

This report is public	
Application for the Redesignation of a Neighbourhood Area for the parish of Bodicote	
Committee	N/A Portfolio Holder Decision
Portfolio Holder presenting the report	Portfolio Holder for Planning and Development Management, Councillor Jean Conway
Date Portfolio Holder agreed report	13 October 2025
Report of	Assistant Director – Planning and Development, David Peckford

Purpose of report

Bodicote Parish Council (the “Parish Council”) has submitted an application for the designation of a Neighbourhood Area for the parish of Bodicote in order to prepare a Neighbourhood Development Plan. The District Council must determine the application.

1. Recommendations

The Portfolio Holder for Planning and Development resolves:

- 1.1 To designate the whole of the parish of Bodicote as a Neighbourhood Area.
- 1.2 To determine that the Neighbourhood Area should not be designated as a business area under Section 61(H) of the Town and Country Planning Act 1990 (as amended).

2. Executive Summary

- 2.1 The Parish Council wishes to produce a Neighbourhood Plan for the parish of Bodicote. A Neighbourhood Area was designated in 2016. However, the Parish Council did not progress production of a Neighbourhood Plan for the designated Neighbourhood Area. In 2022 Cherwell District Council undertook a Community Governance Review and Made a Reorganisation of Community Governance Order in 2023 which resulted in alterations of the parish areas of Banbury and Bodicote. This came into effect in May 2024. Therefore, in accordance with the Town and Country Planning Act 1990, as amended by Neighbourhood Planning Act 2017, the Parish Council must reapply for the designation of the altered parish Area of Bodicote.
- 2.2 The Government’s Planning Practice Guidance states (Paragraph: 035 Reference ID: 41-035-20161116), “In certain circumstances, the local planning authority must designate all of the area applied for. These circumstances are where a Parish Council applies for the whole of their parish to be designated.”

2.3 The area application for the designation of a Neighbourhood Area for the parish of Bodicote is confirmed to have been made in accordance with Neighbourhood Planning Regulations and section 61G of the Act and therefore the area must be designated.

Implications & Impact Assessments

Implications		Commentary		
Finance		There are no direct financial implications arising from this report. The work required by the District Council to support the preparation of Neighbourhood Plans is met within existing budgets Kelly Wheeler, Finance Business Partner, 25 September 2025		
Legal		As the application has been confirmed as valid and the legal requirements for the area application and proposed designation of the Neighbourhood area for Bodicote parish have been met, the District Council acts lawfully in approving the designation. The redesignation of the Neighbourhood Planning Area does not have any implications for the adopted Cherwell Local Plans or the submitted Cherwell Local Plan 2042. Denzil Turbervill, Head of Legal Services, 7 October 2025		
Risk Management		There is no risk to the District Council as the application has been confirmed as valid and the legal requirements for the area application and proposed designation of the Neighbourhood area for Bodicote parish have been met. Any arising risks will be managed by the service operational risk and escalated to the leadership risk register as and when required. Celia Prado-Teeling, Performance Team Leader, 25 September 2025		
Impact Assessments	Positive	Neutral	Negative	Commentary
		X		
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		At this stage there are unlikely to be any applicable impacts, however, through the development of a neighbourhood plan, it is considered likely that there could be positive impacts if the process captures the views of the whole community.
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		At this stage there are unlikely to be any applicable impacts, however, through the development of a neighbourhood plan, it is considered likely that there could be positive impacts if the process captures the views of the whole community.

Climate & Environmental Impact				N/A
ICT & Digital Impact				N/A
Data Impact				N/A
Procurement & subsidy				N/A
Council Priorities	<p>This report links to the priorities from the Council's Vision for lasting change, 2025-2030:</p> <ul style="list-style-type: none"> • Economic prosperity • Community leadership • Environmental stewardship • Quality housing and place making 			
Human Resources	N/A			
Property	N/A			
Consultation & Engagement	N/A			

Supporting Information

3. Background

- 3.1 Under section 61G of the Town and Country Planning Act 1990 (as amended) and the Neighbourhood Planning (General) Regulations 2012 (as amended) the Parish Council has submitted an application for the designation of a Neighbourhood Area for the parish of Bodicote. The application was made on 14 September 2025.
- 3.2 Regulation 5 of the Neighbourhood Planning Regulations 2012 (as amended) states that where a relevant body submits an area application to the local planning authority it must include:
- a. a map which identifies the area to which the area application relates.
 - b. a statement explaining why this area is considered appropriate to be designated as a neighbourhood area.
 - c. a statement that the organisation or body making the area application is a relevant body for the purposes of section 61G of the 1990 Act.
- 3.3 The area applied for is the whole of Bodicote parish and is shown in the area application (Appendices 1 and 2 to this report). The area application explains that it is considered that the area is appropriate for designation as a Neighbourhood Area as it covers the whole of the area within the parish boundary and is a well-recognised and clearly defined area.
- 3.4 The application also states that the Parish Council is a 'relevant body' for the purposes of Section 61G of the Town and Country Planning Act 1990 and is therefore qualified to undertake neighbourhood planning and produce a

Neighbourhood Plan. The Parish Council is a democratically elected body representing the whole community and it wishes to ensure future planning and development decisions within the parish boundary reflect the views of the local community.

- 3.5 The legal requirements for the area application (Appendix 1) are deemed to have been met.

4. Details

- 4.1 Regulation 5A of the Neighbourhood Planning (General) Regulations 2012 (as amended) states that the local planning authority must exercise their powers under section 61G of the Town and Country Planning Act 1990 to designate the specified area where:
- a) a local planning authority receives an area application from a parish council
 - b) the area specified in the application consists of the whole of the parish council's area
 - c) if any part of the specified area is part of a neighbourhood area, none of that neighbourhood area extends outside the parish council's area.
- 4.2 Government Guidance states (Paragraph: 035 Reference ID: 41-035-20161116), "In certain circumstances, the local planning authority must designate all of the area applied for. These circumstances are where a Parish Council applies for the whole of their parish to be designated."
- 4.3 The area application for the designation of a Neighbourhood Area for the parish of Bodicote is confirmed to have been made in accordance with Neighbourhood Planning Regulations and section 61G of the Act and therefore the area must be designated.
- 4.4 Clause 5A (1)(3) of the Neighbourhood Planning (General) Regulations 2012 (as amended) and the Town and Country Planning (Development Management Procedure) (England) Regulations 2015 (as amended) specify that where the criteria in Clause 5A have been met no formal publicity period is required for the area application. No consultation is therefore proposed.
- 4.5 The District Council is also required to consider if the area should be designated as a Business Area under Section 61(H) of the Town and Country Planning Act 1990 (as amended). This designation has not been requested by the Parish Council and as a rural area the parish is not considered 'business in nature' and therefore should not be designated a business area.
- 4.6 Following the Portfolio Holder decision, the next steps are:
- to publish the Portfolio Holder decision and the required information relating the area application.
 - continue to work with the Parish Council to assist them in producing the Neighbourhood Plan, the next stage of which will be community and public consultation.

5. Alternative Options and Reasons for Rejection

- 5.1 There are no alternative options as the application meets the criteria specified in section 4 above.

6 Conclusion and Reasons for Recommendations

- 6.1 The area application for the designation of a Neighbourhood Area for the parish of Bodicote has been made in accordance with Neighbourhood Planning Regulations and section 61G of the Town and Country Planning Act 1990. The District Council must designate the area for the purposes of the Parish Council producing a Neighbourhood Plan for the parish.

Decision Information

Key Decision	No
Subject to Call in	Yes
If not, why not subject to call in	N/A
Ward(s) Affected	Adderbury, Bloxham & Bodicote Ward

Document Information

Appendices	
Appendix 1	Application for the designation of the Neighbourhood Area.
Appendix 2	Plan of the Bodicote parish area
Background Papers	None
Reference Papers	None
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Corporate Director Approval (unless Corporate Director or Statutory Officer report)	Corporate Director – Communities 10 October 2025