



## **Proposed Main Modifications to the Submission Draft Salt Cross Garden Village Area Action Plan (AAP)**

### **Representation Form Guidance Note**

**Please read this guidance note if you intend to make a representation in response to the consultation on proposed Main Modifications to the Salt Cross Garden Village Area Action Plan (AAP).**

## **I. Introduction**

The District Council is consulting on a series of proposed Main Modifications to the submission draft Salt Cross Garden Village Area Action Plan (AAP). The consultation is running for 6-weeks from Friday 23 September until Friday 4 November 2022.

If you wish to comment on the proposed 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.

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 submission draft Salt Cross AAP was formally published in August 2020 and submitted for examination in February 2021. Examination hearing sessions were held in June/July 2021 and subsequently the examination was paused to enable the District Council to undertake further work on the phasing of essential infrastructure.

Consultation on this additional work took place in March/April 2022 and on the 26 May 2022, the Inspectors wrote to the Council to confirm that the AAP can be made sound through a number of changes known as 'Main Modifications'.

The Council has therefore prepared a series of proposed Main Modifications (MMs) to the AAP and these have been published for a statutory period of consultation for 6-weeks from **Friday 23 September until Friday 4 November 2022.**

Alongside the proposed Main Modifications (MMs) the Council has published a Sustainability Appraisal (SA) Addendum Report and a Habitat Regulations Assessment (HRA) Addendum Report. Whilst the primary focus of the consultation is the proposed 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 examination 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 Main Modifications (MMs).

Under Question 1 in the first box you should specify clearly which proposed Main Modification you wish to comment on. There are 55 modifications in total with each one given its own unique reference number from MM1 up to MM55.

Please note that if you wish to comment on more than one proposed MM 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 proposed 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 AAP 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 such as the AAP.
- Community involvement in the AAP is in general accordance with the Council's Statement of Community Involvement (SCI).
- The Council has met legislative requirements in publishing the AAP 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 proposed Main Modification must be:

- **Positively prepared** – providing a strategy which, as a minimum, seeks to meet the area's objectively assessed needs; and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development;
- **Justified** – an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence;
- **Effective** – deliverable over the plan period, and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground; and
- **Consistent with national policy** – enabling the delivery of sustainable development in accordance with the policies in this Framework (i.e. the NPPF).

## **Part C**

Part C of the form provides an opportunity to set out any additional comments you wish to make on the Sustainability Appraisal Addendum Report and the Habitat Regulations Assessment (HRA) Addendum Report.

If you do wish to comment, simply specify which 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.consultation@westoxon.gov.uk](mailto:planning.consultation@westoxon.gov.uk)

*Please note: Where there are groups who share a common view on how they wish to see the AAP 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 for 6-weeks from Friday 23 September to Friday 4 November 2022. It closes at **5pm on 4 November 2022** 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 Inspectors together with the proposed Main Modifications and SA and HRA addendum reports.

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

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

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

Telephone: 01993 861667