

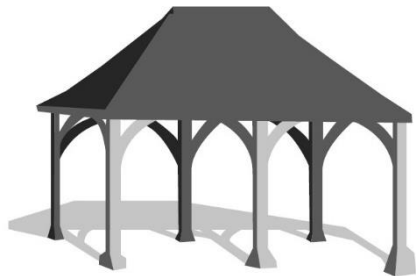


CHARLBURY  
NEIGHBOURHOOD  
PLAN 2031

**The future for our thriving community**

# **Consultation Statement**

## **Submission Version – 06/08/2020**



**Charlbury**  
Town Council

# Section 1: Introduction to the Consultation Statement

## 1.1 Purpose and Legal Requirement

- 1.1.1 This document is the consultation statement required under Regulations 15(1)(b) and 15(2) of the Neighbourhood Planning (General) Regulations 2012.
- 1.1.2 In accordance with Regulation 15(2) above, this statement:
- Contains details of the persons and bodies who were consulted about the proposed neighbourhood development plan;
  - Explains how they were consulted;
  - Summarises the main issues and concerns raised by the persons consulted; and
  - Describes how these issues and concerns have been considered and, where relevant, addressed in the proposed Neighbourhood Development Plan.

## 1.2 Structure of the Consultation Statement

- 1.2.1 Section 2 explains the background to the production of the Charlbury Neighbourhood Plan 2031 (CNP), outlines the process by which the CNP was prepared and describes how the community and other stakeholders were engaged and kept informed throughout this process. Annex I provides a timeline of events.
- 1.2.2 Section 3 describes the pre-submission (Regulation 14) consultation process carried out between 18<sup>th</sup> September and 31<sup>st</sup> October 2019. It summarises the principle issues raised and how they were addressed in the revised draft version of the CNP submitted to West Oxfordshire District Council (WODC). Further details of the representations made in response to the consultation are included in Annex VI and you can view all representations (redacted to remove personal contact details) together with our response to each on the neighbourhood plan website ([www.charlburynp.org.uk](http://www.charlburynp.org.uk)).
- 1.2.3 Supporting information including publicity material is included in other annexes to the statement.

## Section 2: Origin and Preparation of the Plan

### 2.1 Strategic Plans for Charlbury

- 2.1.1 At the request of the Town Council, an advisory group was set up in 2013 to produce a strategic plan for Charlbury. The Town Council had considered whether it would be beneficial for the community to prepare a Neighbourhood Development Plan as defined in the Localism Act 2011 but the advantages of such a plan for Charlbury were not clear to councillors at that stage. Following advice from WODC and ORCC<sup>1</sup>, the decision was taken to follow the Community Led Plan (CLP) model for the plan but the option was left open to produce a separate Neighbourhood Development Plan should that be considered appropriate at a later stage.
- 2.1.2 Although the Town Council maintained overall responsibility, it was felt that other members of the community should be encouraged to join the advisory group and actively participate in the process. Consequently, membership of the group, which included some serving town councillors, was drawn from the community and the group reported regularly to the Town Council.
- 2.1.3 During 2013 and early 2014, a series of public meetings, workshops, drop-in sessions and other events were held in the town to engage the community and to identify the issues of concern and the aspirations of the people of Charlbury.
- 2.1.4 Later that year, following external advice and considerable discussion, it was decided that preparations should be made to produce a Neighbourhood Development Plan and that work should therefore be taken forward in two streams. One stream would work to produce a Community Action Plan (CAP) and the other to deliver the Charlbury Neighbourhood Plan 2031 (CNP).
- 2.1.5 To facilitate the parallel streams of work, the Charlbury Neighbourhood Forum<sup>2</sup> was set up replacing the former advisory group. This umbrella group was able to ensure that the two streams of work were coherent and able to feed into each other. Early work of the Neighbourhood Forum focussed on public engagement and data collection to inform both streams of work. This culminated in the launch of a comprehensive town survey (see section 2.3).
- 2.1.6 The overall approach is illustrated in Figure 1 below.

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<sup>1</sup> Oxfordshire Rural Community Council, now known as Community First Oxfordshire (CFO)

<sup>2</sup> NOTE: Charlbury Neighbourhood Forum is NOT a designated neighbourhood forum for neighbourhood planning purposes. It serves as an advisory body to Charlbury Town Council, which is the qualifying body for the Charlbury Neighbourhood Plan 2031 (CNP).

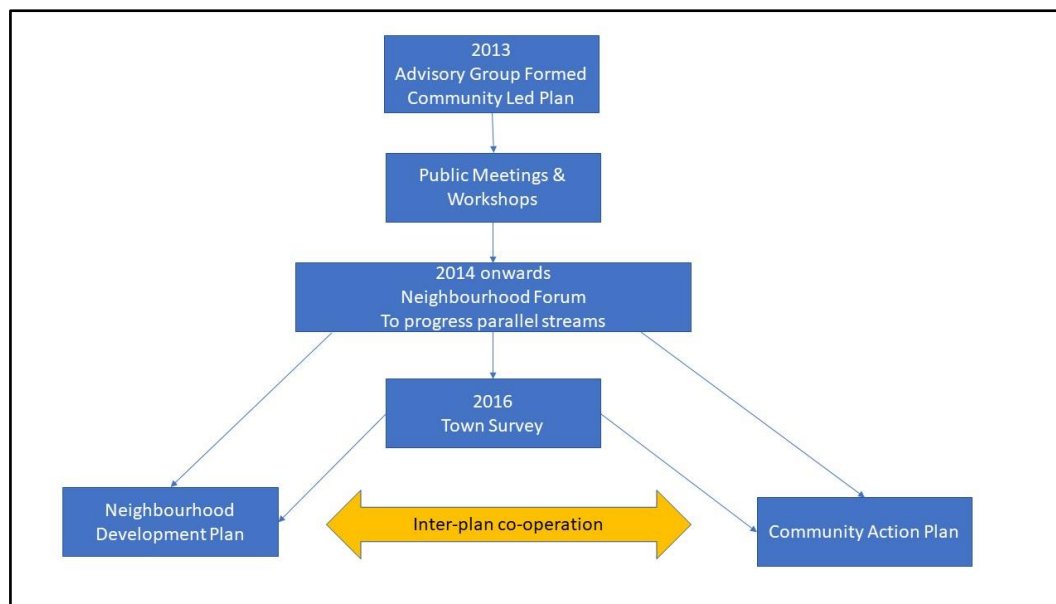


Figure 1 - Plan Preparation Approach

## 2.2 Community-Led Plan (CLP)

- 2.2.1 A launch event for a community-led plan project was held in July 2013 attended by 120 members of the community. Around 100 responses were received on card and by email with comments and suggestions. More informal drop-in events were held through the year including a stall at Charlbury Street Fair and these elicited further responses and a pattern of areas of concern and priorities started to emerge including affordable housing, retail facilities, parking, road maintenance, speed limits and establishing a positive future for the Corner House.
- 2.2.2 To take these ideas forward, a community workshop was held during February 2014, to discuss the future of the town. Over 50 people attended, and a visual minute (see Figure 2, page 5) was produced by an artist during the workshop to provide a record of the ideas discussed. This visual minute was featured as a focal point at subsequent public engagement events to stimulate discussion and generate new ideas.

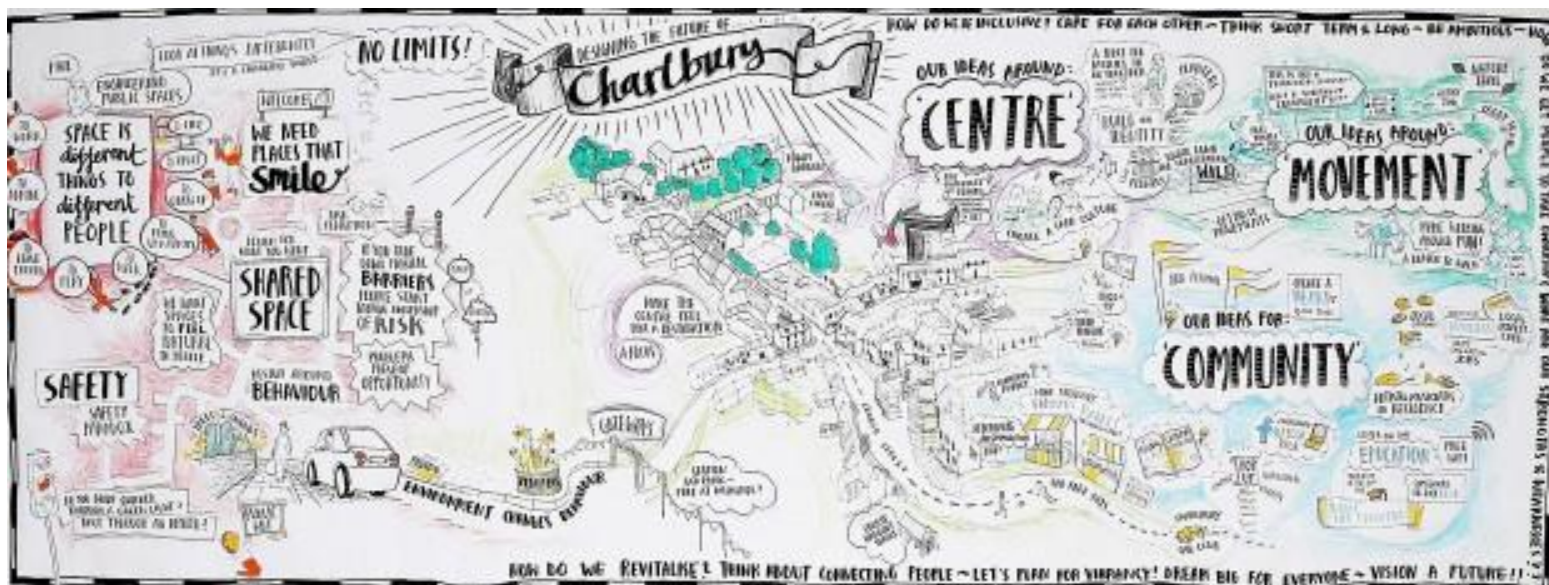


Figure 2 - Visual Minutes from Community Workshop - February 2014

2.2.3 When the decision was taken to prepare a Neighbourhood Development Plan (see 2.1.4), the Community-led Plan label was dropped but work began on two separate plans namely the Charlbury Neighbourhood Plan 2031 (CNP – a formal Neighbourhood Development Plan) and the Community Action Plan (CAP).

## 2.3 Town Survey

2.3.1 The Charlbury Town Survey was conducted in March/April 2016. Questionnaires were delivered to every home in Charlbury. Residents were asked to complete a household survey form (one per dwelling) and individual survey forms (one for every person aged 16 or over living at the address). Completed surveys were returned by 620 households and 1,039 individuals, which is well over 40% of the population aged 16 and over (based on 2011 census figures).

2.3.2 The Representation rate was well above average for a survey of this type, according to people who have been involved in similar polls of local opinion on local issues in other towns and villages. The information we have about who filled in the questionnaires suggests that the make-up of the sample was reasonably representative of the community in Charlbury, although, as with any survey, a degree of caution needs to be exercised in interpreting the results. We received slightly higher representation rates from owner-occupiers and older residents than people living in rented accommodation or at the younger end of the age range.

- 2.3.3 The survey form for households asked 41 questions under the headings: household, location, transport, home and housing needs. The form for individuals asked 80 questions about the person and their thoughts on the town, local businesses, employment opportunities, transport, housing, green spaces, community amenities and priorities for the future. The results form an important part of the evidence base for the CNP as well as for the CAP.
- 2.3.4 The town survey found that the things people liked most about Charlbury were its location and its community. Examples of common comments made were:
- *“Friendly atmosphere”*
  - *“Lots going on”*
  - *“Beautiful countryside accessible from our doorstep”*
- 2.3.5 As for what could be improved, moving around Charlbury was the biggest issue, with parking the top concern. The next most common issues for improvements were facilities (mainly shops) and development. People said:
- *“More parking and protection of residents’ parking”*
  - *“More affordable housing for the sake of young residents”*
  - *“Bring back a butchers/greengrocers”*
  - *“Keep the buses going”*
- 2.3.6 The top priorities identified in the survey were as follows:
- **Traffic safety** There was strong support for slowing traffic and specifically for a 20mph limit within the town centre. There are a number of danger areas, those causing most concern being the Enstone crossroads and the Slade either side of the school. Over a third of people felt it was unsafe dropping children at school and there was strong support for a permanent crossing point on the Slade.
  - **Parking** This is a significant problem for a third of residents, and the most popular suggestions for improvement were to increase parking at the station, introduce a controlled parking zone in town and provide more parking for visitors (in the town centre and at the edge of town).
  - **Public transport** The survey did not ask detailed questions on public transport but it came out as a clear priority.
  - **Housing** There was very strong support for more affordable housing and sheltered housing. The most common reason for people looking for a new home in Charlbury was to start a first home, followed by needing a bigger home and needing to downsize. Perhaps surprisingly, a third of those responding said they might be interested in downsizing within the next 10 years.

## 2.4 Community Action Plan (CAP)

- 2.4.1 The purpose of the Community Action Plan (CAP) was to take forward ideas for improving life in the town which do not fall within the remit of a Neighbourhood Development Plan. The ideas progressed by the CAP reflected community aspirations that had emerged from early public engagement (see section 2.2) and from the Town Survey (see section 2.3).
- 2.4.2 Work on the CAP was carried out by teams of volunteers working under the umbrella of the Neighbourhood Forum, each team focussing on a different theme. The precise focus of the teams evolved over the life of the CAP project but ultimately four teams were established, each one addressing one of the following themes:
- **Living Well in Charlbury** - Health and care, particularly for older residents
  - **Getting Around/Street Space/Keep Charlbury's Heart Beating** - Parking, traffic, cycling/walking and town centre vibrancy
  - **Let's Get Together, including Learning on our Doorstep** - Clubs, interests groups, shared activities and in particular informal learning
  - **Catering for Kids and Kin** - Children, young people and families
- 2.4.3 A report covering the work of all these teams was presented to the Town Council in February 2018 identifying the community's priorities for action. As the CAP does not form part of the CNP it is not covered in detail here. However, the following observations are relevant:
- The results of early public engagement and the Town Survey fed equally into both plans and formed an essential part of the evidence base for both.
  - Much of the work of the CAP teams on housing, transport and the elderly has been particularly relevant to the preparation of the CNP and representatives of the CAP have been feeding this into the CNP team throughout.
  - The priority aspirations identified within the CAP report have been used by the Town Council to prepare an Infrastructure Delivery Plan (IDP) which is included within the CNP (*CNP Appendix B*). This will assist in identifying Charlbury's priorities for deployment of future developer contributions (e.g. CIL or Section 106).

## 2.5 Charlbury Neighbourhood Plan 2031 (CNP)

- 2.5.1 Following the decision to prepare for the production of a Neighbourhood Development Plan, Charlbury Town Council agreed, on 25<sup>th</sup> June 2014, to apply for the designation of a Neighbourhood Area as a qualifying body under the Localism Act 2011.
- 2.5.2 The Charlbury Neighbourhood Area was designated by WODC on 17<sup>th</sup> September 2014 following a statutory 6-week period of consultation to which there was one representation of support from Oxfordshire County Council and no objections. The Charlbury Neighbourhood Area covers all land within the Parish Boundary. A map showing this area is included in section 1.5 of the draft CNP and in the accompanying Basic Conditions Statement. This area includes the town of Charlbury, the settlement of Walcot and the surrounding rural area including outlying farms.

- 2.5.3 Initial work focussed on data collection and the town survey and was carried out by members of the Neighbourhood Forum and other volunteers from the community.
- 2.5.4 Following completion of the Town Survey and publishing of the results in 2016, the **Neighbourhood Plan Steering Group** was set up to prepare the draft Charlbury Neighbourhood Plan 2031 on behalf of Charlbury Town Council. The Steering Group had 10 initial members, including three Town Councillors and two representatives of the Charlbury Conservation Area Advisory Committee. It was chaired by a Town Councillor and two town councillors were required to be present at each meeting. The steering group reported regularly to the Town Council and the minutes of meetings are published on the Neighbourhood Forum website ([www.charlburyneighbourhoodforum.org.uk](http://www.charlburyneighbourhoodforum.org.uk)).
- 2.5.5 To enhance the evidence base, the following three pieces of work were undertaken:
- a) A Housing Needs Assessment for the parish<sup>3</sup> – commissioned from consultants arc4;
  - b) A Local Area Character assessment<sup>4</sup> - commissioned from Dr Kathryn Davies. Much of the work on this document was carried out by local volunteers under the guidance of Dr Kathryn Davies;
  - c) Assessments of locations to be considered for protection as Local Green Spaces<sup>5</sup>. This work was carried out by local volunteers using a toolkit developed by Cotswold District Council and recommended to the steering group by WODC.
- 2.5.6 Work on items (b) and (c) above was carried out with substantial involvement of volunteers drawn from the community and further details are given in sections 2.7 and 2.8 below.

## 2.6 Engagement with children and the school

- 2.6.1 A 'planning assembly' and other events were held at Charlbury Primary School in June 2013, where children offered their views on places within Charlbury, and suggestions for improvements and activities they would like to see. Ideas were captured on paper as shown in Figure 3 below.

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<sup>3</sup> Parish of Charlbury – Housing Needs Assessment – Final Report – January 2018 by arc4

<sup>4</sup> Charlbury Parish Character Assessment – Summer 2018 by Dr Kathryn Davies and the residents of Charlbury

<sup>5</sup> Charlbury Local Green Space Assessments – 2018 by residents of Charlbury





Figure 3 - Ideas captured from School "Planning Assembly"

## 2.7 Local Area Character Assessment

- 2.7.1 The Town Council commissioned the production of a Local Area Character Assessment which formed an important part of the evidence base to inform the preparation of the CNP. Work on this document was led by Dr Kathryn Davies, a professional heritage consultant who wrote the final report. However, much of the detail work was carried out by local volunteers working under the guidance of Dr Davies, who ran familiarisation workshops for the volunteers to advise on the requirements for such an assessment and techniques and approaches to be used.
- 2.7.2 An informal consultation of the draft character assessment was carried out during April 2018 after which the assessment report was revised before final issue later that year.

## 2.8 Local Green Space (LGS) Assessments

- 2.8.1 During the preparation of the CNP, a number of sites of particular importance to the community were identified for possible designation as Local Green Spaces to provide additional protection. The National Planning Policy Framework (NPPF) sets out criteria that must be met for such designation and therefore detailed assessments of each candidate site were carried out using a toolkit developed by Cotswold District Council and recommended to us by WODC. The assessments were carried out by local volunteers following training workshops on the use of the toolkit. The full assessments are available to view or download from the Neighbourhood Plan website ([www.charlburynp.org.uk](http://www.charlburynp.org.uk)) as a supporting document “Local Green Space Assessments”.
- 2.8.2 For each candidate LGS site, the landowner was contacted by letter or email to determine their support or otherwise for the designation. A proforma letter is included in Annex IV.2. The response of the landowner is recorded within the assessments where this was known at the time of writing the assessments. An addendum to the assessment document has also been issued which includes landowner responses received since the publishing of the original document.

## 2.9 Call For Sites

- 2.9.1 Consideration was given to the allocation of development sites within the CNP and a formal call for sites was issued during May 2017. The call for sites was advertised in the local press and call was also announced locally on the Charlbury website ([www.charlbury.info](http://www.charlbury.info)), in the Charlbury Chronicle and on notice boards. Copies of the press advert, website entry and Chronicle article are included in Annex II.3.
- 2.9.2 Response to the “Call for Sites” was poor – only 2 sites were put forward. Preliminary assessments suggested that one site was not likely to be suitable for development (and was not pursued by the owner) while part of the second might be suitable, subject to a full assessment in due course. However, this exercise coincided with revisions to the then emerging West Oxfordshire Local Plan 2031 in recognition of the special status of areas, such as Charlbury, within the Cotswolds AONB. Subsequently, and in line with the local plan revisions, it was therefore agreed that no sites would be proposed within the Charlbury Neighbourhood Plan but that a criteria-based approach would be taken to housing policy. This is explained further within the CNP itself (*CNP Appendix A*).

## 2.10 Keeping the Community Informed

- 2.10.1 Throughout the preparation of the CNP, a variety of means have been used to keep members of the community informed of progress and to give them opportunities to contribute. These include:

### Websites

- 2.10.2 The popular Charlbury Town website ([www.charlbury.info](http://www.charlbury.info)) has been used to post updates and announcements regarding progress with the plan; to request volunteers to get involved with the Character Assessment and Local Green Space work; to announce promote online surveys and to ask for further input on specific topics. Public meetings and other engagement exercises were listed in the site's diary of events and the site's forum has also seen a number of discussion threads either on the Plan itself or on issues relevant to the Plan.
- 2.10.3 A separate website for the Neighbourhood Forum ([www.charlburyneighbourhoodforum.org.uk](http://www.charlburyneighbourhoodforum.org.uk)) has served to keep the community up to date on the Neighbourhood Plan and Community Action Plan. Full results from the Town Survey and minutes of committee meetings are amongst the content available for public view and download on this site.
- 2.10.4 An additional dedicated website was established to support the Neighbourhood Plan through the Regulation 14 consultation and beyond ([www.charlburynp.org.uk](http://www.charlburynp.org.uk)). This was set up as a separate site to avoid confusion with the Community Action Plan (CAP) and other matters not directly related to the CNP. Documentation including the consultation draft version of the CNP, supporting documents and response forms were available for download. Redacted versions of consultation responses can now also be viewed on this site.

### **Notice Boards**

- 2.10.5 Two dedicated notice boards were created and have been used to post updates on progress. These boards, for which the Town Council applied for and received advertising consent, are located in alcoves on the wall of the Co-op Store in Charlbury. One of the boards is dedicated to the Neighbourhood Plan and the other to the Community Action Plan.

### **Charlbury Chronicle**

- 2.10.6 Regular articles have been published in the Charlbury Chronicle, a free publication produced by community volunteers and delivered directly to all homes within the parish on a quarterly basis. Copies of the Charlbury Chronicle are also freely available from local shops, cafes, pubs and community locations, Some examples of articles are shown in Annex II (II.1 & II.4).

### **Leaflet Drops**

- 2.10.7 At two key points within the progress of the plan, leaflets were printed and delivered free to all households within the parish with additional copies available throughout the town. The first leaflet was issued early in 2015 to explain the objectives of the Neighbourhood Forum and to encourage public engagement with the project. The second pamphlet was issued in late summer 2019 as official notification of the upcoming regulation 14 consultation. Both of these leaflets are shown in Annex II (II.2 & II.5).

# Section 3: Pre-Submission (Regulation 14) Consultation

## 3.1 The Consultation and Review Process

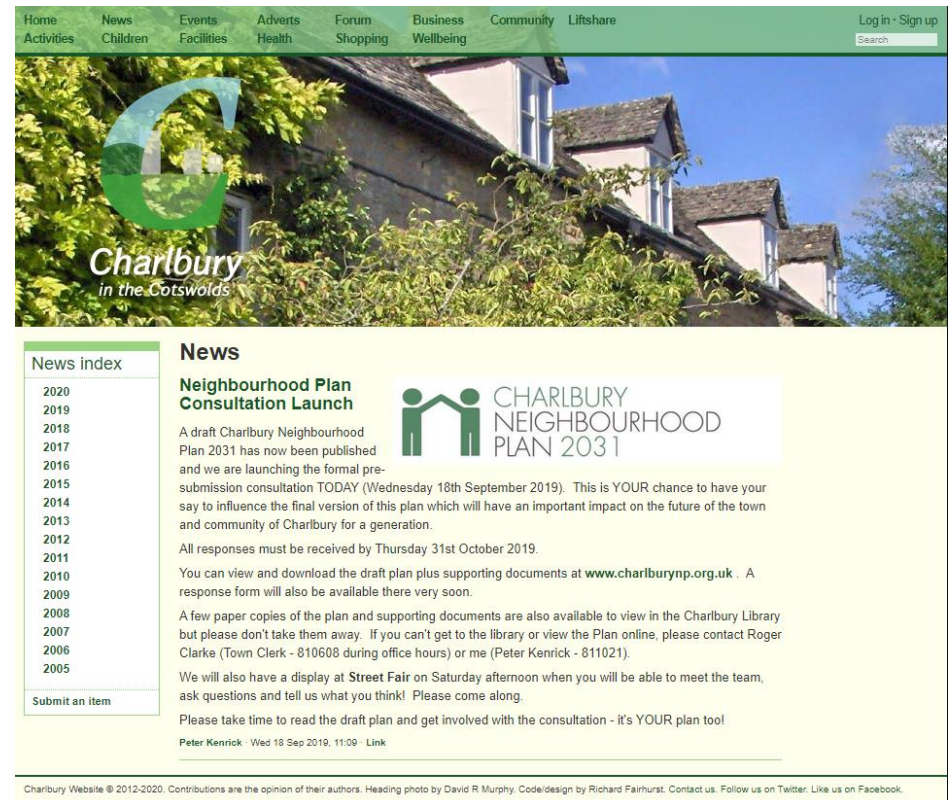
3.1.1 Statutory (Regulation 14) 6-week consultation on the draft CNP was launched on 18<sup>th</sup> September and ran until 31<sup>st</sup> October 2019. The launch was announced on the Charlbury town website ([www.charlbury.info](http://www.charlbury.info)) as shown here. An article was also published in the Autumn 2019 edition of the Charlbury Chronicle (see Annex II.6), delivered free to all homes in Charlbury at the end of August. In addition to these announcements, a separate pamphlet (see Annex II.5) summarising the draft plan and explaining how to take part in the consultation, was delivered to all households in the parish at the end of August with copies also sent to all consultees. Additional copies of the pamphlet were made available at various public venues around the town.

3.1.2 The consultation was also publicised on the Neighbourhood Plan notice board outside the Co-op store.

3.1.3 Statutory and other consultees were informed by email or post. A list of these consultees is included in Annex III and a sample notification email is included in Annex IV.1.

3.1.4 The draft plan and supporting documents were made available to view and download on the Neighbourhood Plan website ([www.charlburynp.org.uk](http://www.charlburynp.org.uk)). Paper copies were also made available at Charlbury Library.

3.1.5 Response forms (see Annex V) were available for download from the above website and in paper form for collection from Charlbury Library. A dedicated post box was located in the library for respondents to return completed forms. Completed responses could also be returned to the town clerk or Steering Group by email. A facility for online response was also provided on the Neighbourhood Plan website.



- 3.1.6 Drop-in sessions were held during the consultation period for members of the community to meet the team, view the draft plan, ask questions and collect response forms. The first of these sessions was held at Charlbury Street Fair on Saturday 21<sup>st</sup> September where the team took a stall in the street. A follow-up session was held in the Corner House on Saturday 5<sup>th</sup> October.
- 3.1.7 When the consultation period ended, all of the representations, however, they were received, were tabulated for review by members of the steering group. The main issues raised are summarised in Annex VI below along with the response of the steering group and any action taken. All representations (with personal contact details redacted where necessary) are available to view in full with our responses to them on the Neighbourhood Plan website ([www.charlburynp.org.uk](http://www.charlburynp.org.uk)).

## 3.2 Overview of Response and Review

- 3.2.1 A total of 105 responses to the consultation were received demonstrating a high level of interest and engagement.
- 3.2.2 Encouragingly, the responses overwhelmingly expressed support for the aims of the plan, even amongst those raising specific objections. Many of the responses were detailed, eloquent and well informed. This was very much appreciated by the team and assisted in the process of review and subsequent revision of the draft plan. This input has, we believe, contributed positively to our submitted plan.
- 3.2.3 The most significant issues and concerns raised in response to the consultation were:
- **Climate Emergency**. Many respondents felt that further the plan should include stronger measures to address climate change in recognition of the climate emergencies declared by central government, OCC, WODC and Charlbury Town Council. This matter was considered throughout the review process and large number of changes were made across the whole plan. See Annex VI.2 for further detail.
  - **Housing**. Concerns were raised by WODC and OCC relating to the CNP's conformance with the West Oxfordshire Local Plan 2031 (WOLP) and the National Planning Policy Framework (NPPF). Careful consideration was given to the matters raised and changes were implemented to the plan as necessary for clarification and to demonstrate conformance. The issues of conformance are also covered in detail in the separate Basic Conditions Statement that accompanies the plan's submission. See Annex VI.3 for further detail.
  - **Natural Environment**. A number of detailed and well-informed representations sought improvements to the protection of the natural environment, biodiversity, views and water quality. These representations enabled significant improvements to be made to the draft plan. See Annex VI.5 for further detail.
  - **Local Green Space (LGS) Designations**. There was a high degree of support for the principle of LGS designation and for the majority of designated sites. However, strong objections to some designated sites were received from landowners and there were also calls for additional designations, especially for Wychwood Paddocks, from a number of residents. All of the comments were carefully considered and criteria for designation were reviewed for all sites where objections had been registered (whether against designation or against non-designation). Following this review, the Town Council agreed to remove four sites from the list for designation set out in policy NE7.

Requests for additional LGS sites were considered but not judged to be justified. See Annex VI.6 for further details relating to individual sites.

- **Local List and Article 4 Direction**. WODC advised that reference to an Article 4 Direction was not appropriate within a neighbourhood plan and that any such request must be made directly to WODC by the Town Council. Consequently, all reference to the Article 4 Direction was removed from the draft plan. The proposals for a Local List of designated assets has been retained and strengthened by the addition of supporting descriptions for the proposed properties. See Annex VI.7 for further details.


# Annex I Consultation Events

This table lists the principal community engagement events and activities concerned with the preparation of the strategic plans including Charlbury Neighbourhood Plan 2031.

Date(s)	Event(s) / Activity
March 2013	Initial article in the Charlbury Chronicle (see Annex II.1)
4 Apr 2013	First meeting of Charlbury Community-led Plan Advisory Group (CLPAG) following a call for volunteers to develop a Community-led Plan.
24 Apr 2013	Town Council agrees constitution of the CPLAG
June 2013	First of several updates on the Community-led Plan project published in Charlbury Chronicle. See Annex II.1
20 July 2013	Community-led plan 'Launch' event and collection of postcards with comments and suggestions
Aug 2013	<p>A full analysis of Representations to launch events and subsequent submissions posted on website. This formed the basis for subsequent Community Led Action Plan and where relevant Neighbourhood Plan. Specific Representations from the following local groups:</p> <p>CADS, Charlbury Museum, Yoga Focus, Charlbury Cricket Club, Charlbury Town Youth Football Club, Charlbury Baptist Church, ChOC Live, Charlbury WI, Charlbury School Association, Charlbury Art Society, Charlbury Evergreens, Tuesday night Badminton, Charlbury Society, Strings &amp; Pipes Recorders, Day Centre, Sports &amp; Social Club.</p>
21 Sep 2013	Stall at Charlbury Street Fair. Input received was added to above
8 & 10 Oct 2013	Public engagement sessions at Charlbury Bowls Club & the Fire Station
12 Oct 2013	Facilities Forum event – engagement with owners, managers and other stakeholders of community facilities in the town.

Date(s)	Event(s) / Activity
22 Feb 2014	Community Workshop on the future of the town. Ideas generated were captured by an artist in the visual minutes shown in Figure 2, on page 5.
22 Mar 2014	Facilities Forum event – further review of community facilities in the town involving owners, managers and other stakeholders.
13 Jun 2014	Community-led plan assembly at Charlbury Primary School. Ideas captured as shown in Figure 3, page 9).
25 Jun 2014	Charlbury Town Council agrees to register as ‘qualifying authority’ for preparing a Neighbourhood Development Plan and to request the designation of the civil parish of Charlbury as the Neighbourhood Area.
17 Sep 2014	Designation of the Charlbury Neighbourhood Plan area confirmed by West Oxfordshire District Council (WODC) following statutory 6-week consultation.
15 Dec 2014	Charlbury Neighbourhood Forum website goes live
Mar/Apr 2016	Town Survey carried out
26 Nov 2016	“Drop in” event for local residents to view and discuss town survey results with Forum members



Date(s)	Event(s) / Activity
1 Dec 2016	<p>Open meeting (more than 60 participants) where Forum members and an independent analyst presented results and conclusions arising from Town Survey.</p> 
May 2017	Call for sites issued
Sep 2017	Process for designating Local Green Spaces commenced
Oct 2017	Team of volunteers begin Character Assessment work
Apr 2018	Informal consultation on draft character assessment
Aug 2019	Pamphlet distributed to announce upcoming Regulation 14 Consultation.
18 Sep 2019	Pre-submission (Regulation 14) Consultation on draft Charlbury Neighbourhood Plan 2031 launched
Sep/Oct 2019	Various consultation open 'clinics' run by Neighbourhood Plan Steering Group including a stand at Street Fair enabling people to discuss areas of concern in the plan.
31 Oct 2019	Pre-submission (Regulation 14) Consultation closed
Nov 2019 to July 2020	Consultation Representations reviewed, Draft plan revised, Basic Conditions and Consultation Statements completed (Delayed by COVID-19 emergency).

<b>Date(s)</b>	<b>Event(s) / Activity</b>
Aug 2020	Draft Charlbury Neighbourhood Plan 2031 submitted to WODC.

# Annex II Publicity Material

## II.1 Community Led Plan Launch – 2013

The screenshot shows the Charlbury website interface. At the top, there is a navigation menu with links for Home, News, Events, Adverts, Forum, Business, Community, and Lifshare. Below the menu is a header image of a building with the text 'Charlbury in the Cotswolds'. The main content area features a 'News' section with a 'News index' sidebar listing years from 2020 to 2005. The featured article is titled 'Launch of Community Led Plan' and includes a photograph of people at a launch event. The article text describes the launch on Saturday 20th July at the Memorial Hall, the success of the consultation with 120 attendees, and the collection of 100 postcards. It also mentions the formation of a CLP Advisory Group and provides contact information for Jim Holah.


## Articles from Charlbury Chronicle – Spring and Summer 2013

The first column is titled 'Developing a Community Led Plan' and discusses the Town Council's consideration of the Localism Act 2012, the launch of the CLP consultation, and the formation of a CLP Advisory Group. The second column continues the discussion, mentioning the group's members and their role in providing feedback to the Town Council.

The page is titled 'COMMUNITY LED PLAN, a brief update'. It provides a summary of the CLP process, including the launch event, the formation of the CLP Advisory Group, and the next steps in the consultation process. It also includes contact information for the Town Clerk and the CLP Advisory Group.

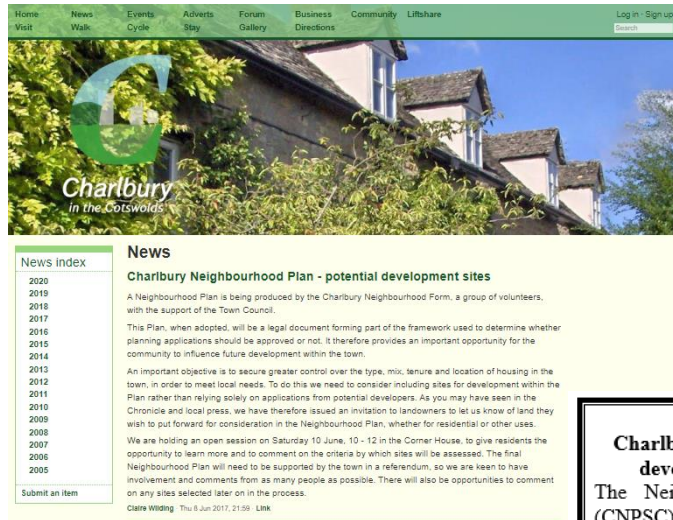
## II.2 Neighbourhood Forum Flyer – 2015

Delivered to all homes in Charlbury

<p><i>Charlbury Neighbourhood Forum</i></p>  <p><b>“Do YOU want a say in Charlbury’s future?”</b></p> <p>If so, make sure YOUR views count by contributing to the Charlbury Neighbourhood Forum. We are compiling a strategic plan to reflect what the LOCAL COMMUNITY considers to be the future direction and priorities for our town.</p> <p>Join us or help by volunteering your ideas, comments or acting on behalf of your area, road or particular interest.</p> <p>Contact: <a href="http://www.charlburyneighbourhoodforum.org.uk">www.charlburyneighbourhoodforum.org.uk</a>  <a href="mailto:info@charlburyneighbourhoodforum.org.uk">info@charlburyneighbourhoodforum.org.uk</a></p> <p>OR</p> <p>talk to any of the committee members:</p> <p>Tim Crisp, Rod Evans, Simon Fenn, Catherine Goyder, John Hole (Joint Chair), Eileen Kentick, Tony Merry, Anne Miller, Liz Reason, Sarah Routley, Chris Sharpe, Meryl Smith, Graham Terry (Joint Chair), Ruth Williams.</p>	<p><i>Charlbury Neighbourhood Forum</i></p> <p><b>Summary of proposed activities for 2015 and beyond</b></p> <p>The objective of the Charlbury Neighbourhood Forum (CNF) is to develop a strategic plan for Charlbury for the next 15-20 years aiming to ensure the town’s economic, social and environmental sustainability.</p> <p>Below is a summary of the proposed workplan which is based around three workstreams – Infrastructure, Movement and Community.</p> <p><b>A) Infrastructure (physical assets)</b></p> <p>The Infrastructure Working Group aims to capture the views of the community regarding the future development of the town, its environment, its infrastructure and supporting services and develop draft policies and initiatives to support those views. It will focus on:</p> <ul style="list-style-type: none"> <li>Identifying existing community assets and developing strategies to ensure their continuation as community assets where this is thought necessary</li> <li>Identifying open spaces and environmental features that are considered by the community to be important to sustain the character and well-being of Charlbury and identify methods of securing these for the future.</li> <li>Assessing housing requirements so that we maintain a balanced demographic – this to include provision for elderly care, affordable housing and starter homes within general developments and the impact on the character of Charlbury.</li> <li>Identifying opportunities for business in the town, including home-working and ways to encourage this and provide the appropriate infrastructure - analysis of the current situation to be undertaken.</li> <li>Evaluating the impact of potential development on the provision of pre-school and primary education in Charlbury. The starting position in this debate would be that all primary age children living in Charlbury should have a place in Charlbury School if that be the choice of the families.</li> </ul> <p><b>B) Movement</b></p> <p>The Movement Working Group aims to promote green and safe movement around the town. It will focus on:</p> <ul style="list-style-type: none"> <li>Reviewing movement around Charlbury and identifying opportunities for improvement that will encourage greener and safer options</li> <li>Encouraging street design that prioritises pedestrians and other non-motorised uses (cycling, wheelchairs, pushchairs)</li> <li>Improving safety and accessibility e.g. at the Slade outside the school, Enstone Rd/Slade junction</li> </ul>	<ul style="list-style-type: none"> <li>Developing traffic calming schemes to create streets rather than through roads to encourage the sense of one town rather than two</li> <li>Developing Charlbury experience to attract visitors – safe footpaths, biking trails and footpaths in areas, attract walkers, cyclists and rail travellers.</li> </ul> <p>The Movement Working Group is using the expertise of a community transport planner, and is already working closely with the school who are going to undertake a ‘How we get to school’ survey and a ‘non-motorised user audit’.</p> <p><b>C) Community Working Group</b></p> <p>“Charlbury is a great place to live with great community and activities” (frequent comment made during consultation so far). The Community Working Group wants to find out if that statement is true for a range of different people and groups in the town and, if it is not, what specifically do people consider is missing and what community led projects and activities people would support/ wish to participate in. Among the issues to be explored:</p> <ul style="list-style-type: none"> <li>How residents get information about what services and activities Charlbury has to offer and keep in touch with local town news.</li> <li>Would Charlbury benefit from having more opportunities for different people and groups and residents from different areas of the town to meet and, if so, what kind of opportunities people would support/ wish to participate in?</li> <li>Are there adequate opportunities for people (especially, but not only, older people) to get help and care when they need it, including healthcare?</li> <li>Is Charlbury a good place in which to live for children and young people of different ages?</li> <li>Would people like to see more opportunities in the town to learn and develop interests, hobbies and skills?</li> </ul> <p>Access to services, including:</p> <ul style="list-style-type: none"> <li>Are people aware of what the post office can provide in terms of access to a range of High Street and other bank accounts and other financial services?</li> <li>If it is unrealistic to expect to have a wide range of retail and business services in the town, are there other ways to help people access the services they want/need elsewhere?</li> <li>Do people have adequate access to transport to get to the services/activities they need both inside the town and outside the town?</li> <li>Is there a need for more local employment opportunities?</li> </ul>	<p><b>Summary</b></p> <p>The Forum draws heavily on the research already undertaken by the Community-led Plan Steering Group and will use the previous town appraisal ‘A Town For All Ages’ as a guide. There is however a significant amount of work still to be done to ensure that all sectors of the community have had an opportunity to contribute and to quantify the community’s strength of feeling and priorities relating to the issues raised.</p> <p>WODC guidance* about deciding between a Neighbourhood or Community Led Plan states: “It is entirely possible for a community to undertake (or combine) both process and therefore have a much more rounded vision for the future”. The Forum is adopting this approach.</p> <p>The principal difference between a Community Led Plan and a Neighbourhood Plan is that only the Neighbourhood Plan encompasses planning matters (such as building) and only the Neighbourhood Plan includes the necessary statutory recognition to influence planning matters. The need or otherwise to proceed to a full Neighbourhood Plan will emerge in due course once community consultation and strength of feeling is fully captured. It will be for the Town Council to decide which type of plan to pursue but at this stage we would suggest that neither option be ruled out.</p> <p>Already a number of the aspirations expressed via feedback could only be addressed by a Neighbourhood Plan and currently a number of development proposals are coming forward (eg Rusty Bank, Little Lees) probably partly to exploit the absence of an updated Local Development Framework. These would probably have benefited from a Neighbourhood Plan and highlight the need for longer term strategic planning including, as appropriate, the identification of development locations or circumstances specific to Charlbury to augment the WODC Local Plan.</p> <p>One example is the school playing field, owned by OCC in the centre of Wychwood Paddocks. Inclusion of that site in a Neighbourhood Plan would help to ensure that it could not be sold off for housing by a cash-strapped council.</p> <p><a href="https://www.westoxon.gov.uk/media/101853/Which-plan.pdf">https://www.westoxon.gov.uk/media/101853/Which-plan.pdf</a></p>
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## II.3 Call for Sites – May 2017

Notifications of the Call for Sites in the local press, Charlbury website ([www.charlbury.info](http://www.charlbury.info)) and Charlbury Chronicle. The extract from the Charlbury Chronicle also includes one of the regular progress updates.



**NOTICE**

**Charlbury Town Council is undertaking the development of a Neighbourhood Plan**


The Neighbourhood Plan Steering Committee (CNPSC) is acting on behalf of the Town Council in preparing the Plan.

The Town Council invites those who own land within the Charlbury Parish boundary and who would like that land to be considered for inclusion in the Neighbourhood Plan to contact the Steering Committee by email at [charlburynp@gmail.com](mailto:charlburynp@gmail.com) or by post to: **CNPSC c/o Wallden House Sheep St., Charlbury, OX7 3RR before 30<sup>th</sup> June 2017**

**Notifications received after this date cannot be considered.**

When notifying the CNPSC please indicate for which of the potential uses below you would consider providing land

**Education – Recreation – Commercial – Community Facilities – Green Space – Parking – Housing**



**Charlbury Neighbourhood Development Plan Update**

As you may know, the volunteer Neighbourhood Development Plan Steering Group, supported by the Town Council is working to prepare a draft Neighbourhood Development Plan (NDP). This NDP, when adopted will be a legal document forming part of the framework used to determine whether planning applications should be approved or not. It therefore provides an important opportunity for the community to influence the nature of future development within the town.

An important objective in producing the Plan is to secure greater control over the type, mix, tenure and location of housing in the town in order to meet local needs. To do this we need to consider including sites for development within the plan rather than relying solely on "windfall" applications from potential developers. We are therefore inviting landowners to let us know of land they wish to put forward for consideration, whether for residential use or other purposes. There will be opportunities for residents to comment on the criteria by which sites will be assessed and later to comment on selected sites (if any!). We will also be considering specific sites for possible protection as Local Green Spaces.

Because of the legal status of the NDP, we have to be able to demonstrate that proposed policies and statements are based on clear evidence. The recent town survey has provided useful information in that respect as have other publicly available statistics (e.g. census data) but more evidence is required and we are therefore currently embarking upon other investigations. We are seeking external funding to assist with this work, some of which will require independent expert assistance:

- Local Housing Needs Assessment – the number, type, mix and tenure of housing needed to meet the requirements of local people;
- Area Character Assessment – to enable us to include policies to protect and enhance the character of the town and the conservation area;
- Strategic Environmental Assessment – as we are considering the possible inclusion of development sites in the NDP we need to assess the potential impact of development on the environment.

If you want to know more, please take a look at the Neighbourhood Forum website [www.charlburyneighbourhoodforum.org.uk](http://www.charlburyneighbourhoodforum.org.uk) where we will be posting information as it becomes available. We are also planning open sessions in the Corner House so do come and talk to us on any of the following dates:

- Thursday 8<sup>th</sup> June – 7:30pm to 8pm
- Saturday 10<sup>th</sup> June – 10am to 12noon
- Saturday 16<sup>th</sup> September (Street Fair Day) – all afternoon.

*Peter Kenrick & Rod Evans*

**PUBLIC NOTICE**

Charlbury Town Council is undertaking the development of a Neighbourhood Plan. The Neighbourhood Plan Steering Committee (CNPSC) is acting on behalf of the Town Council in preparing this Plan. The Town Council invites those who own land within the Charlbury Parish boundary and who would like that land to be considered for inclusion in the Neighbourhood Plan to contact the Steering Committee by email at [charlburynp@gmail.com](mailto:charlburynp@gmail.com) or by post to CNPSC c/o Wallden House Sheep St., Charlbury, OX7 3RR before 30th June 2017. Notifications received after this date cannot be considered. When notifying the CNPSC please indicate for which of the potential uses below you would consider providing land

**Education – Recreation – Commercial – Community Facilities – Green space – Parking – Housing.**

## II.4 Further Progress Update Articles from the Charlbury Chronicle

Articles from Autumn 2018 and Spring 2019



### **Will the people of Charlbury ever be able to influence development in the town?**

With a robust Neighbourhood Plan for Charlbury we believe the answer to this question can be a resounding **YES!**

The process of producing the plan is taking a bit longer than we had hoped but please bear with us and we will get there! Remember too that this is **your plan** so we need to know what you think. Once we have a draft plan, approved by the Town Council, you will be able to comment on it through formal consultation processes. But before that, we will be at **Charlbury Street Fair on Saturday 15<sup>th</sup> September** so please come along and speak to us. Find out what we are doing, ask us any questions about the Plan and tell us what you think.

As we reported last time, recent proposed changes to the WODC Local Plan (WOLP) give greater protection to places such as Charlbury located within the Cotswolds Area of Outstanding Natural Beauty (AONB) and these changes have emphasised the important role that your Neighbourhood Plan will be able to play.

Paragraph 9.6.29c of the proposed WOLP relates to the "Burford-Charlbury sub-area" and states:

*The proposed development of undeveloped land adjoining built up areas will be particularly closely scrutinised and within the AONB will only be permitted where there is convincing evidence of a specific local need **such as needs identified through a neighbourhood plan** or affordable housing needs specific to a particular settlement, for example through a rural exception site.*

Charlbury Chronicle Autumn 2018

This means that planners will have to look to the Charlbury Neighbourhood Plan (CNP) to identify Charlbury's local needs. That is why this plan is so important and why, for the first time, we have a real opportunity to influence future development and answer "YES" to the question that introduced this article!

In the last report we told you we were assessing possible development sites to give us greater control over the mix and location of new homes. Because of the extra protection for the AONB within the Local Plan, we don't currently think that it will be necessary to include any such sites in the Neighbourhood Plan. Instead, we are looking to control the delivery of the housing that we need through strengthened "criteria-based" policies, applicable to all proposed new developments in Charlbury.

Affordability of housing remains the most significant challenge for Charlbury and we are therefore continuing to investigate a variety of ways of delivering affordable and lower-cost homes to the town. In addition to shared ownership schemes, self-build and other options, these may include the promotion of new "rural exception sites". (In recent years, three rural exception sites, promoted by the town council, have successfully delivered more than 40 affordable homes to Charlbury).

We are also actively trying to protect the town's existing stock of affordable homes (e.g. through restrictions to "Right to Buy") and to ensure that other affordability benefits are retained in perpetuity (i.e. are not just offered to initial occupants but are also available to future residents).

Finally we are trying to ensure that "local connection" priority is given to the allocation of all affordable housing in Charlbury to meet our local needs

Come and see us at Street Fair – support and get involved with YOUR plan.

Peter Kenrick



Most of the hard work has now been done and the team is focused on pulling the Neighbourhood Plan together into a form that is easy to understand, clearly expresses the community's vision for the future, and sets out the specific policies that will ensure that new developments in the parish will help us to get there. Once this is complete, the draft plan will be published for public consultation and you will have a chance to comment. We urge you to take part in the consultation and let us know what you think. This plan will affect the future development of Charlbury for the next 15 years, so it really matters.

Once our Neighbourhood Plan is adopted, it will be a statutory document which planning officers at WODC must take into account alongside the National Planning Policy Framework (NPPF) and the recently adopted WODC Local Plan when determining planning applications within the parish of Charlbury. Our Neighbourhood Plan builds on the policies in the local plan, identifying in greater detail how the special character and landscape of Charlbury can be maintained and respected in future development. Our Plan contains policies specific to Charlbury, addressing housing needs and other economic, social and environmental priorities. It aims to ensure that the views and needs of the local community shape and direct future development in the town.

Housing affordability is a key issue for Charlbury. To maintain a thriving and diverse community with a balanced age and social structure, Charlbury needs a mix of housing, including properties affordable by those on lower incomes and including those who do not qualify through the housing register but cannot afford local market prices. Most recent market housing development has not reflected this need, so the Neighbourhood Plan seeks to redress the balance with policies that support the provision of a limited supply of new housing affordable by those on or below the median income

for the town. This could include social rented housing, with a particular emphasis on properties accessible by older people or those with disabilities, shared ownership housing and other types of housing available at lower cost in perpetuity.

The Neighbourhood Plan's vision for Charlbury gives high priority to the protection of the historic and natural environment while maintaining a balanced and lively community, able to fulfil its role as a Rural Service Centre (RSC) successfully. This role, based on relatively good transport links and the range of community facilities and services available, adds to the vibrancy of the community and is highly valued by local residents. However, it also brings challenges in areas such as traffic and parking, issues identified in the town survey as the top concerns for local residents. The Neighbourhood Plan seeks to address these matters through policies requiring or encouraging new developments to reinforce Charlbury's RSC role, protect and enhance employment and services, support sustainable tourism and address traffic-related concerns. For example, new developments will be expected to provide and/or actively support safe walking and cycling routes to the town centre and primary school.

Charlbury's strong historic and natural environment is already recognised and protected through the NPPF and WODC Local Plan due to our location in the Cotswolds AONB, the large number of listed buildings and by the designation of the town's conservation area. The Neighbourhood Plan supplements this protection, drawing on a locally produced Local Character Assessment by detailing specific matters and locations of importance to Charlbury. This includes significant views (e.g. across the Evenlode Valley), green corridors for wildlife (e.g. Sandford Slade & Wigwell) and local green spaces (over 20 identified). It also includes a local design guide containing guiding principles to ensure that Charlbury's unique character and identity is maintained for future generations.

Peter Kenrick

## II.5 Regulation 14 Consultation Notification – Flyer



**Public Consultation on the Draft Plan**  
**18<sup>th</sup> September to 31<sup>st</sup> October 2019**  
**Please take part – it's YOUR plan!**

A draft version of the Charlbury Neighbourhood Plan will be available for public consultation and comment from **Wednesday 18<sup>th</sup> September**. This is your opportunity to influence this important document so that Charlbury continues to be the place where you want to live in the future. We need to know what YOU think! We must receive your responses by the deadline of **Thursday 31<sup>st</sup> October 2019 – Don't miss out!**

On the back page of this pamphlet you can find all the details of how to view the draft plan documents and how to take part in the consultation.

We have also included a short summary in the middle pages of this pamphlet to give you an idea of what the plan is about, but please do take time to look at the full draft plan and let us know what you think. We particularly need your views on the proposed **Policies** (in blue boxes) and **Community Aspirations** (in green boxes) in sections 5 to 8 of the plan.

Peter Kenrick, Vice-Chairman of Charlbury Town Council

**Charlbury Neighbourhood Plan – in summary**

*People who live in Charlbury believe that it is a great place to live!*  
*Charlbury rated 5<sup>th</sup> Best Place in the Southeast to live in 2019 by The Sunday Times<sup>1</sup>.*

We all know that Charlbury is an attractive historic town in a beautiful location with good transport links. It has a vibrant and varied community offering a wide range of services, activities, clubs and facilities that are very well supported.

But Charlbury also has challenges to meet if it is to maintain this vibrant community. These include the shortage of modest housing required to meet local needs and a trend towards a higher aged population.

We also acknowledge the climate emergency declared by the UK Parliament and more recently by West Oxfordshire District Council (WODC). Charlbury welcomes WODC's determination to be carbon neutral by 2030 and recognises the challenges this imposes on communities such as ours within the district.

The Charlbury Neighbourhood Plan represents our opportunity within the present planning regime to retain all that is good about Charlbury whilst enabling appropriate development that addresses current challenges at the same time as sustaining and enhancing the features that people value.

The Plan describes in detail how this is to be achieved within the constraints set by national planning policies and those of West Oxfordshire. It sets out a positive vision for the future of Charlbury enabling the views, needs and aspirations of the local community to shape and direct development in the town.

The Plan has used a wide-ranging evidence base including the views of local residents in response to the Town Survey of 2016, a Housing Needs Assessment commissioned by the Town Council and assessments of the Parish Character and Local Green Spaces compiled with substantial assistance from many local volunteers.

<sup>1</sup> In the Town Survey 2016, more than 95% Agree or Strongly Agree to the Question: "Charlbury is a great place to live with a strong community and lots of activities?"  
 The Sunday Times survey of 'Best Places to Live 2019' in association with HABITO

**Charlbury 2031 – Our Vision**

Charlbury will continue to be a thriving, active community, welcoming and supportive to people of all ages and circumstances to live, work and visit. Future development will focus on supporting this primary vision whilst sustaining and enhancing the built and natural environment.

The needs of the local community will be paramount in determining the scale and nature of future development whilst ensuring that Charlbury becomes a more sustainable and low carbon community recognising the global challenges of climate change and biodiversity. All future development must preserve Charlbury's strong landscape setting and respect its historic environment whilst ensuring that Charlbury continues to play an important role within the wider community as befits its good transport links and the range of services and facilities available.




Image credit: Nigel Cooper

**The Plan in outline**



Photo by Peter Kenrick

**Housing**

The affordability of housing is recognised as a key issue for Charlbury in the West Oxfordshire Local Plan 2031. A thriving and diverse community with a balanced age and social structure requires a mix of housing stock including properties affordable by those on lower incomes. Recent market housing in Charlbury has not generally provided for this need. The Plan seeks to address this balance with policies that support the provision of a limited supply of new housing affordable by those on or below the median income for the town.

**Economy, Community, Transport and Movement**

Charlbury has good transport links and a wide range of community facilities when compared to neighbouring parishes. These features add to the vibrancy of the community and are highly valued by local residents. They also enable Charlbury to play an important service role to the wider area which in turn helps to ensure the ongoing viability of the community facilities. However, this service role also brings challenges in areas that the town survey identified as key concerns for residents, including support for local business and management of traffic and transport issues including parking. There are also challenges posed by the need to work towards becoming a carbon neutral economy to mitigate the impact of climate change. The Plan seeks to address these matters through policies which reinforce Charlbury's service role, protect and enhance employment and services, support sustainable tourism, to address traffic-related and environmental concerns.



Photos by Peter Kenrick, Peter Kenrick, David R. Murphy, Peter Kenrick

**Natural Environment and Green Space**

The beauty and importance of Charlbury's natural environment is acknowledged in the West Oxfordshire Local Plan 2031 and through the town's inclusion within the Cotswolds Area of Outstanding Natural Beauty (AONB). Protection of this environment is very important to the local community. The Neighbourhood Plan supplements the protections provided by the West Oxfordshire Local Plan and National Planning Policy Framework by identifying specific locations and issues of particular importance within the parish. These include the protection of important views (e.g. the view across the Exvalde Valley), green corridors for the protection of wildlife, biodiversity and trees.

A number of open spaces within the parish have been identified as being of particular importance to the community. These will be given additional protection by being designated as Local Green Spaces in the Plan.

**Historic Environment and Locally Appropriate Design**

Much of Charlbury's character and attractiveness derives from its many historic buildings and monuments and from its landscape setting which includes neighbouring Garsbury Park and Wychwood Forest. This is emphasised in the designation of the town and its surroundings as a conservation area. The Plan sets out policies to conserve and enhance this character and Charlbury's heritage assets, which include over 100 listed buildings. These policies supplement national policies and those of WODC.

A local Design Guide is included which identifies the distinctive features of different parts of the town and contains guiding principles for the design of new developments and for alterations to existing buildings. The aim is to ensure that Charlbury's unique character and identity is maintained for future generations.



Photos by Dr Kathryn Davies and Peter Kenrick

**What Happens Next?**

**Pre-submission Consultation**

When the consultation draft version of the Charlbury Neighbourhood Plan 2031 is available, a 6-week public consultation has to take place to allow local residents and other consultees to comment on the document. This is the consultation that will be launched on 18<sup>th</sup> September 2019 with responses accepted until 31<sup>st</sup> October 2019. See the back page for details of how to take part.

**Review of the Draft**

At the end of the consultation period, all responses will be considered and documented, and the draft plan will be revised as necessary.

**Submission to West Oxfordshire District Council**

Once the revisions to the draft have been completed and approved by the Town Council, the revised draft together with a consultation statement will be submitted to West Oxfordshire District Council (WODC) which is the local planning authority. From this point onwards, WODC will be responsible for the further progression of the Plan.

**Further Stages**

Before the Neighbourhood Plan can be adopted, it will be subject to additional stages under the control of WODC, including:

- Examination by an independent inspector (to ensure that the plan is legally sound and not vulnerable to legal challenge)
- Referendum of all Charlbury electors.

**Plan Adoption**

If a majority of those voting in the referendum vote to approve the Charlbury Neighbourhood Plan 2031, WODC will adopt it and it will become a "Made Plan". As a Made Plan, it becomes a legal part of the planning system and its policies must be taken into account by WODC when considering all planning applications within the parish of Charlbury.

**Public Consultation – How to take part**

The consultation draft neighbourhood plan is now complete and a 6-week period of public consultation is about to begin as required by the Neighbourhood Planning (General) Regulations 2012 – Regulation 14.

The consultation will be launched on Wednesday 18<sup>th</sup> September 2019 and all responses must be received by Thursday 31<sup>st</sup> October 2019.

During the consultation period, the draft plan plus supporting documentation will be available to download from the website [www.charlburynp.org.uk](http://www.charlburynp.org.uk). Paper copies will also be available to view in the "Reference & Local Studies" section of the Charlbury Library, located in the Charlbury Community Centre, Spendlove Centre, Enstone Road, Charlbury OX7 3PQ.

You can respond to the consultation in any of the following ways:

- Online via the website [www.charlburynp.org.uk](http://www.charlburynp.org.uk)
- By completing a response form which you can download from the above website or collect a copy from the Charlbury Library. Completed forms, duly signed, can be scanned and emailed via the above website or to the Town Clerk at [charlburytc@btinternet.com](mailto:charlburytc@btinternet.com). Alternatively you can deposit them in the white metal response box located in the "Reference & Local Studies" section of the Charlbury Library.
- Please use one of the methods above but if this is not possible, we will consider other responses submitted by email as above or deposited in the response box BUT ONLY if they are clearly marked "Charlbury Neighbourhood Plan Pre-submission Consultation Response", dated, and with the name and contact details of the responding person and/or organisation clearly indicated.

During the consultation period, two public "drop-in" sessions will be held in Charlbury at which you will be able to see information about the draft plan, talk to members of the Town Council and Neighbourhood Plan Steering Group, ask questions and let us know what you think. These sessions will be held as follows:

- Saturday 21<sup>st</sup> September – 2pm to 5pm – at Charlbury Street Fair
- Saturday 5<sup>th</sup> October 10am to 12 noon – in the Corner House

## II.6 Regulation 14 Consultation Notification – Charlbury Chronicle and Website



### The Neighbourhood Plan Process and Timetable

In the last report, I told you how Charlbury's Neighbourhood Plan will aim to ensure that the views and needs of the local community shape and direct future development in the town. I also explained the part that the Neighbourhood Plan will play in the planning system once it is approved. This time I want to let you know where we are in the process of producing the plan, what the next steps are, when they will happen and how you can get involved.

Producing a Neighbourhood Plan takes a lot of time and effort. The process is highly regulated as it needs to ensure that the plan is legally robust. If it isn't, the plan could be open to legal challenge which could render the plan unenforceable.

The Town Council is responsible for the Neighbourhood Plan. The work of producing the draft plan is being led by a steering group which includes three serving members of the Town Council plus other volunteers (currently six) who all reside in Charlbury. Two town councillors must be present at every steering group meeting and the group reports to the town council each month so that the council can review and approve documents and actions associated with the Plan.

**Pre-submission Consultation**  
Production of a draft plan is now nearing completion. After this draft has been approved by the Town Council it will be published and a formal public consultation will be held. This "Pre-submission" or "Regulation 14" consultation will last for a minimum of six weeks and our current intention is to

hold it during September and October 2019, after the summer holidays. Full details of the consultation will be publicised and every household in Charlbury will receive a leaflet before the consultation starts explaining the consultation process, telling you where the plan documents can be viewed, how to respond to the consultation and the date by which responses must be received. Other consultees will be contacted individually. Plan documents will be available online and paper copies will also be available to view at the Charlbury Library.

We urge you all to get involved in the consultation because this is YOUR plan. During the consultation, we will publicise and hold open drop-in events where you will be able to talk to town councillors and members of the steering group, to discuss the draft plan, ask questions and let us know what you think. We hope to hold two of these sessions at the September Farmers' Market and at Street Fair – please do pop in and talk to us.

At the end of the formal consultation period, we will consider all responses and recommend any changes to the draft plan. When the Town Council has approved the changes, the draft plan will be updated and then submitted along with the consultation statement to WODC who are the local planning authority.

**Post-submission process**  
Once the amended draft plan has been submitted to WODC, they will oversee the remaining processes required for the plan to be adopted. These processes include a further 6-week consultation, an inspection to ensure the legal soundness of the plan and finally a referendum of everyone on the Charlbury electoral register. If a majority of those voting in the referendum approve the plan, WODC will adopt it and its policies will be taken into account in deciding planning applications within the parish of Charlbury.

Peter Kenrick

The screenshot shows the website's navigation menu with links for Home, News, Events, Adverts, Forum, Business, Community, and Liftshare. Below the menu is a header image of a house with the Charlbury logo. The main content area features a 'News index' on the left and a 'News' section on the right. The news article is titled 'Neighbourhood Plan Consultation Launch' and includes the following text:

**Neighbourhood Plan Consultation Launch**

A draft Charlbury Neighbourhood Plan 2031 has now been published and we are launching the formal pre-submission consultation TODAY (Wednesday 18th September 2019). This is YOUR chance to have your say to influence the final version of this plan which will have an important impact on the future of the town and community of Charlbury for a generation.

All responses must be received by Thursday 31st October 2019.

You can view and download the draft plan plus supporting documents at [www.charlburynp.org.uk](http://www.charlburynp.org.uk). A response form will also be available there very soon.

A few paper copies of the plan and supporting documents are also available to view in the Charlbury Library but please don't take them away. If you can't get to the library or view the Plan online, please contact Roger Clarke (Town Clerk - 810608 during office hours) or me (Peter Kenrick - 811021).

We will also have a display at **Street Fair** on Saturday afternoon when you will be able to meet the team, ask questions and tell us what you think! Please come along.

Please take time to read the draft plan and get involved with the consultation - it's YOUR plan too!

**Peter Kenrick** Wed 18 Sep 2019, 11:09 [Link](#)

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# Annex III Regulation 14 Consultees

## III.1 The following people and organisations were consulted individually by mail or email:

- WODC
- OCC
- Cllr Liz Leffman (WODC & OCC)
- Cllr Andy Graham (WODC)
- Robert Courts MP
- Historic England
- Natural England
- Environment Agency
- Network Rail
- Thames Water
- Cotswolds Conservation Board
- Neighbouring Parish Councils & Parish Meetings
  - Cornbury & Wychwood
  - Finstock
  - Fawler
  - Spelsbury
  - Chadlington
  - Chilson
- All landowners of sites proposed for LGS designation
- Owners/Residents of buildings proposed for inclusion on the Local List of non-designated assets

## III.2 The following were contacted by distribution of summary leaflet and also via dedicated notice boards and Charlbury website news items:

- All Charlbury businesses, clubs and societies
- All Charlbury Residents

# Annex IV Sample Consultation Notifications

## IV.1 Sample Email to Statutory Consultee

Dear xxxxxx

Charlbury Town Council has today (Wednesday 18<sup>th</sup> October 2019) published a draft version of Charlbury Neighbourhood Plan 2031 for a 6-week public consultation period prior to submission to the local authority, as required by Regulation 14 of the Neighbourhood Planning (General) Regulations 2012.

We therefore hereby invite you, on behalf of xxxxxxxxxxxxxx, as a statutory consultee, to respond to this consultation. All responses must be received by Thursday 31<sup>st</sup> October 2019.

The consultation draft plan and supporting documents can be viewed at [www.charlburynp.org.uk](http://www.charlburynp.org.uk) where you can also make your response. Alternatively you can respond directly by email to [charlburynp@gmail.com](mailto:charlburynp@gmail.com) or to the town clerk at [charlburytc@btinternet.com](mailto:charlburytc@btinternet.com).

For your information I have attached a copy of a summary pamphlet that has been circulated to members of the community of Charlbury.

I look forward to receiving your response but if you have any questions in the meantime please do not hesitate to contact me or either of the above two email addresses.



With Kind Regards

Cllr Peter Kenrick

Chairman, Charlbury Neighbourhood Plan Steering Group AND

Vice-chairman, Charlbury Town Council

## IV.2 Pro-forma letter to landowner Re: proposed Local Green Space Designation

 <p><b>CHARLBURY NEIGHBOURHOOD FORUM</b></p>  <p><a href="mailto:charlburynp@gmail.com">charlburynp@gmail.com</a></p> <p>[date]</p> <p>[addressee details]</p> <p>Dear etc</p> <p>Charlbury Neighbourhood Development Plan</p> <p>We are writing to you as we believe you are the owner / occupier of the land at as shown on the attached plan, which has been identified as a 'candidate' site for designation as a Local Green Space within the forthcoming Charlbury Neighbourhood Development Plan.</p> <p>To explain further, the Charlbury Neighbourhood Forum was set up by the Town Council to prepare both Neighbourhood Development and Community Action Plans on its behalf. The Neighbourhood Development Plan (NDP) is now being taken forward by a Steering group consisting of Town Councillors, Forum members and others.</p> <p>As its name suggests, a NDP is primarily concerned with issues of land use, development and planning. Its formulation and adoption follows a statutory process, including consultation and adoption following a local referendum. Once adopted, it forms part of the overall Development Plan for the district and regard must be had to it when planning applications are determined.</p>	<p>One of the tasks of the Steering Group is to identify green areas of <u>particular importance</u> to the local community which might then be designated for special protection as Local Green Space (LGS). Designation is subject to the criteria set out at paragraphs 76-77 of the National Planning Policy Framework, with additional advice in Planning Practice Guidance here <a href="http://planningguidance.communities.gov.uk/blog/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space/local-green-space-designation">http://planningguidance.communities.gov.uk/blog/guidance/open-space-sports-and-recreation-facilities-public-rights-of-way-and-local-green-space/local-green-space-designation</a>.</p> <p>The designation results in protection from development equivalent to that applied in the Green Belt. A number of sites were suggested to the community in the survey carried out late in 2016, with the responses ranked in popularity. Several more were put forward by others through individual replies.</p> <p>The Steering Group has thus drawn up a list of 'candidate' sites based on the community's views. It now needs to consult with the landowners and occupiers of them to seek their views on possible designation. As above, designation is subject to publicly available criteria and a landowner's consent is not a pre-requisite. Where a landowner does not agree to it however, their views will of course be taken into account in the assessment. There will be a further opportunity to comment when the draft Plan is published. It will then be for the Steering Group (or other body promoting the Plan) to justify the designation on examination of the plan by an independent Examiner.</p> <p>We would welcome your views, in writing initially, on possible designation of the site shown on the attached plan and in particular, whether you consider it meets the published criteria and if not, your reasons. If you are neither the owner or occupier of the land, please let us know (insert email and postal address).</p> <p>Please let us hear from you by?? As nearly all the sites are either in the public domain or visible from it, we do not anticipate a need to arrange formal site visits but may do so if requested.</p>
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# Annex V Regulation 14 Consultation Response Form



## Pre-submission Consultation Response Form

All responses to this consultation must be received by 11:59pm on Thursday 31<sup>st</sup> October 2019

On 18<sup>th</sup> September 2019, Charlbury Town Council published the Consultation Draft version of Charlbury Neighbourhood Plan 2031, dated 15/09/2019, for pre-submission consultation as required by Regulation 14 of the Neighbourhood Planning (General) Regulations. Consultation is open to people who live, work or carry on business within the parish of Charlbury, plus statutory consultees and others who may be affected by the proposed plan.

The consultation draft plan and supporting documents can be viewed or downloaded at <https://charlburynp.org.uk/other-documents/> or viewed in the "Reference and Local Studies" section of Charlbury Library, [Spindlowe](#) Centre, Enstone Road, Charlbury, OX7 3PQ.

Please use this form to provide your response to the consultation. Completed forms (both parts must be completed) can be deposited in the metal postbox provided in Charlbury Library, or scanned and emailed to the Neighbourhood Plan team at [charlburynp@gmail.com](mailto:charlburynp@gmail.com). You can also contact the team at this email address if you need any further information or help with completing the form.

**Data Protection**  
We will treat your data in accordance with our privacy notice which can be viewed at <http://www.charlburytowncouncil.co.uk/downloads/charlbury-town-council-general-privacy-notice.pdf>. Information provided on this form will be used by Charlbury Town Council solely in relation to Charlbury Neighbourhood Plan 2031. Please note that all responses including names, but not contact details, will be available for public inspection and cannot be treated as confidential.  
By submitting this response form you are agreeing to these conditions.

**Opt-in**  
Do you consent to your contact details being provided to West Oxfordshire District Council (WODC) so that they can keep you informed about future stages within the processing of the Charlbury Neighbourhood Plan 2031? If you do consent, WODC will use the contact details you provide on this form solely in relation to Charlbury Neighbourhood Plan 2031.  
Please tick as appropriate: I consent  I do not consent

Thank you for engaging with this consultation.

Charlbury Town Council and  
Charlbury Neighbourhood Plan Steering Committee

There are two parts to be completed on this form.

- **PART A – Your Details** – you must complete this part
- **PART B – Your Comments** – you can comment on any aspect of the draft Plan but we particularly want to hear your comments on the policies and the community aspirations that appear in the detail sections 5 to 8 of the plan. We also welcome your comments on the Aims and Objectives of the plan set out in section 3. If you want to comment on several items in the draft plan, please complete a section for each item (e.g. policy, community aspiration). You can include as many **PART B** pages as you wish.

If you add extra PART B sheets, please staple or clip all of the pages together and include your name on each page to make sure that we receive and consider all of your comments together.

How many **PART B** pages have you included?

### RESPONSE – PART A – Your Details

Please note that we cannot register your response without the "required" details marked with an asterisk below.

*Your name:	
*Address:	
*Postcode:	
Email:	
Telephone Number:	
*Your connection to Charlbury: (delete as applicable)	Resident / Landowner / Business owner / Work in town / Other
Organisation (if applicable):	
*Date submitted:	
**Signature: **Signature not required if submitting the form electronically	

### RESPONSE – PART B – Your Comments

Please include your name on each page to make sure that all of your response is considered together

Your name:

Which part of the consultation draft Charlbury Neighbourhood Plan 2031 do your comments relate?

Please complete one or more of the following to identify the item.

Policy Number: (e.g. CH1)		Community Aspiration No:	
Section No / Appendix Letter: (if not commenting on a specific Policy or Community Aspiration)		Sub-section: (if applicable – e.g. 8.7)	
OR Comment on the Plan as a whole: (please tick)		Page No: (only if necessary to clarify)	

Are you supporting, objecting or making a general comment?

Please tick one

Support	Object	Comment
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Please first summarise your point in 20 words or fewer

Add further details in the box below. Please be as specific as possible. Max 500 words

# Annex VI Regulation 14 Consultation – Main Issues Raised

## VI.1 Introduction

VI.1.1 Details shown here relate to the main issues raised and are not comprehensive. You can view all representations (redacted to remove personal contact details) in full with our response to each on the Neighbourhood Plan website ([www.charlburynp.org.uk](http://www.charlburynp.org.uk)) .

## VI.2 Topic: Climate Change

Respondent	Issue/Concern	Our Response/Action
Sustainable Charlbury Various Residents	Too little mention of the issue of climate change. In particular it was felt that there was a lack of detail on both the recognition of measures required and their timing. There was also concern that insufficient detail on proposed measures to address this were being considered in the plan. The importance of this issue was underlined by the recent declaration of a Climate Emergency by the Town Council and others and by the Town Council's establishment of an Environment Working Group	This was looked at across the whole of the plan and changes were made to highlight the requirement to meet the challenge of climate change and the importance of implementing measures to address this. For example the recognition of the importance of this issue is now clearly stated in the vision statement on page 6, in section 2.3, and in Aim 2. Extensive revisions have been made in Section 7 including the overview and policies NE5-9. Well informed Representations enabled more detail on specific points in several aspects of this section to be provided which highlight the need to protect and enhance the environment and suggest measures to be put in place to ensure this is properly addressed.

### VI.3 Topic Housing [CNP Section 5]

Respondent	Issue/Concern	Our Response/Action
WODC OCC	Concerns of inconsistency of the CNP housing policies with policies with the West Oxfordshire Local Plan 2031 (WOLP) (e.g. relating to the distinction between development on land within and adjoining the built-up area)	The housing policies and supporting text have been reviewed and modified to bring the CNP more closely in line with the WOLP and also to provide greater clarification where necessary (e.g. regarding what is meant by: ‘benefits to the specific settlement’ (i.e. Charlbury); ‘development of an appropriate scale and type’; and ‘land adjoining the built-up area’.) Consistency with the WOLP is covered in detail in the Basic Conditions Statement accompanying the plan submission.
WODC OCC plus some residents	Concerns that proposed housing policies are too restrictive	The CNP housing policies are written to reflect Charlbury’s location within the Cotswolds AONB and the consequent need to reflect identified local needs. They follow modifications to the WOLP at the examining Inspector’s direction to ensure its consistency with national policy for development within an AONB context. Each policy was re-examined in light of the detailed comments, but it was considered that they reflect the priorities of the community whilst meeting identified housing needs. It was considered that the policies provide a greater level of detail as is expected in a neighbourhood plan. On this basis no modifications were considered to be necessary beyond some further clarification. Conformance with national and local policy are covered in detail in the Basic Conditions Statement accompanying the plan submission.
WODC	Retention of housing affordability for future residents may not be deliverable or compatible with national policy (e.g. a Neighbourhood Plan may not be able to exempt social housing from the “Right to Buy”).	Acknowledged and policies modified to reflect this whilst continuing to reflect the aims of the CNP.

Respondent	Issue/Concern	Our Response/Action
WODC	Policy CH6 unclear on housing mix and not consistent with WOLP	Acknowledged. The policy and supporting text have been modified to clarify. Consistency with the WOLP is covered in detail in the Basic Conditions Statement accompanying the plan submission.
WODC	Confusion over use of the terms 'social' and 'affordable' with regard to housing for rent	Acknowledged. Policies and supporting text modified to clarify.
WODC	Policy CH10 may have the effect of worsening the age balance of the community in conflict with the plan's objectives	The policy & supporting text have been modified to make purpose of policy more clearly defined (e.g. to meet the requirements of existing residents)

#### VI.4 Topic: Economy, Community, Transport & Movement [CNP Section 6]

Respondent	Issue/Concern	Our Response/Action
Residents	<u>Change of Use and Employment</u> : Several representations related to the challenges of retaining and enhancing employment whilst balancing this with restrictive change of use leaving properties empty or dilapidated	On review it was considered that the draft plan already addressed these issues adequately and therefore no changes were made beyond some minor alterations to wording for clarification. Some specific comments were considered to be outside the scope of the CNP but have been noted for future consideration by the Town Council.
Residents	<u>Tourism</u> : Some comments were raised relating to the encouragement of tourism including concerns about the safety of cyclists on some (fast) roads entering the town.	On review it was considered that the draft plan already addressed these issues adequately and therefore no changes were made. Specific comments relating to cyclist and pedestrian safety have been noted for future consideration by the Traffic Working Group of the Town Council.
OCC	<u>Walking and Cycling</u> : The health benefits of walking and cycling were supported with a recommendation to reference the Local Transport Plan (LTP4) and the Oxfordshire Joint Health and Wellbeing Strategy.	Support welcomed. Plan revised to include references as recommended.

Respondent	Issue/Concern	Our Response/Action
Residents	<u>Road &amp; Pedestrian Safety</u> : Many comments were received relating to road and pedestrian safety.	Most of the comments re-enforced policies and community aspirations within the draft plan but a large number contained useful specific information that is beyond the scope for action via the CNP without explicit support and commitment from the County Highways Department. No changes have been made to the CNP but these comments have been noted for future consideration by the Traffic Working Group of the Town Council. Work relating to improvements in traffic and pedestrian safety is included within the Infrastructure Delivery Plan ( <i>CNP Appendix B</i> ).
Residents	<u>Public Transport (buses)</u> : There were a number frustrations but also positive suggestions regarding improvement to bus services and related issues.	Some specific comments (e.g. electronic bus notification boards) have been incorporated into the revised plan but all have been noted for future consideration and action by the Traffic Working Group of the Town Council.
Residents	<u>Parking</u> : Many representations highlighted parking-related issues in the town, some suggesting measures to be taken to address the problem. This was one of the highest priority issues raised in the Town Survey many representations alluded to this matter.	This was one of the highest priority issues raised in the Town Survey and is reflected in policies ECT7 & 8 and Community Aspiration 3. Some minor changes to wording here were made for clarification. Most of the specific issues raised during the consultation are beyond the scope of the CNP but the comments have been noted for future consideration by the Traffic Working Group of the Town Council. Work relating to improvements in parking provision is included within the Infrastructure Delivery Plan ( <i>CNP Appendix B</i> ).



## VI.5 Topic: Natural Environment [CNP Section 7 excluding 7.4]

Respondent	Issue/Concern	Our Response/Action
Duncan Forbes (resident)	Suggestion to include a policy to develop a voluntary coordinated management plan of green spaces and corridors, working with local landowners and other stakeholders. It was suggested that the issue needs to be addressed on a wider basis than currently proposed and that this should be included in section 7.	The suggestion was welcomed but was felt to be difficult to achieve through a policy at this stage. Revisions have been made to section 7 of the plan to enhance the protection of blue/green infrastructure. The suggestion of possible establishment of a management plan in collaboration with landowners and other stakeholders is noted for future consideration by the Town Council Environment Working Group.
Anne Miller (resident) and others	A number of Representations suggested that issues of water quality management and flood risk mitigation need to be presented in greater detail. It was proposed that more detail on sustainable drainage systems is required. In addition a change of name from green to blue/green corridors wildlife corridors was proposed to show their importance in improving water quality and their important role in enhancing biodiversity of aquatic species	It was agreed that these issues are of considerable importance and need to be addressed in the plan. Policy NE6 has been renamed Blue/Green infrastructure and the importance of maintaining water quality in these emphasized. Paragraph 7.3.10 specifically relates to quality of water in the Evenlode catchment. Policy NE8 has been rewritten to stress the importance of sustainable drainage for all developments and measures for mitigation of flood risk. These changes also address suggestions made by Oxfordshire County Council with regard to the requirements for sustainable drainage for all new developments

Respondent	Issue/Concern	Our Response/Action
Anne Miller (resident) and others	A number of Representations received suggested that more detail was required on biodiversity and trees particularly in relation to Conservation Target areas	When this was considered it was agreed that more detail should be provided in the plan with regards to this. More detailed explanation of the role of the Conservation Target Areas is now given in the introduction 7.1. Policy NE5 on biodiversity and trees was extensively revised. The importance of trees hedgerows and habitats in biodiversity is stressed including the need for these to be retained or replaced with appropriate native species. A list of appropriate species is now provided in paragraph 7.3.7. The importance of meeting the aims of the conservation target areas is highlighted in paragraph 7.3.6
Residents	Several suggestions were made regarding important views that were not specifically mentioned. Although certain views are given as examples in policy NE2 some considered that there were other views that were equally important and that these should also be specifically named	It is agreed that there are a number of views of, from and within the town which can be considered to be important. However listing of all views would detract from the object of policy NE2 and would make it unnecessarily long. As stated the views which are presented are only to be taken as examples hence the wording 'including but not restricted to ...' In addition the section on blue/green corridors makes it clear that there are several sites which contribute to the significance of the corridors without them all being specifically named. The plan should set out general principles

Respondent	Issue/Concern	Our Response/Action
WODC	<p>Comments from WODC on this section of the CNP were generally supportive however some concerns were expressed as follows; revision of policy NE3 was suggested as it may be considered to be too restrictive. More detail on the conservation target areas was suggested to clarify their significance and aims and objectives. It was also felt that the wording of policy NE8 might be strengthened to highlight the need to reduce flood risk, it was suggested that greater clarity was required for policy NE9 as regards standards that should be followed.</p>	<p>Supportive comments from the local authority are welcomed. Policy NE3 was felt to be in line with the NPPF recommendations on conserving and enhancing the natural environment and in particular paragraph 172 concerning Areas of Outstanding Natural Beauty. However, the policy and supporting text were amended slightly to reflect WODC's comments. More information on conservation target areas has been provided in 7.1 Overview to the section and in 7.3 Biodiversity and Blue/Green infrastructure. Appropriate revision of policy NE8 has been made to highlight the need for mitigation of flood risk and the importance of Sustainable Urban Drainage Systems. Policy NE9 has been modified in relation to environmental standards expected for developments.</p>
OCC	<p>Support for the aims of policies NE1 to 4 in recognising the need for protection of the landscape and natural environment. Strong support for the need for sustainable drainage for all developments. They also welcome recognition of the importance of this landscape designation and strongly support the policies on landscape character, views, green infrastructure, biodiversity, open spaces, tranquility and dark skies. In particular they strongly support the inclusion of Centenary Wood which is under their ownership recognizing its importance to the people of Charlbury and in ensuring biodiversity</p>	<p>OCC support is noted and welcome. We believe that OCC's comments on SuDS are adequately covered by the enhanced policy NE8.</p>

## VI.6 Local Green Spaces [CNP Section 7.4]

Respondent	Issue/Concern	Our Response/Action
Residents	There were several suggestions for further local green spaces to be put into the plan. These included sites near Woodstock road and towards Stonesfield, and further areas on the approach from Enstone	Designation of these sites had been considered but it was judged that none of these sites met the criteria for designation and that it was therefore not appropriate to include them for designation within the plan. Nevertheless, the importance of these sites for biodiversity, the natural environment and landscape was recognised but it was felt that adequate protection would be afforded by the revised policies NE2 to NE6 as noted in Annex VI.5 above.
Anne Miller (resident) and others	A number of respondents suggested inclusion of the site of the former Town quarry as a local green space which is supporting considerable biodiversity especially in the birdlife with information being provided on the species which have been observed.	This site had been considered for designation but full evaluation had not been possible due to lack of access and it was therefore designation was not felt to be justified. However, the site's importance for wildlife and biodiversity is clearly recognized – indeed the lack of access has allowed habitats to re-establish through rewilding over many years. In recognition of the importance of the site, protection of this site has been explicitly added to policy NE6 (Blue/Green Infrastructure).
Residents (approx.15 separate representations)	Several residents objected to the omission of Wychwood Paddocks from the list of designated local green space sites, citing its use as a school playing field and its contribution to the landscape setting of this part of the town.	This site was assessed along with other sites before decisions were taken on the sites to be designated. The reasons for non-designation are clearly set out in Appendix E (was Appendix F) of the draft plan. The concerns of local residents are understood and noted but on review of the site assessment the decision not to designate the site was still judged to be correct and the stated reasons still valid. Therefore, no further action was deemed to be necessary. The great importance of the site as a school playing field is recognised but strong protection for such facilities is provided by the National Planning Policy Framework (NPPF) paragraph 97 and this situation is not affected by the recent academisation of Charlbury Primary School. It is also noted that this position is strongly supported by Oxfordshire County Council who would oppose designation.

Respondent	Issue/Concern	Our Response/Action
WODC	Requested that maps were presented at a more appropriate scale to avoid misinterpretation. Also questioned whether some sites could be considered as extensive tracts of land and hence fail to meet the national criteria for designation.	Clear and detailed maps are included in <i>Appendix E (formerly Appendix F) of the CNP</i> and in the supporting document “Local Green Space Assessments”. Explicit reference to these maps has now been included within <i>CNP section 7.4</i> . Site assessments have been reconsidered and some sites have been removed from designation. This is reflected in the revised CNP section 7.4, in the new supporting document “Addendum to LGS Assessments” and within this consultation statement Annex in response to specific representations – see below.
OCC	Asserting opposition to LGS designation for Wychwood Paddocks and land to the south of the Bowls Club and Ticknell Piece in line with the draft CNP. They endorse the CNP’s stated reasons not to designate Wychwood Paddocks.  Support for the LGS designation of Centenary Wood which is under their ownership recognising its importance to the people of Charlbury and in ensuring biodiversity.	Points noted and support for the plan’s decisions welcomed
Blenheim Estate	As landowner, Blenheim Estate does not support LGS designation for site <b><u>LGS4 – Allotments adj. Wellington Cottages</u></b> . They argue that the site does not meet the criteria for designation set out in the National Planning Policy Framework (NPPF) and that designation is unnecessary as the site’s location within the Cotswolds AONB and the Charlbury Conservation Area already affords adequate protection	Following reappraisal of the criteria for LGS designation and notwithstanding the opposition of the site owner, Charlbury Town Council (CTC) remains of the opinion that LGS designation of this site is appropriate and justified for reasons set out in the LGS assessment and consequently this has been retained within the revised CNP. In the opinion of CTC, the prominence of the site, the significance of the views across it towards Cornbury Park plus the importance of the allotments to members of the community as a local food source and for health and relaxation, justify the additional protection afforded by LGS designation.

Respondent	Issue/Concern	Our Response/Action
Cornbury Estate	<p>As landowner, Cornbury Estate, is strongly opposed to LGS designation for site <b><u>LGS7 – Cricket Club Grounds</u></b>. They argue <i>inter alia</i> that the site does not meet the criteria for designation set out in the National Planning Policy Framework (NPPF). Full details of the landowner’s opposition can be viewed along with other representations on the Charlbury Neighbourhood Plan website <a href="https://charlburynp.org.uk/">https://charlburynp.org.uk/</a>.</p>	<p>Following reappraisal of the criteria for LGS designation Charlbury Town Council has agreed to remove this site from the list of designated LGS sites for the following reasons:</p> <ul style="list-style-type: none"> <li>• The National Planning Policy Framework (NPPF) paragraph 97 provides strong protection for playing fields such as this. In order for the land to be built on it would have to be demonstrated either that the facility was surplus to requirements, the facility would be replaced by equivalent or better provision in a suitable location, OR that any proposed development of the site would itself provide sports and recreational provision, the benefits of which could be shown to clearly outweigh the loss of the current facility</li> <li>• The site is also protected by its prominent location within the sensitive landscape of the Evenlode Valley and within the Cotswolds AONB in accordance with Local Plan 2031 policy EH1, by the policies of the Cotswolds AONB Management Plan and by policies NE1, NE2 and NE3 of the Charlbury Neighbourhood Plan 2031 (CNP)</li> <li>• The site is also located within the Evenlode Blue/Green Corridor which must be protected and enhanced in accordance with Local Plan 2031 policy EH3 and policy NE6 of the CNP</li> <li>• The site is located in the flood plain of the River Evenlode and has been subject to severe flooding on a number of occasions, notably in 2007. Development in this location is therefore unlikely to be acceptable given the essential requirement to reduce flood risk in accordance with Local Plan 2031 Core Objective 15 and policy EH5 as well as policy NE8 of the CNP</li> </ul>

Respondent	Issue/Concern	Our Response/Action
Cornbury Estate	<p>As landowner, Cornbury Estate is strongly opposed to LGS designation for site <b><u>LGS8 – Field east of Railway Station</u></b>. They argue <i>inter alia</i> that the site does not meet the criteria for designation set out in the National Planning Policy Framework (NPPF). Full details of the landowner’s opposition can be viewed along with other representations on the Charlbury Neighbourhood Plan website <a href="https://charlburynp.org.uk/">https://charlburynp.org.uk/</a></p>	<p>Following reappraisal of the criteria for LGS designation and notwithstanding the opposition of the site owner, Charlbury Town Council (CTC) remains of the opinion that LGS designation of this site is appropriate and justified for reasons set out in the LGS assessment and consequently this has been retained within the revised CNP.</p> <p>Of particular importance in this case is the prominence of the site in defining the setting of the town, especially for those arriving or passing through by train. The landowner also argues that LGS designation in this case may prevent future extension of the station car park but CTC is of the opinion that car park expansion could be achieved on alternative sites whilst avoiding substantial harm to the environment, landscape and character of the town.</p>
HDH Wills 1965 Charitable Trust	<p>As landowner, HDH Wills 1965 Charitable Trust strongly object to the LGS designation of site <b><u>LGS13 – Clarke’s Bottom</u></b>. They argue that the site does not meet NPPF criteria for designation and that the site is already adequately protected by virtue of its location within the Cotswolds AONB.</p>	<p>Following reappraisal of the criteria for LGS designation Charlbury Town Council has agreed to remove this site from the list of designated LGS sites for the following reasons:</p> <ul style="list-style-type: none"> <li>• Strong protection for the Wigwell Blue/green corridor will be provided by policy NE6 of the Charlbury Neighbourhood Plan 2031 (CNP)</li> <li>• This site is within the Blenheim and Ditchley Parks Conservation Target Area which is afforded great protection by policy NE5 of the Plan, Local Plan 2031 policy EH3 and Cotswolds AONB Management Plan policy CE7</li> <li>• The need to preserve and improve water quality and reduce flood risk are recognised and will be protected by policy NE8 of the CNP</li> </ul>

Respondent	Issue/Concern	Our Response/Action
Blenheim Estate	As landowner, Blenheim Estate does not support LGS designation of site <b><u>LGS15 – Land West of Grammar School Hill</u></b> . They argue that the site does not meet the conditions laid down in the National Planning Policy Framework (NPPF) and that the site's location within the Cotswolds AONB and Charlbury Conservation Area already provide adequate protection.	Following reappraisal of the criteria for LGS designation and notwithstanding the opposition of the site owner, Charlbury Town Council (CTC) remains of the opinion that LGS designation of this site is appropriate and consequently this has been retained within the revised CNP. In view of the special importance of the site to the community as set out in the LGS assessment CTC believes that the additional protection for the site provided by designation is necessary and justified
Cornbury Estate	As landowner, Cornbury Estate is strongly opposed to LGS designation of site <b><u>LGS17 – Field north of Forest Road</u></b> . They argue <i>inter alia</i> that the site does not meet the criteria for designation set out in the National Planning Policy Framework (NPPF). Full details of the landowner's opposition can be viewed along with other representations on the Charlbury Neighbourhood Plan website <a href="https://charlburynp.org.uk/">https://charlburynp.org.uk/</a>	Following reappraisal of the criteria for LGS designation Charlbury Town Council has agreed to remove this site from the list of designated LGS sites for the following reasons: <ul style="list-style-type: none"> <li>• The site and the views across it, from and towards the town, are protected by the site's prominent location within the sensitive landscape of the Evenlode Valley and within the Cotswolds AONB in accordance with Local Plan 2031 policy EH1, by the policies of the Cotswolds AONB Management Plan. Policies NE1, NE2 and NE3 of the Charlbury Neighbourhood Plan 2031 (CNP) have also been strengthened to improve this protection within this site and beyond.</li> <li>• Development on this site is also likely to be contrary to Local Plan 2031 policy OS2 as it would lead to the loss of identity of the hamlet of Walcot and its coalescence with Charlbury.</li> </ul>
Blenheim Estate	As landowner, Blenheim Estate does not support LGS designation of site <b><u>LGS18 – Land east of Hixet Wood</u></b> . They argue that the site does not meet the conditions set down in the National Planning Policy Framework (NPPF) and that designation is unnecessary as the site's location within the Cotswolds AONB and the Charlbury Conservation Area already affords adequate protection.	Following reappraisal of the criteria for LGS designation and notwithstanding the opposition of the site owner, Charlbury Town Council (CTC) remains of the opinion that LGS designation of this site is appropriate and consequently this has been retained within the revised CNP. In view of the special importance of the site to the community as set out in the LGS assessment CTC believes that the additional protection for the site provided by designation is necessary and justified



Respondent	Issue/Concern	Our Response/Action
Mrs Trish McCallum	<p>In July 2020 (i.e. after consultation) we were notified by Mrs. Trish McCallum, the owner of 21 Marlborough Place, that she owned a 3-foot strip of land adjacent to her property but within the site <b><u>LGS19 (Land adj. Narrow Lane)</u></b> designated as a Local Green Space. Mrs McCallum requested that her ownership of this strip of land was acknowledged and removed from the LGS designation.</p>	<p>This was acknowledged and the draft CNP updated to remove the strip of land from the definition of LGS19 This is reflected in a revised map included in Appendix E of the revised plan and in a separate document “Addendum to LGS Assessments”. NOTE: The land comprising LGS19 including Mrs. McCallum’s strip does not appear on the land registry.</p>
Blenheim Estate	<p>As landowner, Blenheim Estate does not support LGS designation of site <b><u>LGS20 – Stream west of Hixet Wood</u></b>. They argue that designation may prevent future sustainable development that could enable the land to make a positive contribution to the Charlbury Conservation Area and that the designation does not meet the basic conditions defined in the National Planning Policy Framework (NPPF).</p>	<p>Following reappraisal of the criteria for LGS designation and notwithstanding the opposition of the site owner, Charlbury Town Council (CTC) remains of the opinion that LGS designation of this site is appropriate and consequently this has been retained within the revised CNP. In view of the special importance of the site for wildlife and biodiversity as set out in the LGS assessment CTC believes that the additional protection for the site provided by designation is necessary and justified.</p>

Respondent	Issue/Concern	Our Response/Action
Julie Penny	As landowner, Julie Penny is strongly opposed to designation arguing that the site does not meet the NPPF criteria for designation.	<p>Following reappraisal of the criteria for LGS designation, Charlbury Town Council has agreed to remove his site from the list of designated LGS sites for the following reasons:</p> <ul style="list-style-type: none"> <li>• Strong protection for the Sandford Slade blue/green corridor is provided by strengthened policy NE6 of the Charlbury Neighbourhood Plan 2031 (CNP) [such protection was the principal reason for considering designation of this site initially]</li> <li>• The main footpath through the site is a public right of way guaranteeing continued public access along it</li> <li>• Much of the site lies within a private garden and is not accessible to the public. The owner's concerns in this regard are acknowledged and it was felt that LGS designation for such a site was disproportionate in this case</li> <li>• Restricted access to the site effectively limits the possible scale of any future development</li> </ul>

## VI.7 Topic: Historic Environment and Locally Appropriate Design [CNP Section 8]

Respondent	Issue/Concern	Our Response/Action
Historic England	Historic England were very supportive of this section of the CNP but asked that we explain how each Local List candidate meets the relevant criteria for inclusion.	Comments welcomed and acknowledged. Explanatory descriptions of Local List nominations are now included in section D.3 ( <i>CNP Appendix D</i> ).
Jeff West	Design guidance on streetscape design is missing from the draft plan.	This had been omitted in error and has been added to the Design Guidance in Appendix C as section C.4
WODC	Advised that reference to an Article 4 Direction was not appropriate within a neighbourhood plan and that any such request must be made directly to WODC by the Town Council	All references to the Article 4 Direction have been removed from the plan.