

South Oxfordshire LOCAL PLAN 2011-2033 PUBLICITY PERIOD GUIDANCE NOTE

OCTOBER 2017

We have designed this guidance note to help you respond to the publicity period on the South Oxfordshire Local Plan 2033. You can also view a video that explains how to comment on our website www.southoxon.gov.uk/newlocalplan

What's this stage about?

We have consulted extensively on our emerging Local Plan and would like to thank everyone that took part. Your feedback has been taken into consideration and has helped shape the Local Plan to get us to the point we are at now.

This publicity stage is more formal than previous consultations on the Local Plan and you must respond if you wish to be involved in the examination. You need to provide comments on the prescribed form and submit it between **11 October and 5pm on 30 November 2017**. Please be advised that we cannot accept late responses, nor grant any extensions.

After the publicity period, we will submit the plan, evidence and responses received (also known as representations) directly to the Secretary of State, who will appoint a Planning Inspector to carry out an independent examination.

At this stage, the planning inspector dictates the questions we must ask within the comment form. This is because they will need to make a decision on whether our Local Plan has been prepared in accordance with **legal and procedural requirements, duty to cooperate** and whether the plan is **"sound"**. You are free to comment on any aspect of the plan, but to have the greatest influence it is recommended that your comments relate to these points. These are explained further on the right.

The plan and supporting documents are available to download via www.southoxon.gov.uk/newlocalplan. Hard copies of the documents and comment forms are available at the locations listed at the end of this guidance, during their usual opening hours.

Legal Compliance / Duty to Cooperate

When considering if the plan meets its legal requirements, the inspector will consider a number of issues including:

- **Local Development Scheme:** has the plan been prepared in accordance with the timetable set out in this document?
- **Consultation:** have the appropriate bodies been consulted and have we consulted in accordance with our [Statement of Community Involvement](#)?
- **National Policy and Legislation:** does the plan comply with national policy and legislation?
- **Sustainability Appraisal:** has an adequate [Sustainability Appraisal](#) been carried out?
- **Habitats Regulations Assessment:** has an adequate [Habitats Regulations Assessment](#) been carried out including [Appropriate Assessment](#) where necessary?
- **Duty to Cooperate:** has the plan been prepared in cooperation with other local authorities and prescribed bodies?

All of the above documents are available on the below website. You will also find a series of topic papers which set out the processes undertaken and evidence considered to inform the sites and policies in our Local Plan. You may find it helpful to review these papers when considering your response. This includes one on the Duty to Cooperate, which summarises the process the council has followed to ensure the Local Plan is legally compliant.



Soundness

The inspector will also consider whether the Local Plan is “sound” in accordance with [national policy and guidance](#). There are four key areas that contribute to this, including:

- **Has the plan been positively prepared?**

The plan must have been prepared to demonstrate the number of new homes and jobs we need to plan for and the associated critical infrastructure required. It also needs to address how we have met the needs of our neighbouring authorities, where it is reasonable to do so and consistent with achieving sustainable development.

- **Is the plan justified?**

The plan must be based on robust and credible proportionate evidence. You can view all of the studies that we have used to guide us in our decision-making by visiting our evidence page on our website.

The plan must also include proof that we have involved our communities and key stakeholders. The easiest way of doing this is to review our [consultation summary reports](#) on our website.

- **Is the plan effective?**

The plan should be deliverable over its period (by 2033) based on effective joint working on cross-boundary strategic priorities, such as unmet housing need and strategic road and/or rail networks.

- **Is the plan consistent with national policy and does it enable the delivery of sustainable development?**

If you feel that there is a justified local need, which means that we should depart from national policy, please provide evidence and make it clear in your comments what those local circumstances are.

Appearing at the examination

The representation form asks you to indicate whether you would like to participate at the oral part of the public examination.

The inspector will decide the format of how issues are heard. However, if you state that you wish to participate at the oral examination, then you have ‘a right to be heard’. Alternatively, you may feel that your written representation is enough, which is perfectly acceptable and will carry the same weight as oral evidence.

To find out more about the examination process, you can search for The Planning Inspectorate’s “delivering positive local planning” video on [YouTube](#).



How do I submit my comments?

You can submit your comments between 11 October and 5pm on 30 November 2017 in the following ways:

- Visit www.southoxon.gov.uk/newlocalplan and follow the link to the online form (registration is required)
- Download a form from our website and email it to planning.policy@southoxon.gov.uk
- Complete a form at a drop in event (see our website for details)
- Collect a form from one of the locations below and post it back to us (address listed below):
 - SODC, 135 Eastern Avenue, Milton, Abingdon, OX14 4SB
 - all public libraries in South Oxfordshire
 - Abbey House Abingdon, Abbey Sports Centre Berinsfield, Chalgrove Post Office, Clifton Hampden Post Office, Cornerstone Didcot, Culham Science Centre and Didcot Wave Leisure Centre

We hope this guidance note is helpful. If you have any questions or require this in an alternative format, please do not hesitate to contact us on 01235 422600 or email planning.policy@southoxon.gov.uk.