



WEST OXFORDSHIRE  
DISTRICT COUNCIL

[www.westoxon.gov.uk](http://www.westoxon.gov.uk)

# **Further Main Modifications to the Submission Draft West Oxfordshire Local Plan 2031**

## **Representation Form Guidance Note**

**Please read this guidance note if you intend to make a representation in response to the consultation on proposed Further Main Modifications to the West Oxfordshire Local Plan 2031.**

## 1. Introduction

The District Council is consulting on a series of Further Main Modifications to the draft West Oxfordshire Local Plan from **22 February until 9 April 2018**.

If you wish to comment on the Further Main Modifications we would encourage you to use the standard representation form which has been prepared by the Council and made available as part of the consultation.

The purpose of this guidance note is to assist respondents in completing the standard representation form by providing additional information and guidance.

You do not have to use the standard response form but it will greatly assist the Council in processing any comments received if you do.

## 2. Background

The pre-submission draft West Oxfordshire Local Plan 2031 was first published in March 2015 with a series of main modifications published in November 2016. Examination hearing sessions were held in May and July 2017 with consultation on additional technical evidence in November 2017.

Following on from this, the Local Plan Inspector wrote to the Council on 16 January 2018 concluding that subject to further modifications, the plan as previously proposed to be modified in November 2016 is likely to be capable of being found legally-compliant and sound.

The Council has therefore prepared a series of Further Main Modifications (FMMs) to the Local Plan which address various issues raised during the examination process including the Inspector's letter of 16 January 2018.

These Further Main Modifications (FMMs) have been published for a statutory period of consultation from **22 February until 9 April 2018**.

Alongside the Further Main Modifications (FMMs) the Council has published a number of more minor Further Additional Modifications (FAMs) proposed changes to the Policies Map, a Sustainability Appraisal Further Addendum Report and a Habitat Regulations Assessment

Screening Letter. Whilst the primary focus of the consultation is the Further Main Modifications, comments can also be submitted on these other documents if you wish.

### **3. How to respond**

Those wishing to respond to the consultation are strongly encouraged to use the Council's standard response form. This will ensure that comments are focused on the proposed changes and more easily processed.

The response form is divided into three parts: Part A, B and C.

Parts A and B should be completed as fully as possible. Part C is optional.

#### **Part A**

In Part A of the form you simply need to provide your contact details so we know who has submitted the comment. In some instances this will include an agent acting on behalf of a client. It is important to provide contact details as fully as possible to ensure that if necessary the Council or the Local Plan Programme Officer can get in touch quickly and easily. Part A only needs to be completed once irrespective of how many comments are submitted using Part B or C of the form.

#### **Part B**

Part B of the form is where comments should be provided on any of the proposed Further Main Modifications (FMMs).

Under Question 1 in the first box you should specify clearly which Further Main Modification you wish to comment on. There are 109 modifications in total with each one given its own unique reference number e.g. FMM1, FMM2, FMM3 etc.

Please note that if you wish to comment on more than one proposed FMM you should complete a separate Part B for each representation. There is no need to complete Part A each time.

Question 2 requires you to specify whether you consider the Further Main Modification to be legally compliant and sound with Questions 3 and 4 then giving you the opportunity to expand on your reasons.

To summarise, legally compliant means the following requirements have been met:

- The Local Plan is included in the current Local Development Scheme (LDS) and the key stages have been followed. The LDS is effectively the Council's timetable for producing the Local Plan and other related documents.
- Community involvement in the Local Plan is in general accordance with the Council's Statement of Community Involvement (SCI).
- The Council has met legislative requirements in publishing the Local Plan and any proposed modifications.
- The proposed changes are supported by a Sustainability Appraisal (SA) Report
- The Plan has regard to any Sustainable Community Strategy (SCS) for the area.

To be considered 'sound' the Further Main modification must be:

- **Positively prepared** – i.e. based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development.
- **Justified** – i.e. the Plan should be the most appropriate strategy when considered against reasonable alternatives, based on proportionate evidence.
- **Effective** – i.e. the plan is deliverable over its period and based on effective joint working on cross-boundary strategic priorities.
- **Consistent with national policy** – i.e. the Plan should enable the delivery of sustainable development in accordance with the policies in the NPPF.

## **Part C**

Part C of the form provides an opportunity to set out any additional comments you wish to make on the schedule of more minor Further Additional Modifications (FAMs) the Proposed Changes to the Policies Map, the Sustainability Appraisal Further Addendum Report and the Habitat Regulations Assessment (HRA) Screening Letter.

If you do wish to comment simply specify which change or document section you are commenting on and set out your comment in the box below.

As with Part B of the form, if you wish to make more than one comment you should complete a separate Part C for each representation.

### ***Signature***

Here you should sign and date the completed representation form. Completed forms should then be sent by post to:

Planning Policy  
West Oxfordshire District Council  
Elmfield  
New Yatt Road  
Witney  
Oxfordshire  
OX28 1PB

Or sent via email to: [planning.policy@westoxon.gov.uk](mailto:planning.policy@westoxon.gov.uk)

*Please note: Where there are groups who share a common view on how they wish to see the Plan modified, it would be very helpful for that group to send a single representation which represents the view, rather than for a large number of individuals to send in separate representations which repeat the same points. In such cases the group should indicate how many people it is representing and how the representation has been authorised.*

#### **4. When to respond**

The consultation is running from 22 February until 9 April 2018. It closes at **5pm on 9 April 2018** and comments received after this time will not be accepted. It is therefore important to ensure we receive your completed response forms in a timely manner.

#### **5. What happens next?**

All of the comments received during the consultation period will be published on the Council's website. Officers will then collate and submit the comments to the Planning Inspector together with the Further Main Modifications and supporting background information.

#### **6. Where can I obtain more information?**

Visit: [www.westoxon.gov.uk/localplan2031](http://www.westoxon.gov.uk/localplan2031)

Email: [planning.policy@westoxon.gov.uk](mailto:planning.policy@westoxon.gov.uk)

Telephone: 01993 861667