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Cherwell District Council

Overview and Scrutiny Committee

Minutes of a meeting of the Overview and Scrutiny Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 1 February 2022 at 6.30 pm

Present:

Councillor Tom Wallis (Chairman)
Councillor Douglas Webb (Vice-Chairman)
Councillor Mike Bishop
Councillor Sandy Dallimore
Councillor Simon Holland
Councillor David Hughes
Councillor Ian Middleton
Councillor Perran Moon
Councillor Adam Nell
Councillor Les Sibley
Councillor Bryn Williams

Substitute Members:

Councillor Shaida Hussain (In place of Councillor Matt Hodgson)

Also Present:

Councillor Barry Wood, Leader of the Council
Councillor John Broad
Craig Bower, Programme Director of Digital Infrastructure Oxfordshire

Apologies for absence:

Councillor Matt Hodgson

Officers:

David Peckford, Assistant Director: Planning and Development
Andrew Maxted, Planning Policy, Conservation and Design Manager
Natasha Clark, Governance and Elections Manager
Emma Faulkner, Democratic and Elections Officer
Lesley Farrell, Democratic and Elections Officer

Declarations of Interest

There were no declarations of interest.

37 **Minutes**

The Minutes of the meeting of the Committee held on 30 November 2021 were confirmed as a correct record and signed by the Chairman.

38 **Chairman's Announcements**

There were no Chairman's announcements.

39 **Urgent Business**

There were no items of urgent business.

40 **Digital Infrastructure Update**

The Committee received a presentation from the Programme Director of Digital Infrastructure Oxfordshire, which gave an update on the progress of full fibre internet and 5G mobile signal rollout across the county.

Following the partnership with BT Openreach that had been in place since 2014, 14,000 premises in the district had been connected to superfast broadband services. 98.5% of the district now had access to superfast services, an increase from 63% when the programme started.

The percentage of premises with no access to a connection of at least 10 megabits per second (mbs), which was considered a minimum requirement for getting online, was currently 0.9%.

The Programme Director of Digital Infrastructure Oxfordshire explained that the focus of the current programme was to deliver full fibre connections to premises, rather than cabinets as had previously been the case. Openreach had published their rollout plans for delivery, and work to upgrade connections had been carried out in Banbury before Christmas 2021. A number of smaller providers would also be providing fibre services to property connections, but they had not publicly announced their plans due to commercial sensitivities. This made associated communications with affected areas difficult, as the upgrading of wires and poles involved roadworks and disruption to infrastructure. However, once the appropriate upgrades had been made and fibre connections were in place, it would be easier to make changes in the future.

Regarding connection of business premises, the Programme Director of Digital Infrastructure Oxfordshire explained that since 2019, 230 businesses had been connected via funding from DEFRA. The businesses had been in some of the hardest to reach areas of the district, and therefore not viable for commercial providers to install connections. As the base infrastructure was

now in place, it was hoped commercial providers would use the connections to further develop services in those areas.

In October 2021 a new project had started called 'Gigahubs'. 24 public service buildings across the district had been identified as hub sites, which would have fibre connections installed that could then be used to extend fibre connectivity to local residents and businesses.

In relation to mobile digital signal, the Programme Director of Digital Infrastructure Oxfordshire explained that the team had a focus on 'small cell' improvements. This involved the installation of small units on street furniture such as lampposts, to increase the available mobile signal. Initially the project would be rolled out to a small number of lampposts in Oxford, but it was hoped that by the end of 2023 up to 70 lampposts across the county would have the technology, including some in Banbury and Bicester.

With regard to planning applications for new or upgraded mobile phone masts, the Programme Director of Digital Infrastructure Oxfordshire explained that discussions were ongoing with mobile phone providers to encourage them to go through the pre-application process before submitting an application. Doing so would allow discussions to take place regarding the suitability of proposed locations and possible alternative locations, increasing the possibility of an application being approved.

In response to questions from the Committee the Programme Director of Digital Infrastructure Oxfordshire said that the Shared Rural Network had been set up by the Department for Digital, Culture, Media and Sport in 2020, which encouraged the four mobile network operators in the UK to share masts and improve digital connectivity.

At the discretion of the Chairman, Councillor Broad addressed the Committee regarding the danger to the radar altimeters on military and commercial aircraft of the frequency being used.

The Committee thanked the Programme Director of Digital Infrastructure Oxfordshire for the presentation.

Resolved

- (1) That the presentation be noted.

41 Oxfordshire Plan 2050: Summary of responses from Regulation 18 Part 2 Consultation and next steps

The Committee considered a report from the Assistant Director – Planning and Development that gave an update from the Future Oxfordshire Partnership on the preparation of the Oxfordshire Plan 2050, and included a summary of comments received during the recent consultation.

The Assistant Director – Planning and Development gave a short presentation that highlighted the key aspects of the report.

All Oxfordshire district and city Scrutiny Committees were due to consider the same report during February, before a further report was submitted to all Executive and Cabinet meetings in March. The Statement of Community Involvement for the Oxfordshire Plan 2050 had been updated following the consultation stage, and was recommended to all Oxfordshire district and City Executive/Cabinets for approval.

The next stage of the plan process would be the Regulation 19 submission plan, that was currently scheduled for Summer 2022. Once this stage had been completed the plan would move to Regulation 22, submission of the plan to the Secretary of State to start the examination. This was currently scheduled for Autumn 2022, but the Assistant Director – Planning and Development explained that detailed analysis of the consultation responses was still being undertaken, and timeframes for the subsequent stages of the plan could be amended.

422 parties had submitted responses to the consultation. Feedback had been generally positive, with widespread support for the approach to climate change adaptation, and general agreement regarding the need for more affordable homes across the county.

As well as the positive feedback, some responses had called for more say on the next iteration of the plan, as there was concern that proceeding straight to Regulation 19 stage wouldn't give time for further consultation. The Assistant Director – Planning and Development explained that it would be possible for the Future Oxfordshire team to proceed to Regulation 19, but they were considering all responses in detail before confirming the next stage.

Comments had also been submitted regarding a need for the plan to have long term flexibility due to the time scale it was proposed to cover.

The central plan team were now considering the scope of the proposed plan, and undertaking further work in relation to the latest legislation and national policy, as well as considering the relationship between the Oxfordshire Plan and the local plans of each authority across the county.

The detailed work programme would be reviewed, and discussions would take place with the Department for Levelling Up, Housing and Communities due to the plans link with the Growth Deal.

With regard to the Statement of Community Involvement update, the document detailed how consultation would be undertaken, when, and who would be consulted. It had been necessary to update the document following the lifting of Coronavirus regulations.

In response to questions from the Committee, the Assistant Director – Planning and Development explained that there was time for changes to be made to the plan if the central team felt they were necessary. Once a local

plan reached Regulation 19 stage it was unlikely that any significant changes would be made, so it was important that appropriate time was taken between Regulation 18 and Regulation 19 stages to address consultation feedback and ensure the plan was ready to proceed to examination.

The Committee thanked the officers involved in producing the comprehensive feedback document, but some Members commented that there had been insufficient time to fully read and review all documents submitted for the meeting due to the level of detail.

The Committee repeated the concerns that had been raised in July 2021 when considering the Oxfordshire Plan 2050 Regulation 18 Part 2 Consultation document regarding the accuracy of the Oxfordshire Growth Needs Assessment, due to the implications of the figures on the plan.

At the discretion of the Chairman, Councillor Broad addressed the meeting in relation to the method to be used to determine the housing numbers as this was not included in the report.

With regard to references to affordable housing, the Committee again emphasised the need for more social rented housing rather than Government defined affordable housing. The Assistant Director – Planning and Development explained that the detail regarding implementation of the plan would be the responsibility of local Housing teams, and affordability would be an important aspect of the discussions at that stage.

In response to a query regarding if it would be possible for affordable rented housing to be linked to local wages rather than the national market formula, the Assistant Director – Planning and Development explained that there wasn't a detailed policy in place yet but discussions could be held regarding the possibility of such a link. The Committee requested an update on discussions at the relevant time.

Referring to the recommendation in the report for the Committee to note the consultation feedback, some Committee members felt that agreeing to note the report could not be interpreted as agreeing with the details.

Resolved

- (1) That the summary results from the recent regulation 18 (part 2) consultation be noted.
- (2) That the revised scope of the Oxfordshire Plan, with clarification over its relationship to city and district Local Plans and supporting evidence base be noted.
- (3) That the next steps of the Oxfordshire Plan process be noted.
- (4) That Executive be recommended to adopt the revised Statement of Community Involvement for the Oxfordshire Plan (Annex to the minutes

as set out in the Minute Book) when it considers a report on this matter at its March 2022 meeting.

(Councillors Perran Moon and Shaida Hussain requested that it be recorded they had voted against the recommendations.

Councillors Ian Middleton and Simon Holland requested that it be recorded they had abstained from voting on the recommendations).

42

Work Programme 2021-2022

The Committee considered its work programme for 2021, received an update on subjects for review and on items previously submitted to the Committee.

With regard to the Member Training and District and Parish relationship working groups, Councillor Sandy Dallimore reported that both working groups had formulated recommendations and detailed reports would be submitted to the March 2022 meeting of the Committee.

Resolved

- (1) That the work programme update be noted.
- (2) That the update on topics previously suggested for review be noted.
- (3) That the update on items previously submitted to the Overview and Scrutiny Committee be noted.

The meeting ended at 8.37 pm

Chairman:

Date:



STATEMENT OF COMMUNITY INVOLVEMENT

HOW THE PUBLIC AND STAKEHOLDERS WILL BE INVOLVED IN THE DEVELOPMENT OF THE OXFORDSHIRE PLAN

UPDATED IN JANUARY 2022

Produced by



Supported by



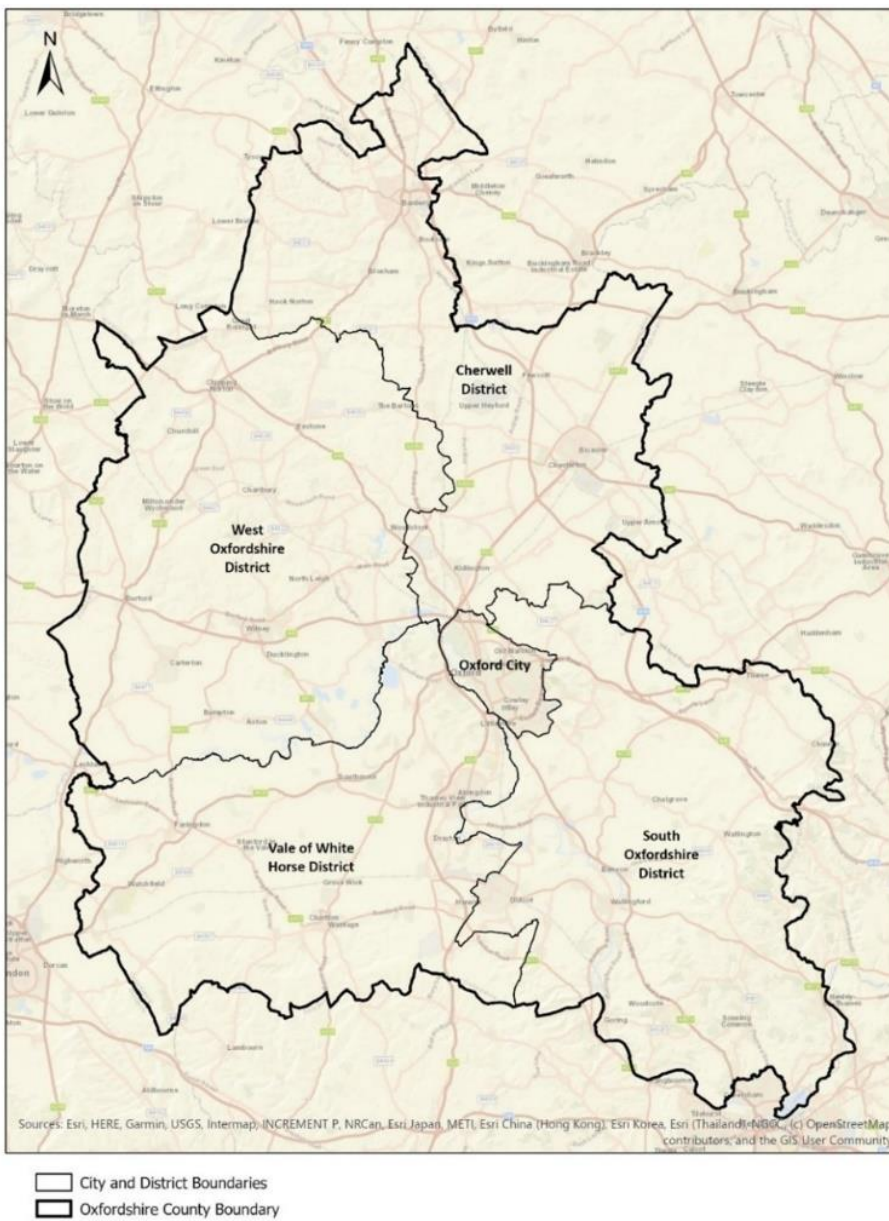
1 Introduction

1.1 This statement sets out how people and organisations can get involved in shaping the future of Oxfordshire. It updates and replaces the previous Statement of Community Involvement, published in June 2021.

1.2 This update provides the latest information on the progress of the Oxfordshire Plan, including how community and stakeholder engagement will operate during the COVID-19 outbreak. It also explains the consultation methods that will be used at different points in the preparation of this plan to ensure effective community and stakeholder engagement from the outset.

1.3 The Oxfordshire Plan is a joint statutory plan and covers the authorities of Cherwell District Council, Oxford City Council, South Oxfordshire District Council, Vale of White Horse District Council and West Oxfordshire District Council (as defined in figure 1).

Figure 1: Oxfordshire authority boundaries



1.4 Recent changes to government legislation (following the lifting of the coronavirus restrictions) and the increased use of digital engagement tools (e.g. social media platforms) mean that this statement needs to be updated.

1.5 This statement sets out Oxfordshire’s approach to the effective engagement of people and organisations during the production of the Oxfordshire Plan. Early and meaningful engagement will help to ensure that planning policies in the emerging plan reflect the needs, aspirations and concerns of residents and businesses across Oxfordshire. It also explains:

- how consultation and engagement on the Oxfordshire Plan will take place;
- who will be consulted and when; and
- how future consultation stages will be monitored to ensure they remain effective and meaningful.

1.6 Community engagement lies at the heart of good planning in Oxfordshire. In Oxfordshire, good planning will make a significant and positive difference to the lives of residents and businesses and help deliver the new homes, jobs, services we need and safeguard the environmental assets we value. By preparing this plan, the public and stakeholders will have the opportunity to share their ideas and feedback on the future planning of Oxfordshire, including the future role of Oxfordshire’s settlements.

1.7 The Oxfordshire Plan will be prepared in line with the procedures and processes set out in this statement¹.

1.8 We hope that you find this statement clear and easy to read. Technical terms are defined in the text or the glossary (see appendix 1). All the most up-to-date information on the emerging plan is available from our website at <https://oxfordshireplan.org>.

2. Background

2.1 Local authorities in Oxfordshire have agreed a housing and growth deal with the government to plan and support the delivery of significant new affordable homes and major infrastructure investment in response to the growing needs of the population. This deal includes a commitment to produce a joint statutory spatial plan (known as the “Oxfordshire Plan”) to guide the future planning of the county up to 2050.

2.2 The Oxfordshire Plan will provide a positive, high-level planning framework to guide the delivery of new homes, economic development and associated infrastructure across the county, with a bold ambition to confront our climate crisis, build a fairer and more prosperous economy, foster more thriving and accessible neighbourhoods and support a truly green recovery that protects the future of our environment and wildlife. Specifically, it will outline:

- a shared vision of how the county will develop and change over the next 25-30 years, based on the shared priorities of the Future Oxfordshire Partnership²;
- the broad pattern, scale and quality of new development (including the provision of affordable homes, employment and supporting infrastructure) that will come forward across the whole of Oxfordshire, and how it will be apportioned to the city and districts;
- a series of theme-based policies to guide and inform planning decisions at the strategic level, including the preparation and implementation of Local Plan reviews and major planning applications; and
- approach to delivery and implementation, including review triggers, monitoring targets, phasing timescales and funding mechanisms.

2.3 Once adopted, the Oxfordshire Plan will form part of the development plan of each authority in

¹ Planning and Compulsory Purchase Act 2004.

² The Future Oxfordshire Partnership has developed a long-term strategic vision on the future of Oxfordshire up to 2050, in consultation with key strategic partners and the wider public, which will inform the development of other plans and wider strategies, including the Oxfordshire Plan (see <https://futureoxfordshirepartnership.org>).

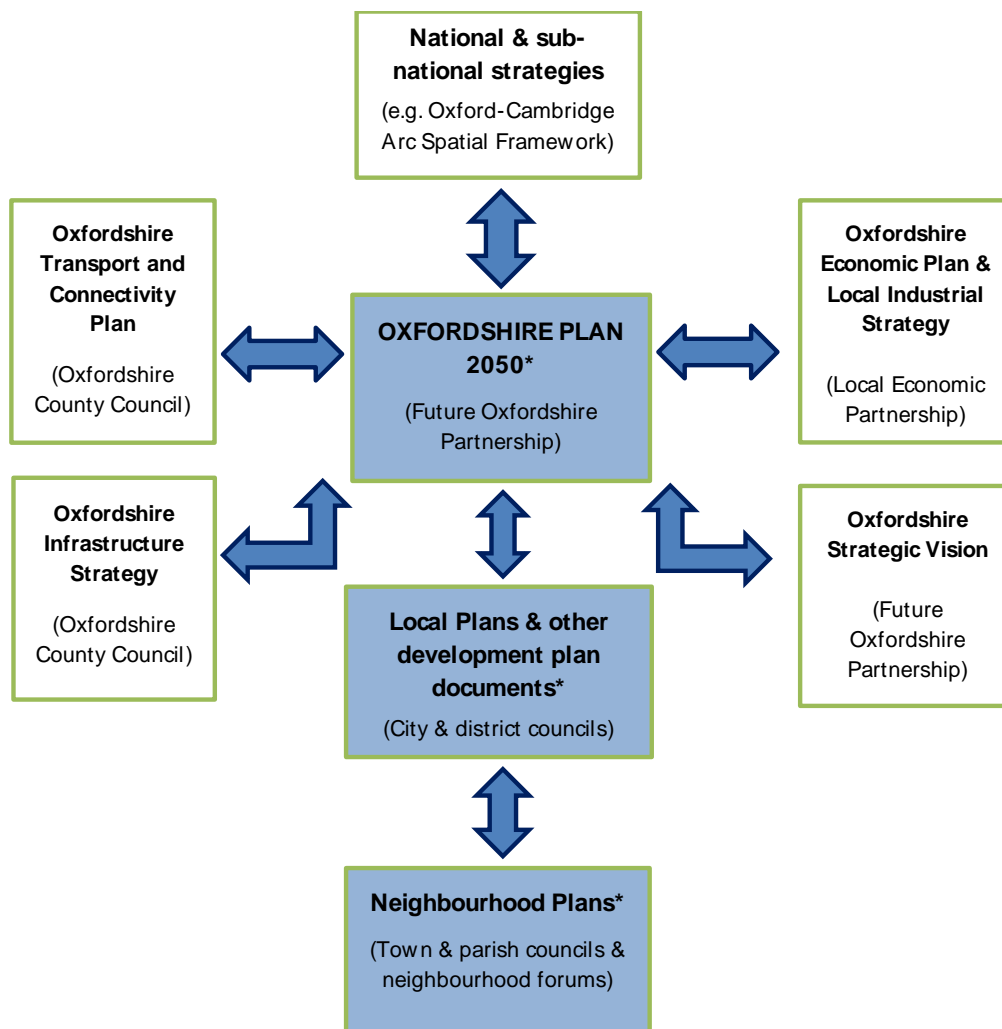
Oxfordshire³.

2.4 Figure 2 overleaf shows the relationship between the Oxfordshire Plan and other relevant plans and strategies, such as Local Plans. The Oxfordshire Plan will build on the current suite of adopted Local Plans (up to 2031/2036) and look ahead to align with the long-term priorities of county-wide strategies, such as the Local Industrial Strategy, Oxfordshire Infrastructure Strategy and Oxfordshire Transport and Connectivity Plan, up until 2050. It will also sit alongside the high-level policies expected to be set out in the government's emerging Oxford-Cambridge Arc Spatial Development Framework.

2.5 The Oxfordshire Plan will, in turn, inform and guide the review and roll-forward of city and district Local Plans and other development plan documents (e.g. area action plans), where appropriate. Local Plan reviews will need to align with the policies set out in the Oxfordshire Plan.

Figure 2: Relationship between the Oxfordshire Plan 2050 and other relevant plans and strategies

³ In Oxfordshire, the development plan consists of the Oxfordshire Plan, Local Plans (plus any supporting development plan documents, such as area action plans, where appropriate) and Neighbourhood Plans (as illustrated in figure 3). Future decisions will be determined in accordance with Oxfordshire's development plan (as defined in the glossary) unless other relevant considerations need to be taken into account (section 28 of the Planning and Compulsory Purchase Act 2004 - as amended).



*Statutory documents which form part of Oxfordshire's development plan

3. How the public and stakeholders will be involved in the preparation of the Oxfordshire Plan

3.1 As presented in figure 3, the Oxfordshire Plan involves different stages of preparation, which require public consultation and engagement. This statement sets out how these requirements will be met.

3.2 The Oxfordshire Plan must also be prepared in line with other specific legal and procedural requirements. A sustainability appraisal will be undertaken at each stage of preparation to evaluate the social, economic and environmental impacts of the plan policies and alternative options (as per the regulations⁴). In doing so, it will ensure that the plan contributes to the achievement of sustainable development. Specific consultation bodies (Environment Agency, Heritage England and Natural England) will need to be notified on the scope and content of the sustainability appraisal alongside the preparation of the plan. These policies will also be assessed in terms of their potential impact on:

- different groups of people (as per the Equality Act); and
- the integrity of internationally designated nature conservation sites (as per the Habitat Regulations).

3.3 Comments will be invited on the findings of the sustainability appraisal and other supporting documents at each stage of public consultation.

3.4 The Oxfordshire Plan will also need to be prepared in accordance with the duty to co-operate set out in legislation⁵. It places a legal duty on local authorities to co-operate with neighbouring districts,

⁴ Planning and Compulsory Purchase Act 2004

⁵ Localism Act 2011

boroughs and counties, as well as other organisations including the local primary care trust and transport authorities on an ongoing and collaborative basis, particularly in the context of strategic cross-boundary matters. Oxfordshire authorities are working together under the duty to co-operate to progress the Oxfordshire Plan through to adoption.

4. Who will be engaged during the preparation of the Oxfordshire Plan?

4.1 A wide range of groups, organisations and individuals will be invited to participate in the plan preparation process. These include specific and general consultation bodies (as defined in the regulations).

4.2 Specific consultation bodies include:

- statutory consultees as set out in the relevant regulations, including neighbouring councils and government agencies, such as Highways England, Natural England, Environment Agency and Historic England;
- town and parish councils;
- neighbouring authorities; and
- local service providers (including the emergency services, utility companies and public health providers)

4.3 General consultation bodies must be consulted at key stages of the plan process where the proposed subject matter will be of interest to them. These include:

- national and regional organisations, such as the National Trust and wildlife trusts;
- businesses and economic groups including the Oxfordshire Local Enterprise Partnership, universities and colleges;
- housebuilders, developers, landowners and housing associations;
- local organisations and societies, such as civic amenity groups and community boards
- hard-to-reach groups, such as young people, people with disabilities, ethnic minorities and gypsy and travelers; and
- residents and individuals, who may have an interest in the Oxfordshire Plan

5. How do we consult?

5.1 A range of different methods will be used at each stage of the plan process to inform, consult and engage with the public and interested parties, depending on the nature of the consultation and the specific needs of the audience or target group. This will involve:

- updating the web pages to include relevant links to documents and post latest news;
- producing consultation documents and materials that are clear, concise and avoid unnecessary technical language, as far as possible, without understating the complexities of any issues or decisions;
- preparing press releases and advertising in the local press;
- holding engagement events, such as exhibitions and briefings, face-to-face or online, where reasonably practicable;
- making consultation documents available upon request, in other languages, large print, braille and audio;
- preparing visual aides (e.g. presentations) that are accessible to blind people, people with impaired hearing and people with mental health issues or learning difficulties;
- preparing response forms/survey forms to facilitate responses to the consultation;
- producing a glossary explaining the technical and planning terms used in the plan;

- using high-quality visuals and graphics to enhance the text and illustrate key points from the plan, where appropriate;
- preparing leaflets/newsletters summarising the purpose of the consultation and how to make comments; and
- maintaining an up-to-date consultation database containing specific and general consultees and others that have expressed an interest to be consulted on the plan, in accordance with the General Data Protection Regulations. Where consultation is required, all those on the consultation database will be notified. When individual or organisations makes a representation on the Oxfordshire Plan or its supporting documentation, they will be added to the consultation database.

5.2 Where appropriate, we may use panels or reference groups as part of future public engagements as well as undertake additional research, such as an opinion poll.

5.3 We want everyone to have an opportunity to shape and influence how Oxfordshire is planned and developed in the future, irrespective of their differences, including by way of age, disability, gender reassignment, pregnancy and maternity, race, religion and belief, sex, employment status, social background and sexual orientation. Consultation events and meetings will be carefully planned to maximise accessibility to a range of stakeholders and individuals, from different parts of Oxfordshire, at a range of times (subject to meeting covid-19 guidelines). Hard copies of the consultation documents can also be printed on request (subject to a small fee to cover costs).

5.4 All consultation documents and relevant evidence will be made available online (via the Oxfordshire Plan web site). Where requested, consultation documents will be made available in other languages or formats (e.g. braille, large print and sign language), as appropriate.

5.5 We will ensure that personal data gathered within public consultation processes will comply with the General Data Protection Regulations 2018 and the Data Protection Act 2018, in terms of how it is collected and managed.

5.6 We will also raise awareness of the publication of documents and public consultations via our website, social media (Facebook, Twitter and Instagram), an email to those on our mailing list and through a press release sent to local media. It may be possible due to changes in covid-19 advice to reinstate hard copies of the plan and relevant consultation documents at deposit locations (all libraries and council offices in Oxfordshire).

5.7 There are continuing public health guidelines related to the COVID-19 pandemic (see www.gov.uk) and our consultation methods will need to reflect the changing government guidance and importantly protect the health of our communities, residents, businesses and staff members.

5.8 During the coronavirus pandemic, temporary measures may be put in place to minimise the impacts of the restrictions on people and organisations engaging with the development of the Oxfordshire Plan and future public consultations. These measures are subject to change according to COVID-19 and prevailing health advice.

5.9 Additional days will be added to public consultation periods where statutory public holidays fall within the formal consultation period.

5.10 Some public events, meetings, workshops, exhibitions and focus groups may now be able to take place in person, albeit with possible restrictions⁶. We will also continue to undertake public engagement virtually, using online meeting systems, web pages and social media, in the interests of public health and ease of access. For the latest information on the plan, please see the Oxfordshire Plan 2050 website at <https://oxfordshireplan.org>.

6. How to comment on the Oxfordshire Plan?

6.1 As set out in previous statements, stakeholders and members of the public can respond to public consultations on the Oxfordshire Plan in one of the following ways:

- Online (via the Oxfordshire Plan website at <https://oxfordshireplan.org>).
- Email: info@oxfordshireplan.org
- Post: Oxfordshire County Council, Oxfordshire Plan 2050, County Hall, New Road, Oxford, OX1 1ND

6.2 A comments form will be produced at each stage of public consultation. The form will be able to be used through the consultation portal on the web site, or alternatively the form or letters can be emailed or posted to us. Receiving comments through both electronic and handwritten formats will ensure those without internet access will not be disadvantaged in terms of engagement.

6.3 We would encourage people and organisations to make use of the “Oxfordshire Plan 2050” website, which will set out the information we are seeking at each consultation stage, together with clear instructions on how to register comments. Online engagement will be the easiest way to respond to public consultations and will allow us to quickly consider your comments on the plan.

6.4 All comments received in response to a public consultation will be considered. A consultation report summarising comments and our responses to the issues raised will be made available on the Oxfordshire Plan website.

7. When we will consult?

7.1 Figure 3 below sets out the stages of plan preparation, including key milestones and extent and nature of the public consultation activities, as well as the role of different organisations and representatives. These stages are as follows:

- Early informal consultation and engagement (regulation 18).
- Formal consultation on draft plan (regulation 19).
- Submission and examination (regulations 22 and 34).
- Adoption (regulation 36).

Figure 3: Stages of preparation

Regulation 18 consultation		
Description of plan stage:		
Regulation 18 is the earliest stage of plan engagement and represents the scoping stage to decide what should be included within the plan. This includes potential policy options and spatial options. Due to the nature of this stage with its ambition to gain a variety of views on what could be included in the plan, multiple consultations can take place, of which two have taken place so far.		
Who was/will be involved?	What were we/are we consulting on?	How did we consult, or how are we consulting?
<i>Informal consultation on the emerging Oxfordshire Plan</i>		
Various bodies/stakeholders are consulted in line with those required under regulation 18 of the Town and Country	A report summarising the results of the consultation (including an explanation of how the views from stakeholders have been considered in the development of the plan). Following the consultation, we will	<ul style="list-style-type: none"> • Oxfordshire Plan 2050 website • Contact consultees/organisations and other interested parties by email

<p>Planning (Local Planning) Regulations 2012.</p> <p>This includes the general public and other interested bodies as appropriate.</p>	<p>update the plan to take account of the responses from stakeholders, the results of the sustainability appraisal and the supporting evidence.</p>	<ul style="list-style-type: none"> • Social media posts • Events/ exhibitions • Press release • Documents available to view in council buildings
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Publication (regulation 19)

Description of plan stage:

Regulation 19 is the second stage of the consultation process and is the stage at which the final draft version of the plan is published. At this stage, representations must relate to the tests relating to how the plan has been prepared (legal compliance) and its content (soundness), as outlined in government guidance. The public consultation represents the last opportunity to influence and help shape the direction of the plan before it is submitted to the secretary of state.

Who was/will be involved?	What were we/are we consulting on?	How did we consult, or how are we consulting?
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Consultation on the submission draft plan

<p>Various bodies/stakeholders will be consulted in line with those required under regulation 19 of the Town and Country Planning (Local Planning) Regulations 2012. This will include the general public and other interested bodies as appropriate.</p>	<p>We will consult on the draft submission plan over a period of at least six weeks. This will set out the final proposed strategy and policies of the plan.</p>	<ul style="list-style-type: none"> • Oxfordshire Plan 2050 website • Contact consultees/organisations and other interested parties by email • Social media posts • In person and/or virtual consultation events with key stakeholders and the public (depending on government regulations at the time of the consultation) • Press release • Documents available to view in libraries and council buildings
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Submission and independent examination (regulations 22 and 34)

Description of plan stage:

Following the close of the regulation 19 consultation, the Oxfordshire Plan will be submitted alongside the representations received during the regulation 19 consultation and supporting evidence (including the sustainability appraisal) to the secretary of state, who will appoint an inspector to carry out an independent examination.

Supporting documents will include technical studies, background papers and written summaries of previous public consultations setting out how the issues raised through the publication stage have been addressed in the plan.

The examination will assess whether the plan has been prepared in accordance with legal and procedural requirements (e.g. duty to co-operate and public consultation) and meets the test of soundness. The four tests of soundness are set out in the National Planning Policy Framework (NPPF).

Who was/will be involved?	What were we/are we consulting on?	How did we consult, or how are we consulting?
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Issues and matters		
<p>We will notify people/organisations listed in the regulations and others as appropriate via the programme officer about the commencement of the examination.</p>	<p>The inspector will consider the evidence used to support the plan and any representations which have been put forward from stakeholders and other interested parties.</p> <p>All documentation associated with the examination will be recorded and made available to the public and stakeholders via the Oxfordshire Plan examination library on our joint website. The examination library will be kept up to date as the examination progresses.</p>	<ul style="list-style-type: none"> • Oxfordshire Plan 2050 website • Contact consultees/organisations and other interested parties by email • Social media posts • In person and/or virtual consultation events with key stakeholders and the public (dependent on government regulations at the time of the consultation) • Press release
Public hearing sessions		
<p>Anyone has the right to attend and speak at hearings if they wish, so long as they have submitted representations on the Oxfordshire Plan during the formal consultation stage (regulation 19) and stated in advance that they wish to attend the hearings.</p>	<p>The planning inspector will hold several public hearing sessions in the form of informal roundtable discussions, where the inspector will probe the key issues and matters relating to the plan and its preparation.</p> <p>Stakeholders and members of the public will be invited to attend and speak at specific hearings at which they wish to discuss the issues raised in their representations.</p>	<ul style="list-style-type: none"> • Oxfordshire Plan 2050 website • Contact consultees/organisations and other relevant stakeholders via email to notify them of the hearings • Press release • Social media posts
Consultation on the inspector's main modifications to the submission plan		
<p>We will consult people/organisations listed in the regulations, general public and other interested bodies as appropriate.</p>	<p>As part of this examination process, the inspector will propose changes that they consider necessary to ensure it is 'sound' and legally compliant. These are known as 'main modifications'.</p> <p>All main modifications will be subject to a 6-week period of consultation (see below). The inspector will consider all the representations made before finalising the examination report and the schedule of recommended main modifications.</p> <p>Following the close of the public consultation, we will publish a statement of consultation setting out a summary of the comments made on the main modifications.</p>	<ul style="list-style-type: none"> • Oxfordshire Plan 2050 website • Contact consultees/organisations and other relevant stakeholders by email • Press release • Social media posts

Receipt and publication of the inspector's report (regulation 35) and subsequent adoption of the plan (regulation 36)

Description of plan stage:

<p>This is the last stage of the preparation process following the public examination, at which the inspector publishes their recommendations on the soundness of the plan in a final report. If the inspector confirms that the plan is sound and legally compliant, we will be able to formally adopt the plan (subject to the ‘main’ modifications’ identified in the report). In addition, we will be able to make minor, non-material changes (‘additional modifications’) at any time before formal adoption to improve the clarity, consistency and accuracy of the plan.</p>		
Who was/will be involved?	What were we/are we consulting on?	How did we consult, or how are we consulting?
<i>Receipt and publication of the inspector’s report</i>		
<p>We will notify people/organisations listed in the regulations and others as appropriate via programme officer about the publication of the inspector’s report.</p>	<p>At the end of the examination, the planning inspector will publish a report on the submitted plan to the six Oxfordshire authorities recommending whether they can adopt the plan. In most cases, the report will recommend some changes (known as ‘main modifications’ – see below) that are necessary to allow the plan to be adopted.</p> <p>There is no consultation on the inspector’s report, but it will be made available to the public via our website.</p>	<ul style="list-style-type: none"> • Oxfordshire Plan 2050 website • Contact consultees/organisations and other relevant stakeholders by email • Press release • Social media posts
<i>Adoption</i>		
<p>We will notify people/organisations listed in the regulations and others as appropriate via programme officer about the adoption of the plan.</p>	<p>Once the examination has closed, approval will be sought from the six Oxfordshire authorities to accept the recommendations of the inspector’s report and formally adopt the Oxfordshire Plan.</p>	<ul style="list-style-type: none"> • Oxfordshire Plan 2050 website – publish the adoption version of the plan • Press release • Social media posts • Contact organisations and other relevant stakeholders via email • Publish an adoption statement, which will advise of a six-week period within which any challenge via judicial review must be made. • Publish a summary of the Oxfordshire Plan Sustainability Appraisal and Habitat Regulations Assessment

8. Monitoring and review

8.1 This statement will be kept under regular review (through the Oxfordshire Plan Annual Monitoring Report) and will be updated where necessary to reflect changes to the timetable and other circumstances, such as the ongoing coronavirus pandemic.

Appendix 1: Glossary

Term	Acronym	Explanation
Authority Monitoring	AMR	Councils are required to produce an authority monitoring report (as set out in section 113 of the 2011 Localism Act) to review the progress and effectiveness of the plan and the extent to which its policies are being

Report		achieved.
Department for Levelling Up, Housing and Communities	DLUHC	A ministerial department which “supports communities across the UK to thrive, making them great places to live and work” (see www.gov.uk)
Development plan		<p>Councils have a statutory duty (either jointly or individually) to prepare and update development plans across their areas in consultation with the local community and stakeholders. The development plan guides future planning decisions and ensures these are rational and consistent, having regard to other material considerations.</p> <p>Oxfordshire’s development plan, once adopted, will include the following documents.</p> <ul style="list-style-type: none"> • Oxfordshire Plan • Oxfordshire Minerals and Waste Plan • Local Plans (city and districts) • Neighbourhood Plans
Duty to co-operate		Councils are required under the Localism Act to work together on a cooperative and ongoing basis to deal with cross-boundary issues, such as public transport, large-scale housing allocations or large employment clusters.
Equalities impact assessment		An assessment of impacts against different characteristics (e.g. gender, ethnicity and disability) protected under the 2010 Equality Act
Examination		The examination will assess whether the plan meets the tests of soundness (as set out in National Planning Policy Framework) and complies with the regulations.
Future Oxfordshire Partnership	FOP	Joint committee of the six councils of Oxfordshire (as listed in paragraph 1.3 above) along with the local economic partnership and other key partners. The partnership is overseeing the delivery of the Oxfordshire Plan.
Habitat Regulations Assessment	HRA	An assessment of the potential effects of a plan or programme on the integrity of internationally important nature conservation sites
Local Development Scheme	LDS	A scheduled work programme and timetable to guide the preparation of joint plans or single plans
Localism Act		This act introduced several new rights and powers to allow local communities to shape new development, including the provision to prepare a ‘neighbourhood plan’ to guide future planning of an area
Local Plans		Local plans are prepared to guide the future planning and development of an area. Work has begun on the review of the adopted local plans in each administrative area. Wherever possible, preparation will be undertaken in parallel with the timetable of the Oxfordshire Plan.
National Planning Policy Framework	NPPF	<p>This document sets out the government’s policies on the planning system in England.</p> <p>Although not part of the development plan, the policies set out in the framework must be considered in the preparation of statutory plans, such as joint plans. The framework sets out a presumption in favour of sustainable development when preparing plans and making planning decisions.</p>
National Planning Practice Guidance	NPPG	National planning guidance which helps explain how the policies in the framework (NPPF) will be applied. Regular updates are published online.
Neighbourhood Plans		A planning document which sets out the vision to guide the future planning of a neighbourhood area, and contains policies relating to the development and use of land in this area. Once adopted, it will have formal status as

		development plan document and form part of Oxfordshire's development plan. All neighbourhood plans must be in general conformity with the strategic policies set out in the Oxfordshire Plan / Local Plans.
Oxford-Cambridge Arc		The five counties (Bedfordshire, Buckinghamshire, Cambridgeshire, Northamptonshire and Oxfordshire) around the line between Oxford, Milton Keynes and Cambridge. The arc has one of the fastest-growing economies in England. It supports more than 2 million jobs and adds over £110 billion to the economy every year.
Oxford-Cambridge Arc Spatial Framework		A long-term statutory decision-making framework to guide the future growth of the Oxford-Cambridge Arc to 2050. This will inform the preparation of other plans (e.g. Oxfordshire Plan) and strategies across the arc.
Planning and Compulsory Purchase Act		National planning legislation from central government aimed at improving the planning process and enhancing community involvement in it. Under section 15 of the act, councils are required to set out current planning policy documents, and any new or replacement documents that it intends to produce in the future, and list them within a local development scheme.
Spatial strategy		The strategy will set out the broad locations where new homes, jobs and services will be provided across Oxfordshire to meet identified needs in line with the overall vision and objectives of the Oxfordshire Plan. Specific proposals will be shown on a key diagram. In this context, preferred means that the strategy is deemed to be the most sustainable and appropriate way of meeting Oxfordshire's future needs in the light of reasonable alternatives.
Oxfordshire Housing and Growth Deal		Signed agreement between the government and the six authorities of Oxfordshire / Oxfordshire Local Economic Partnership to secure funding towards the delivery of new affordable homes, jobs and infrastructure investment up to 2031 and beyond. The deal committed to prepare a joint statutory plan to guide the future planning of the county up to 2050.
Reasonable alternatives		The different realistic options considered in developing the policies in the Oxfordshire Plan
Statement of Community Involvement	SCI	This document outlines how the community and stakeholders will be involved in the preparation and continuing review of the Oxfordshire Plan.
Strategic Environmental Assessment	SEA	A general term used internationally to describe environmental assessment as applied to policies, plans and programmes.
Sustainability appraisal	SA	A systematic process (a requirement of the Planning and Compulsory Purchase Act 2004) aimed at appraising the social, environmental and economic effects of plan, strategies and policies to ensure they accord with the objectives of sustainable development. SA also incorporates the requirements of the SEA Directive.
Tests of soundness		Plans must be positively prepared, justified, effective and consistent with national planning policy in line with the National Planning Policy Framework.
Town and Country Planning (Local Planning) (England) Regulations		The regulations set out the public participation and consultation required when preparing and revising a statutory plan. Regulations 18, 19, 20 relate to informal and formal consultations of plan preparation. Regulation 24 relates to the independent examination of the plan.