



LITTLEMORE NEIGHBOURHOOD PLAN

CONSULTATION STATEMENT

FOR OXFORD CITY COUNCIL

September 2024

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Supporting documents (in the folder Insubmissiondocuments accompanying the formal submission)

Annex 1 - Summary of Issues and Options responses 2019 (Excel<Responses2019survey>)

Annex 2 - Issues and Options Questionnaire 2023 (pdf <NPlanquestionnairefinal>)

Annex 3 - Summaries of Issues and Options Consultation 2023 Responses (Excel

<LNPSurveyresponseswebsite>, Excel<LNPsurveydatasummary>,

Excel<LNPsurveydatacommunityamenitycomments>, Excel<LNPQuantitative Datasummary>)

Annex 4 - Small consultations about safety in two parts of Littlemore <littlemorecommon PlaceData LittleParkCowley Road Littlemore> and <littlemorecommon PlaceData StNicholasRdAliceSmithSquare>

Annex 5 - Draft Plan for the pre-submission Public Consultation (May-June 2024) (pdf <LNPDraftforpublicconsultationfinal>)

Annex 6 - Other documents for the pre-submission Public Consultation pdfs<LNPSummaryfinal, LNPreponseformfinal and LNPposterfinal>

Annex 7 - Summary of responses to the pre-submission Public Consultation and commentary (Excel <Littlemore Neighbourhood Plan 2025-2040Public Consultation1-25includingresponsesfromlpc> and pdf <LNPreponsesentdirectwithactionsrecorded>

Annex 8 - (Excel<Littlemore Views on the Cowley LTN scheme (Responses)>) included though not part of the evidence gathering for the Neighbourhood Plan

1 INTRODUCTION AND OVERVIEW

1.1. This Consultation Statement has been prepared to fulfil the legal obligations of the Neighbourhood Planning Regulations 2012, accompanying the draft Neighbourhood Plan approved on 10th September 2024 by Littlemore Parish Council (LPC) for submission to Oxford City Council (OCC) which is the relevant local authority. Littlemore is a Parish just within the boundaries of the City of Oxford. The area covered is shown on the map on page 5 of the draft Plan. The current OCC Local Plan to 2036 is the one with which this Plan is aligned, though the proposed 2040 Plan has been consulted on and is currently being examined. Those involved in the preparation of the Littlemore Neighbourhood Plan are grateful to officers of OCC for their guidance and support and to the many residents and others involved in Littlemore for their support.

1.2. Section 15 (2) of Part 5 of the Regulations sets out that a Consultation Statement should:

- (a) contain details of the persons and bodies who were consulted about the proposed Neighbourhood Plan;
- (b) explain how they were consulted;
- (c) summarise the main issues and concerns raised by the persons consulted;
- (d) describe how these issues and concerns have been considered and, where relevant, addressed in the proposed Neighbourhood Plan.

This statement covers all these points by referring to the relevant part of the Draft Plan (September 2024), this document or one of the Annexes.

1.3. Consultation with residents of Littlemore posed significant challenges. In part, this is due to the demography of the area, as a result of social disadvantage and linguistic diversity. However, this is exacerbated by a strong sense among many residents that their views had not been listened to, or acted upon, in previous consultations. These considerations influenced the approach to consultation which was adopted and probably affected the nature of the responses, as discussed below.

1.4. The process of developing a Neighbourhood Plan was started in 2017 with an initial survey to which there was very little response. A team re-started the process in 2019 completing an Issues and Options Survey which involved extensive door knocking and visiting community groups. This resulted in 248 responses summarised in Annex 1. A community workshop was held on 23rd October 2019 to consider an overall Vision and draft Themes and Objectives, which led to four draft themes (Community Amenities, Natural Environment, Built Environment and Connectivity & Transport) being identified. Unfortunately, the pandemic and lockdown in 2020 brought the process to a halt. For reasons set out below, a further Issues and Options survey was conducted, but these responses informed the drafting of the Neighbourhood Plan.

1.5. A consultation which was undertaken by the Parish Council mostly by door-to-door delivery of a paper-based survey on Low Traffic Neighbourhoods in 2021 led to 523 completed responses. A summary of the responses is on the spreadsheet <Littlemore Views on the Cowley LTN

scheme (Responses)> which is in Annex 8. Further details are at [Cowley LTN survey Oct 2021 – Littlemore Parish Council](#). Although this consultation was not part of the Neighbourhood Plan process, it seemed appropriate to take account of the views expressed.

1.6. In September 2022, the process was re-started and a Neighbourhood Planning Working Group (NPWG) was set up by Littlemore Parish Council. Membership of this (and the policy groups) is set out on page 44 of the draft Plan. This indicates that the preparation of the Plan involved a combination of members of LPC and other residents throughout, so that the process was community led. The work was supported from February 2023 by Adam Symons of Symons Consulting. The NPWG met approximately monthly throughout the process and reported on progress at each Parish Council meeting, with formal adoption of two versions of the Plan in February 2024 and September 2024.

1.7. The period from September 2022 to February 2023 involved familiarisation with what would be involved and consideration of how best to conduct the consultations. The aims were to:

- ‘front-load’ consultation, so that the Plan was informed by the views of local people and other stakeholders from the start and that it generated positive ideas on what could be done to improve Littlemore in future years after 2025;
- engage with as wide a range of people as possible who live, work and socialise Littlemore as possible, using a variety of events and communication techniques, so that the result was not only a tangible Plan but also a greater understanding of Littlemore and sense of optimism, as opposed to one of grievance;
- ensure that progress and next steps were clearly and regularly publicised, with opportunities for people both to ask questions and to volunteer to help.

1.8. Discussions both in the NPWG and with others indicated that simply delivering a leaflet or questionnaire to every household was likely to elicit far fewer responses than knocking on doors and asking residents to respond, especially for the Issues and Options survey; and that there needed to be options to respond both on paper and online. Specific meetings on the Neighbourhood Plan were thought unlikely to attract more than a few people, but it would be useful to attend existing events to explain the process and encourage responses. Regular publicity by means of the Littlemore Local (a newsletter produced by the Parish Council and distributed to most households in Littlemore every two months), via social media (especially Littlemore Live) and word-of-mouth through community groups and local channels such as WhatsApp groups would help to engage a wide range of residents. Contact was made with local schools, notably John Henry Newman Primary School, places of worship, especially St Mary and St Nicholas Church, and other community groups, to inform them and elicit their support. Contact was established with large existing and potential businesses/ employers (notably the Oxford Science Park, the Ellison Institute of Technology, Railpen - both of which are developing major sites in Littlemore - and Oxford NHS Foundation Trust, who run the Littlemore Mental Health Centre). All those named above agreed to assist with publicity. These discussions informed the consultation process, with some changes for different stages, for instance as it became clear that people were more likely to respond online, other than in the Issues and Options stage.

2 ISSUES AND OPTIONS STAGE

2.1 Early in 2023, it was decided that too much time had passed and there had been too much change since the previous Issues and Options survey in 2019 for this to be valid, though account would be taken of the views expressed in that. A further Issues and Options Consultation was therefore held, running from May to August 2023. This was designed to engage with those who live, work, study or socialize in Littlemore to produce an evidence base of key issues to inform the main themes and policies of the draft Plan. This consisted of a two-page questionnaire (see Annex 2) which could be completed on paper or online, an option which provided the chance to give more detailed responses. Paper copies were made available at community events and in key places locally (such as the Village Hall, Community Centre, St Mary and St Nicholas Church and Oxford Science Park), with the LPC website containing further information to help explain the process. Responses on paper could be returned either via Littlemore Post Office or a named residential address.

2.2 The Consultation was publicized as outlined in 1.8 and 2.1 above, especially through extensive door-knocking, with some attendance at community events. Visits were made to most dwellings in the Parish, though inevitably some residents were out and some properties such as flats were inaccessible. Although not every property in Littlemore was contacted directly, the return of 515 responses - 307 on paper and 208 online via the LPC website - seemed to justify the approach of knocking on doors rather than just distributing questionnaires. A significant number of respondents expressed views wanting immediate changes, notably on Low Traffic Neighbourhoods, which the Neighbourhood Plan could not address. However, this personal contact was widely appreciated and gave the chance to explain what could and could not be achieved. It also helped to recruit several people who became members of one of the Policy Groups.

2.3 The responses were collated during September and October 2023 (see Annex 3), enabling policy groups to draft policies and accompanying text and evidence to back these during November and December 2023. These also took account of two other consultations on community safety in two areas of Littlemore conducted in October 2023, even though these did not elicit many responses (see Annex 4). This resulted in a draft Plan (see Annex 5) which was approved for public consultation by LPC in February 2024.

3 PRE-SUBMISSION CONSULTATION STAGE

3.1 March and April 2024 involved preparing for the statutory Regulation 14 pre-submission consultation, especially discussing the logistics such as identifying those to be consulted and how best to do so and preparing and printing the necessary documents. A copy of the approved draft was sent to OCC with a request that they conduct a Screening Assessment. OCC contacted key stakeholders to determine whether a Strategic Environmental Assessment or a Habitat Regulations Assessment is required. As a result, OCC decided that neither is required. The Screening Statement is available on

[Littlemore-NP-Initial-SEA-Screening-Statement May-2024.pdf \(littlemoreparishcouncil.gov.uk\)](#) and is included in the folder of documents accompanying the formal submission.

3.2 The consultation was held between 7th May to 18th June 2024, following the standard 6-week statutory consultation timescale, though in practice responses were accepted until the end of June. As well as the draft Plan, a four-page summary, a paper response form and a poster were prepared and printed (see Annex 6). The paper response form was adapted for the website with the same text but allowing more detailed responses. Responses online via the LPC website were encouraged by including a QR code on the summary, response form and poster. The LPC website also provided information to help explain the process and how to respond. In practice, the four-page summary and QR code were the most effective ways of explaining what was in the draft Plan and signposting those interested to it. While translation of the documents was considered, the cost was thought to be too high, but the offer was made to attend by invitation groups of people with English as an Additional Language so that the process and content of the draft Plan could be explained, with an interpreter where this could be arranged. This offer was not taken up.

3.3 To publicize the consultation and encourage engagement, a range of methods was used:

- hard copies of the draft Plan and other documentation were made available at five venues (Littlemore Library, St Mary and St Nicholas Church, Community Centre, Village Hall and Oxford Science Park);
- a piece was published in the Littlemore Local;
- pieces in school newsletters at John Henry Newman Primary Academy, St John Fisher Primary School and The Oxford Academy and via St Mary and St Nicholas Church were circulated at approximately two-week intervals;
- short pieces were sent to businesses at the Science Park and to the Littlemore Mental Health Centre who alerted their employees and (in the latter case) patients, again with reminders at approximately two-week intervals;
- posters on public noticeboards owned by LPC, and those at the Community Centre, Village Hall and St Mary and St Nicholas Church;
- posters in the windows of local shops, private dwellings and communal areas where these exist for instance at St. George's Manor;
- announcements at, or visits to, various groups including the Littlemore Partnership, the Health and Well Being Group, Littlemore Local History Society and Growing Minds (a group for young parents and their children);
- attendance at the Annual Parish Meeting and (with their agreement) at a meeting organized by Ellison Institute of Technology to update local residents on progress of the building;
- two drop-in sessions at the Science Park, one at the Magdalen Building, one at the Sadler Building;
- a manned table with a portable noticeboard at various events, including the monthly Village Hall tea and the Littlemore Fun Day; and

- informal discussions at these events and other occasions.

These, especially events attended, are summarised in Appendix A of this statement.

3.4 Those specifically invited to respond included the statutory stakeholders, based on a list supplied by OCC and other organizations which though not statutory stakeholders have an important role in Littlemore, as well as all those who live, work, study or socialize in Littlemore.

The following Statutory Consultees were contacted by email from the LPC Clerk, asking for their responses. Those known to have responded have been marked with *:

- Blackbird Leys Parish Council
- Canal and River Trust
- The Environment Agency
- Historic England *
- National Highways *
- Homes England
- National Grid UK
- Natural England *
- Network Rail *
- NHS England
- NHS Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board *
- Office of Rail and Road
- Oxfordshire Local Enterprise Partnership
- South Oxfordshire District Council
- Thames Valley Police *
- The Office of the Police and Crime Commissioner for Thames Valley
- Avison Young (on behalf of National Gas Transmission)
- Active Travel England
- Strategic Planning Team Oxfordshire County Council *
- Oxford City Council *

3.5 Other organizations and individuals who were informed in a similar way about the consultation and asked to respond if they wished were:

- Rail Pen *
- Oxford Science Park *
- Oxford NHS Foundation Trust *
- Ellison Institute of Technology

- Firoka Ltd (who own the Kassam Stadium and surrounding land)
- Sandford Parish Council
- Bucks, Berks and Oxfordshire Wildlife Trust
- Sainsbury's, Heyford Hill
- River Learning Trust (for The Oxford Academy)
- John Henry Newman Primary Academy
- St John Fisher Primary RC Primary School
- Emmanuel Christian School
- St Mary and St Nicholas Church
- Local City Councillors and County Councillor *

Please note that it is not known exactly who submitted responses as most were anonymous, but those marked with a * definitely did so. Other organizations, such as community groups, were contacted more informally as part of the Public Consultation. In terms of individual residents, some interest was expressed when someone explained the document and how to respond, for instance at community events and drop-ins, but only a limited amount without this.

4 BETWEEN THE PRE-SUBMISSION CONSULTATION AND FORMAL SUBMISSION

4.1 Thirty-nine responses were received, some sent directly to the Clerk of LPC and/or Chair of NPWG, only 2 on paper and 25 via the website. While it is difficult to interpret what seems to be a low response given the effort put into publicity and engagement, it seems to reflect general satisfaction with the Plan, especially as most of the comments were broadly supportive and there was very little negative comment. We were pleased to receive a response from the developers of South Oxfordshire Science Village saying that they intend to work collaboratively with LPC and others, especially as this area is just outside, but adjacent to, Littlemore Parish. At the request of Savill's, acting on behalf of the Science Park, a meeting was held so that some points made in their response could be clarified.

4.2 The key points of the responses were summarized, highlighting suggested amendments or additions. As indicated, most of the responses were supportive, with several suggesting changes of wording and/or additions to policies or accompanying text. The main concerns expressed related to policies on biodiversity and Houses in Multiple Occupation and a lack of clarity or supporting evidence on some points. All the responses were carefully considered at a sub-group of NPWG in August 2024, resulting in decisions simply to note them or to make changes to the wording of the Plan. One additional policy (BEC1) was added and two were amalgamated into a revised NEC1. The summaries and the decisions resulting from these discussions can be seen in Annex 7.

4.3 A revised Draft was produced, highlighting the significant changes in response to the consultation, and including minor updates in response to aspects which were outdated since the Plan's previous version. That Draft, with a few very small additions, was agreed by the NPWG on 8

29th August 2024, with the recommendation to LPC that it be approved at their meeting on 10th September for formal submission to Oxford City Council. The draft had also been sent to OCC and a meeting to discuss any issues arising arranged, as a result of which Appendix 3 of the Plan (on the Designation of Green Spaces, Local Wildlife Sites and updating of Tree Preservation Orders) was added. The resulting Draft was approved by LPC for formal submission to OCC on 10th September 2024.

5 CONCLUSION

This Consultation Statement and the supporting documents are considered to comply with Section 15 (2) of Part 5 of the 2012 Neighbourhood Planning Regulations.

APPENDIX A WAYS OF CONSULTING ADOPTED IN THE REGULATION 14 PRE-SUBMISSION PUBLIC CONSULTATION

NB This does not include social media posts (except final reminder) and individual conversations.

| | Event/action | Who |
|----------------------------|---|--|
| Before May 5 th | Publicity in March Littlemore Local Check on translation/ costs (not proceeded with) Approve documentation Arrange printing Contact re drop in sessions Identify statutory consultees and other organizations Contact statutory consultees and other organizations Documents on website by 7/5/24 Village hall tea 4/5/24 | TE/JP TE AS/NPWG ME/TE TE/others TE/OCC Clerk TE/CS/Clerk TE |
| w/c 6/5/24 | Consultation opens 7/5/24 Documentation to five venues Posters in shops Posters on noticeboards Publicity in May Littlemore Local First message for circulation via those agreeing to publicize | TE/JP JP Various TE/JP TE |
| w/c 13/5/24 | Littlemore Health and Well Being Group 13/5/24 Parish Council 14/5/24 History Society 15/5/24 Growing Minds 16/5/24 | TE JP TE TE |
| w/c 20/5/24 | Science Park drop in 21/5/24 Parish meeting 21/5/24 Second message for circulation | TE TE/JP/MW TE |
| w/c 27/5/24 | Science Park drop in 29/5/24 Village Hall tea 1/6/24 | TE TE |
| w/c 3/6/24 | Parish Council Third message for circulation Reminder to NPWG and LPC Final reminder on Littlemore Live | JP TE TE AB |
| w/c 10/6/24 | Littlemore Partnership 12/6/24 Littlemore Fun Day 15/6/24 | TE JP/MW |
| w/c 17/6/24 | Consultation closes 18/6/24 | |

Meeting 22/7/24 TE/ JP with Science Park and Savill's (their agents) at their request to discuss their response.