

## Appendix 1: Statement of Community Involvement with amendments



Oxfordshire Joint  
Statutory Spatial Plan

# Statement of Community Involvement

February 2019

Produced by:



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## Statement of Community Involvement

### How the Oxfordshire Joint Statutory Spatial Plan will be prepared with Community and Stakeholder Engagement

February 2019

#### Introduction

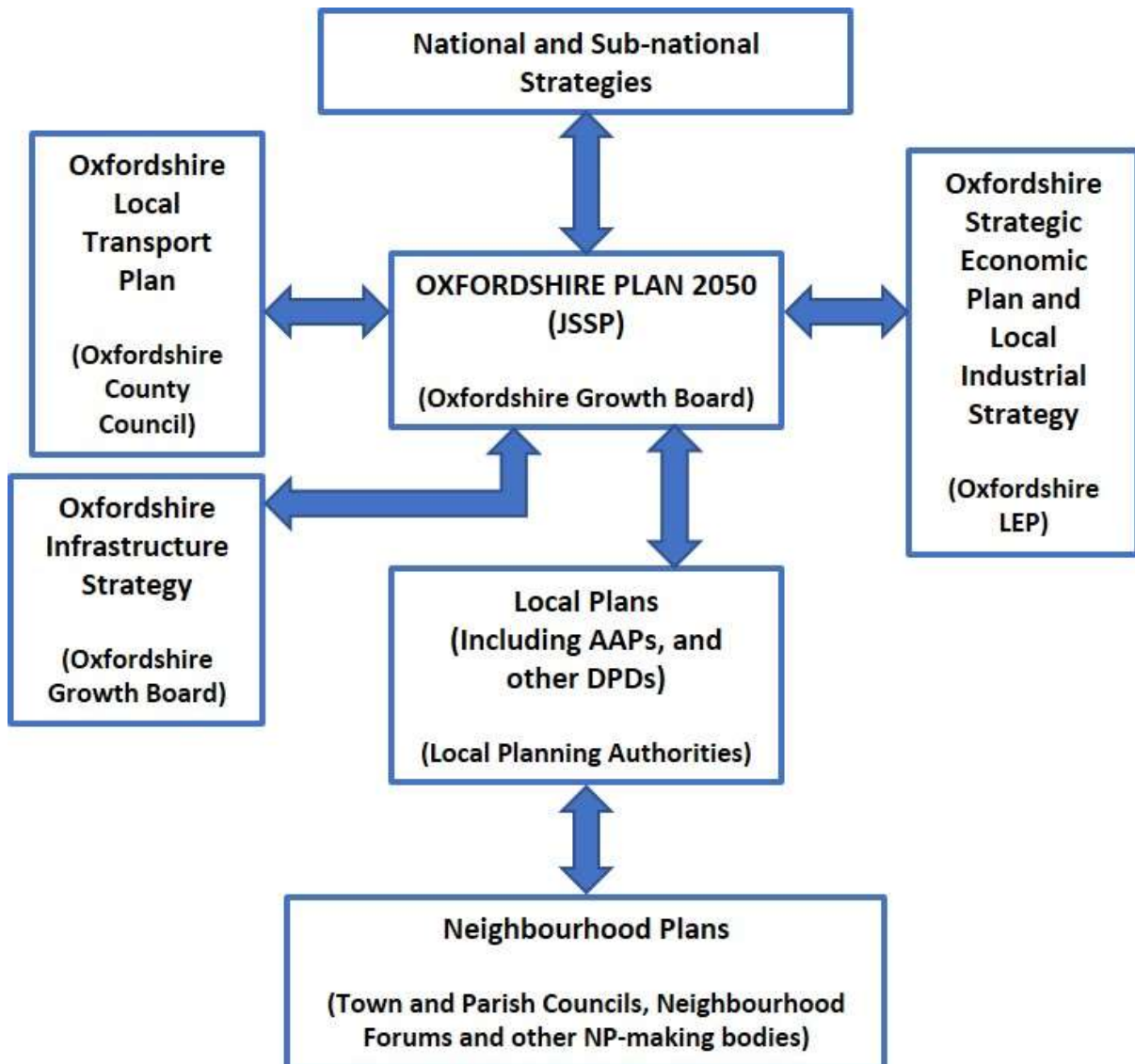
1. This is the Statement of Community Involvement (SCI) for the Oxfordshire Joint Statutory Spatial Plan (JSSP). It has been endorsed by the Oxfordshire Growth Board and formally adopted by the Oxfordshire District Planning Authorities in January/February 2019.
2. The six Oxfordshire Councils and the Oxfordshire Local Enterprise Partnership (OXLEP) have agreed the Oxfordshire Housing and Growth Deal with Government. Under the terms of the Deal the local authorities have committed to producing an Oxfordshire JSSP for submission to the Planning Inspectorate for independent examination by 31 March 2020 and adoption by 31 March 2021, subject to examination process.
3. The JSSP will provide an Oxfordshire-wide, integrated strategic planning framework and supporting evidence base to support sustainable growth across the county to 2050, including the planned delivery of the new homes and economic development, and the anticipated supporting infrastructure needed.
4. The JSSP will be a formal Development Plan Document (DPD), prepared under Section 28 of the Planning and Compulsory Purchase Act 2004 (as amended) which enables two or more local planning authorities to agree to prepare a joint Plan. Oxfordshire County Council will support the plan preparation process. [More details on the plan can be found in the Scoping Document<sup>1</sup>](#).
5. A JSSP Project Board was established in July 2018 to guide the preparation of the JSSP. The Oxfordshire Growth Board which includes the Oxfordshire Local Enterprise Partnership (LEP) will monitor progress on the JSSP, and approve its budget, reviewing the achievement of milestones as part of an annual review.
6. The JSSP will be prepared with community and stakeholder involvement.
7. This SCI sets out how the Oxfordshire authorities intend to inform, involve and consult [stakeholders interested parties](#) on the preparation of the JSSP and when they will be engaged in the process. This SCI is specific to the production of the JSSP. The Local Planning Authorities (LPAs) will also have their own individual SCIs concerned with the production of their Local Plans.
8. This SCI will ensure that the JSSP will be shaped by early, proportionate and meaningful engagement between plan makers and communities, local organisations, businesses, infrastructure providers and statutory consultees.
9. The outcomes of the consultation processes set out in this SCI will be an important element of the considerations of the LPAs in developing the JSSP. However, they are one element of the considerations alongside other material matters such as the evidence base and the Sustainability Appraisal etc. Consultees and those engaged should recognise the multi-faceted considerations that will go towards the conclusions in the JSSP that are sent forward for Examination.

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<sup>1</sup> <https://oxfordshireplan.org/wp-content/uploads/2019/01/JSSP-Scoping-document-October-2018.pdf>

10. The JSSP will build on the current suite of adopted and emerging Local Plans that plan to between 2031 and 2036, the Oxfordshire Infrastructure Strategy (OxIS) and the Oxfordshire Local Transport Plan and will link both to a new 2050 Transport Vision and Local Industrial Strategy. The Plan will also integrate with the higher-level framework to be developed for the Oxford – Milton Keynes – Cambridge Growth Corridor.
11. The JSSP will identify the overall quantum of housing and economic growth within Oxfordshire to be planned for to 2050 and its distribution across the county, strategic priorities, and the strategic infrastructure necessary to deliver the spatial strategy. Its preparation will include the calculation of new housing need figures based upon the methodology in the National Planning Policy Framework, and the implications of the Oxford – Milton Keynes - Cambridge Growth Corridor.
12. The JSSP will be formally adopted by the individual LPAs and will provide a high-level framework for the review and roll-forward of the Local Plans and related Neighbourhood Plans. Fig.1 shows the relationship between the JSSP and other relevant plans.

**Relationship between JSSP and Other Plans**



## Duty to Cooperate

13. LPAs, County Councils and other public organisations have a Duty to Co-operate with one another, particularly in the context of strategic cross boundary matters. The way the Oxfordshire local authorities are working together under the Duty to Cooperate to complete the JSSP is set out in an Oxfordshire-wide Statement of Common Ground.

## When and how we will involve Stakeholders

14. A public-sector Equality Duty came into force on 5 April 2011. It means that public bodies must consider all individuals when carrying out their day-to-day work in shaping policy, in delivering services and in relation to their own employees. It also requires that public bodies have due regard to the need to:
  - eliminate discrimination
  - advance equality of opportunity
  - foster good relations between different people when carrying out their activities.
15. The Town and Country Planning (Local Development) (England) Regulations 2012 identify specific and general consultation bodies that must be consulted when preparing Local Plans and Supplementary Planning Documents (list provided at Appendix 1). Specific consultation bodies must be consulted where the proposed subject matter will be of interest to them. There is also a requirement to invite representations from such residents and persons carrying on business as considered appropriate. There will be many additional parties and individuals interested in the development of the plan and their involvement will be encouraged and facilitated.
16. The Oxfordshire Councils intend that all people should have the opportunity to have their say in how the county is spatially planned irrespective of their differences; including by way of age, disability, gender reassignment, pregnancy and maternity, race, religion and belief, sex and sexual orientation. Research may be commissioned to understand public attitudes on relevant topics. Documents will be written in plain English. To achieve value for money and to ensure that consultation is proportionate to the issues being considered, the translation of documents into other languages will be balanced against the cost, time constraints and the available resources.
17. Relevant regulations set out the formal stages in the preparation process of the JSSP, i.e. when we must formally publish the documents for comment and for how long. This SCI reflects how these requirements will be met. Additional days will only be added where statutory Public Holidays (England) fall within the formal consultation period.
18. ~~The early stage of p~~Plan preparation will involve engagement with specific stakeholders, prescribed bodies, partners and consultees to inform the identification of issues and options. Notwithstanding the above, engagement with specific stakeholders will be undertaken on a continuous basis to ensure options are thoroughly tested and policy preparation is robust. We will select from At each stage of the project consultation plans will be designed selecting from a wide range of engagement tools and methods including for example use of social media, the press, local and parish newsletters, advertising, and questionnaires questionnaires and events. We may use panels or reference groups as part of this engagement as well as undertake additional research such as an opinion poll. Events will be carefully planned and located to maximise accessibility.
19. A JSSP consultation database containing specific and general consultees and others that have expressed an interest to be consulted will be developed and maintained in

accordance with the General Data Protection Regulation. Where consultation is required, all those on the consultation database will be consulted. When an individual or organisation makes a representation on the JSSP or its supporting documentation they will be added to the consultation database.

20. There will be opportunities to comment on the draft JSSP when it is formally published and to be involved during its examination by an independent Inspector.

21. A Sustainability Appraisal is an integral part of the plan preparation process and is required for DPDs. It looks at the environmental, social and economic effects of a plan to make sure that the plan promotes sustainable development and takes the most appropriate approach given reasonable alternatives. At each stage of the JSSP preparation there will be a corresponding stage of the Sustainability Appraisal which will be made available for comment during public consultation.

22. There are a wide range of groups we will engage with during the JSSP preparation process this will include:

- statutory consultees as set out in the relevant regulations, including neighbouring councils (see Appendix 1);
- local service providers and other key general consultation bodies who may have an interest in the JSSP (see Appendix 1); and
- other interested groups, businesses, developers, landowners, agents, Town Councils and Parishes, voluntary groups; and
- residents (residents will be encouraged to ~~we~~ register on our consultation database).

23. Different levels and methods of community involvement will be appropriate as the JSSP progresses through the plan-making process. Table 1 sets out the key consultation stages and milestone dates in the preparation of the JSSP, together with the different groups we will involve in the plan-making process and how we propose to involve them. We will provide feedback on responses received at each stage.

### Consultation stages in JSSP preparation process

Who will be involved	What are we consulting on?	How are we consulting? <u>(methods are likely to include)</u>
<b>Early Stakeholder Engagement – focused consultation</b>		
Informal dialogue with targeted stakeholders <u>and other interested bodies as appropriate</u> - focusing on the challenges/opportunities for developing strategy options	Initial scoping of key issues and options with stakeholders	<ul style="list-style-type: none"> <li>• JSSP website</li> <li>• Contact consultees/ organisations by email</li> <li>• Stakeholder meeting/workshop</li> <li>• Events/exhibitions</li> <li>• Press release</li> </ul>
<b>Sustainability Appraisal Scoping Report</b>		
Consult people/organisations listed in the Regulations and others as appropriate	Consulting on SA implications of various options identified	<ul style="list-style-type: none"> <li>• Email contact</li> <li>• JSSP website</li> <li>• LPA Websites</li> </ul>
<b>Call for Strategic Development Options <u>(to be considered through the plan)</u></b>		

Landowners, developers, agents, general public	To identify <u>options for</u> the availability, suitability and deliverability of land for strategic growth <u>that should be considered through the plan process.</u>	<ul style="list-style-type: none"> <li>• Targeted e-mail contact</li> <li>• JSSP website</li> <li>• LPA websites</li> </ul>
<b>Preferred strategy options Consultation (Reg.18)</b>		
<u>Consult people/organisations listed in the Regulations, general public and other interested bodies as appropriate.</u> Consult people/organisations listed in the Regulations and others as appropriate	Publish document - six weeks	<ul style="list-style-type: none"> <li>• JSSP website</li> <li>• Contact consultees/ organisations by email</li> <li>• Events/ exhibitions</li> <li>• <u>Press release</u></li> <li>• <u>Documents made available to view in council buildings</u></li> </ul>
<b>Pre-Submission Consultation (Reg. 19)</b>		
<u>Consult people/organisations listed in the Regulations, general public and other interested bodies as appropriate.</u> Consult people/organisations listed in the Regulations and others as appropriate	Publish document - six weeks	<ul style="list-style-type: none"> <li>• JSSP website</li> <li>• Contact consultees/ organisations by email</li> <li>• <u>Press release</u></li> <li>• <u>Documents made available to view in council buildings</u></li> </ul>
<b>Examination</b>		
Notify people/organisations listed in the Regulations and others as appropriate via Programme Officer	Publish dates and programmes associated with Examination	<ul style="list-style-type: none"> <li>• JSSP website</li> <li>• Contact consultees/ organisations by email</li> <li>• Press release</li> </ul>
<b>Consultation on Inspectors main modifications to the draft plan (if any)</b>		
Notify people/organisations listed in the Regulations and others as appropriate via Programme Officer	Potential main modifications to JSSP	<ul style="list-style-type: none"> <li>• JSSP website</li> <li>• Contact consultees/ organisations by email</li> <li>• Press release</li> </ul>
<b>Publication of Inspector's Report</b>		
Notify people/organisations listed in the Regulations and others as appropriate via Programme Officer	Only distributed for information	<ul style="list-style-type: none"> <li>• JSSP website</li> <li>• Contact consultees/ organisations by email</li> <li>• Press release</li> </ul>
<b>Adoption (subject to examination)</b>		
March 2021 - No further consultation		

## Review of the SCI

24. The SCI will be updated if a review is required due to changes to:

- Legislation/national policy
- Local decisions
- Consultation methods
- Technology

## How to Comment on the JSSP

25. The SCI sets out the methods we will use to engage with stakeholders and residents on the development of the JSSP. We will encourage electronic engagement as the primary portal for consultation and will encourage people to make use of the JSSP consultation portal, accessed through the JSSP website as this will set out the information we are seeking at each consultation stage, together with clear instructions on how to register comments. This will offer an easy method for response and in turn will help speed up our analysis of the comments received. We will provide a report on the results of the consultation at each stage of the project.~~We will report the comments received to each of the individual authorities as the SCI is finalised.~~
26. We will receive comments online or by post. A comments form will be produced at each stage of involvement. The form will be able to be used through the portal, alternatively the form or letters can be emailed or posted to us. Receiving comments through both electronic and handwritten formats will ensure those without internet access will not be disadvantaged in terms of engagement.
27. The Councils will comply with the obligations under the General Data Protection Regulations, and the principles of the Data Protection Act, in how they manage any personal data collected through consultation processes.
28. Upon publication of a draft plan for consultation we will also deposit one paper copy of the JSSP at each district council head office in Oxfordshire and at libraries throughout Oxfordshire.

## Appendix 1: Consultation Bodies ~~which may have an interest in the proposed Oxfordshire JSSP~~

### Specific Consultation Bodies<sup>2</sup>

- (a) the Coal Authority
- (b) the Environment Agency
- (c) the Historic Buildings and Monuments Commission for England (known as Historic England)
- (d) the Marine Management Organisation
- (e) Natural England
- (f) Network Rail Infrastructure Limited (company number 2904587),
- (g) Highways England (formerly the Highways Agency)
- (h) a relevant authority any part of whose area is in or adjoins the local planning authority's area<sup>3</sup>
- (i) any person—
  - (i) to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003 and
  - (ii) who owns or controls electronic communications apparatus situated in any part of the local planning authority's area
- (j) if it exercises functions in any part of the local planning authority's area—
  - (i) The NHS Oxfordshire Clinical Commissioning Group (formerly the Primary Care Trust established under section 18 of the National Health Service Act 2006(g) or continued in existence by virtue of that section)
  - (ii) a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989
  - (iii) a person to whom a licence has been granted under section 7(2) of the Gas Act 1986(
  - (iv) a sewerage undertaker; and
  - (v) a water undertaker
- (k) the Homes and Communities Agency

~~Homes England (formerly the Homes and Communities Agency)  
Environment Agency  
Historic Buildings and Monuments Commission for England (known as Historic England)  
Natural England  
Network Rail  
Highways England (formerly the Highways Agency)  
Electronic communications providers  
NHS Oxfordshire Trusts and Clinical Commissioning Group  
Utilities—Electricity, Gas, Sewerage, Water~~

~~Neighbouring authorities:~~

- ~~• Aylesbury Vale District Council~~
- ~~• Buckinghamshire County Council~~

<sup>2</sup> As set out in the Town and Country Planning (Local Planning) (England) Regulations 2012

<sup>3</sup> Neighbouring authorities: Aylesbury Vale District Council; Buckinghamshire County Council; Cotswold District Council; Gloucestershire County Council; Northamptonshire County Council; Reading Borough Council; South Northamptonshire Council; Stratford-on-Avon District Council; Swindon Borough Council; Warwickshire County Council; West Berkshire Council; Wiltshire Council; Wokingham Borough Council; Wycombe District Council



- ~~Cotswold District Council~~
- ~~Gloucestershire County Council~~
- ~~Northamptonshire County Council~~
- ~~Reading Borough Council~~
- ~~South Northamptonshire Council~~
- ~~Stratford-on-Avon District Council~~
- ~~Swindon Borough Council~~
- ~~Warwickshire County Council~~
- ~~West Berkshire Council~~
- ~~Wiltshire Council~~
- ~~Wokingham Borough Council~~
- ~~Wycombe District Council~~

## Other Consultees

### General Consultation Bodies<sup>4</sup>

(a) voluntary bodies some or all of whose activities benefit any part of the local planning authority's area

(b) bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area

(c) bodies which represent the interests of different religious groups in the local planning authority's area

(d) bodies which represent the interests of disabled persons in the local planning authority's area

(e) bodies which represent the interests of persons carrying on business in the local planning authority's area

~~Ministry of Defence~~

~~Civil Aviation Authority~~

~~CPRE~~

~~Thames Valley Police~~

~~Chiltern Railways~~

~~Great Western Railway~~

<sup>4</sup> As set out in the Town and Country Planning (Local Planning) (England) Regulations 2012

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