)
- Meetings were held with various Wolvercote stakeholder groups, including local education institutions, to explore the issues highlighted in the consultation leaflet.

2.3. The results of this consultation were used to gather views about what should be included in the Plan, and what emphasis should be placed on specific issues within the Plan. 375 individual responses were received.

2.4. These responses were analysed, and the results submitted to each of the five policy working groups in order for them to incorporate into their policy development process.

3. FORMAL FORUM CONSULTATION

3.1. In October 2016, the WNF Steering Committee decided to carry out a formal Forum members consultation, to coincide with the 2016 AGM. The aim of this consultation was to undertake a check on the policies which had been developed by the policy working groups, but not yet coordinated into a finalised Plan.

3.2. All Forum members, interested parties and those who had responded to previous consultations were sent a full-colour A4 tri-fold leaflet (Annex 4) which outlined the draft policies which the policy working groups had developed.

3.3. Feedback on these draft policies was invited. The draft policies were presented at the WNF AGM on the 26th October 2016, questions encouraged, and a general discussion held on the status and process of the draft Plan (See Minutes (Annex 5)).

4. DRAFT PLAN CONSULTATION

4.1. The draft Wolvercote Neighbourhood Plan was consulted on through a statutory consultation stage in accordance with Regulation 14 on the draft Plan between 6th October 2017 and 17th November 2017. The following actions to publicise the consultation took place:

- All local media were informed of the consultation through press releases.
- A hard copy of the draft Plan was made available at various locations across the designated Forum Area
- All households in the designated Forum Area (3,000) had a full colour A4 tri-fold leaflet delivered to them (Annex 6), explaining the consultation, and where they could attend the consultation drop-in sessions.
- An online survey was developed, launched and publicised through publicity materials and the Wolvercote Neighbourhood Forum website.
- The Wolvercote Neighbourhood Forum website also provided further detailed information to help explain the leaflet and online survey.
- Three Plan Consultation drop-in sessions were held, one at each of Cutteslowe Pavilion, Wolvercote Baptist Hall and Wolvercote Village Hall, to get feedback from residents on the proposed Plan.
- Leaflets were sent to a range of interested parties including businesses and representative social and community organisations, especially of hard to reach groups.
- Various social media and online forums were engaged to raise the profile of the consultation and to stimulate debate.
- Large poster boards and publicity materials were produced to provide information to drop-in session attendees.

4.2. Over 130 specific responses were received through the various media channels used. These responses were once again fed into the policy working group process and influenced which policies were to be put forward in the Final Plan.

4.3. A full list of all responses is provided in Annex 7, with the proposed actions that the Forum has taken to respond to these responses.

5. STATUTORY CONSULTEES CONSULTATION

5.1. A further consultation with statutory consultees, in accordance with Regulation 14, was held on the draft Plan between 12th March and 27th April 2018.

5.2. The following Statutory Consultees were sent a revised copy of the draft Plan for comment through email (Annex 8 shows contact details):

- Oxford City Council
- Oxfordshire County Council
- Cherwell District Council
- Summertown Neighbourhood Forum
- Gosford and Watereaton Parish Council
- Elsfeld Parish Council
- Woodeaton Parish Council
- Wytham Parish Council
- Yarnton Parish Council
- The Homes and Communities Agency
- Natural England
- The Environment Agency
- Historic England
- The Highways Agency
- Vodafone and O2
- Three
- EE
- Health Trust
- Scottish Southern Electricity
- Centrica
- Thames Water

5.3. Responses were received from:

- Scottish and Southern Electricity Networks (13th March 2018)
- Environment Agency (14th March 2018)
- Highways England (16th March 2018)
- Oxford Clinical Commissioning Group (23rd March 2018)
- Natural England (23rd March 2018)
- Oxford Preservation Trust (18th April 2018)
- Historic England (23rd April 2018)
- Cherwell District Council (24th April 2018)
- Oxford City Council (27th April 2018)

5.4. The initial contact email and the responses returned from these consultees has been collated in Annex 9.

5.5. The responses of these statutory consultees were reported to the Wolvercote

Neighbourhood Forum Steering Committee on the 29th June 2018 and a series of recommendations to change the Plan were made following the results of this consultation (see Annex 10 for Steering Committee Responses and the Statutory Consultee Responses).

6. CONCLUSION

6.1. This Consultation Statement and the supporting consultation reports are considered to comply with Section 15(2) of part 5 of the 2012 Neighbourhood Planning Regulations.

This page is intentionally left blank