

**Brightwell cum Sotwell  
Proposed Neighbourhood  
Plan Area Consultation Report**



Listening Learning Leading

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## INTRODUCTION

1. This document provides a record of the publication that took place on the Brightwell cum Sotwell Neighbourhood Plan Area Publication. The report breaks down the specific publication methods that were utilised, along with the main findings from the publication process. Response rates are anticipated to be low for this formal publication, when compared with that of other planning policy consultations. The reason is that this publication is merely looking at the suitability of the neighbourhood plan area. A higher response rate is expected with consultation on the neighbourhood plan itself.
2. This publication process is to allow the formal submission of a neighbourhood plan application. The application is submitted by Brightwell cum Sotwell Parish Council as the relevant body for this process. This process must take place before the district council as the local planning authority can formally designate the neighbourhood planning area for the settlement. This is a re-submitted application, the previous application has been withdrawn by the parish council.
3. The main aim of this publication is to
  - Provide notification of the proposed area for neighbourhood planning – this is the parish of Brightwell cum Sotwell
  - Provide notification of the proposed neighbourhood planning body – Brightwell cum Sotwell Parish Council
  - Provide an opportunity for stakeholders to comment on the proposed area before the area is designated.
4. A copy of the formal neighbourhood plan application is available to view in appendix 1. This application is a statutory requirement of the area designation process<sup>1</sup>.

## REGULATIONS AND GOVERNMENT GUIDANCE

5. The regulations for this process provide clarity on what must be provided in order to make this a legally compliant publication process. As the local planning authority we must publicise on our website and in manner that brings the information to the attention of those that live, work or carry out business in the proposed neighbourhood area, the following:
  - A copy of the area application (essentially a statement and a map of the proposed neighbourhood plan area);
  - Details of how to make representations; and
  - Ensuring the deadline for the receipt of those responses and representations is not less than six weeks following the date on when the application is first publicised<sup>2</sup>.

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<sup>1</sup> Town and Country Planning – Neighbourhood Development Planning Regulations amended 2015

<sup>2</sup> Regulation 6, Town and Country Planning, England – The Neighbourhood Planning (General) Regulations, April 2012

6. With all the publication methods that are identified in the table under paragraph 9, we believe that we have more than adequately met the regulatory requirements for this publication period. When undertaking these publication exercises, we attempt to liaise with the relevant town or parish council, to ensure we have the best local knowledge to support the publication process.
7. The government has produced a number of different guidance documents to assist local communities producing a neighbourhood plan. The council has also produced a guidance document to help local communities navigate their way through the suite of documents that are available under the neighbourhood planning and community led planning processes. This information is available to view by visiting our website <http://www.southoxon.gov.uk/services-and-advice/planning-and-building/planning-policy/neighbourhood-plans>. We are in the process of updating this guidance and this will be launched on our website in due course.

## **PREVIOUS CONSULTATION STAGES**

8. This matter has been the subject of previous consultation. A neighbourhood area application was received near the end of 2013. Subsequently, publication of the application ran from December 2013 until February 2014. 13 representations were received as part of the publication process, including from Oxfordshire County Council and neighbouring Wallingford Town Council. One of the main issues highlighted was concern that the proposed area overlapped with half of a strategic housing site allocated in the district council's Core Strategy (part of the Local Plan). Following discussions with the district council on the matter, and in the light of a decision through the Community Governance Review to change the parish boundary to make all of the allocated site part of Wallingford parish, Brightwell-cum-Sotwell Parish Council withdrew and resubmitted a new neighbourhood plan application. It is this new neighbourhood plan application, following the new parish boundary, which is the subject of this consultation.
9. There has already been significant information regarding neighbourhood planning put out in the local community. There was the earlier consultation on the first area application. Brightwell-cum-Sotwell Parish Council has also been quite active in working with the local community to help promote neighbourhood planning. This, together with the added pre-engagement activity regarding the Core Strategy strategic housing site, has meant that there has been significant community discussions regarding planning matters.

## **CURRENT PUBLICATION PERIOD**

10. The publication period ran from 28 January to 11 March 2015. The publication period was triggered by an advertisement in the local newspaper for the area. In this instance this is the Oxfordshire Herald Series.

11. We chose to run a six week publication, in line with the regulatory requirements<sup>3</sup>. The application was received prior to amendments to the regulations. These amendments now allow for a shorter publication period, covering a minimum period of four weeks. The publication period closed in advance of any significant holiday periods. We are keen to avoid consulting over significant holiday periods in line with our Statement of Community Involvement.

12. A breakdown of the overall timescale is as follows:

<b>Items</b>	<b>Dates (2015)</b>
Press adverts submitted	23 January 2015
Formal consultation period (6 weeks)	28 January – 11 March
Processing of responses and revisions arising	1 week depending on response content and amount
Report back to Cabinet	TBC
Formal designation	TBC

## **PUBLICATION ACTIVITIES**

13. The following publication activities were identified as suitable for this exercise. We liaised with the clerk for the affected area to try and establish the most suitable mechanisms to take forward. The local knowledge of the clerk/neighbourhood planning group is important in ensuring that this publication process utilises the most appropriate mechanisms with the limited resources available to us. This approach has also allowed us to make use of their local contacts and networks. These approaches take into account recommendations from our Statement of Community Involvement (SCI)<sup>4</sup> and minimum standards set out by regulations. The method of promotion used, along with any additional information, is displayed in the following table. The shaded areas are what could be considered as regulatory minimums and the none-shaded areas are those considered over and above this approach.

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<sup>3</sup> Town and Country Planning – Neighbourhood Development Planning Regulations 2012  
Brightwell cum Sotwell Neighbourhood Plan Area Publication – Consultation Report,  
April 2015

## Principal methods of consultation

14. The table provides further information on the methods of consultation that we look to use for publication of the proposed neighbourhood plan area. The table provides further information on the main aims that we want to achieve with each identified consultation activity. We have provided specific dates for some events, but also date ranges for some activities, where appropriate.

Proposed method of publicity	Aim	Date
Hard copies of publication material available in the district council offices (Abbey House)	To provide an opportunity for local communities to access hard copy version of the proposed publication area and neighbourhood planning organisation.	28.01.15
Information sent out to adjacent parishes	To maximise communication between adjoining parish councils and the identified neighbourhood planning area. Identified parishes are Wallingford, Cholsey, South Moreton, North Morteon, Long Wittenham, Little Wittenham, Dorchester, Warborough, Benson and Crowmarsh.	27-28.01.15
Correspondence sent out to targeted stakeholders from the planning policy consultation database.	To improve the notification process associated with the Brightwell cum Sotwell Neighbourhood Plan Area publication process. The stakeholders that were targeted were all statutory stakeholders, all stakeholders with a Brightwell-cum-Sotwell reference in their address and also planning agents and landowners	27-28.01.15
Press notice released to Wallingford Herald	To help widen the notification process and pick up local community representatives un aware of the neighbourhood plan process.	Press advert running on Wednesday 28.01.15 submitted by 23.01.15
Information held on the council's website.	To provide a quick and easy method of obtaining publication data. We have also taken the opportunity of setting up a general neighbourhood planning section to again increase the ease of which information can be accessed from the web.	28.01.15
Information in the council's consultation portal	To improve the accessibility of people being able to respond to the consultation and view information.	28.01.15
Hard copy information held at Wallingford library	To provide an opportunity for local communities to access hard copies of the proposed publication information. Although the library is not directly in Brightwell, there is such a close relationship between the use of services and facilities in Brightwell with Wallingford, that we have identified the use of Wallingford Library as suitable.	28.01.15
Information on the Brightwell-cum-Sotwell website	To help widen the notification process and improve information being disseminated to the local community. A specific neighbourhood planning section is in development and will be utilised when available.	28.01.15
Information/posters displayed on notice-boards around the parish	To help widen promotion of the neighbourhood planning area publication at a local level.	Throughout consultation period
Article sent to Brightwell cum Sotwell Villager	To help widen the notification process and improve information being disseminated to the local community	TBC

## PUBLICATION RESPONSES

15. In total we received 12 responses to this publication process. Only one formal objection was received to the application. One representation in support of the proposed application. The others raised general comments or offered no comments at this stage.

Web portal comments	2
Emails	10
Letters	0
<b>Totals</b>	<b>12</b>

### Key issues generated

16. One formal objection was received from an individual, Mr Richard Bakesef. Mr Bakesef stated that the neighbourhood area proposed still includes land that is generally accepted to be part of Wallingford or Shillingford and does not reflect urban and population growth in the area. He also indicated that the proposed area still contains part of Site A that was considered for the development of Wallingford by SODC in its most recent Core Strategy process. As an alternative approach he suggested excluding the remainder of Site A (from the roundabout connecting Wantage Road to the A4130 in a straight north easterly direction all the way to the Shillingford Road), and excluding all of the land to the east/north east of the Shillingford Road. In his view these areas should be included in the emerging Neighbourhood Plan for Wallingford.
17. The Highways Agency (HA) in their response stated that they will be concerned with proposals that have the potential to impact the A34 and M40. They do not have any comments to make currently, but will be pleased to be included in consultations that have potential to impact on the A34 or M40 as the Brightwell-cum-Sotwell Neighbourhood Plan develops.
18. Given the close proximity of emerging neighbourhood plans, Oxfordshire County Council recommended that Brightwell-cum Sotwell Parish Council work closely with Wallingford Town Council on their emerging neighbourhood plans.
19. Wallingford Town Council submitted comments in favour of the proposed boundary, which matches the parish boundary changes to be implemented as of April 2015.
20. Kingerlee Homes submitted no formal objection to the application, but indicated that it would have been beneficial for the scope of the plan to be set out alongside the actual application.

## **OUTCOMES**

21. The results of this publication stage will be used by the council to decide whether or not to approve the submitted Brightwell cum Sotwell Neighbourhood Area application. They will also be used to confirm whether Brightwell cum Sotwell Parish Council can be designated as the relevant neighbourhood planning body. The decision will be taken by the Head of Service for Planning or the Cabinet holder for Planning Policy.



# APPENDIX 1 – APPLICATION

15 SEP 2014

## Neighbourhood Planning Area Designation Application Form



Application to designate a Neighbourhood Area  
Town and Country Planning Act 1990  
Neighbourhood Planning (General) Regulations 2012



<b>1. Single point of contact regarding the Neighbourhood Plan</b>			
Title:	Mrs	First Name:	Lucy
		Surname:	Daiby
Address:	The Parish Council Office, The Village Hall, West End, Brightwell-cum-Sotwell		
Postcode:	OX10 0RY	Telephone:	01491 826968
Email:	bcsparishcouncil@googlemail.com		
<b>2. Parish clerk details (if different from those above)</b>			
Title:		First Name:	
		Surname:	
Address:			
Postcode:		Telephone:	
Email:			
<b>3. Relevant Body</b>			
Please confirm that you are the relevant body to undertake neighbourhood planning in your area in accordance with section 61G of the 1990 Act and section 5C of the 2012 Regulations.			
Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
Name of Relevant Body:	Brightwell-cum-Sotwell Parish Council		
<small>Note: In areas covered by a town or parish council, the town or parish council is the relevant body. For applications covering more than one parish area, please nominate a lead parish to act as the Relevant Body. If your area is not covered by a parish council (only a parish meeting), please contact the Planning Policy Team before making your application.</small>			
<b>4. Extent of area</b>			
Please attach an OS plan showing the extent of the proposed Neighbourhood Area and indicate below the relationship of the proposed area to parish boundaries. For further information about obtaining OS maps please see note 1.			
Proposed area covers the whole of a single parish boundary area:	<input checked="" type="checkbox"/>		
Proposed area covers part of a single parish boundary area:	<input type="checkbox"/>		
Proposed area covers multiple parish boundary areas:	<input type="checkbox"/>		
<b>5. Applications covering more than one parish area:</b>			
If your application area covers more than one parish area, please list the parishes covered by the area application, the extent of the parish included and obtain consent from the parish by getting them to sign below:			
Name Town/Parish Council	Extent of parish included in Neighbourhood Area	Name and Position	Authorising Signature
<small>By signing this form your Parish Council is agreeing to the inclusion of part or the whole of your parish into the Neighbourhood Area named below and shown on the attached OS map.</small>			

#### 6. Name of Neighbourhood Area

Please give the name by which your Neighbourhood Area will be formally known

Brightwell-cum-Sotwell

#### 7. Intention of neighbourhood area:

Please indicate which of the following you intend to undertake within your neighbourhood area:

Neighbourhood Development Plan:

Neighbourhood Development Order:

Community Right to Build Order:

#### 8. Reasons for considering the area appropriate

Please briefly describe below why you consider this area is appropriate to be designated as a Neighbourhood Area:

The area indicated on the map follows the lines of the Parish boundary (as recently amended) and is considered appropriate to be designated as a Neighbourhood Area. Brightwell-cum-Sotwell Parish Council wish to make policies and proposals within the Neighbourhood Plan to cover the area indicated.

#### 9. Previous applications

Has this relevant body previously submitted an application to designate a neighbourhood area, which has not yet been determined?

Yes

No

#### 10. Withdrawal of previous application

If you answered 'yes' to question 9 above, please sign below to withdraw your previous application

I/we hereby wish to withdraw any previous application/s to designate a neighbourhood area made by this relevant body

Name: Lucy Dalby

Date: 01/09/2014

Signature: [Redacted]

#### 11. Declaration

I/we hereby apply to designate a Neighbourhood Area as described on this form and the accompanying plan.

Name: Lucy Dalby

Date: 01/09/2014

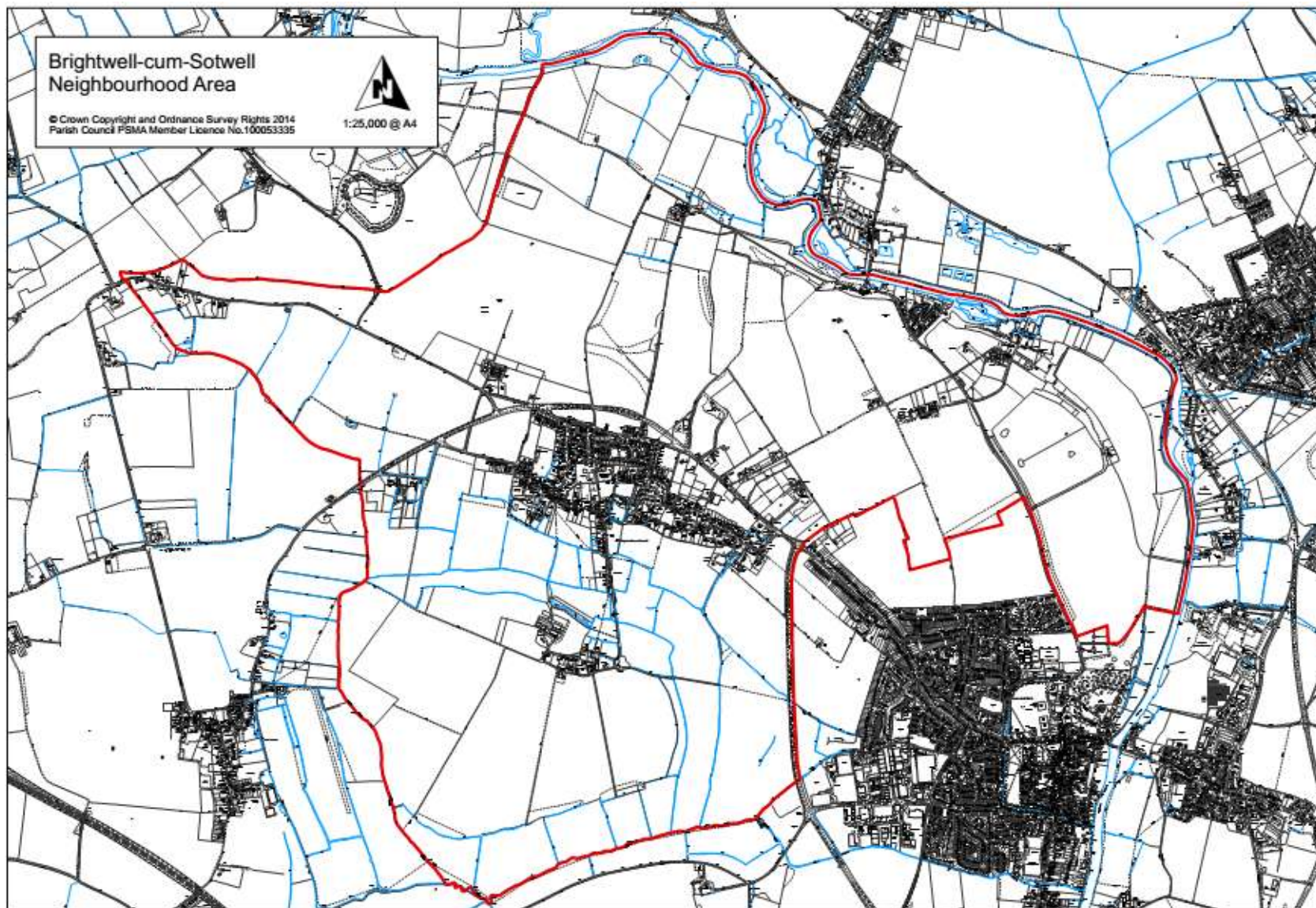
Signature: [Redacted]

#### Please return the form to:

Vale of White Horse District Council  
Benson Lane, Crowmarsh Gifford,  
Wallingford, Oxfordshire, OX10 8ED  
planning.policy@whitehorsedc.gov.uk

or South Oxfordshire District Council  
Benson Lane, Crowmarsh Gifford,  
Wallingford, Oxfordshire, OX10 8ED  
or planning.policy@southoxon.gov.uk

**Publications of applications to the Council's website.**  
Please note, as required under the Neighbourhood Planning (General) Regulations 2012, a copy of this form and accompanying information will be published on the Council's website. However, all personal information, with the exception of the name and address of the main contact, will be redacted from the website. The complete form will be available to view in the council offices. If you require any further clarification, please contact the Planning Policy Team.



## APPENDIX 2 – PUBLICATION



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**SOUTH OXFORDSHIRE DISTRICT COUNCIL PUBLIC NOTICE**  
**Notice of publication of proposed Neighbourhood Plan Area for Brightwell cum Sotwell Town and Country Planning (General) Neighbourhood Planning Regulations 2012 and Localism Act 2011.**

**Name of proposed Neighbourhood Area:** Brightwell cum Sotwell

**The subject matter**  
Brightwell cum Sotwell as a relevant body has resubmitted an application to undertake a neighbourhood plan. The neighbourhood plan area follows the new parish boundary of Brightwell cum Sotwell, which will come into force in April 2015. Therefore currently the plan area temporarily includes some of the adjoining parish of Wallingford. All the information is available to view by visiting [www.southoxon.gov.uk/neighbourhoodplans](http://www.southoxon.gov.uk/neighbourhoodplans) and clicking on the Brightwell cum Sotwell link.

The neighbourhood plan is a way for the parish council, to help shape how their community develops over the coming years.

This is not a formal consultation on the neighbourhood plan, merely the identification of the potential neighbourhood area for the neighbourhood plan.

**How to respond**  
We are opening a six week publication period. This starts from 28 January 2015 until 11 March 2015. This is an opportunity for comments on the proposed area.

You can make comments using our online consultation system. This is available to view using the website details provided. You will need to register to use the system if you have not already.

Please be aware that all comments that we receive will be publicly and will be included on our website.

## APPENDIX 3 – SUMMARY RESPONSES

	Consultee	Organisation/ Agent	Support proposed area?	Comments	Council's Response
1.	<a href="#">Highways Agency</a>		-	No comment now, wish to be included in consultations that have potential to impact A34 or M40 as the Brightwell cum Sotwell Neighbourhood Plan develops.	
2.	<a href="#">English Heritage</a>			No comments, but general advice given about the support that English Heritage can give in neighbourhood planning and how to access information on the historic environment.	
3.	<a href="#">Health and Safety Executive</a>			No comments, but advise that 2 gas pipelines exist within the proposed neighbourhood area and specify what are compatible uses within the buffer zones of these pipelines.	
4.	<a href="#">The Coal Authority</a>		-	No comments. Outside the defined coalfield area, so doesn't want to be consulted further.	
5.	<a href="#">Scottish and Southern Energy Power Distribution (SSE)</a>		-	No comments	
6.	<a href="#">Mr David Coates</a>	Kingerlee Homes	-	It would have been helpful at this initial stage to establish the purpose of preparing the plan and what it hopes to achieve although the SODC publication states the first stage as 'Scoping'	
7.	<a href="#">Network Rail</a>		-	No comments. Wish to be retained in further	

				consultation lists.	
8.	<a href="#">Wallingford Town Council</a>		Y	The Area follows the parish boundary as they will formally exist from April.	
9.	<a href="#">Oxfordshire County Council</a>			New area excludes the Wallingford Site B. Given the proximity to Wallingford, we recommend that the Parish Council works with the Wallingford Town Council in developing its plan.	
10.	<a href="#">Mr Richard Bakesef</a>		N	The area proposed in this Neighbourhood Plan still includes land that is generally accepted to be part of Wallingford or Shillingford. This large area may follow the historic lines of the parish boundary, but these were set many years ago and they do not reflect urban and population growth in this area since the beginning of the 20th century. Indeed, this proposed area still contains part of Site A that was considered for the development of Wallingford by SODC in its most recent Core Strategy process. An alternative approach is to exclude the remainder of Site A (from the roundabout connecting Wantage Road to the A4130 in a straight north easterly direction all the way to the Shillingford Road), and to exclude all of the land to the east/north east of the Shillingford Road. These areas should be included in the emerging Neighbourhood Plan for Wallingford.	
11.	<a href="#">Aylesbury Vale District Council</a>		-	No comments	
12.	<a href="#">Natural England</a>		-	Natural England must be consulted on Draft Neighbourhood Plans where the Parish council considers the proposals may affect their interest in	

			conserving, enhancing and managing the natural environment. They must also be consulted on Strategic Environmental Assessments, Habitats Regulations Assessment screening and Environmental Impact Assessments, where these are required. General advice given on how to access information from an environmental records centre, on protected species, protected sites, protected landscapes and on soils.	
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