

To: City Executive Board
Date: 18 September 2018
Report of: Head of Planning, Sustainable Development and Regulatory Services
Title of Report: Oxfordshire Joint Statutory Spatial Plan Local Development Scheme and Statement of Community Involvement 2018 Scoping Document

Summary and recommendations	
Purpose of report:	To seek approval of draft project and programme documents for the Oxfordshire Joint Statutory Spatial Plan (JSSP) the preparation of which is a requirement of the Oxfordshire Housing and Growth Deal. These documents comprise: a, Draft Statement of Community Involvement 2018 b, Local Development Scheme c, JSSP Scoping Document
Key decision:	Yes
Executive Board Member:	Alex Hollingsworth, Portfolio Holder for Planning and Transport
Corporate Priority:	Relevant Corporate Plan priorities and a requirement of the Oxfordshire Housing and Growth Deal'.
Policy Framework:	none.
Recommendations: That the City Executive Board resolves to:	
<ol style="list-style-type: none"> 1. Approve the Local Development Scheme (LDS) for the JSSP presented at Appendix 1; 2. Approve the draft Statement of Community Involvement 2018 (Appendix 2) for the JSSP for a six week period of formal public consultation; 3. Approve the JSSP Scoping Document presented at Appendix 3; 4. Authorise the Head of Planning, Sustainable Development and Regulatory, after consultation with the Portfolio Holder for Planning and Transport, to make any necessary minor and presentational changes to the draft Statement of Community Involvement 2018 before formal consultation commences; and 	

- 5 **Authorise** the Head of Planning, Sustainable Development and Regulatory, after consultation with the Portfolio Holder for Planning and Transport, to make any necessary minor and presentational changes to the Local Development Scheme 2018 and JSSP Scoping Document before publication.

Appendices

Appendix 1	LDS for the JSSP
Appendix 2	Draft Statement of Community Involvement for the JSSP
Appendix 3	JSSP Scoping Document
Appendix 4	Risk Assessment

Introduction and background

1. The six Oxfordshire Councils and the Oxfordshire Local Enterprise Partnership (OXLEP) have agreed the Oxfordshire Housing and Growth Deal with Government. Under the terms of the Deal the local authorities have committed to producing an Oxfordshire Joint Statutory Spatial Plan (JSSP) for submission to the Planning Inspectorate for independent examination by 31 March 2020 and adoption by 31 March 2021, subject to examination process.
2. The JSSP will provide an Oxfordshire-wide, integrated strategic planning framework and supporting evidence base to support sustainable growth across the county to 2050, including the planned delivery of the new homes and economic development, and the anticipated supporting infrastructure needed.
3. The JSSP will be a formal Development Plan Document (DPD), prepared under Section 28 of the Planning and Compulsory Purchase Act 2004 (as amended) which enables two or more local planning authorities to agree to prepare a joint Plan. Oxfordshire County Council will support the plan preparation process.

JSSP Local Development Scheme (LDS)

4. Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended) requires Local Planning Authorities to prepare and maintain an LDS setting out a timetable for the production of DPDs (which would include the JSSP).
5. The LDS must specify:
 - the local development documents which are to be development plan documents;
 - the subject matter and geographical area to which each development plan document is to relate;
 - which development plan documents (if any) are to be prepared jointly with one or more other local planning authorities;
 - any matter or area in respect of which the authority has agreed (or propose to agree) to the constitution of a joint committee;

- the timetable for the preparation and revision of the development plan documents; and
 - such other matters as are prescribed.
6. The Development Plan Documents must be prepared in accordance with the LDS and this must be demonstrated at public examinations. The LDS will be used by officers, consultees, developers, agents and the public in determining when important milestones in the production of the JSSP and key stages of consultation can be expected. Implementation of the LDS will be monitored and the LDS will be periodically reviewed if there are significant changes in circumstances.
7. The new JSSP LDS is presented in Appendix 1 for approval. This relates solely to the preparation of the JSSP for Oxfordshire, as part of the future statutory planning framework of the city. The partner Local Planning Authorities (LPAs) will also have their own individual LDSs concerned with the production of their individual Local Plans and other planning matters. The key milestones for production of the JSSP are as follows and as required by the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) :

Early Stakeholder Engagement	October 2018
Consultation on Preferred Strategy Options (Reg. 18)	February/March 2019
Consultation on Proposed Submission Draft Plan (Reg. 19)	October/November 2019
Submission (Reg. 22)	March 2020
Examination (Reg. 24)	September 2020 TBC
Receipt and Publication of Inspector's Report	December 2020 TBC
Adoption (Reg 26)	March 2021 (subject to examination)

8. CEB is recommended to approve the LDS.

JSSP Statement of Community Involvement (SCI)

9. The SCI is a requirement of Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended). It needs to comply with statutory requirements and Government policy for plan making and consultation on planning matters. However, the Government no longer provides guidance on how to produce a SCI. It is for planning authorities to decide how they will prepare their own SCI.
10. As part of the preparation and adoption of the JSSP the Oxfordshire Authorities will be producing a number of documents, requiring consultation. It is therefore important to have an up-to-date SCI that sets out the requirements and strategy for engaging with communities and key stakeholders.
11. The draft SCI clearly sets out the key stages for preparing the JSSP and how the Oxfordshire authorities intend to inform, involve and consult stakeholders on the preparation of the plan. It will set out what is required from the partner authorities, how and when. This SCI only relates to and is specific to the production of the JSSP. The partner Local Planning Authorities (LPAs) will also have their own individual SCIs concerned with the production of their individual Local Plans and other planning matters.

12. The SCI for the JSSP will ensure that the plan is shaped by early, proportionate and meaningful engagement between plan makers and communities, local organisations, businesses, infrastructure providers and statutory consultees.
13. The outcomes of the consultation processes set out in this SCI will be an important element of the considerations of the LPAs in developing the JSSP. However, they are one element of the considerations alongside other material matters such as the evidence base and the Sustainability Appraisal etc. Consultees and those engaged should recognise the multi-faceted considerations that will go towards the conclusions in the JSSP that are sent forward for Examination.
14. CEB is recommended to approve the Draft SCI for consultation. A six week period of consultation will assist in the production of a robust SCI.

JSSP Scoping Document

15. The JSSP Scoping Document is an informal document, not required by regulations, but which is a helpful project planning tool which seeks to set out the understanding between the various parties on the objectives of the JSSP and the processes that will be followed. This will form an agreed framework for the project and it will be used to inform the work programme for the plan.
16. The JSSP will provide an overall strategy for the scale and distribution of development up to 2050. It will be a strategic document which will identify future growth areas, and it is not intended that it will allocate specific sites itself. It will not contain detailed policies, as these will be covered by future Local Plan reviews as necessary. The JSSP will address the strategic and cumulative implications of growth and set out a long term framework covering the whole of Oxfordshire. A common evidence base will be developed to underpin the JSSP and future Local Plan reviews. This will include work on environmental quality and natural capital, as well as on strategic transport and other infrastructure requirements. The JSSP will take into account the commitments made in emerging and adopted Local Plans.
17. CEB is recommended to approve the JSSP Scoping Document.

Approval Processes

18. As the JSSP is a formal DPD which enables two or more local planning authorities to agree to prepare a joint Plan, it necessitates that approval of that plan and relevant stages of its production be formally agreed by all the individual partner authorities.
19. Oxford City Executive Board is one of five meetings at which the LDS, the Draft SCI and the JSSP Scoping Document will be considered during the month of September. These documents will be considered in parallel meetings at Cherwell District Council, South Oxfordshire District Council, Vale of the White Horse District Council and West Oxfordshire District Council. All meetings will be presented with the same documents and will be asked to agree the recommendations as detailed above.
20. Following that agreement the JSSP Project Team will commence consultation on the Draft SCI for a six week period in October 2018. Following this consultation

period, a final SCI (amended as appropriate in response to comments received) will be reported to CEB for final approval in December.

21. The development of the JSSP under the s28 process will be overseen and informed by a sub-group of the Growth Board made up of member representatives of each of the local authorities.
22. Please note that these documents are part of the preparations that are on-going for the production of the JSSP. Approval of these documents and formal commencement of the JSSP process is subject to the delivery of the Planning Freedoms and Flexibilities that are part of the Deal with the Government. Consultation on the Draft SCI will not commence until the Government has confirmed the delivery of the 3 year land supply flexibility. The Ministry for Housing, Communities and Local Government have confirmed their intention to publish a Written Ministerial Statement granting this flexibility to Oxfordshire as soon as possible when Parliament returns in the Autumn.

Financial implications

23. As part of the Housing and Growth Deal, the government has agreed £2.5million capacity funding over three years to support the development of the JSSP. The business case will be reviewed in light of the scoping document and timescales set out in the Local Development Scheme with the intention of delivering the project within this funding envelope. Any costs over and above this would be subject to further agreement by the Oxfordshire Authorities. The revised business case will also examine future savings that will result from the JSSP and its joint evidence base to the five local planning authorities in their work on future Local Plan reviews.
24. Any work directly commissioned by Oxford City Council will be claimed back from the capacity fund held by the County Council as the Accountable Body for the deal, or from other Local Plan Authorities over and above the capacity funding.

Legal issues

25. The Council has a legal duty to produce an LDS and a SCI under sections 15 and 18 respectively of the Planning and Compulsory Purchase Act 2004 (as amended).

Level of risk

26. A Risk Register is attached as Appendix 4.

Equalities impact

27. The JSSP SCI seeks to ensure opportunities for participation in the JSSP process, including fair access for equalities groups. The way that the JSSP team consults on the preparation of the JSSP could have an impact on equalities groups who may have challenges in accessing information, such as those that do not have English as their first language or those who are unable to access the internet. Therefore, an Equalities Impact Assessment will be produced when preparing JSSP documents for each stage of consultation.

Conclusion

28. The Council and its partners are at an early stage in the production of a Statutory Spatial Plan for Oxfordshire. Once adopted the JSSP will form part of the Council's Development Plan against which formal planning decisions will be made and other local planning documents prepared. The Council has a statutory duty to prepare and maintain an LDS under Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended). The preparation of the plan will require community and stakeholder involvement and the production of a SCI is a legal requirement under Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended) to ensure compliance with statutory requirements and Government policy for plan making and consultation on planning matters.

29. These documents will not replace the Council's existing LDSs and SCIs; they will remain relevant to all other planning matters.

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Background Papers: None

OXFORDSHIRE JOINT STATUTORY SPATIAL PLAN DRAFT LOCAL DEVELOPMENT SCHEME AUGUST 2018

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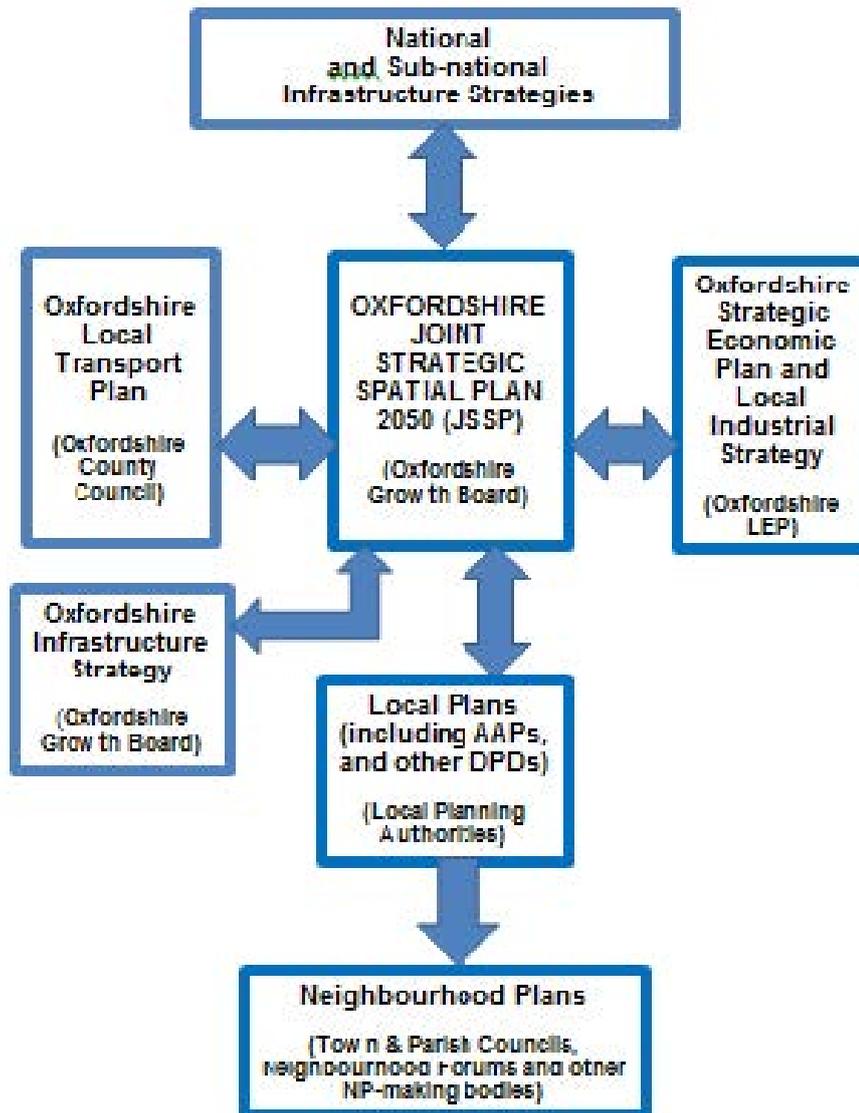
Introduction - Purpose of a Local Development Scheme

1. This is the Local Development Scheme (LDS) for the Oxfordshire Joint Statutory Spatial Plan (JSSP). It will be endorsed by the Oxfordshire Growth Board and then formally approved by the Oxfordshire District Planning Authorities.
2. The Oxfordshire authorities consider it important that stakeholders are engaged in the preparation of the JSSP; this LDS explains how the JSSP will be produced and when, so that it is clear when people will be able to get involved. It outlines the programme for completion and adoption of the Plan over the period to March 2021.
3. The LDS will be revised as necessary and rolled forward on a regular basis to take account of progress on preparation of the JSSP and monitoring.

Background

4. The six Oxfordshire Councils and the Oxfordshire Local Enterprise Partnership (OXLEP) have agreed the Oxfordshire Housing and Growth Deal with Government. Under the terms of the Deal the local authorities have committed to producing an Oxfordshire Joint Statutory Spatial Plan (JSSP) for submission by 31 March 2020 and adoption by 31 March 2021, subject to examination process.
5. The JSSP will be a formal Development Plan Document (DPD), prepared under Section 28 of the Planning and Compulsory Purchase Act 2004 (as amended) which enables two or more local planning authorities to agree a joint Plan.
6. The JSSP will provide an Oxfordshire-wide, integrated strategic planning framework and supporting evidence base to support sustainable growth across the county to 2050, including the planned delivery of the new homes and economic development, and the anticipated supporting infrastructure needed.
7. Section 15 of the Act requires local planning authorities to prepare and maintain a LDS which specifies:
 - the documents which are to be Development Plan Documents;
 - the subject matter and geographical area to which each Development Plan Document is to relate;
 - which documents are to be development plan documents
 - which Development Plan Documents are to be prepared jointly with one or more other local planning authorities;
 - any matter or area in respect of which the authorities have agreed (or propose to agree) to the constitution of a joint committee;
 - the timetable for the preparation and revision of the Development Plan Documents; and
 - such other matters as are prescribed.
8. The JSSP will set the strategic framework for the preparation of local plans in Oxfordshire; as a development plan document, on adoption it will become part of the Development Plan for each local planning authority area. In view of its importance in establishing the strategic direction of growth for the county it is appropriate that a LDS be prepared for it in its own right. This LDS is only concerned with that document.

9. The Oxfordshire Local Planning Authorities will separately each prepare and maintain a LDS for production of their own Local Plans.
10. Neighbourhood Plans produced by Town or Parish Councils or other relevant bodies, are prepared to a timescale set by each plan-making body and on adoption they become part of the statutory Development Plan. Neighbourhood plans need to be in general conformity with the strategic policies contained in the JSSP or Local plans.
11. Fig 1 below shows the relationship between the JSSP and the Local Plans and Neighbourhood Plans



The Oxfordshire Joint Statutory Spatial Plan (JSSP)

12. The JSSP will be a countywide strategic plan which integrates planning for growth and infrastructure; considering quality of life and place-making issues to secure sustainable development.

13. It will identify the overall quantum of housing and economic growth within Oxfordshire to be planned for to 2050 and their distribution across the county, strategic priorities, and strategic infrastructure necessary to deliver the spatial strategy. Its preparation will include the calculation of new housing need figures based upon the methodology in the National Planning Policy Framework, and the implications of the Oxford to Cambridge Corridor. Paragraph 6 of the National Planning Policy Framework states that other statements of government policy may be material when preparing plans, such as relevant Written Ministerial Statements and endorsed recommendations of the National Infrastructure Commission. The detailed scope of the JSSP will be defined early in the process of preparation.
14. The JSSP will set the strategic planning context within which Local Plans will sit. It will link to a new 2050 Transport Vision and a new Oxfordshire Local Industrial Strategy. It will also integrate with the higher-level framework to be developed for the Oxford - Milton Keynes - Cambridge Growth Corridor.

Statement of Community Involvement

15. A Statement of Community Involvement (SCI) has been produced specifically to explain how local communities and other stakeholders will be engaged in the preparation of the JSSP.

Programme for the production JSSP

16. The programme for preparing the JSSP is set out in the schedule below, this is consistent with the timeframes specified in the Oxfordshire Housing and Growth Deal.

Title	Oxfordshire Joint Statutory Spatial Plan	
Subject Matter	The JSSP will identify the overall quantum of housing and economic growth within Oxfordshire to be planned for to 2050 and their distribution across the county, strategic priorities, and strategic infrastructure necessary to deliver the spatial strategy.	
Geographical Area	Oxfordshire	
Status	Development Plan Document (DPD)	
Timetable (Dates are on or before)	Formal commencement (signing of Oxfordshire Housing & Growth Deal)	31 January 2018
	Early Stakeholder Engagement	October 2018 TBC
	Consultation on Preferred Strategy Options (Reg. 18)	February / March 2019
	Consultation on Proposed Submission Draft Plan (Reg. 19)	October / November 2019
	Submission (Reg. 22)	March 2020
	Examination (Reg. 24)	Expected September 2020 TBC
	Receipt and Publication of Inspector's Report	December 2020
	Adoption (Reg 26)	March 2021 (subject to examination)

	Notes: Examination dates and subsequent programme subject to confirmation from the Planning Inspectorate and views of Inspector.
Resources Required	A JSSP Sub Group and a specific JSSP Project Team will be established and support the process.

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OXFORDSHIRE JOINT STATUTORY SPATIAL PLAN DRAFT STATEMENT OF COMMUNITY INVOLVEMENT AUGUST 2018

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Statement of Community Involvement

How the Oxfordshire Joint Statutory Spatial Plan will be prepared with Community and Stakeholder Engagement

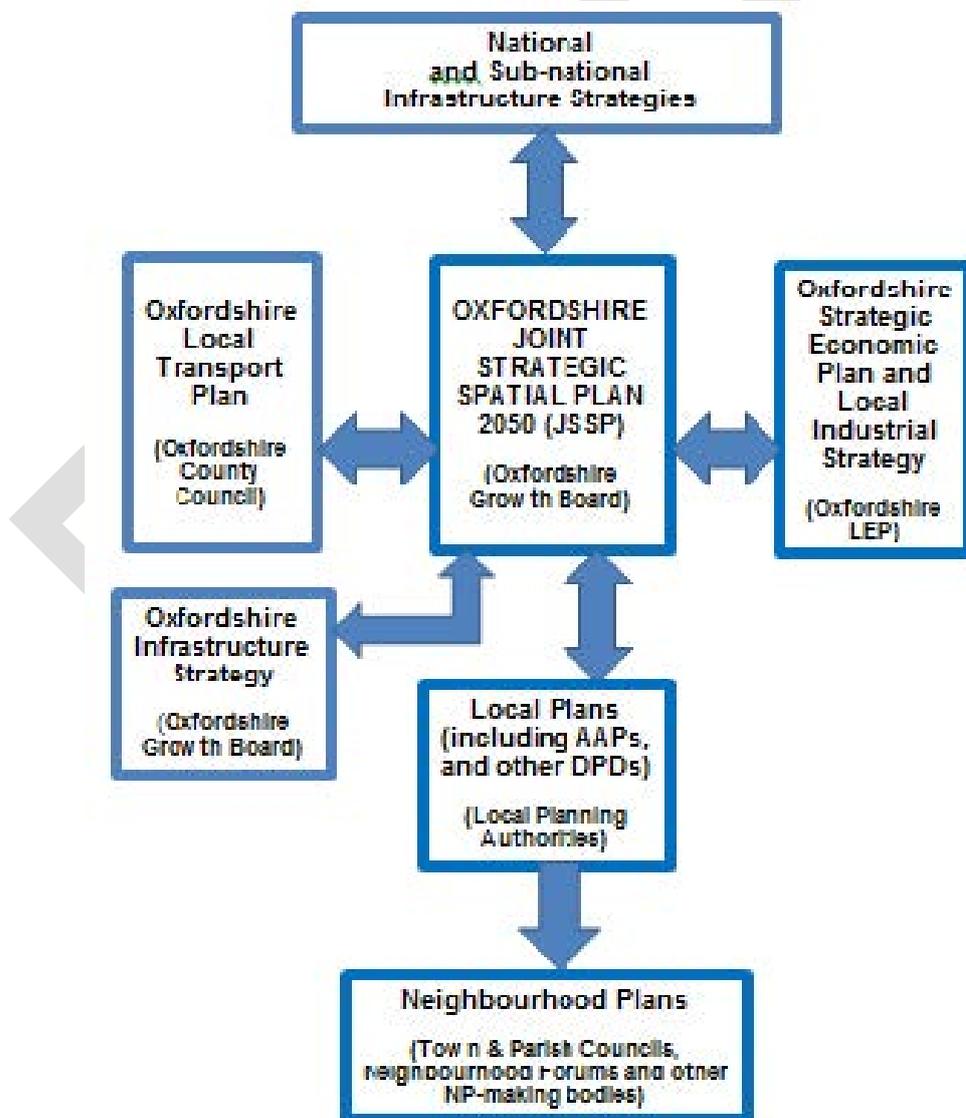
August 2018

Introduction

1. This is the Statement of Community Involvement (SCI) for the Oxfordshire Joint Statutory Spatial Plan (JSSP). It will be endorsed by the Oxfordshire Growth Board for consultation and then formally considered by the Oxfordshire District Planning Authorities in November.
2. The six Oxfordshire Councils and the Oxfordshire Local Enterprise Partnership (OXLEP) have agreed the Oxfordshire Housing and Growth Deal with Government. Under the terms of the Deal the local authorities have committed to producing an Oxfordshire JSSP for submission to the Planning Inspectorate for independent examination by 31 March 2020 and adoption by 31 March 2021, subject to examination process.
3. The JSSP will provide an Oxfordshire-wide, integrated strategic planning framework and supporting evidence base to support sustainable growth across the county to 2050, including the planned delivery of the new homes and economic development, and the anticipated supporting infrastructure needed.
4. The JSSP will be a formal Development Plan Document (DPD), prepared under Section 28 of the Planning and Compulsory Purchase Act 2004 (as amended) which enables two or more local planning authorities to agree to prepare a joint Plan. Oxfordshire County Council will support the plan preparation process.
5. A JSSP Project Board will be established in July 2018 to guide the preparation of the JSSP. The Oxfordshire Growth Board which includes the Oxfordshire Local Enterprise Partnership (LEP) will monitor progress on the JSSP, and approve its budget, reviewing the achievement of milestones as part of an annual review.
6. The JSSP will be prepared with community and stakeholder involvement.
7. This SCI sets out how the Oxfordshire authorities intend to inform, involve and consult stakeholders on the preparation of the JSSP and when they will be engaged in the process. This SCI is specific to the production of the JSSP. The Local Planning Authorities (LPAs) will also have their own individual SCIs concerned with the production of their Local Plans.
8. This SCI will ensure that the JSSP will be shaped by early, proportionate and meaningful engagement between plan makers and communities, local organisations, businesses, infrastructure providers and statutory consultees.
9. The outcomes of the consultation processes set out in this SCI will be an important element of the considerations of the LPAs in developing the JSSP. However, they are one element of the considerations alongside other material matters such as the evidence base and the Sustainability Appraisal etc. Consultees and those engaged should recognise the multi-faceted considerations that will go towards the conclusions in the JSSP that are sent forward for Examination.

10. The JSSP will build on the current suite of adopted and emerging Local Plans that plan to between 2031 and 2036, the Oxfordshire Infrastructure Strategy (OxIS) and the Oxfordshire Local Transport Plan and will link both to a new 2050 Transport Vision and Local Industrial Strategy. The Plan will also integrate with the higher-level framework to be developed for the Oxford-Milton Keynes - Cambridge Growth Corridor.
11. The JSSP will identify the overall quantum of housing and economic growth within Oxfordshire to be planned for to 2050 and its distribution across the county, strategic priorities, and the strategic infrastructure necessary to deliver the spatial strategy. Its preparation will include the calculation of new housing need figures based upon the methodology in the National Planning Policy Framework, and the implications of the Oxford – Milton Keynes - Cambridge Growth Corridor.
12. The JSSP will be formally adopted by the individual LPAs and will provide a high-level framework for the review and roll-forward of the Local Plans and related Neighbourhood Plans. Fig.1 shows the relationship between the JSSP and other relevant plans.

Relationship between JSSP and Other Plans



Duty to Cooperate

13. LPAs, County Councils and other public organisations have a Duty to Co-operate with one another, particularly in the context of strategic cross boundary matters. The way the Oxfordshire local authorities are working together under the Duty to Cooperate to complete the JSSP is set out in an Oxfordshire-wide Statement of Common Ground.

When and how we will involve Stakeholders

14. A public-sector Equality Duty came into force on 5 April 2011. It means that public bodies must consider all individuals when carrying out their day-to-day work in shaping policy, in delivering services and in relation to their own employees. It also requires that public bodies have due regard to the need to:
 - eliminate discrimination
 - advance equality of opportunity
 - foster good relations between different people when carrying out their activities.
15. The Town and Country Planning (Local Development) (England) Regulations 2012 identify specific and general consultation bodies that must be consulted when preparing Local Plans and Supplementary Planning Documents. Specific consultation bodies must be consulted where the proposed subject matter will be of interest to them. There is also a requirement to invite representations from such residents and persons carrying on business as considered appropriate.
16. The Oxfordshire Councils intend that all people should have the opportunity to have their say in how the county is spatially planned irrespective of their differences; including by way of age, disability, gender reassignment, pregnancy and maternity, race, religion and belief, sex and sexual orientation. Research may be commissioned to understand public attitudes on relevant topics. Documents will be written in plain English. To achieve value for money and to ensure that consultation is proportionate to the issues being considered, the translation of documents into other languages will be balanced against the cost, time constraints and the available resources.
17. Relevant regulations set out the formal stages in the preparation process of the JSSP, i.e. when we must formally publish the documents for comment and for how long. This SCI reflects how these requirements will be met. Additional days will only be added where statutory Public Holidays (England) fall within the formal consultation period.
18. The early stage of plan preparation will involve engagement with specific stakeholders, prescribed bodies, partners and consultees to inform the identification of issues and options. Notwithstanding the above, engagement with specific stakeholders will be undertaken on a continuous basis to ensure options are thoroughly tested and policy preparation is robust. We may use panels or reference groups as part of this engagement.
19. A JSSP consultation database containing specific and general consultees and others that have expressed an interest to be consulted will be developed and maintained in accordance with the General Data Protection Regulation. Where consultation is required, all those on the consultation database will be consulted. When an individual or organisation makes a representation on the JSSP or its supporting documentation they will be added to the consultation database.
20. There will be opportunities to comment on the draft JSSP when it is formally published and to be involved during its examination by an independent Inspector.

21. A Sustainability Appraisal is an integral part of the plan preparation process and is required for DPDs. It looks at the environmental, social and economic effects of a plan to make sure that the plan promotes sustainable development and takes the most appropriate approach given reasonable alternatives. At each stage of the JSSP preparation there will be a corresponding stage of the Sustainability Appraisal which will be made available for comment during public consultation.

22. Groups we will engage with during the JSSP preparation process will include:

- statutory consultees as set out in the relevant regulations, including neighbouring councils;
- local service providers and other key general consultation bodies who may have an interest in the JSSP; and
- other interested groups, businesses, developers, landowners, agents, Town Councils and Parishes, and residents who register on our consultation database.

23. Different levels and methods of community involvement will be appropriate as the JSSP progresses through the plan-making process. Table 1 sets out the key consultation stages and milestone dates in the preparation of the JSSP, together with the different groups we will involve in the plan-making process and how we propose to involve them.

Consultation stages in JSSP preparation process

Who will be involved	What are we consulting on?	How are we consulting?
Early Stakeholder Engagement – focused consultation		
Informal dialogue with targeted stakeholders - focusing on the challenges/opportunities for developing strategy options	Initial scoping of key issues and options with stakeholders	<ul style="list-style-type: none"> • JSSP website • Contact consultees/ organisations by email • Stakeholder meeting/workshop • Events/exhibitions • Press release
Sustainability Appraisal Scoping Report		
Consult people/organisations listed in the Regulations and others as appropriate	Consulting on SA implications of various options identified	<ul style="list-style-type: none"> • Email contact • JSSP website • LPA Websites
Call for Strategic Development Options		
Landowners, developers, agents, general public	To identify the availability, suitability and deliverability of land for strategic growth	<ul style="list-style-type: none"> • Targeted e-mail contact • JSSP website • LPA websites
Preferred strategy options Consultation (Reg.18)		
Consult people/organisations listed in the Regulations and others as appropriate	Publish document - six weeks	<ul style="list-style-type: none"> • JSSP website • Contact consultees/ organisations by email • Events/ exhibitions • Press release

Pre-Submission Consultation (Reg. 19)		
Consult people/organisations listed in the Regulations and others as appropriate	Publish document - six weeks	<ul style="list-style-type: none"> • JSSP website • Contact consultees/ organisations by email • Press release
Examination		
Notify people/organisations listed in the Regulations and others as appropriate via Programme Officer	Publish dates and programmes associated with Examination	<ul style="list-style-type: none"> • JSSP website • Contact consultees/ organisations by email • Press release
Consultation on Inspectors main modifications to the draft plan (if any)		
Notify people/organisations listed in the Regulations and others as appropriate via Programme Officer	Potential main modifications to JSSP	<ul style="list-style-type: none"> • JSSP website • Contact consultees/ organisations by email • Press release
Publication of Inspector's Report		
Notify people/organisations listed in the Regulations and others as appropriate via Programme Officer	Only distributed for information	<ul style="list-style-type: none"> • JSSP website • Contact consultees/ organisations by email • Press release
Adoption (subject to examination)		
March 2021 - No further consultation		

Review of the SCI

24. The SCI will be updated if a review is required due to changes to:

- Legislation/national policy
- Local decisions
- Consultation methods
- Technology

How to Comment on the JSSP

25. The SCI sets out the methods we will use to engage with stakeholders and residents on the development of the JSSP. We will encourage electronic engagement as the primary portal for consultation and will encourage people to make use of the JSSP consultation portal, accessed through the JSSP website as this will set out the information we are seeking at each consultation stage, together with clear instructions on how to register comments. This will offer an easy method for response and in turn will help speed up our analysis of the comments received. We will report the comments received to each of the individual authorities as the SCI is finalised.

26. We will receive comments online or by post. A comments form will be produced at each stage of involvement. The form will be able to be used through the portal, alternatively the form or letters can be emailed to us at.

.....

or sent to:

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27. The Councils will comply with the obligations under the General Data Protection Regulations, and the principles of the Data Protection Act, in how they manage any personal data collected through consultation processes.
 28. Upon publication of a draft plan for consultation we will also deposit one paper copy of the JSSP at each district council head office in Oxfordshire and at libraries throughout Oxfordshire.

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Appendix 1: Consultation Bodies which may have an interest in the proposed Oxfordshire JSSP

Specific Consultation Bodies

Homes England (formerly the Homes and Communities Agency)

Environment Agency

Historic Buildings and Monuments Commission for England (known as Historic England)

Natural England

Network Rail

Highways England (formerly the Highways Agency)

Electronic communications providers

NHS Oxfordshire Trusts and Clinical Commissioning Group

Utilities – Electricity, Gas, Sewerage, Water

Neighbouring authorities:

- Aylesbury Vale District Council
- Buckinghamshire County Council
- Cotswold District Council
- Gloucestershire County Council
- Northamptonshire County Council
- Reading Borough Council
- South Northamptonshire Council
- Stratford-on-Avon District Council
- Swindon Borough Council
- Warwickshire County Council
- West Berkshire Council
- Wiltshire Council
- Wokingham Borough Council
- Wycombe District Council

Other Consultees

General Consultation Bodies

Ministry of Defence

Civil Aviation Authority

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OXFORDSHIRE JOINT STATUTORY SPATIAL PLAN SCOPING DOCUMENT AUGUST 2018

Produced by:



Supported by:



Oxfordshire Joint Strategic Spatial Plan

Scoping Document

1.0 Introduction

- 1.1 The Councils in Oxfordshire have agreed to produce a Joint Statutory Spatial Plan (JSSP), building upon the existing joint working and partnership arrangements through the Oxfordshire Housing and Growth Deal. The Oxfordshire JSSP will provide a strategic policy framework for Oxfordshire to 2050. This recognises and reinforces the commitment to the Housing and Growth Deal to deliver up to 100,000 homes over a 20 year period by 2031.
- 1.2 The JSSP will identify the number of new market and affordable homes, the level of economic growth and related infrastructure that is needed across Oxfordshire. It will then seek to place the required growth in a cohesive and sustainable spatial planning framework that will set the scene for a future round of Local Plans. This approach will allow district local planning authorities to subsequently establish detailed planning policies and site allocations at a local level.
- 1.3 The JSSP will cover the administrative county area of Oxfordshire. However, it will seek to address linkages to wider planning considerations, for example the Oxford-Milton Keynes-Cambridge Growth Corridor. This will comprise the local planning authorities of:
- Cherwell District Council
 - Oxford City Council
 - South Oxfordshire District Council
 - Vale of White Horse District Council
 - West Oxfordshire District Council
- 1.4 The JSSP will also be prepared in partnership with Oxfordshire County Council, which has a key role given its responsibilities for the delivery of key infrastructure and services such as transport and education, and the Oxfordshire Local Enterprise Partnership which is leading on the production of the Local Industrial Strategy (LIS).
- 1.5 This Scoping Document aims to:
- Determine the geographical extent of the JSSP
 - Explain the policy context within which the JSSP is proposed and parameters for the JSSP
 - Determine the plan period for the JSSP
 - Set out the timetable, key milestones and procedures of the JSSP
 - Set out the proposed structure of the JSSP
 - Explain the robust evidence base which will be required to underpin the delivery of a sound JSSP
 - Clarify the linkages to other relevant work programmes
 - Explain the governance arrangements of the JSSP project
 - Set out the importance of communications and consultation to the project
 - Set out the JSSP team structure

2.0 Geographical extent

- 2.1 The JSSP will cover the administrative area of Oxfordshire (all five constituent districts). The parties involved in the JSSP have committed to this process as they see the benefits of collectively

agreeing the level of growth, the broad spatial location of that growth and in setting aspirations for place making at a strategic level. The JSSP also offers an opportunity to formally consider the infrastructure needs collectively, to align strategies, and form part of any application for infrastructure funding through the Growth Deal or other sources.

- 2.2 Planning on an Oxfordshire-wide scale gives added benefits to the plan. Many of the issues that a plan needs to consider are better dealt with at this higher level, for example Oxfordshire is a housing market area and functional economic area, people live and work across the county, everyday life is not restricted to district administrative boundaries. Some spatial planning issues for example Green Belt, biodiversity and transport can be dealt with at a district level, but will benefit from consideration at a higher level with a consistent approach across the authorities. The JSSP will also form valuable evidence of compliance with the Duty to Co-operate.

3.0 Policy context and parameters

- 3.1 Each Oxfordshire district is committed through the Oxfordshire Housing and Growth Deal to submitting a Local Plan for examination by April 2019. The districts are at different stages of Local Plan production, however each authority is well on the way to producing a Local Plan covering the period to 2031 or 2036. As stated in the Housing and Growth Deal Delivery Plan, 'The Oxfordshire authorities are committed to planning to meet the 100,000 housing requirement for Oxfordshire set out by the Oxfordshire Strategic Housing Market Assessment (SHMA) by 2031'. The Local Plans make provision for these homes and they allocate specific sites for development.
- 3.2 The JSSP will build on the foundations set by the suite of current and emerging Local Plans and look at the strategic planning issues for the period up to 2050. The JSSP will take into account the existing commitments made by this suite of plans through their site allocations as a baseline for the earliest part of the JSSP plan period.
- 3.3 The agreed Statement of Common Ground identified the following key matters for the JSSP to set out:
- An overall strategy for the pattern and scale of development in Oxfordshire to 2050
 - Identify the number of new market and affordable homes and level of economic growth needed across Oxfordshire
 - Identify an appropriate spatial strategy and strategic locations for new development based upon an understanding and appreciation of both the environmental quality and natural capital of Oxfordshire
 - Outline the strategic transport and other infrastructure that needs to be provided to support sustainable growth
- 3.4 The JSSP will be a formal Development Plan Document, prepared under Section 28 of the Planning and Compulsory Purchase Act 2004 (as amended) which enables two or more local planning authorities to agree a joint Plan. It will form part of the development plan for each of the authorities in Oxfordshire and will be used in the formulation of more detailed plans locally and in determining planning applications where appropriate.
- 3.5 The JSSP will form the framework within which subsequent Local Plans will be drafted. Subsequent Local Plans will need to be in broad conformity with the JSSP and provide a detailed application of the strategic policies which it contains.

- 3.6 All parties agree that whilst the JSSP will set out the level of growth and the strategy and broad locations for growth; the JSSP will not contain policies that cover detailed matters. This is supported by the NPPF which recognises that strategic policies should not extend to detailed matters that are more appropriately dealt with at a local level through neighbourhood plans or other non-strategic policies (paragraph 28).
- 3.7 The JSSP's strategic policies will cover the following matters:
- County wide housing requirement figures
 - Affordable housing requirements
 - Identification of strategic growth areas
 - Strategic housing trajectory
 - Gypsy, Traveller and boat dwellers, needs and distribution
 - County wide employment growth figures
 - The spatial dimension of the Local Industrial Strategy
 - Retail hierarchy
 - Green Belt strategy and policies
 - Biodiversity and natural environment
 - Placemaking and built environment
 - Health and wellbeing
 - Green infrastructure
 - Strategic environmental allocations
 - Transport strategy
 - Infrastructure strategy
 - Energy framework
- 3.8 While the JSSP will set out strategic policies on these matters future Local Plans will set out the strategic policies on other matters, and also the local policies on these and other matters.
- 3.9 The JSSP will set out the identified housing requirement for Oxfordshire and the apportionment for each Local Authority area and identify strategic growth areas for housing and economic growth within each Local Authority area, taking account of the opportunities offered by infrastructure investment, environmental constraints and economic growth forecasts (aligned with the LIS).
- 3.10 Whilst the JSSP will determine the spatial strategy and strategic growth locations it is unlikely to allocate sites. The precise level of detail that this information will be presented in will be determined through the production of the plan. However it is considered that for the JSSP to add real value to the process, to set a good framework for the Local Plans that follow, and for authorities to be able to resist speculative proposals that do not fit within the agreed strategy, the JSSP needs to go beyond global Oxfordshire figures and district based apportionments and be more specific by identifying strategic growth areas on a key diagram with associated housing / employment numbers. The following diagram is taken from the West of England Plan as one example of how this could be illustrated.



*The main cities and towns will continue to be supported as key locations for employment.
 * Transport alignments in this plan are shown for illustrative purposes and are indicative only. Diagram excludes local bus service improvements.



4.0 Plan Period

- 4.1 The Oxfordshire Housing and Growth Deal commits the JSSP to covering the period to 2050. This is a significantly longer period than is typical with a Local Plan and is important in this strategic context. It is more difficult to predict and forecast patterns and needs with certainty over an extended period and it is well accepted through examination that the level of detail and certainty of an evidence base supporting a plan will decrease over the plan period. It is considered appropriate therefore that the JSSP will address the time period in phases. For example it would seem logical to consider the period 2020-2030, then 2030-2040 and then 2040-2050 as phases of the strategy.
- 4.2 In terms of that first phase, 2020-2030, a significant amount of joint work across the Oxfordshire authorities has already taken place with a joint SHMA, Growth Board agreed apportionment of Oxford's unmet need and the post-SHMA work. All of this has fed into the current and emerging round of Local Plans. These Local Plans cover the period from 2011-2031/36. There is therefore a good deal of detail and certainty around the period to 2031/36 as plans and strategies are well advanced.
- 4.3 The next two phases of the JSSP 2030-2040 and 2040-50 will be based on a new evidence base produced specifically for the JSSP. The level of certainty around any forecasting will vary from topic to topic, but in general it is considered it will be possible to have a good level of certainty in data for the period 2030-2040 even if the level of confidence in the assessments for the period 2040-2050 is less certain. It is nonetheless vital to address the latter part of the period as a core part of the plan; it is this long-term vision where the JSSP adds real value to the traditional approach of plan making. This longer timeframe also offers the opportunity to take account of and harness the benefits that will come with long term infrastructure investment such as the Oxford-Cambridge Expressway.

5.0 Timetable, key milestones and procedures

- 5.1 The Oxfordshire Housing and Growth Deal commits the parties of the JSSP to a high level timetable for its production. The deal milestones for the JSSP are as follows:
- Joint Project Board established under Section 28 – July 2018
 - Draft JSSP published for formal consultation (Reg. 19) – 31st October 2019
 - Submission of JSSP – 31st March 2020
 - JSSP Adoption (subject to examination) – 31st March 2021
- 5.2 The procedures for developing a statutory development plan document are described in regulations. There are therefore several key interim milestones to build into this timetable. This results in a more detailed timetable for production of the JSSP which can summarised as follows:
- Early Stakeholder Engagement –October 2018
 - Consultation on Preferred Strategy Options (Reg. 18) - February / March 2019
 - **Consultation on Proposed Submission Draft Plan (Reg. 19) - October / November 2019**
 - **Submission to the Secretary of State for examination - March 2020**
 - Examination - Expected September 2020 TBC
 - Receipt and Publication of Inspector’s Report - December 2020 TBC
 - **Adoption - March 2021 (subject to examination) TBC**
- 5.3 It is important to recognise that once the JSSP has been submitted to the Secretary of State (Planning Inspectorate), the responsibility for the timetable of the examination is no longer under the control of the plan makers but determined by the appointed Inspector. As such the later milestones are estimations based on experience of these processes and are not fixed through the Growth Deal agreement.
- 5.4 As required in the regulations, a Local Development Scheme (LDS) has been drawn up to set out and make public the timeline for the production of the JSSP. Each local authority will adopt the JSSP LDS. This will be adopted in addition to their own LDS which sets out the local plans authorities will be producing.
- 5.5 Another requirement of the regulations is the production of a Statement of Community Involvement (SCI) to set out the ways in which the plan making body will involve and consult with the public and stakeholders through the project. An SCI for the JSSP has been produced and this will also be adopted by each authority and will stand alongside their own SCIs.
- 5.6 The decision making bodies for the JSSP production are the five local planning authorities (see section 9 on governance). The individual Councils will be asked to formally approve JSSP documents as follows:
- Approve LDS – September 2018
 - Approve SCI (following consultation) – December 2018
 - Approve JSSP Preferred Options Document for consultation (Reg 18) – January 2019
 - Approve Submission draft JSSP for consultation (Reg 19) and submission to SoS – September 2019
 - Adopt JSSP – March 2021 (subject to examination)
- 5.7 The JSSP timetable is ambitious and reflects the commitment of the parties involved to delivering change for Oxfordshire. In order to keep to this ambitious timetable, and underline the joint

working approach taken, the individual authorities have agreed to hold co-ordinated council meetings at the above stages. All authorities will hold the relevant meetings within the same week (as far as possible) and consider a joint report from the JSSP project team.

6.0 Proposed structure of the JSSP

- 6.1 It is anticipated that the structure of the document will comprise the following elements:
- (a) Introduction – Setting out the purpose of the document, Oxfordshire in a wider context, policy framework – the relationship of the JSSP to other documents and plans and the functional housing and economic market area.
 - (b) Spatial Portrait- setting a spatial context for the county and identifying issues and opportunities to be considered in the JSSP
 - (c) Vision and Objectives – linked to the Sustainability Appraisal and evidence base.
 - (d) Spatial Strategy - overall quantum of development for housing and employment together with strategic development locations and opportunities and the necessary strategic infrastructure to support this, including a key diagram
 - (e) Delivery and monitoring – to include phasing of development, review mechanisms, monitoring, funding arrangements etc.
- 6.2 Early work on the JSSP will focus on the vision and objectives for the plan including the vision for Oxfordshire in 2050. The early stakeholder engagement will focus on these aspects; they will also form part of the first round of formal consultation (Regulation 18 - February 2019) which will also test options for the Spatial Strategy. A clear vision is key to engaging the wider community in the project and objectives form a vital part of the Sustainability Appraisal process for the plan and will help test the effectiveness of the project.

7.0 Supporting evidence base

- 7.1 A bespoke evidence base will be required to support the JSSP. The list below gives an indication of the pieces of technical work that will be required as part of this evidence base. This list is not exhaustive; more pieces of work may become relevant or apparent as the project progresses. Some of these pieces of work already exist and can be relied on for the purposes of the JSSP with no or only minor updates. This list will be reviewed throughout the project as work progresses:
- a) Oxfordshire Local Housing Need calculation
 - b) Economic forecasting and job growth calculation
 - c) Transport strategy, assessment and modelling
 - d) Sustainability Appraisal
 - e) Habitat Regulations Assessment
 - f) Green Belt Review/Assessment
 - g) Other infrastructure assessments/update of OXIS
 - h) Flood Risk Assessment
 - i) Natural Capital Assessment (including biodiversity)
- 7.2 These studies will be collected in various ways to ensure that the evidence base is both robust and proportionate (at the appropriate level of detail), and that this is done in a cost-effective way. For example each authority already has a Strategic Flood Risk Assessment (SFRA), these are carried out to an established methodology and as such it may not be necessary to prepare a joint SFRA. However, other studies will require review and updating, and some new studies will need to be commissioned from specialist consultants. Where consultants are commissioned all draft briefs

will be reviewed and approved by officers of each district ahead of the competition process. Capacity funding from the Housing and Growth Deal is available to fund studies.

- 7.3 A Housing and Economic Land Availability Assessment is one of a number of studies which will support the development of the JSSP. The JSSP Team and the partner authorities will be running a 'Call for Sites' as part of the plan process seeking submission identifying sites and broad locations for strategic scale housing and economic development within Oxfordshire. The sites and broad locations identified by the Call for Sites will be assessed for their suitability for development and will form part of the evidence base to demonstrate the supply of development land for the period to 2050 in the Housing and Economic Land Availability Assessment.

8.0 Links to other work programmes

- **The Oxfordshire Local Industrial Strategy.** Oxfordshire has been invited by central government to develop a local industrial strategy and to build an ambitious programme for long-term economic growth that will guide a step-change in how the County thinks about economic growth and investment. It is important that the JSSP Team continue to work with the LIS Team to explore how the two workstreams can be integrated and aligned to capitalise on synergies and to support Oxfordshire's growth. This will include exploring key growth locations for Oxfordshire's development that can form part of the LIS and also discussing the key barriers and opportunities around delivering strategic sites.
- **Oxfordshire Local Transport Plan.** Oxfordshire County Council are working on a refresh of their Local Transport Plan (LTP4) that will take a fresh look at a transport vision, goals and objectives for the County. There is a need to ensure alignment between this and the JSSP to ensure that decisions are made that are correct for the County to guide its future growth.
- **Oxford to Cambridge Corridor.** Alongside the autumn budget 2017, the Government published its overarching vision for the Oxford-Cambridge Corridor as an initial response to the recommendations of the National Infrastructure Commission. The NIC identified an area that has the potential to be the UK's Silicon Valley nurturing innovative industries and promoting economic growth in the national interest also recognising that unaffordable housing is acting as a brake to economic growth. It recommended that a shared vision for the corridor is established and that work will need to plan for capturing its economic potential; place-making, including housing, cultural and community ambitions; and connectivity and infrastructure including new investments in and the opportunities presented by East West Rail and the Oxford to Cambridge Expressway. The JSSP has an essential role to play in responding positively to these recommendations and addressing these criteria and will need to contribute positively to a cross corridor vision. Highways England are now taking forward more detailed development of the Expressway proposals and have identified three potential broad corridors for its route which affect Oxfordshire in different ways. The JSSP needs to consider the current proposals and in turn the final preferred corridor when it is published in Autumn 2018 and detailed route option in 2019.

9.0 Governance arrangements

- 9.1 The JSSP is a core work stream of the Oxfordshire Growth Board as part of the Housing and Growth Deal, yet the decision making bodies for the production of a plan are the five districts as Local Planning Authorities. This section sets out the emerging governance arrangements for the project.

9.2 The Growth Deal commits to the establishment of a Joint JSSP Project Board to take forward the project under Section 28 of the Planning and Compulsory Purchase Act (2004). Section 28 of the Act provides the means for more than one Local Planning Authority to jointly produce a Local Development Document (the JSSP). While formal decision making power resides with the individual Local Planning Authorities arrangements can be set up under Section 28 to help the Councils coordinate the preparation of the JSSP.

9.3 Two groups will be set up to help guide the preparation of the JSSP, a Member sub-group, made up of Elected Members, and an officer project board made up of senior officers.

9.4 *Member sub-group:*

- Made up of members from the Districts and a County observer
- Will provide political advice and input into the work of the JSSP project team
- Representatives of the Statutory Agencies will be invited to participate in meetings as the agenda requires their advice and input
- Not a decision making group but will make recommendations to the Growth Board and to the individual Local Planning Authorities
- Meet on average quarterly with flexible programme to reflect the JSSP work programme
- Meet after the Officer Project Board

9.5 *Officer Project Board:*

- Made up of the relevant Heads of Service of the District Councils, including the JSSP Project Sponsor, the Growth Deal Workstream Lead, and representatives of Oxfordshire County Council, OxLEP, MHCLG, Homes England and other relevant bodies as required.
- Meet on average quarterly with flexible programme to reflect work programme
- Meet ahead of the Member Sub Group

9.6 *Provisional work programme and meeting dates:*

- September 18 – as part of the September project launch
- November 18 – help to refine the Regulation 18 document; discuss the jobs numbers and housing numbers for the plan period
- February 19 – during Regulation 18 consultation; start exploring the spatial expression of the numbers
- May 19 – help to refine the Regulation 19 document and prepare for the consultation
- October 19 – review consultation outcomes and refine the proposed Submission Draft Plan
- February 19 review of consultation outcomes on the proposed Submission Draft Plan

9.7 The table below identifies of the invitees to the two groups that make up the JSSP Project Board:

Officer Project Board		
Partner	Officer	Responsibility
West Oxfordshire DC	Giles Hughes	Project Sponsor - Overall responsibility for ensuring that the project meets its objectives and delivers the projected benefits. In addition same responsibilities as other Heads of Service.
Growth Deal	Deal Director	Provide direction and support for the JSSP Project Team and the link

		to the Growth Deal / Board.
Oxford City Council	Patsy Dell	Provide direction for the JSSP Project Team and the link to the corporate decision making processes of the Local Planning Authorities.
Cherwell DC	Adrian Colwell	
South Oxfordshire and Vale DCs	Adrian Duffield	
Oxfordshire County Council (Observer)	Rachel Wileman	Provide advice and observations, and coordination with wider Growth Deal activity
OxLEP (Observer)	tbc	
Homes England (Observer)	tbc	
MHCLG (Observer)	tbd	
Member Sub-group		
Partner	Member	Responsibility
Cherwell DC	Cllr Colin Clarke	Will provide political advice and input into the work of the JSSP project team.
Oxford City	Cllr Alex Hollingsworth	
South Oxfordshire DC	Cllr Will Hall Sub all con group members	Not a decision making group but will make recommendations to the Growth Board and to the individual Local Planning Authorities.
Vale of White Horse DC	Cllr Anthony Hayward Sub- all con group members	
West Oxfordshire DC	Cllr James Mills (Chair) Cllr Jeff Haine Sub Cllr Toby Morris	
Oxfordshire County Council (Observer)	Cllr Fox –Davies Sub Cllr Jeanette Matelot	

JSSP Liaison Group

- 9.8 Work on the JSSP to date has been carried out by the Interim Project Team. This group is made up of a planning officer representative from each of the partner and observing bodies and has been meeting regularly to put in place the various project management documents and arrangements required to initiate the JSSP project. This work means that the JSSP Project Team is able to start from a good position with much of the scoping, project planning, and statutory requirements well underway.
- 9.9 With the establishment of a dedicated JSSP Project Team, it is proposed that the interim team, with their well established relationships and working arrangements is retained but adapts to form a Liaison Group for the project. This group would continue meeting on a regular basis but with a changed role, advising and performing a liaison function with the constituent authorities. The table below identifies members of the liaison group.

JSSP Reference / Liaison Group		
Partner	Officer	Responsibility
Cherwell DC	Alan Munn	Members of the Liaison Group will meet regularly to provide the key link between the JSSP Project Team and the authorities. They will bring key messages from their organisations to the JSSP Project
West Oxon DC	Andrew Thompson	
South Oxon DC	Holly Jones	

Vale WH DC	Andrew Maxted	Team and provide feedback to the Project Team on proposals and plans based on discussions within their organisations. They will help develop the agenda for the Officer Project Board and Member Sub Group meetings.
Oxford City	Richard Wyatt /Rachel Nixon	
Oxfordshire CC	Amanda Jacobs	

10.0 Engagement and communication

- 10.1 It will be important to ensure that stakeholders are kept up to date with progress on the JSSP and have the opportunity to feed into the project. The SCI sets out the general approach to engagement and consultation. Formal consultation periods will be held at two key stages, Regulation 18 (February 2019) and Regulation 19 (October 2019).
- 10.2 Communications should be proactive, positive and high profile to reflect the wishes of the Board that public engagement and knowledge of the JSSP is at a high level. The project team will seek to maximise the use of digital channels for engagement, for example:
- Advertising- for example of key events
 - Social Media
 - Develop an interactive and engaging JSSP website, including a consultation portal
 - Commission highly professional video(s) to demonstrate the message on the website
 - Ensure that the opportunities on each partners website are maximised and that there is clear signposting to the JSSP website
- 10.3 The Growth Board has agreed the appointment of a JSSP communications and engagement officer to work as a key element of the JSSP project team. The communications and engagement officer will work up a strategy for these areas of work once in post.

11.0 JSSP Project Team Structure

- 11.1 The JSSP Project Team will be responsible for co-ordinating and producing the work on the JSSP. Resources will come from 3 main sources:
- Core team recruited/seconded through the Growth Deal
 - Resources from the partner bodies (more specific task related and including the input of the Liaison Group)
 - Commissioned advice/expertise from external sources
- 11.2 A dedicated team resource is to be recruited to the project who will be able to fully focus on producing the work required. This team will be managed by Rachel Williams as JSSP Workstream Lead and will be structured as follows:
- JSSP Lead – Rachel Williams
 - 4 FTE planners – at a range of scales/grades
 - 1 Apprentice Planner
 - 1 FTE Communication Officer (already agreed as part of Growth Deal budget)
 - 1 FTE Project Admin Support

