



**HEADINGTON
NEIGHBOURHOOD FORUM
(headingtonplan.org.uk)**

**CONSULTATION
STATEMENT**

FOR OXFORD CITY COUNCIL

DOCUMENT CONTROL SHEET

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1. INTRODUCTION

1.1. This Consultation Statement has been prepared to fulfil the legal obligations of the Neighbourhood Planning Regulations 2012. Section 15(2) of Part 5 of the Regulations sets out what a Consultation Statement should contain:

- (a) contains details of the persons and bodies who were consulted about the proposed neighbourhood development plan;
- (b) explains how they were consulted;
- (c) summarises the main issues and concerns raised by the persons consulted;
- (d) describes how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan.

1.2. At the start of the process Headington Neighbourhood Forum (HNF) identified the importance of consultation, and produced a Community Engagement Strategy (Annex 1) to guide their consultation process. Following on from this, a much greater level of consultation has been undertaken than the legislation requires, and this is set out in detail in the reports that are submitted in support of this Consultation Statement. It is not the intention of this Consultation Statement to replicate what is in these detailed reports.

1.3. The aims of the Headington Neighbourhood Plan consultation process were:

- to 'front-load' consultation, so that the Plan was informed by the views of local people and other stakeholders from the start of the neighbourhood planning process;
- to ensure that consultation events took place at critical points in the process where decisions needed to be taken;
- to engage with as wide a range of people as possible, using a variety of events and communication techniques; and
- to ensure that results of consultation were fed back to local people and available to read (on the website) as soon as possible after the consultation events.

1.4. Continuous engagement of various stakeholders has taken place throughout the neighbourhood planning process, and has involved meetings, workshops and other events with the following consultees:

- Headington Forward (Oxford Brookes University, Oxford University, Oxford University Health Trust, Oxford Health Trust)
- Local Residents Associations and Groups
- Headington Neighbourhood Forum meetings which have been open to residents
- Oxford City Council

1.5. Formal consultation was undertaken by the Forum members of the Headington Neighbourhood Forum, with some facilitation provided by Symons Consulting. Formal consultation events took place at the following stages in the neighbourhood planning process:

- an Issues and Options Consultation from September 2014 to October 2014 – 6 weeks;
- a series of focus groups with local businesses during October 2014;
- a statutory consultation stage in accordance with Regulation 14 on the draft Plan between 30th May 2015 and 16th July 2015; and

- a further consultation with statutory consultees in accordance in accordance with Regulation 14 on the draft Plan between 7th December 2015 and 25th January 2016.

1.6. This Consultation Statement provides an overview of each of the above stages of consultation in accordance with Section 15(2) of Part 5 of the Regulations. Full details are provided in the reports that support the Consultation Statement.

2. ISSUES AND OPTIONS CONSULTATION

2.1. The Issues and Options Consultation was launched on the 11th September 2014, once the Forum had been officially designated by Oxford City Council. Although not a statutory requirement of the neighbourhood planning process under the Neighbourhood Planning Regulations 2012, the consultation lasted until 24th October 2014, following the standard 6 week statutory consultation timescale.

2.2. Following the requirements set out in the Community Engagement Strategy, the I&O Consultation aimed to facilitate the community and stakeholder engagement needed to produce an informed and relevant community-led Neighbourhood Development Plan for Headington through the following actions:

- All local media were informed of the consultation through press releases.
- All households in the designated Headington Neighbourhood Forum Area (6,500) had a full colour 4–page A5 leaflet delivered to them (Annex 2), with a FREEPOST response with which responses could be returned.
- An online survey was developed, launched and publicised through publicity materials and the Headington Neighbourhood Forum website.
- The Headington Neighbourhood Forum website also contained further detailed information to help explain the leaflet and online survey.
- Community engagement events were held across Headington to help publicise the consultation, engage with residents and give out consultation leaflets.
- A letter (See Appendix 1) and leaflets were sent to a range of interested parties including businesses and representative social and community organisations (especially those representing 'hard to reach' groups - See Appendix 2).
- Meetings were held with various Headington stakeholder groups, including local education and healthcare institutions, to explore the issues highlighted in the consultation leaflet.

2.3. The results of this consultation helped us gather views about what should be included in the plan. Nearly 500 responses were received.

2.4. We analysed these responses, categorised them into specific areas, and submitted these responses to each of the six policy working groups in order for them to incorporate into their policy development process.

2.5. A report was produced to reflect the results of the consultation (Annex 3), and how HNF proposed to respond to the various consultation comments.

3. BUSINESS CONSULTATION

3.1. In October 2014, the Business and Retail Policy Working Group contacted a large number of local businesses to try to understand some of the issues related to these organisations within the HNPA.

3.2. Each organisation was sent a questionnaire asking them about the most important issues for them in the local area. 32 responses were received, and these were collated in order to feed into the policy working group process.

3.3. Businesses in Headington were also asked whether they might be interested in a follow-up meeting to discuss the issues raised. Of those who agreed to this, 9 businesses attended a follow-up focus group. The Business focus group meeting was held on 2nd February 2015.

3.4. Parking was identified as the main issue by Headington businesses. Other issues raised were traffic, the security of businesses in relation to shop-lifting, and the need for a business association to represent businesses.

4. DRAFT PLAN CONSULTATION

4.1. The draft Headington Neighbourhood Plan was consulted on through a statutory consultation stage in accordance with Regulation 14 on the draft Plan between 30th May 2015 and 16th July 2015. The following actions to publicise the consultation took place:

- All local media were informed of the consultation through press releases.
- A hard copy of the draft Plan was made available at five venues across the designated Forum Area
- All households in the designated Forum Area (6,500) had a full colour 2–page A5 leaflet delivered to them (Annex 4), explaining the consultation, and where they could attend the consultation drop-in sessions.
- An online survey was developed, launched and publicised through publicity materials and the Headington Neighbourhood Forum website.
- The Headington Neighbourhood Forum website also provided further detailed information to help explain the leaflet and online survey.
- Six Plan Consultation drop-in sessions were held at the Hub on London Road to get feedback from residents on the proposed Plan.
- Leaflets were sent to a range of interested parties including businesses and representative social and community organisations, especially of hard to reach groups.
- Various social media and online forums were engaged to raise the profile of the consultation and to stimulate debate.
- Large poster boards and publicity materials were produced to provide information to drop-in session attendees.

4.2. Over 280 specific responses from over 80 respondents were received through the various media channels used. These responses were once again fed into the policy working group process and influenced which policies were to be put forward in the Final Plan.

4.3. A full list of all responses is provided in Annex 5, with the proposed actions that the Forum has taken to respond to these responses, including in one instance, the deletion of one Plan Policy related to bus transport.

5. STATUTORY CONSULTEES CONSULTATION

5.1. A further consultation with statutory consultees, in accordance with Regulation 14, was held on the draft Plan between 7th December 2015 and 25th January 2016.

5.2. The following Statutory Consultees were sent a revised copy of the draft Plan for comment through email (Annex 6 shows contact details):

- Oxford City Council
- Oxfordshire County Council
- Risinghurst and Sandhills Parish Council
- The Homes and Communities Agency
- Natural England
- The Environment Agency
- Historic England
- The Highways Agency
- Vodafone and O2
- Three
- EE
- Oxford University Health Trust
- Scottish and Southern Energy
- British Gas
- Thames Water

5.3. Responses were received from:

- Oxford City Council (verbally through formal meeting on 14th January 2016)
- Oxfordshire County Council
- The Environment Agency
- Historic England
- The Highways Agency
- Scottish and Southern Energy
- Thames Water

5.4. The initial contact email and the associated responses from these consultees has been collated in Annex 7.

5.5. The responses of these statutory consultees were reported to the Headington Neighbourhood Forum Steering Committee on the 8th March 2016, and a series of recommendations to change the Plan were made following the results of this consultation (see Annex 8 for meeting notes).

6. CONCLUSION

6.1. This Consultation Statement and the supporting consultation reports are considered to comply with Section 15(2) of part 5 of the 2012 Neighbourhood Planning Regulations.

**HEADINGTON NEIGHBOURHOOD
FORUM**

**COMMUNITY ENGAGEMENT
STRATEGY**

DOCUMENT CONTROL SHEET

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APPENDIX A – Headington Neighbourhood Plan Area Map

APPENDIX B – Action Plan

1. Introduction

1.1 This Strategy has been prepared to help guide the process of community and stakeholder engagement needed to produce an informed and relevant community-led Neighbourhood Development Plan for Headington (map of the area provided in Appendix A). It explains the neighbourhood planning process, and the relevance of community engagement within this process.

1.2 This document also sets out a range of activities and actions that will be taken to draw information from the community in and around Headington. Effective engagement with local residents, community groups, businesses, institutions and service providers in Headington and adjoining areas is a crucial aspect in creating a credible plan.

1.3 The document describes the processes and methods that may be employed in community engagement activity; and presents a set of commitments to the community about how we will seek to inform, communicate with and involve them throughout the project.

1.4 An Action Plan (Appendix B) is attached to the Strategy which sets out in greater detail a proposed programme of community engagement activity and various actions needed to deliver that programme. The Action Plan will evolve as the project develops over time.

2. What is a Neighbourhood Plan?

2.1 The Localism Act 2011 introduces statutory Neighbourhood Planning in England. It enables communities to draw up a Neighbourhood Plan for their area and is intended to give communities more of a say in the development of their local area (within certain limits and parameters).

2.2 These plans will be used to decide the future of the places where people live and work, giving opportunities to:

- ◆ choose where people want new homes, shops and offices to be built;
- ◆ have a say on what new buildings should look like; and
- ◆ grant planning permission for the new buildings you want to see go ahead.

2.3 Neighbourhood plans allow local people to get the right type of development for their community, but the plans must still meet the needs of the wider area. This will mean that neighbourhood plans will have to take into account the local council's assessment of housing and other development needs in the area.

2.4 However, it goes beyond traditional ‘land-use’ planning activity, which tends to focus on regulation and control of development. Neighbourhood planning allows greater scope for plan makers, acting with the community, relevant agencies and service providers to promote and manage change in an area. This is why we need to ensure that extensive, appropriate and well-planned engagement takes place at all stages of the plan-making process.

2.5 As with all plan-making, the project requires leadership. Where Town and Parish Councils do not cover an area, The Localism Act has given that leadership role to Neighbourhood Forums. Neighbourhood forums are community groups that are designated to take forward neighbourhood planning in areas without parishes. It is the role of the local planning authority to agree who should be the neighbourhood forum for the neighbourhood area. Oxford City Council has agreed that Headington Neighbourhood Forum should be the designated forum for the area outlined in the Headington Neighbourhood Area (see Appendix A).

2.6 This carries significant responsibility in terms of producing a plan that is representative of the community. The way in which the process is led and implemented will need to secure confidence from the community in the Headington area and those organisations and businesses that serve our needs. Confidence in the process and support for the outcomes will be more certain by starting this process in a demonstrably transparent way and continuing in that way through all stages of plan preparation. We will do this by:

- ◆ showing a willingness to openly encourage opinions and suggestions from all individuals and organisations within the community whether or not these present potentially conflicting, challenging or critical views of the Plan or the process;
- ◆ presenting a reasonable, realistic, evidence based and cogently argued case to support the Plan at each stage of its preparation;
- ◆ making every effort to understand all views expressed from all individuals and groups and respond clearly on all matters raised in a timely manner; and
- ◆ demonstrating, in a form that is readily accessible and easily understood by the whole community, how the Plan reflects the views and opinions expressed during each stage of engagement and, where those views cannot legitimately be taken into account, explaining why that is the case.

3. Why do we need an Engagement Strategy?

3.1 The Engagement Strategy is a way of explaining the steps we intend to take, from the start to the end of the process. The Strategy has been prepared to demonstrate

from the start that this is a process that **needs** community involvement and that the community knows this.

- 3.2 It describes the processes and methods that may be employed in community engagement activity and presents a set of commitments to the community about how we will seek to inform, communicate with and involve them throughout the project.

4. Why is community engagement so important in the neighbourhood planning process?

- 4.1 In the past all statutory spatial plans have been prepared by the local planning authority, Oxford City Council. These plans are collectively known in legal terms as ‘the Local Plan’ and will remain in place. These plans were prepared *in consultation with* local communities. Neighbourhood Plans will be prepared **by** the community.

- 4.2 Through the Localism Act we will now have the opportunity to actually prepare the plan that shapes how the Headington area looks. We can say what type of development we wish to encourage, how much development should take place (subject to generally conforming with higher level strategic plans), where and when that development should take place, and what we want to see protected in the long term.

- 4.3 We will do this by establishing what the community says it most expects the area to look like over the coming years. We will then look to establish how relevant delivery organisations in the private, public, community and voluntary sector are able to meet those expectations.

- 4.4 Preparation of plans within a statutory framework will need to follow certain steps. These are normally prescribed in national regulations, policy and guidance from the Government. We will need to follow those regulations at appropriate stages in the process and will be guided through this by Oxford City Council.

- 4.5 Provided certain steps are taken during the preparation of the Headington Neighbourhood Plan, it will have a clear legal status and be used to make decisions on all planning matters coming forward in Headington and its adjoining areas (in relation to development proposals that may have a potential impact upon the Headington area and its community).

- 4.6 The Engagement Strategy provides a framework to show how we will approach the task of ensuring community participation and involvement at all stages of the project. An Action Plan (Appendix B) sets out what these engagement steps are, including the legal requirements for adoption of a neighbourhood plan.

5. The Community Engagement Framework

5.1 Community and stakeholder participation in any planned activity can take place on a number of different levels. These range from providing information to empowering individuals and groups to take decisions on relevant matters (and for those responsible for implementing plans to stand by those decisions). Community participation in plan-making is most likely to happen if the following processes and activities are planned to be included from the start of the project:

- ◆ **Inform:** Provide information about processes, events, issues and proposals;
- ◆ **Consult:** Obtain feedback and analysis on options and proposals;
- ◆ **Involve:** Work directly with the community throughout the process to ensure their issues and concerns are consistently understood and considered;
- ◆ **Collaborate:** Create partnership with the community in each aspect of decision making including development of options and analysis of alternatives; and
- ◆ **Empower:** Final decisions on all matters lie with the community.

5.2 Each step is normally dependent upon previous activity having been carried out. For example, successful consultation would normally follow earlier dissemination of information, and so on. It is intended that this Engagement Strategy will focus action on ensuring as much public participation and community engagement as possible is achieved. In designing each event we will ensure that involvement is encouraged by embedding all of the following key features in the process:

- ◆ **awareness raising:** to secure maximum participation.
- ◆ **timely engagement:** when involvement can make a difference.
- ◆ **inclusive engagement:** so everyone has a voice but none dominate.
- ◆ **feedback:** to show how participation makes a difference.

6. Inform

6.1 Participation and engagement can take place at an individual level; with self-forming groups having a shared interest; or through pre-arranged facilitated group discussion. Where groups form or are created as a result of the project, given sufficient support, these can usefully evolve to the extent that collaboration takes place on specific matters.

6.2 A number of interested members of the community have already formed policy groups in the following areas:

- ◆ Amenities
- ◆ Education
- ◆ Housing
- ◆ Identity
- ◆ Jobs and Development
- ◆ Retail & Business
- ◆ [Transport](#)

6.3 Direct community involvement in the Headington Neighbourhood Plan is possible through membership of these policy groups or participation in workshops planned through these groups.

6.4 These policy groups will provide the framework for **informing** the community about planned activities. They will effectively 'launch' the Headington Neighbourhood Plan through a programme of informal drop-in events in May and June 2014 across the plan area. The launch event programme is designed to raise awareness of the Headington Neighbourhood Plan, and plan making process, and to encourage direct involvement in its preparation.

6.5 This should be the start of a continuous process of information sharing and relationship building and should allow appropriate messages to get to the right people at the right time. Techniques will include:

- ◆ **written correspondence:** letters, leaflets and newsletters giving information to individuals, groups and organisations; posters displayed in the local area.
- ◆ **media coverage:** drafting press releases, advertisements about events and maintaining dialogue as necessary to secure media coverage to maintain a public media profile throughout the life of the project.
- ◆ **public exhibitions:** mainly in the form of informal drop-in sessions where information can be provided and initial opinions gathered.
- ◆ **face-to-face meetings:** planned discussions with local groups and people in the community.

7. Consult

7.1 The consultation phase of the project will include two formal legally required processes to **consult** the community, and an ongoing informal engagement and consultation process.

7.2 During the first formal process, we will produce a draft vision and aims of the neighbourhood plan. We will also identify, following on from the 'informing' process carried out through the policy groups, the issues and options in the Headington Neighbourhood Plan Area. This document, the Vision, Aims, Issues and Options Report, will help us gather views about what should be included in the plan. This process is programmed to start in July 2014 and to last for 6 weeks.

7.3 Once we have carried out our Community Engagement programme, and identified and evaluated all the available evidence, we will produce a draft Headington Neighbourhood Plan. This is programmed for October 2014. We will then formally consult on this plan for a further period of 6 weeks. Further comments and information provided by the community will be used to finalise the Plan.

7.4 Once the final Draft Headington Neighbourhood Plan is produced, which is programmed for January 2015, Oxford City Council are required to consult on it for a further 6 weeks. They will publicise the document, inviting comments on the content of the document.

7.5 Throughout this process, we will continue to informally **consult** the community using a range of appropriate techniques:

- ◆ **community profiling:** creating a shared picture with the community of the physical, human, social, economic and community characteristics, assets and issues found in an area.
- ◆ **organised discussion groups:** such as focus groups which allow small group discussions that give in-depth consideration to relevant local issues surrounding specific topics.
- ◆ **surveys:** such as resident opinion polls and questionnaire based surveys where responses to questions about specific issues are gathered in writing. These can take the form of door-to-door or street interviews; postal questionnaires; web-based, electronic and social media hosted surveys; and telephone interviews.

8. Involve

8.1 Moving towards a position where we **involve** the community we will need further intensive dialogue with the community and will need to establish mechanisms to give a voice to those who wish to comment on or contribute towards plan-making, and to seek to engage with those who are often more difficult to reach. Techniques used when

we inform and consult with the community will be relevant as will additional activities including:

- ◆ **networking:** which is about identifying and talking to a range of different individuals and interest groups in the community and developing and nurturing relationships with those people
- ◆ **public events:** such as ‘Open House’ events which involve the use of a local venue as a drop-in centre, allowing people to gather information and share their views. Interactive displays and project leadership presence offers further opportunities to gather comments and information. It also gives an opportunity to develop personal relationships with people and groups who may wish to increase their involvement

9. Collaborate

9.1 An initial step where collaboration has already taken place is the creation of a stakeholder group (the Forum) where various voices in the community have helped in forming a draft shared vision for the area.

9.2 As the project develops we can explore further opportunities to **collaborate** with the community. This level of participation is generally resource intensive for both the lead plan-making body and the community and is likely to involve only a few dedicated groups or individuals. We have not identified a formal process for collaboration, but welcome the opportunity to engage in this intensive discussion with stakeholders.

10. Empower

10.1 The final decision as to whether the Headington Neighbourhood Plan is adopted lies in the hands of the community. We believe that through this engagement process we will **empower** the community to become involved in developing the plan, and in agreeing it. A final referendum on whether the plan should be adopted will be held on the 7th May 2015, and all people registered to vote in local elections within the Headington Neighbourhood Plan Area will be eligible to cast a vote as to whether this plan is adopted.

11. Our Commitments

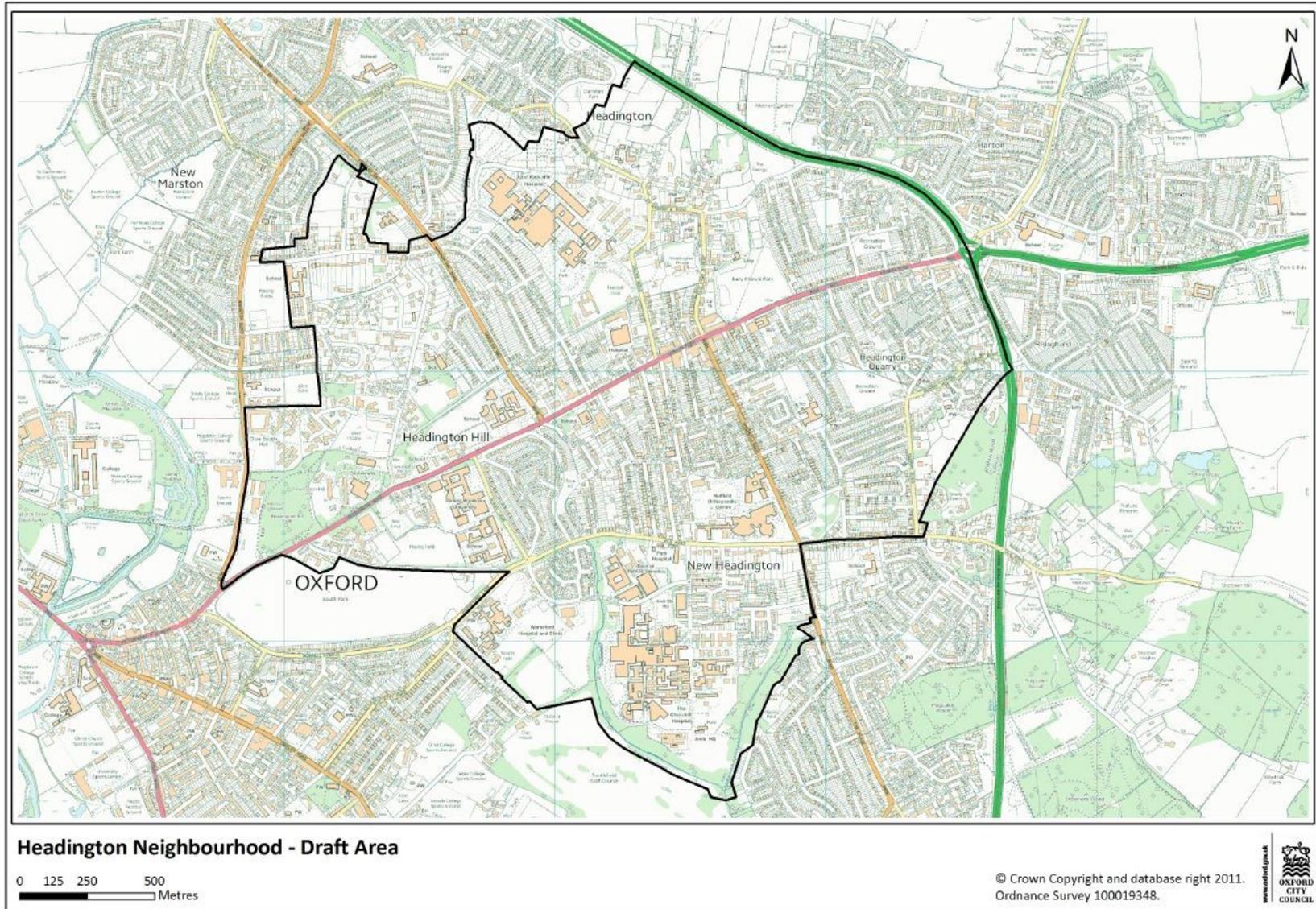
11.1 Headington Neighbourhood Forum as the lead organisation in the Headington Neighbourhood Plan project, through the wider Steering Group, has agreed to adopt a set of key commitments on community and stakeholder engagement revolving around transparency and inclusivity, but subject to proportionality. These are presented as an

agreed set of actions and approaches to engagement that we will offer to the community as part of this project:

- ◆ Undertake a Launch Event Programme to raise awareness of the Headington Neighbourhood Plan and encourage engagement in the process
- ◆ Undertaking a 6 week consultations on a Vision, Aims, Issues and Options Report and a formal 6 week consultation on the Draft Headington Neighbourhood Plan
- ◆ A website will be provided for information sharing prior to the launch of the project and will be maintained throughout the plan making process
- ◆ Regular press releases will be provided giving activity updates
- ◆ Information will be provided through local newsletters
- ◆ All information collected to inform plan making will be openly available
- ◆ Local permanent exhibitions and displays will be provided in accessible locations to support events and give information throughout the period of all publicised consultation events
- ◆ Communication will take place in a form best suited to each person or group as expressed by them
- ◆ An open agreement to meet with individuals and groups throughout the project whatever their views and opinions as resources reasonably allow
- ◆ Respond within a reasonable time to all written representations demonstrating how comments have been taken into account and how the plan has been informed by those comments
- ◆ Explore all opportunities to involve anyone in the community in preparing the plan at all stages of the project
- ◆ Where comments and suggestions are made that are not directly relevant to the Neighbourhood Development Plan we will record these and pass the comments on to the appropriate person or organisation for action

11.2 In return we will ask only that anyone seeking to participate by providing information, opinions or analysis of proposals at any stage of the project is prepared to do so in writing to ensure that all comments can be properly noted as a true record of their views. Once we reach the stages in the process where statutory guidance has to be followed we will be required to publish comments made about the Plan.

Appendix A – Headington Neighbourhood Plan Area map



Appendix B – Community Engagement Action Plan

Date(s)	Responsible Group	Stakeholder/s Engaged	Method of Engagement	Method of Feedback	Comments
29/01/14	ISG	Forum	Report	Comments on Project Plan and CES	This is an Example

What do you think?

Are there any important issues that we have not identified?

.....
.....
.....

Do you have any ideas of how we can solve these issues?

.....
.....
.....

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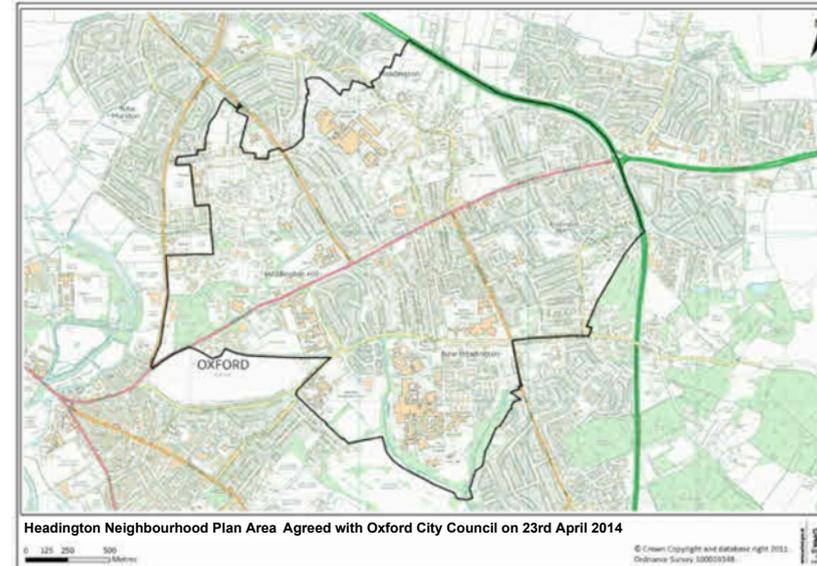
Freepost RTKL-RYZS-LYTT
Headington Neighbourhood Forum
15 Lime Walk
Headington
Oxford
OX3 7AB



Headington Neighbourhood Forum Issues Consultation



This document sets out our suggested 'Issues and Options' which we hope will prompt local residents, workers, students, businesses and institutions to consider what are the most important issues, and try to identify how we solve them. Since April 2012, local communities have been able to take a lead in the future planning of their area through the preparation of neighbourhood plans.



Headington Neighbourhood Plan area was agreed through consultation with residents, and approved by Oxford City Council. The map shows the area which is included in the Neighbourhood Plan area.

Learn about the Forum and the Plan area by visiting our website:
HeadingtonPlan.org.uk

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To return, please fold the page, tuck in and post (no stamp required). Please return by 24th October 2014. If you prefer to submit your response online go to <http://tinyurl.com/hplansurvey>

- HeadingtonPlan.org.uk
- [HeadingtonPlan](https://www.facebook.com/HeadingtonPlan)
- [@HeadingtonPlan](https://twitter.com/HeadingtonPlan)

We are grateful to the following organisations for supporting and funding Headington Neighbourhood Forum:



If adopted at a local referendum, the neighbourhood plan will become part of the statutory development plan for Headington. This means that the council and planning inspectors will have to take the plan into account when making planning decisions. The Forum is coordinating efforts to create such a plan. Anyone who lives or works in Headington can join the Forum, contribute ideas, and help to create the Plan. Together, we can influence development, protect and enhance the character of the area, and improve local facilities.

Plan Objectives

The Plan has three overarching objectives which guide policy making throughout the Neighbourhood Plan process. These are:

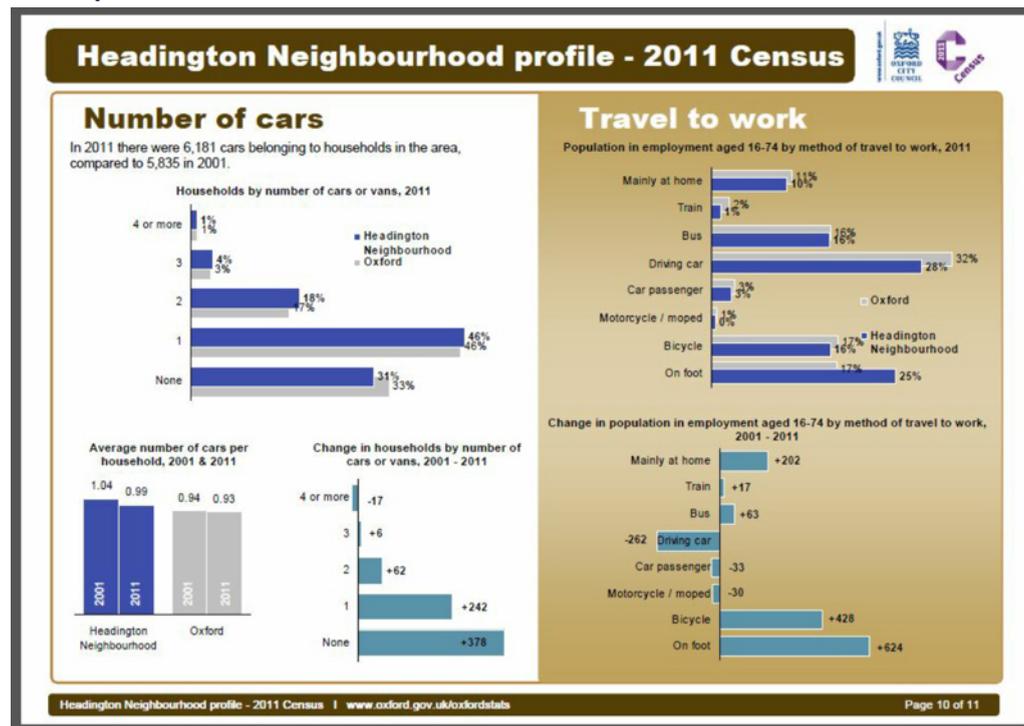
1. Improving the quality of life for residents, workers and students
2. Establishing and promoting an identity which embraces the diverse nature of Headington
3. Fostering beneficial development

What next?

We have been working hard to understand the issues in Headington by talking to the local community, and collecting information about housing, jobs, open spaces, transport, businesses and facilities.

For more on all these issues visit the Forum's website: HeadingtonPlan.org.uk or use this quick link: <http://tinyurl.com/hplanissues>

The Census and Local Plan help to form a 'rich picture' of Headington. Using this information, six Policy Groups made up of Headington residents, have set out what they consider to be some of the important issues for the local community For example:



Issues & Options

Please rate each of the issues below by placing a score (1-5) in the box. (1 is low importance, 5 is high importance)

EDUCATION IN HEADINGTON

- Increase number of **places** in schools.
-  Bring providers together in order to **raise educational attainment**.
- Enhance provision of **training and development**, and apprenticeships.

CHARACTER & IDENTITY OF HEADINGTON

-  Strengthen Headington's distinctive identity to foster a sense of **community**.
- Identify and develop the special **characteristics of different districts**.
- Balance conservation and innovation** within planning and development.

AMENITIES & GREEN SPACES IN HEADINGTON

-  **Conserve** Green Spaces, and increase biodiversity and public access.
- Increase **access** to cultural & sports facilities in private and public ownership.
- Provide a **community and cultural centre** in central Headington.

TRANSPORT IN HEADINGTON

-  Reduce **congestion** by facilitating cycling, walking and car sharing.
- Reduce through **traffic** and **speeds** in residential streets.
- Reduce traffic noise and improve **air quality**.

RETAIL & BUSINESS IN HEADINGTON

-  Improve provision of **parking** to encourage shopping.
- Strengthen the local shopping **identity**.
- Encourage **retail variety**.

HOUSING IN HEADINGTON

-  Provide housing mix and tenures to meet specific **social needs**.
- Ensure that **Houses in Multiple Occupation** comply with regulations.
- Build housing appropriate to the local **character**.

HEADINGTON NEIGHBOURHOOD FORUM

ISSUES AND OPTIONS CONSULTATION DRAFT REPORT

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Annex A – Headington Neighbourhood Plan Area

Annex B – Press Releases to Promote Issues and Options Consultation

Annex C – Consultation Leaflet

Annex D – Proposed Community Engagement Events

Annex E – Business Survey Details

Annex F – Final Ranking Results

Annex G – Final Correlation Results

Annex H – Final Respondents Issues and Options

1. Introduction and Background

- 1.1 This Headington Neighbourhood Forum was designated as the neighbourhood forum for the Headington area (Annex A) on the 9th September 2014, the area having previously been designated on 28th March 2014.
- 1.2 In preparation for designation, the Interim Steering Group (ISG) of the proposed Forum produced a Project Plan which set out the timescales and milestones of the neighbourhood plan process.
- 1.3 The ISG set out the need to undertake multiple public consultations in the Project Plan. A Community Engagement Strategy was produced by the Interim Steering Group of the proposed Forum on 18th August 2014.
- 1.4 The Project Plan identified the need to carry out an initial consultation with Headington residents, and other stakeholders, in order to identify the most important issues in Headington, as well as identify potential solutions. Hence, the title of the consultation was the 'Issues and Options Consultation' (I&O Consultation). The results from this consultation are to inform the draft Headington Neighbourhood Plan.
- 1.5 The Forum, through forum discussions and community engagement, identified the need to develop six particular policy areas: transport, housing, education, retail & business, amenity & public space, and character & identity. For each of these policy areas a Policy Working Group (PWG) has been set up.
- 1.6 Policy development for the Headington Neighbourhood Plan is delegated to these six PWGs. They examine the available evidence, consider the local issues and propose potential policies.
- 1.7 As part of this process, the PWGs have each identified three specific Headington issues which have been used during the consultation process. The PWGs have also produced materials for the consultation process, organised events, and helped to promote the consultation.

2. Methodology

- 2.1 The I&O Consultation was launched on the 11th September 2014, once the Forum had been officially designated by Oxford City Council. Although not a statutory requirement of the neighbourhood planning process under the Neighbourhood Planning Regulations 2012, the consultation lasted until 24th October 2014, following the standard 6 week statutory consultation timescale.
- 2.2 Following the requirements set out in the Community Engagement Strategy, the I&O Consultation aimed to facilitate the community and stakeholder engagement needed to produce an informed and relevant community-led Neighbourhood Development Plan for Headington.
- 2.3 All local media were informed of the consultation through press releases. (See Annex B)
- 2.4 All households in the designated Headington Neighbourhood Forum Area (6,500) had a full colour 4–page A5 leaflet (See Annex C) delivered to them, with a FREEPOST response with which responses could be returned.
- 2.5 An online survey was developed, launched and publicised through publicity materials and the Headington Neighbourhood Forum website.
- 2.6 The Headington Neighbourhood Forum website also contained further detailed information to help explain the leaflet and online survey.
- 2.7 Community engagement events (Annex D) were held across Headington to help publicise the consultation, engage with residents and give out consultation leaflets.
- 2.8 Meetings were held with various Headington stakeholder groups, including local education and healthcare institutions, to explore the issues highlighted in the consultation leaflet.
- 2.9 A number of the PWGs also carried out more tailored surveys which specific stakeholders during the consultation period. For example, the Business and Retail PWG surveyed local businesses about specific retail issues. The survey and results from this survey are included in this report, and can be found in Annex E.

3. The Consultation Leaflet

- 3.1 The consultation leaflet, and associated information, was produced by the ISG in partnership with the PWGs. The ISG provided the structure and the design of the consultation leaflet, while the PWGs each proposed three ‘Issues’ (18 in total) to help stimulate discussion (See Table 1 below for key), and which could be rated by residents and stakeholders.
- 3.2 Residents and stakeholders were asked to rate each of the identified ‘Issues’ with a score from 1-5. (5 being highest importance, 1 being lowest importance). Residents and stakeholders were also asked to state which ‘Issues’ had not been covered in the consultation leaflet, and to provide a ‘Solution’ to how to resolve the ‘Issues’ they had identified.

Table 1 – Proposed Issues

Issue Code	Issue Text
E1	Increase number of places in schools.
E2	Bring providers together in order to raise educational attainment.
E3	Enhance provision of training and development, and apprenticeships.
A1	Strengthen Headington’s distinctive identity to foster a sense of community.
A2	Identify and develop the special characteristics of different districts.
A3	Balance conservation and innovation within planning and development.
C1	Conserve Green Spaces, and increase biodiversity and public access.
C2	Increase access to cultural & sports facilities in private and public ownership.
C3	Provide a community and cultural centre in central Headington.
T1	Reduce congestion by facilitating cycling, walking and car sharing.
T2	Reduce through traffic and speeds in residential streets.
T3	Strive to reduce noise and improve air quality.
R1	Improve provision of parking to encourage shopping.
R2	Strengthen the local shopping identity.
R3	Encourage retail variety.
H1	Provide housing mix and tenures to meet specific social needs.
H2	Ensure that Houses in Multiple Occupation comply with regulations.
H3	Build housing appropriate to the local character.

4. Collecting Responses

- 4.1 Although the consultation was due to close on the 24th October, the deadline for the consultation close was extended to November 1st to allow for any late responses.
- 4.2 Consultation leaflet responses were delivered to the Forum using a FREEPOST address printed on the consultation leaflet. It was also possible to return leaflet responses by hand.
- 4.3 Online responses were collected using Qualtrics software via the Headington Neighbourhood Forum website.
- 4.4 Some text based responses were also received via email.
- 4.5 Numeric responses were collated to identify the ranking of the issues that the PWGs had identified. Text based responses were categorized, then placed in subject groups (i.e. transport, housing, etc.)

5. Responses

- 5.1 A total of 470 responses were received. 149 responses were received via the online survey. 317 responses were received via the FREEPOST leaflet. 4 responses were received directly via email.
- 5.2 It should be noted at this stage that although 470 responses were received, not all respondents completed all sections of the consultation. Some completed the numerical section, and provided no text suggestions, while others provided text suggestions without completing the numerical section
- 5.3 Chart 1 shows the breakdown of responses by means of response.

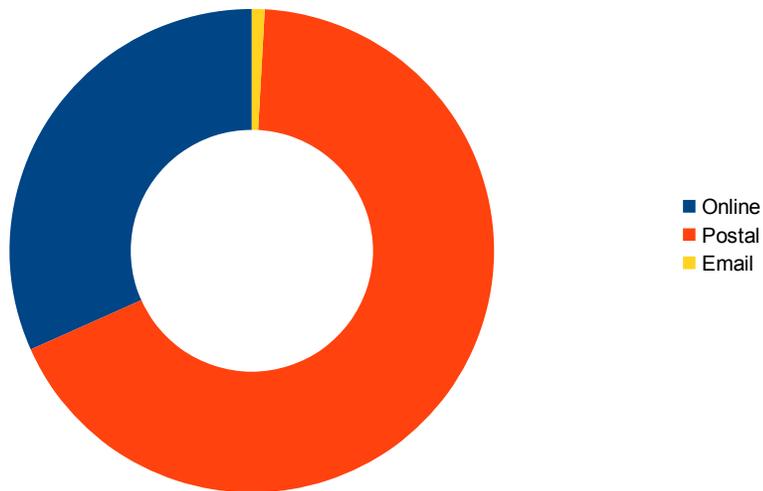


Chart 1 – Breakdown of 470 Consultation Responses

- 5.4 The online survey allowed respondents to identify what their relationship to Headington was. The results from this are presented below, and show that the majority of respondents (106/142) lived in Headington, and carried out a range of activities, while 30 respondents worked in Headington but did not live in the area.

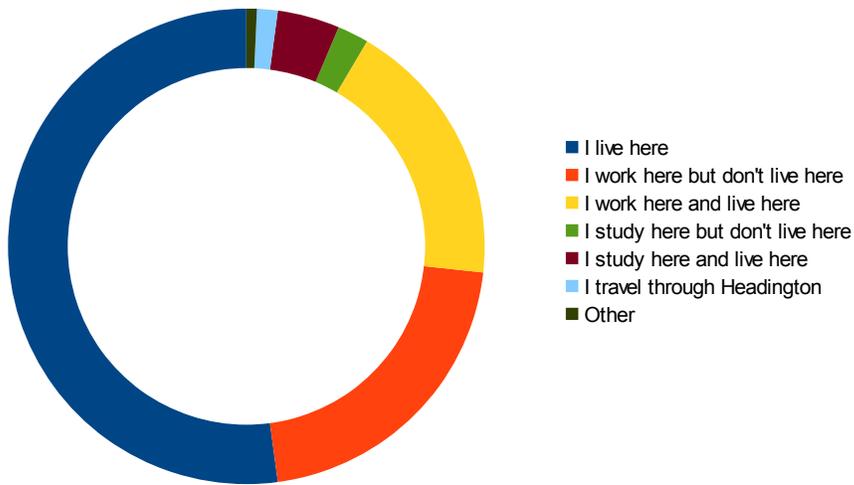


Chart 2 – Breakdown of the situation of Online Consultation Respondents

6. Analysis

6.1 The I&O Consultation focused primarily on identifying the most important issues for residents and stakeholders in Headington. In order to facilitate this, the PWGs identified 18 of what they considered to be the most important issues in Headington, and asked consultation respondents to rate the importance of these issues, from 1-5 (5 being highest importance, 1 being lowest importance).

Highest Ranking Issues

6.2 Of the 470 respondents, 46 provided no numerical response whatsoever, with a further significant number providing partial numerical responses. Out of the 18 issues identified, the most responded to issue was ranked 410 times, while the least responded to issue was ranked 370 times.

6.3 The issue which was ranked as the most important was ‘Conserve Green Spaces, and increase biodiversity and public access’ which had an average score of 4.47 with a standard deviation of 0.95. The issue which was ranked as the least important was ‘Identify and develop the special characteristics of different districts’ which had a score of 2.83 with a standard deviation of 1.37.

6.4 The full result of this ranking process, together with the standard deviations can be found in Annex F. A graphical representation of these results is shown below in Chart 3.

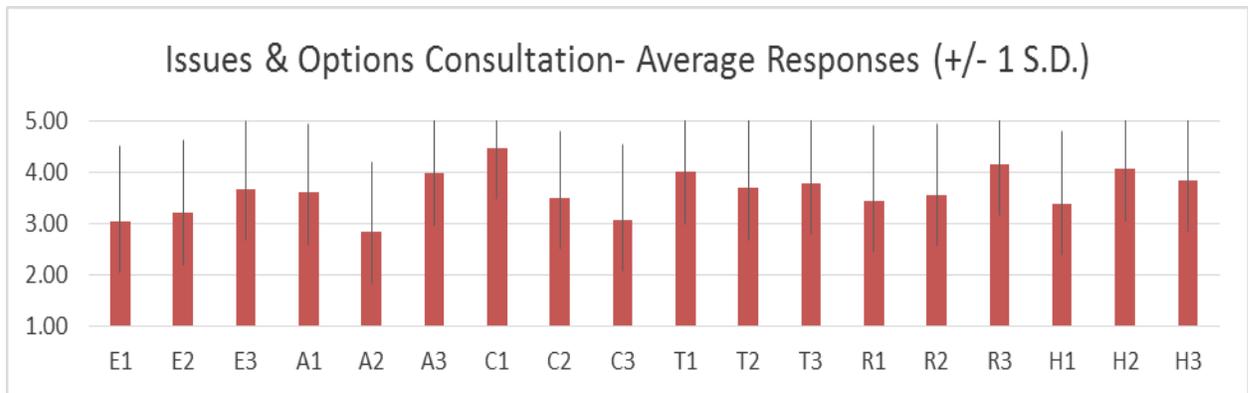


Chart 3 – Average Rating and Standard Deviation for each Proposed Issue

6.5 Spearman’s correlation was used to assess how closely respondents viewed each issue. A full analysis of the consultation results using this analysis can be found in Annex G.

6.6 The two issues which ranked closest (0.58 correlation coefficient) were ‘Strengthen the local shopping identity’ with ‘Encourage Retail Variety’. The two issues which ranked least close (-0.12 correlation coefficient) were ‘Improving the provision of parking to encourage shopping’ and ‘Reduce congestion by facilitating cycling, walking and car-sharing’.

Other Issues Identified by Residents

- 6.7 254 out of 470 respondents responded to the consultation with additional text comments about issues. A total of 311 comments were made, which were categorized into 105 categories. These categories were then ordered into policy areas, and are presented in Annex H
- 6.8 The most mentioned issue was that there were ‘Too many supermarkets/lack of retail variety’ in Headington, with 26 respondents identifying this issue.
- 6.9 A graph showing the top 14 issues mentioned is set out below (Chart 4).

Other Options Identified by Residents

- 6.10 260 out of 470 respondents responded to the consultation with additional text comments about options. A total of 309 comments were made, which were categorized into 175 categories. These categories were then ordered into policy areas, and are presented in Annex I.
- 6.11 The most mentioned option was to ‘Install Speed Indicator Devices/Humps/Chicanes/Cameras/Signs/Mirrors/Trees’ to reduce speeding, with 14 respondents identifying this option.
- 6.12 A graph showing the top 10 options mentioned is set out below (Chart 5).

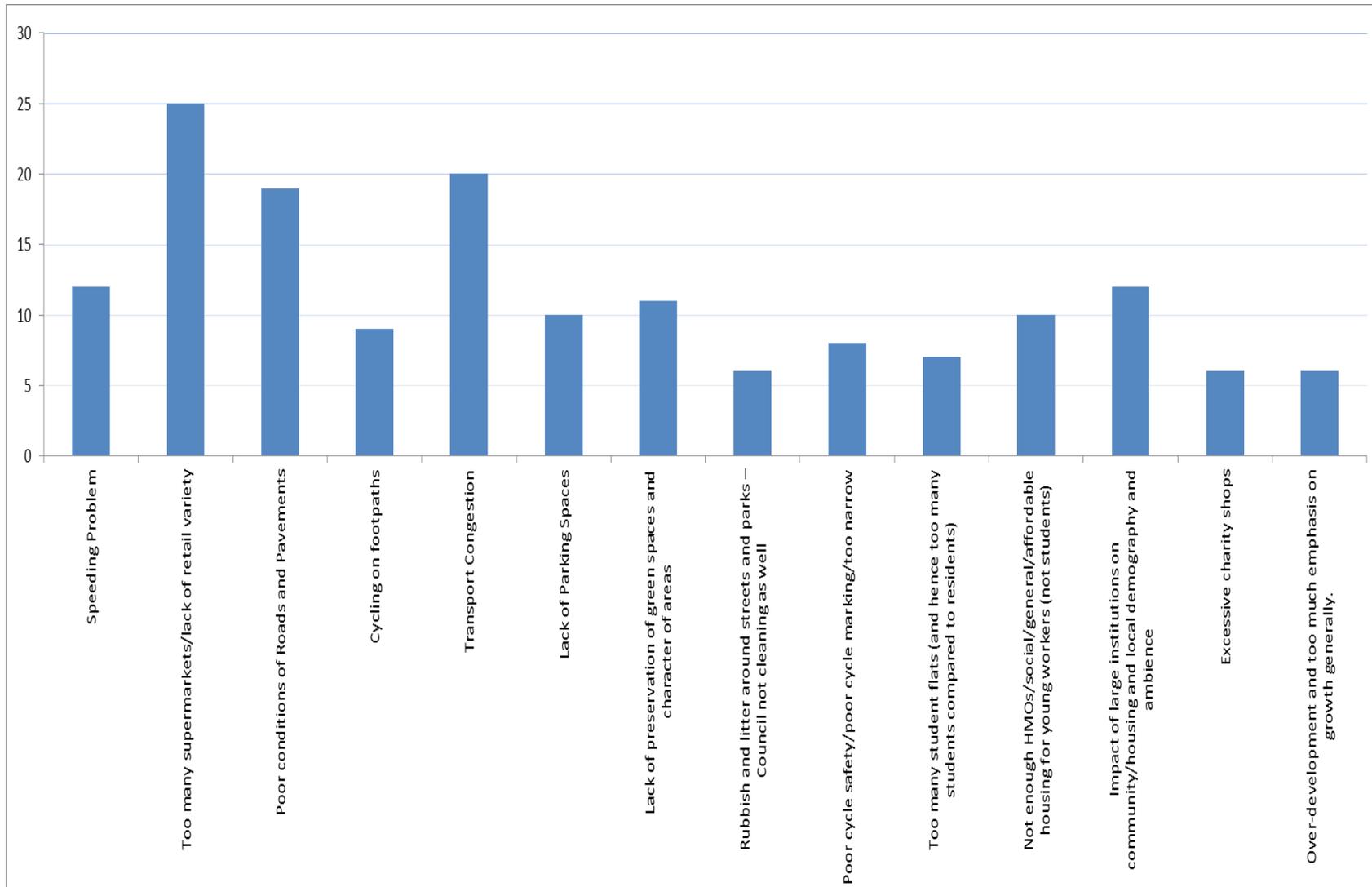


Chart 4 – Top Issues Raised by Respondents during Consultation

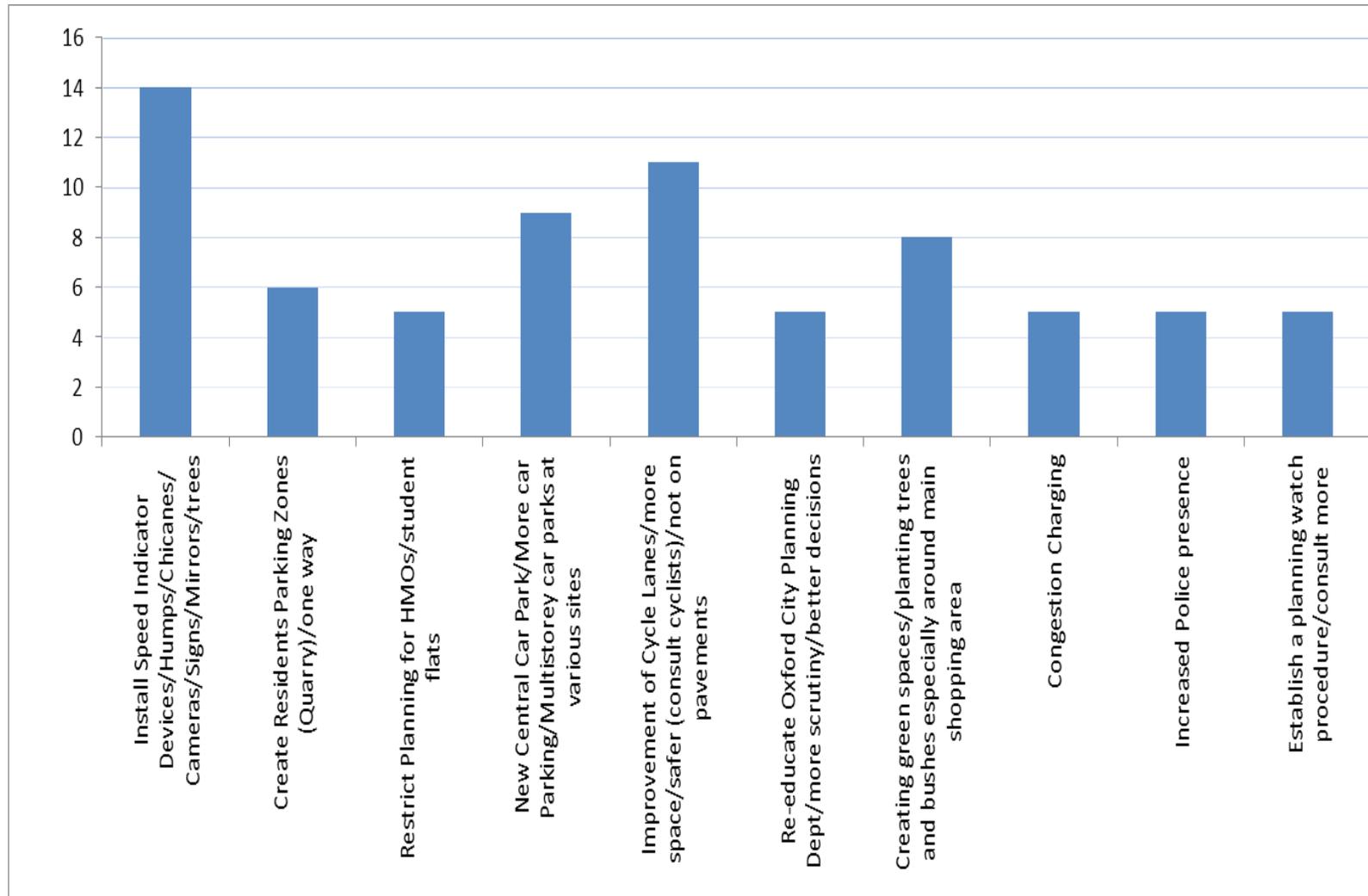


Chart 5 – Top Options Raised by Respondents during Consultation

7. Discussion

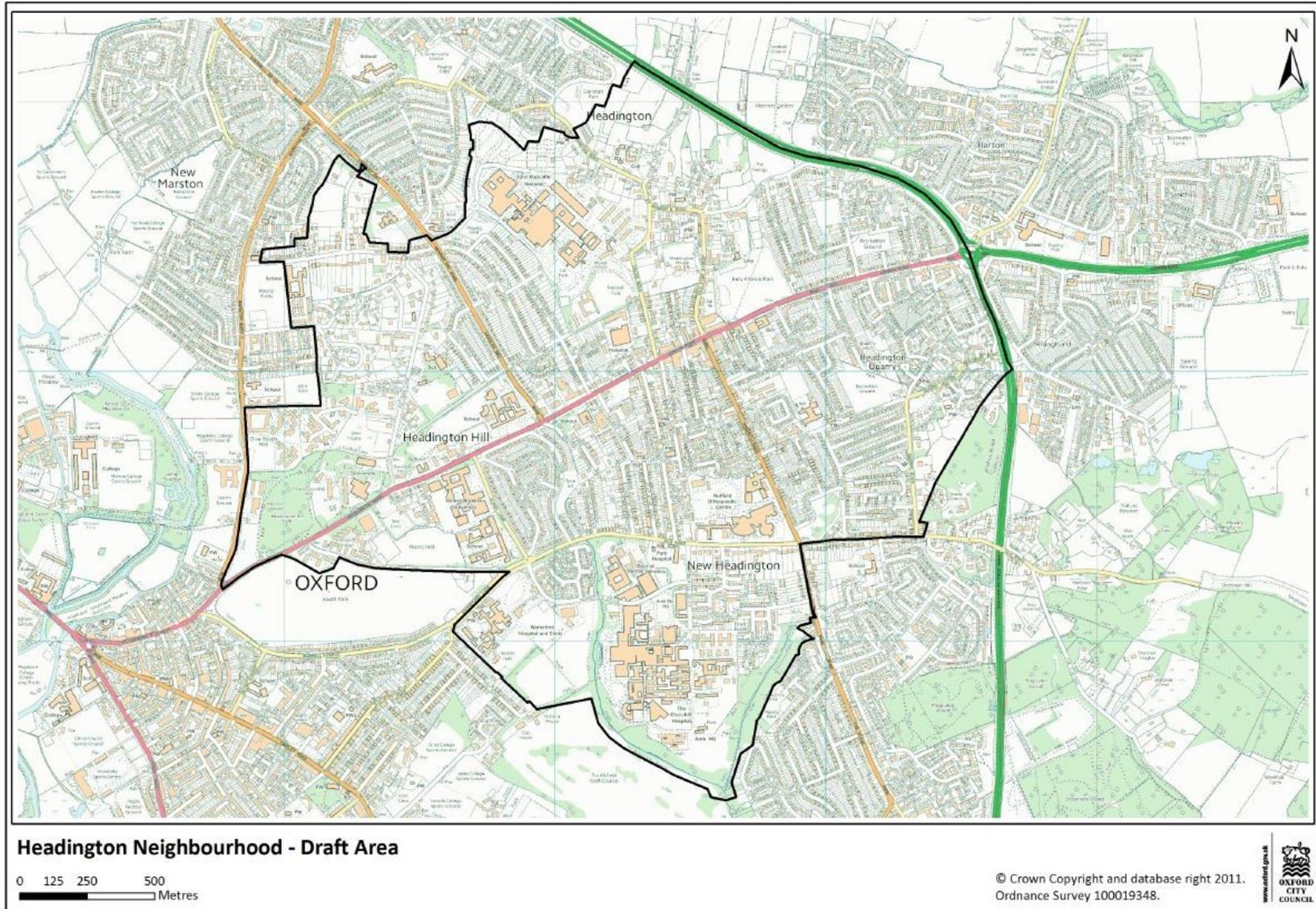
7.1 The PWGs and the Forum SG are meeting on the 29th November to discuss the results from the consultation. Without wanting to prejudice the discussion, there are some interesting trends which will be pointed out to help discussions:

- Not only did the proposed issues ‘Conserve Green Spaces, and increase biodiversity and public access’ have the highest rating, but it had the lowest standard deviation, meaning that respondents uniformly thought that this was the most important issue.
- That proposed issues in their policy groups were more closely correlated generally.
- That the proposed issues which were least closely correlated tended to be those which proposed dealing with transport issues and those which proposed improved facilities for retail use.
- Respondents tended to identify issues which had an immediate to themselves and their local community, such as shopping, traffic congestion, speeding a litter. In contrast, respondents were more ‘imaginative’ in what options could be employed to deal with these issues, and therefore there were 70% more options identified than issues.
- That a significant number of respondents did not add any additional issues or options to the proposed issues list published in the consultation leaflet.

8. Areas of Improvement for the Consultation Process

9. Conclusion and Next Steps

Annex A – Headington Neighbourhood Plan Area map



Annex B – Press Releases to Promote Issues and Options Consultation

Annex C – Consultation Leaflet

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Annex E – Business Survey Details

Annex F – Final Ranking Results

Annex G – Final Correlation Results

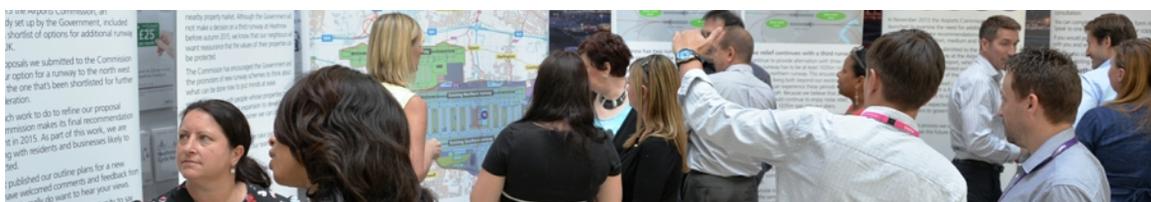
Annex H – Final Respondents Issues and Options

Talk to us about Headington's future!



Headington
neighbourhood
plan

On 30th May 2015 Headington Neighbourhood Forum published a draft Neighbourhood Plan for Headington. It sets out how we intend to deal with new development and how we want to improve Headington as a place to live for all residents. Come and talk to us about the Plan and any issues that concern you. There are six Saturday drop-in events at the Hub in Headington (125 London Road) where you can meet the Forum team.



Saturday 6th June - 10am - 4pm
Saturday 13th June - 10am - 4pm
Saturday 20th June - 10am - 4pm
Saturday 27th June - 10am - 4pm
Saturday 4th July - 10am - 4pm
Saturday 11th July - 10am - 4pm

Character and Identity
Amenities and Green Spaces
Housing
Education
Business and Retail
Transport



Our vision

Headington Neighbourhood Plan celebrates the diversity and identity of Headington. Working with our partners and neighbours, we plan to balance the opportunities in Headington in order to provide a healthy, positive and vibrant environment for people to live, work and study in.

About us

The Headington Neighbourhood Forum is the group leading the creation of a neighbourhood plan for Headington.

Anyone who lives or works in Headington can join the Forum, contribute ideas, and help to create the Plan. Together, we can influence development, protect and enhance the character of the area, and improve local facilities. This consultation finishes on the 16th July 2015.



Our Plan

The Plan can be viewed at:
HeadingtonPlan.org.uk/draftplan

You can submit comments on the website, or you can email us at:
info@headingtonplan.org.uk

If you cannot access the Plan online, you can read and comment on the Plan at the following locations:



HeadingtonPlan.org.uk



HeadingtonPlan

@HeadingtonPlan

The Hub, 125 London Road
Skipton BS, 138-140 London Road
Barclays Bank, 105 London Road
Scott Fraser, 77 London Road
Headington Library, Bury Knowle

Join us!

Headington Neighbourhood Plan is for people who care about Headington's future. Join with others to make it a better place.

Email us at: member@headingtonplan.org.uk

Write to us at Headington NF, 15 Lime Walk, Headington.



Email Responses

Email Consultation Responses from Draft Plan Consultation

Consultee	Policy Area	Comment	Suggested Changes	Forum Response
Joanne Carr, Oxford Brookes	General	Oxford Brookes is supportive of the vision and objectives of the draft Headington Neighbourhood Plan and appreciates the opportunity to comment on its policies and proposals.	No change required	NOTED
	General	The plan provides a thorough examination of some of the key considerations for the Headington community but we have a number of comments to make on individual policy proposals and these are outlined below.		NOTED
	General	In addition, we would like to flag the inopportune timing of this consultation. Unfortunately, holding a consultation at this time of year effectively excludes a large proportion of our student population who, as you note in the plan, are an important constituent part of the Headington community. To add to this, whilst efforts have been made to publicise this consultation to staff through our internal newsletter, again the timing of the consultation is such that many are not on campus. We would ask that future consultation events of this nature are held at a time which enables more thorough involvement of University staff and students who have much to contribute on these important issues		Our previous consultation was held in October last year in particular to cover this constituent part of Headington. We have tried to run consultations to cover all constituent elements of Headington.
	GSP1	The University is supportive of the need to protect the character of Headington and agrees that green space is an integral part of this. However, it would seem sensible to include a caveat in this policy which states that there is a presumption against development on green space unless there are accompanying plans to adequately re provide this green space elsewhere within the Neighbourhood Plan area.	The proposed policy provides that: 'Development will not be permitted where it results in the loss of publicly accessible green space unless it can be demonstrated that development on that space is unavoidable and: i. a publicly accessible green space(s) of an equivalent size and amenity in an identified area(s) of need in the HNPA is provided; and/or ii. improvements and enhancements are made to existing publicly accessible green space(s) in the HNPA; and/or iii. access to new publicly accessible green space(s) of an equivalent size and amenity in the HNPA are provided; and/or iv. access to the public of existing private green space(s) of an equivalent size and amenity in the HNPA are provided.	These comments, together with other comments have been taken on board, and the suggested changes have been made to the Policy.
	GSP2	Again, whilst Oxford Brookes supports the retention of green space in the neighbourhood, the figure of 20% here is considered too great. The existing 10% requirement is more appropriate. In addition, the University would not support the designation of all green space on its halls of residences as publicly available. It is important that students feel safe in their dwellings and this requirement would bring with it a number of considerations including the potential need for additional security patrols.	Consideration of the 20% figure and a need to justify the figure in the written text.	The Policy has been amended to reduce the requirement for green space and to clarify where publicly accessible green space should be provided.
	GSP4	The first two lines of this policy are contradictory and we would suggest including a caveat to state – all mature trees will be conserved where possible.	Policy suggested to be amended to read 'All mature trees will be conserved unless their removal is unavoidable as a result of development. In such instances, the developer will ensure that an equal number of appropriate varieties are planted at designated site(s) within the Headington Neighbourhood Plan area.	This Policy has been amended to provide clarification and protection of mature trees.
	GSP6	The university supports this policy but suggests an additional emphasis should be placed on the management of drainage once schemes are implemented – particularly drainage on public highways.	This could help to differentiate and build on Policy CS11 of the Core Strategy.	This Policy has been removed as it was felt that it did not fit well within the Plan.
	AMP2	The University actively encourages community use of its facilities on campus. It must be noted, however, that there are some facilities on campus where the University would charge for usage.		NOTED
	GSC2	Oxford Brookes is working towards a series of space reduction targets and does not own significant plots of land which could be made available for use as allotments.		NOTED

Email Responses

	Business and Retail	Further development of this section would be helpful, including some details on issues such as deliveries and servicing.	Agree, this is a small section for such a big topic area. If it is to remain a small section, it should have some explanation as to why it is so brief.	Additional text and Policies have been developed for this section.
	CIP1	The University welcomes policy CIP3: Innovative design and would ask that innovation be reflected in CIP1 as a consideration alongside layout, form and other factors.		NOTED – although innovation not reflected in CIP1.
	EDP1	It is restrictive to limit this policy to provision for those in the Headington Neighbourhood Plan area. The policy should reflect the wider role Headington plays in the life of the city and region.	The Plan needs to explain that it specifically for the Headington Neighbourhood Plan area.	NOTED – although the Plan only covers the HNPA. The aim of the Education Group is to allow the expansion or addition of new facilities within the general context of local education provision. Changes will be allowed, but the policy only encourages provision aimed at education for which at least some part is intended for local children.
	TRP1	A clarification of the term 'adequate unused capacity' would be helpful here.	Need to clarify 'adequate unused capacity.'	Term clarified in supporting text.
	TRP4	The University recommends that businesses are also specifically referenced here as having a duty to complete travel plans. It is right that residential developments should be required to develop a travel plan but the requirement should be proportionate and a minimum unit number should be applied to this policy – for example 2 bed developments should not face the same requirements as significantly larger-scale developments.	Such a policy would be difficult to enforce.	Policy changed to reflect comments and to provide a minimum threshold for developments
	TRP6	Provision of cycle storage should be proportionate and evidence-based. The number of spaces required will depend on location, the type of development and the other sustainable transport options available to site users (e.g. Brookesbus). The University is dedicated to ensuring adequate cycle storage provision for staff and students but strongly opposes the application of one figure (75%) across the board. In reality, encouraging sustainable travel options is more complex than this and provision should be based on the information available in travel plans.	Many policies provide figures that developments must conform to i.e. the number of parking spaces allowed, the amount of green space to be provided and so on. All these figures require justification and background evidence as to why they are given.	The Policy has been changed to more closely reflect the need for storage of bicycles, and to encourage increased use, rather than a specific figure across the board.
	TRC1	We would encourage the Headington Neighbourhood Plan to ask for evidence-based promotion of car-sharing schemes rather than the application of a one size fits all approach. The policy adopted by each organisation needs to reflect a number of considerations.	The PWG may want to consider this point.	This section has been changed to provide a more flexible approach to delivering active transport proposals.
	TRP3	The University supports this policy but there may well be exceptions making certain routes unsuitable for conversion to Public Rights of Way. It is therefore recommended that a caveat is added, stating 'These routes should be made Public Rights of Way where practicable.' It would also be helpful to include section references for the Oxford Local Plan.	The PWG may want to consider this point.	This section has been changed to provide a more flexible approach to delivering active transport proposals.
	TRC5	The University knows that the Gipsy Lane stop for London services is very popular and is concerned that the removal of this stop from the route could exacerbate rather than reduce vehicle traffic. The University recommends that a thorough assessment and audit of the benefits and potential impacts of such proposals be undertaken prior to any implementation.	The PWG may want to consider this point and if supported may suggest that an impact assessment be undertaken.	This section has been changed to provide a more flexible approach to delivering active transport proposals.
	TRC8	Oxford Brookes is moving towards the introduction of a charge-per-use policy as a result of consultation with staff on use of cars. However, the University would advise against a blanket policy of this nature as such an approach would not necessarily have the desired outcomes across the piece. Institutions need to be able to make their own evidence-based decisions on these issues and the University would suggest that the focus of the Headington Neighbourhood Plan should be to encourage individual institutions and businesses to regularly consider ways they might reduce car journeys to site based on their knowledge of the contributory factors.	The PWG may want to consider this point.	This section has been changed to provide a more flexible approach to delivering active transport proposals.

Email Responses

<p>Rebecca Horley, Oxford University</p>	<p>General</p>	<p>In our review of the HNP, we have some general concerns about the approach being taken currently with regard to the drafting of the policies. We also have some concerns regarding the conclusions that are drawn by the assessors undertaking the tasks required for the character assessments that form part of the HNP as they have drawn opinions rather than made objective assessments. The University has a particular interest in Character Area 10 relating to Highfield and Old Road though we make reference to other character assessments when highlighting examples.</p>	<p>There have been many proposed changes to the drafting of policies and it may be appropriate to undertake another consultation following the changes that have been proposed.</p>	<p>Significant changes have been made to both the policies and the Character Assessments, in particularly CA10 to reflect concerns from all consultees.</p>
	<p>GSP1</p>	<p>Policy GSP1 regarding the retention of public accessible green spaces, for example, is considered to be too rigid and would not allow for the flexibility required to address scenarios which, when balanced against other equally important issues, would point to the loss of a green space being the preferred option. There may be situations where, for example, some other contribution could off-set the loss or remaining land could be improved as a result of the loss of some green spaces.</p>	<p>The proposed policy provides that: 'Development will not be permitted where it results in the loss of publicly accessible green space unless it can be demonstrated that development on that space is unavoidable and: i. a publicly accessible green space(s) of an equivalent size and amenity in an identified area(s) of need in the HNPA is provided; and or ii. improvements and enhancements are made to existing publicly accessible green space(s) in the HNPA; and or iii. access to new publicly accessible green space(s) of an equivalent size and amenity in the HNPA are provided; and or iv. access to the public of existing private green space(s) of an equivalent size and amenity in the HNPA are provided.'</p>	<p>These comments, together with other comments have been taken on board, and the suggested changes have been made to the Policy.</p>
	<p>GSP2</p>	<p>Throughout the HNP, there are several examples where we consider that the principle of "conformity" has not been observed. For example, policy GSP2 states that it seeks to set a higher standard for development (the requirement for 20% of the total site area to be given over for publicly accessible green space is double the Core Strategy requirement). This is unlikely to be acceptable to the City Council. In our view, the principles laid down in section one of the HNP, relating to where development opportunities lie, what they should be like, and providing general support for appropriate new development have not been carried through to the draft policies which appear to be more restrictive. It is noted that the HNP aims to provide opportunities to "provide a framework for these opportunities" but this is not apparent from the rest of the document.</p>	<p>The proposed amended policies now positively set out what development would be welcomed or encouraged. For the most, they now state what could be done to mitigate against any loss or harm if development was to occur. This should all ensure that the policies are not overly restrictive. D94</p>	<p>The Policy has been amended to reduce the requirement for green space and to clarify where publicly accessible green space should be provided.</p>
	<p>GSP3</p>	<p>Policy GSP3 would benefit from some clarification of the words 'significant' and 'direct or indirect harm' to ensure that the effects are enforceable and measurable and to enable the developer to anticipate and mitigate if necessary.</p>	<p>It has been suggested that the the meaning of 'significant' needs to be clarified. Examples of 'direct or indirect harm' could also be provided in the written text.</p>	<p>Clarification of these terms has been made within the Policy.</p>
	<p>GSP4</p>	<p>Policy GSP4 is an example of the lack of flexibility in the policy which may cause problems for users of the HNP in the future. It suggests that all mature trees will be conserved without any qualification. It may be necessary to remove trees for reasons other than as a result of development. Being a living entity, trees will inevitably change and may become unsafe if diseased or dying. It should be further noted that age may not be a measure of biodiversity value.</p>	<p>The PWG may want to consider this point.</p>	<p>This Policy has been amended to provide clarification and protection of mature trees.</p>

Email Responses

	GSP6	Policy GSP6 is an example of a policy which pre-judges a situation and we cannot agree to the first and last statements in the policy. There may be other engineering solutions to a problem. It is concerning that the reasoning given relates to erosion of the Lye Valley SSSI when this is unproven. The usual reason for the requirement of SuDs is for highway safety. More technical evidence is required to enable a proper understanding of this assertion and the document does not provide this. Ordinarily the planning application process would enable this sort of consideration to be made in a balanced fashion as it would generally be weighed against other equally important interests of acknowledged importance. It is likely that all projects at the Park Hospital will demonstrate a decrease in infiltration but will be fully compliant with the Environment Agency limits on the site.	The PWG may want to consider this point.	This Policy has been removed as it was felt that it did not fit well within the Plan.
	AMP1	Policy AMP1 is an example of where there may be possible conflicts with legal requirements. It is not appropriate to seek "developer contributions" which could conflict with the NPPF (reference paragraph 204). Planning obligations should only be sought where they meet all of the following tests: necessary to make the development acceptable in planning terms; directly related to the development; and fairly and reasonably related in scale and kind to the development.	It has been suggested that the policy only seeks developer contributions for 'residential developments' of a particular size. The PWG has been asked to consider what size developments should provide developer contributions and provide a reasoned justification for that size.	The Policy has been adjusted to ensure that equivalent replacement facilities are provided.
	AMP2	Similarly Policy AMP2 could lead to unlawful situations because the NPPF makes it clear in paragraph 206 that planning conditions should only be imposed where they are necessary, relevant to planning and to the development to be permitted, enforceable, precise and reasonable in all other respects. The current drafting of Policy AMP2 pre-empts all those considerations. Paragraph 15 of the NPPF states that "Policies in Local Plans should follow the approach of the presumption in favour of sustainable development so that it is clear that development which is sustainable can be approved without delay. All plans should be based upon and reflect the presumption in favour of sustainable development, with clear policies that will guide how the presumption should be applied locally". It is considered that this policy, as currently drafted, conflicts with this advice.	The proposed conditions of policy AMP2 may not be 'relevant' to a development on the sites stipulated. Moreover, it is not 'reasonable' to enforce such conditions on 'any' development on these sites. AMC1 encourages access to private on site sports and leisure facilities of major institutions and this is more appropriate.	This Policy has been removed.
	GSC2	The comments made above with regard to policy GSP1, relate also to Policy GSC2. As such, as currently worded we cannot give our support to it. It suggests that if there were any land available then it should be given over for allotments which would then take precedent over perhaps a better use.	This policy could be clarified to read <i>'the major institutions in Headington will be encouraged to increase the level of public access to their green spaces and encouraged to make land available for allotments for the benefit of their staff and of Headington residents.'</i>	The Policy has been adjusted to reflect the Suggested Changes proposed.
	GSC4	We fully support Policy GSC4 and it is certainly the University's intention to increase the corridor value of the Old Road Campus.		NOTED
	CIP1 – AREA 10	Consideration has been given to the terminology used under the section which identifies the issues in this area. The use of the term "institutional creep" has negative connotations and does not hold meaning in a planning sense. It suggests that development is oversized and unplanned when it is neither, being controlled by the requirements for planning permission. The institution, referring to the University as well as the hospitals, is part of the community and cannot be readily sectioned off in the way that is described because it only serves to highlight the differences as opposed to celebrating the long-standing interactions, both social and physical, that exist with the residential areas.		This term has been removed, and the Character Assessments adjusted to reflect the concerns expressed.

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		It is implied that the “institutions” are the cause of many of the negative issues identified in the neighbouring residential areas including reduction of privacy, loss of sunlight, harm to views, noise pollution, light pollution, harm to ecosystems, contamination, increased traffic, rat-running and on road parking. However, all these are addressed by the requirements for planning permission which balances these issues against the development needs before making an assessment. In many ways, the future development at Old Road Campus may provide an opportunity to improve these long standing problems or issues through the outline planning permission and the masterplan, but that has not been appreciated in the HNP.		The Character Assessments have been adjusted to more accurately reflect the issues within each area.
		The Old Road Campus includes the building known as Boundary Brook House, one of the Park Hospital buildings. Under the section “Proposed Assets”, Boundary Brook House is highlighted as a Heritage Asset but as far as the University is aware it has not been considered under the Heritage Asset assessment process and is not included on the local list of approved assets nor on the list awaiting consideration. Further, the planning consent issued under 12/02072/OUT approves a Masterplan layout which shows that it will be demolished in accordance with condition 3. It would be difficult to reconcile the statement in the HNP with this planning permission which was granted in accordance with the development plan. It is for this reason that the University considers that the reference to Boundary Brook House should be removed from the heritage assets part of the HNP.		This reference has been removed, and the Character Assessments adjusted to reflect the concerns expressed.
		This leads to the broader point as to whether or not any of the more architecturally or historically interesting houses, which are not actually heritage assets, should be noted and listed under the heading “Heritage Assets”. This approach has the appearance of instantly elevating their status. It is suggested that the heading remain simply “Assets” given that “Heritage Assets” is a technical term with legal meaning.	Agree. ‘Heritage Assets’ is a formal designation used by English Heritage’. It is strongly recommended that another terminology be adopted.	Term changed to ‘Historical Assets’
		Another theme which appears to feature throughout the assessments is the tendency to make subjective judgements of the present to determine what should happen in the future without all the evidence. We set down below some examples:		Subjective judgements have been removed from the Character Assessments.
	CIP1 – AREA 15	Under the issues statement, it is stated (and highlighted) that “Large scale development of any of these nearby sites could compromise the special atmosphere of the Meadow.” We consider that by highlighting sections draws attention to the statement and inappropriately elevates its significance. Also, this statement is pre-judging the situation as a development scheme could emerge which may not compromise the Meadow. The University is of the view that the document should focus on describing the character of the area noting points of interest that should be reflected in future development. It is not considered appropriate to take a subjective view on potential future outcomes. This is supported by Government guidance which states that the documents should positively support Local Plan policies and not promote less development (Reference: paragraphs 183 to 185 of the NPPF).		Subjective judgements have been removed from the Character Assessments.
		In general terms we seek assurance that the HNP is not seeking to stifle development which would otherwise be appropriately considered under Policy SP59 of the Sites and Housing Plan which is permissive towards development for healthcare related facilities alongside other uses as listed in that policy.		The Forum can assure the consultee that the HNP is not seeking to stifle development, but is looking to develop a better future for Headington.

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	CIP1 – AREA 20	Again, with reference to the "Issues" section, the University recognises that this is an environmentally sensitive area but that, in the spirit of the brief for developing neighbourhood plans, statements such as the following should be avoided because they are expressions of opinion and not statements of fact: "Any new development within the catchment of springs – i.e. within plan areas Warneford, Churchill Hospital, Girdlestone and areas of adjacent Wood Farm – may be detrimental to the Lye Valley fen via reduction in spring water. SUDs are only short term solutions". This statement leaves no opportunity to provide evidence to address the identified issue or to contradict the summation. Ordinarily this would form part of a planning application offering an opportunity to perhaps improve an ongoing issue. We would suggest that this should be re-worded in a more positive way to state that any development/redevelopment at the sites should seek to maintain the level of run off to the Lye Valley fen.		Subjective judgements have been removed from the Character Assessments.
	HOUSING	Returning to the core document of the HNP, we sympathise with the views expressed under the Housing chapter but cannot agree to the approach being taken with regard to seeking to "supersede" the requirements of the City Council's policies. We agree that there is an urgent need to review the development of housing for key workers and indeed to acknowledge a broader definition but the University would suggest that this is not an appropriate forum to open such a debate as we consider this to be a strategic matter. In the meantime, it should be noted that the University is keen to encourage and support development and the provision of key worker housing.	Agree. It has been suggested that the policy does not supersede that of the Core Strategy but rather works within its remit. However, the Neighbourhood Plan does have powers to propose policies on key worker housing. The proposed two options for this policy provide provision for both affordable and key worker housing.	This Policy has been adjusted to enable the provision of affordable homes for key workers.
	TRP1	With regard to the transport planning policies, reference is made to Policy TRP1 and the University shares the goals of the HNP to reduce traffic congestion and transport related emissions of carbon and air pollutants; these are key aims of the University's Transport Strategy so we are already working towards shared objectives. As required by the NPPF, any development likely to generate movement in the area would be subjected to a Transport Assessment (TA) which will determine what, if any, impact the proposals would have on the highways network and devise an appropriate movement solution and Travel Plan as necessary. Section 32 of NPPF states that "Development should only be prevented or refused on transport grounds where the residual cumulative impacts of development are severe." Furthermore, the "Parking Standards, Transport Assessment and Travel Plans Supplementary Planning Document" adopted in 2007 and a material consideration in the determination of planning applications, specifies the maximum allowable number of parking spaces according to floorspace and/or staff numbers. Therefore, this policy appears to run counter to the Local Plan and is unnecessary given the requirements in the NPPF to ensure that the development is sustainable in the first place which will be met through a TA and Travel Plan.	The PWG may want to consider this point. However, it could be argued that TRP1 is in general conformity with the Local Plan.	Clarification of this Policy has been made in the supporting text to reflect comments by a number of consultees. Traffic is an important concern of Headington residents, and the Forum will continue to promote car parking controls if the highway network is unable to accommodate traffic growth.
	TRP2	Whilst policy TRP2 may not directly impact on the University, as a general point we would support the concept of car club bays in residential developments but we are unsure where the figure of 1 car per 10 spaces is derived from and therefore how robust it is.	It would be useful for the written text of the policy to provide evidence for the figures of 1 car per 10 spaces.	Additional information has been provided in the supporting text.
	TRP3	We support the statement in TRP3 but would expect the TA and Travel Plan process to identify these connections in any case. We would like clarity that further development contributions would not unreasonably be sought.		NOTED
	TRP4	Again the University supports this policy statement in TRP4 but would expect it to happen as part of the planning process, as part of the TA. It should be noted that the Local Plan specifies thresholds per land use category over which the Travel Plan would be required and for developments below the threshold a Travel Plan would only be required if significant traffic was expected to be generated. As a general point, the provision of information to employees on travel options is something the University would do regardless of the size of the development through its own Transport Strategy.		Policy changed to reflect comments and to provide a minimum threshold for developments.
	TRP5	We fully support policy TRP5 regarding the provision for people with disabilities to use active forms of transport.		NOTED

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	TRP6	We consider, with regard to policy TRP6, the requirement to have enough cycle parking spaces for 75% of employees to be unrealistic and substantially in excess of the current cycle parking standards of 1 space per 5 staff. The University has historically exceeded this requirement by providing 1 space for 2.8 staff at Old Road Campus, which ties in with the current commuting mode share for cycling across the University of 32%. We would welcome a policy that would seek to regularly review cycle parking provision so it continually stays ahead of observed mode share, perhaps increasing the current 1 in 5 to 1 in 3 to match existing but stepping up at each Plan review period. A target of 75% may be counter-productive as it would likely result in unutilised cycle parking, suggesting to casual observers that not many people were cycling to the site and not making best use of the development site nor resources.	The requirements for the numbers of cycle parking spaces should be backed up by evidence. The City Council may hold such evidence. The policy may need to be revised accordingly. The written text will need to cite such evidence.	The Policy has been changed to more closely reflect the need for storage of bicycles, and to encourage increased use, rather than a specific figure across the board.
	TRC8	The University is generally supportive of the community policies regarding transport. With regard to TRC8 we observe that:		NOTED
		The University currently operates a parking charging system based on an annual permit which is very effective in both managing demand and fairly allocating spaces.		
		We would not currently support a per-use charging system due to the administrative and infrastructure costs of dispensing with an effective system and replacing with an unproven and costly arrangement. Instead, we will shortly be consulting upon increasing the current parking charges.		
Wayne Heal – Oxford Health (NHS)	General	We have some general concerns about the degree of conformity between the HNP and the adopted Local Plan, which comprises the Oxford Core Strategy 2012 and the Oxford Sites and Housing Development Plan Document 2013. In these representations, we support the intent of many of the HNP policies but request changes to the wording so that the policies can be applied flexibly in the future to ensure that balanced planning decisions can be reached.	More flexibility should be added to the proposed policies which generally state what development proposals would be welcomed, what proposals would not be permitted, and what could be done if development was unavoidable.	The Suggested Changes have been taken on board to make the proposed policies more flexible, and to address any issues related to general conformity.
	General	We consider that the HNP should be reviewed to ensure that all its policies reflect the presumption in favour of sustainable development contained within the NPPF.		This review was part of the way in which the Forum has responses to consultee responses.
	GSP1-2	Policy GSP1 requires that all currently publicly accessible green space in the HNP area will be retained as publicly accessible green space. Policy GSP 2 requires that developments of ten or more residential units will provide at least 20% of the total site area as publicly accessible green space. These policies raise the issue of conformity with the Local Plan. The requirements of Policies CS2 and HP9 in respect of the provision of green space are significantly more flexible than the HNP policies. These policies are not in conformity with the Local Plan either in their general intent or in the specific requirement to provide 20% open space which is twice the level of provision required in the Local Plan. We therefore respectfully request that these policies are revised to provide more flexibility and to conform to the Local Plan requirements.	A proposed policy has been put to the PWG to develop policy GSP1 in the instance that development is unavoidable and would result in the loss of publicly accessible green space. If GSP1 is developed then this will provide more flexibility and general conformity with the Oxford Local Plan. With regard to GSP2, the PWG has been advised to provide evidence and justification for this figure. The NPPF requires that 'Neighbourhood Plans must be in general conformity with the strategic policies of the Local Plan' (NPPF 184) It can be argued that policy GSP2 is in general conformity with strategic policy CS21 as strategic policy CS21 provides that "The City Council will seek to maintain an overall average of 5.75 ha of publicly accessible green space per 1,000 population." The policy does therefore not provide a requirement figure for green space.	For GSP1, these comments, together with other comments have been taken on board, and the suggested changes have been made to the Policy. For GSP2, the Policy has been amended to reduce the requirement for green space and to clarify where publicly accessible green space should be provided.

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	GSP4	Policy GSP4 of the HNP requires that all mature trees will be conserved. However, mature trees may be diseased or dying or be of low biodiversity value such that they could be removed and replaced for the long term benefit of the landscaping and biodiversity value of the site. In the Oxford Core Strategy, several policies which allocate sites for major development state that 'important trees' should be retained. This wording in the Core Strategy provides an opportunity for a professional assessment of each tree to be undertaken to determine the importance of each tree and for the findings to be considered both for the site as a whole and for the individual trees. It is recommended that similar wording is used in the HNP.	The PWG may want to consider this point.	This Policy has been amended to provide clarification and protection of mature trees.
	GSP6	The requirement in respect of surface water run-off set out in the HNP is therefore considerably more stringent than that set out in the Local Plan and should be amended to conform to the Local Plan requirements.	The PWG may want to consider this point.	This Policy has been removed as it was felt that it did not fit well within the Plan.
	AMP1-2	While we understand the intent of this policy, it should be noted that Paragraph 204 of the NPPF sets out the tests which should be applied to developer contributions. The tests are whether the developer contributions are: Necessary to make the development acceptable in planning terms; Directly related to the development; and; Fairly and reasonably related in scale and kind to the development. Similarly, Policy AMP 2: Provision of Public Access to Sports and Leisure Facilities, requires provision of public access to on site private sports and leisure facilities on new developments at the major commercial, health and educational sites in Headington, which includes Warneford Hospital. We submit that the requirements of Policies AMP 1 and AMP 2 are currently highly prescriptive and pre-empt the NPPF requirements and we respectfully request that the policies are re-worded to provide more flexibility so that appropriate developer contributions can be made which meet the tests set out in the NPPF, while making a contribution to the provision of new community facilities.	The proposed conditions of policy AMP2 may not be 'relevant' to a development on the sites stipulated. Moreover, it is not 'reasonable' to enforce such conditions on 'any' development on these sites. AMC1 encourages access to private on site sports and leisure facilities of major institutions and this is more appropriate.	AMP1 - The Policy has been adjusted to ensure that equivalent replacement facilities are provided. AMP2 – This policy has been removed.
	GSC4	Our client fully supports Policy GSC4: Headington Biodiversity Plan and will seek to increase the biodiversity value of the Warneford Hospital. As you may be aware we have implemented an Ecological Management Plan for the recently acquired Meadow and have recently commissioned an ecological assessment of Warneford Hospital.		NOTED
	CIP1 – AREA 15	Policy CIP 1: Development to Respect Existing Local Character refers to the character studies which have been carried out as part of the evidence base of the plan. The Area 15 Character Study relates specifically to the Warneford Hospital site. Our client objects to the statement which refers to the sites at the Warneford and Churchill Hospitals, Southfield Golf Course and Hill Top Road, which is both in bold and italic font on page 5 of the report that: <i>Large scale development of any of these nearby sites could compromise the special atmosphere of the Meadow</i> . The use of this font is pejorative and increases the significance of the potential impact of these developments.		Subjective judgements have been removed from the Character Assessments.
	CIP1 – AREA 20	We suggest that the wording of the character appraisal is restrictive and does not reflect the presumption in favour of sustainable development contained in the NPPF, as referred to earlier in these representations. The wording should be revised to ensure that the presumption in favour of sustainable development is reflected in the Issues sections of Character Appraisals 15 and 20, for the Warneford Hospital and the Lye Valley respectively.		Wording to the Character Assessments has been revised to reflect the comments.
	HOUSING	Our client supports the intention of the housing policies in the HNP to increase the amount of key worker housing. However, while we agree that there is an urgent need for a review of the local key worker housing policy in Oxford, we recommend that until such time as that review takes place, the Neighbourhood Plan should conform to the policies set out in the Oxford City Sites and Housing Plan or affordable/social housing.		This Policy has been adjusted to enable the provision of affordable homes for key workers.

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	TRP1	Policy TRP 1 states that "Proposals for additional car parking spaces at major employment sites in Headington will only be supported if they can demonstrate strong evidence that Headington's road network has adequate unused capacity at peak times." The policy as currently worded does not conform to the requirements of Section 32 of the NPPF which states that: "development should only be prevented or refused on transport grounds where the residual cumulative impacts of development are severe." Oxford City Council's Supplementary Planning Document (2007) 'Parking Standards, Transport Assessment and Travel Plans' is a material consideration in determining planning applications. It sets out maximum parking standards and the requirements for transport assessments to support applications. Our client supports the intention of the policy, to reduce traffic congestion. However, this policy fails to conform to the requirements of the City Council's SPD and to the thresholds set out in the NPPF. It is suggested that the policy is therefore re-worded to reflect national and local policy, while still seeking to achieve its laudable intentions.	The PWG may want to consider this point. However, it could be argued that TRP1 is in general conformity with the Local Plan.	Clarification of this Policy has been made in the supporting text to reflect comments by a number of consultees. Traffic is an important concern of Headington residents, and the Forum will continue to promote car parking controls if the highway network is unable to accommodate traffic growth.
	TRP2	Our client supports the concept of the provision of a car sharing club as set out in Policy TRP 2 and of a parking space for a car club vehicle. However, we request that the supporting text to this policy clarifies how the figure of one space per development for a car club has been reached.	Many policies provide figures that developments must conform to i.e. the number of parking spaces allowed, the amount of green space to be provided and so on. All these figures require justification and background evidence as to why they are given.	Additional information has been provided in the supporting text.
	TRP4	Policy TRP 4 requires multi-unit developments to develop travel plans showing how residents and/or employees may minimise car usage. The NPPF requires all developments that generate significant amounts of movement to be supported by a Travel Plan. Oxford City also sets out thresholds, identifying when a Transport Assessment and Travel Plans may be required. This process should therefore happen as part of the planning process and is not required as a separate policy in the HNP.		Policy changed to reflect comments and to provide a minimum threshold for developments.
	TRP6	The standard of cycle parking provision set out in Policy TRP6, which requires that there is sufficient cycle parking for 75% of employees, is unrealistic and does not conform to the standards set out in the adopted Local Plan, which require one space per 5 employees for business and retail uses. While our client supports the principle of increasing cycle parking provision, this policy could lead to a surplus provision of cycle parking on sites and does not represent an efficient use of space. Further, it could lead to a perception that few people cycle, if many of the racks are empty.	The requirements for the numbers of cycle parking spaces should be backed up by evidence. The City Council may hold such evidence. The policy may need to be revised accordingly. The written text will need to cite such evidence.	The Policy has been changed to more closely reflect the need for storage of bicycles, and to encourage increased use, rather than a specific figure across the board.
Chris Shipton – Resident	General	I think that the plan should be balanced between social, economic and transport factors. I don't think the plan is balanced enough. I think it could do with more creativity and vision. I think it is missing out on business and economy aspects so critically it needs to be added to a lot.		The Forum has attempted to provide a more extensive vision for the Plan and increase the business and economy elements with new supporting text and new policies.
	GSP1 – 5	all seem sensible and well thought out.		NOTED
	AMP1-2	all seem sensible and well thought out.		NOTED
	GSC1-4	all seem sensible and well thought out.		NOTED
	AMC1	seems unworkable the way its phrased.		NOTED
	Business and Retail	seems very light indeed - I find it amazing businesses in the area would not have more to say. Generally I feel the policies in this document are 'anti business'. This is a terrible shame and omission. I think the whole process needs to be halted to build this up as it is the lynchpin of the community.	Agree, this is a small section for such a big topic area. If it is to remain a small section, it should have some explanation as to why it is so brief.	The Forum has attempted to provide a more extensive vision for the Plan and increase the business and economy elements with new supporting text and new policies.

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		Where is the protection for commercial property being turned into residential? If this is permitted Headington could permanently lose its shops and businesses as residential property is worth so much more than commercial? Its a one way street. Will there be anything about fast food shops and litter? How can this plan prohibit betting shops? and god forbid sex shops? Is there scope for encouraging rate relief, perhaps linked to BRC2. Is it possible to have Christmas rolled into this - the decorations for Headington. Or is that out of scope? What about the eternal question of switching Shop units - this is not addressed. Can there be a presumption an occupied commercial unit is better than a not occupied one? Switching from A1/A2/A3 to be permitted? It would create a more fluid High St and allow more independent retailers. Otherwise the only people who can survive are mini-supermarkets. Essentially mini supermarkets can bend the supermarket rules to open 'shops' and have low enough margins to survive on a high cost high st. Flexibility in A1/A2/A3 combined with rate relief and a preferential treatment in planning would allow local entrepreneurs to re-invigorate Headington. Did none of that come up at all ???		The Forum has produced a new Business and Retail policy to consider the issues involved around the retail hierarchy. Although the Forum cannot directly alter rate relief, it has proposed to work closely with Oxford City Council, who set the rules for retail, to try and provide a more progressive approach.
	BRC1	parking is a barrier to a successful High St.		NOTED
	BRC2	a good idea - but these are busy people they need to see tangible commercial advantages to being involved before engaging otherwise its a talking shop, and time they should be spending to make money to keep their businesses afloat		NOTED
	Character and Identity	what IS the local character? Is this too hard a question to actually answer? Surely this is where the Local Plan is bold and steps forward to say 'this is what Headington is'.		Local character has been addressed in the Character Assessments, and has been linked to Character and Identity policies within the Plan.
	CIP3	what no Grand Design's style eco houses? Maybe they should be waived to be as wacky as they want if they are Cat6 super eco homes??		The Forum needs to balance sustainability with maintaining the Character of Headington.
Sheila Aldred, Oxford University Hospitals NHS Trust	Amenity and Green Spaces	We support the retention of green and amenity spaces. The Trust has a large green area on the John Radcliffe Hospital site, which will remain undeveloped and is used as an overflow site for air ambulances. The Trust has a large number of trees on all the sites, a number of which have Tree Protection Orders and there are no current plans to remove any of these.		NOTED
	Amenity and Green Spaces	The Trust are aware of and very protective of the SSSI site at the Churchill Hospital site and would be happy to participate in the Headington Biodiversity Plan. Any wildlife on the Littlemore site is earmarked to be relocated to the Churchill site.		NOTED
	Amenity and Green Spaces	The Trust does not have any leisure facilities on our sites and encourages staff to use public sports and leisure facilities with reduced rates for NHS staff.		NOTED
	Business and Retail	Many staff shop locally and we would welcome short term parking in order to encourage new businesses to Headington.		NOTED
	Character and Identity	Any future development on the sites will take into account the surrounding area. At the John Radcliffe Hospital any future development will take into account the surrounding buildings and also the locality near to the conservation area.		NOTED
	Character and Identity	The Churchill Hospital currently has vacant buildings and open spaces. Any future developments are likely to be more dense but will have appropriate green spaces and landscaping in accordance with planning regulations.		NOTED

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	Character and Identity	Before any development is agreed, Headington Forward will be informed of any proposals and the Trust will meet with local groups in advance of any planning applications and will also carry out public consultations in accordance with planning permission guidance.		NOTED
	Education	The Trust works closely with Brookes University who train student nurses and allied health professionals who work at our hospitals. We therefore highly value the presence of the University in the local area and welcome the expansion in nursing numbers.		NOTED
	Housing	The Trust very much supports Affordable Homes for Key Workers. The Trust has a problem with recruitment and retention, due to the high price of housing in and around Oxford. The Trust are currently negotiating with Grosvenor, the developer of Barton Park, to lobby the City Council to allow a number of Key Worker houses on the site. The Trust is exploring a variety of ways in which it can support key worker housing for its staff.		This Policy has been adjusted to enable the provision of affordable homes for key workers.
	Housing	The masterplan for the Churchill, which is currently being drafted, allows for a large number of units of key worker housing.		NOTED
	Housing	Private rented sector and Houses of Multiple Occupation (HMOs). Many of our staff rent properties in the city so the Trust supports the measures taken by Oxford City Council to regulate private rented housing and HMOs to improve standards.		NOTED
	Housing	The Trust would be happy to work with Oxford Community Land Trust on affordable housing proposals.		NOTED
	Transport	Transport issues are again a major concern for the Trust, as indicated previously. The Trust has a Transport Policy, which is currently being updated, which limits the number of parking permits available to staff according to need, proximity and the availability of public transport alternatives and encourages the use of alternative methods of transport.		NOTED
	Transport	However, due to the cost of the Park & Ride (£2 per day and a further £2.40 for the bus), and the cost of public transport generally, the Trust subsidises staff travel.		NOTED
	Transport	The Trust would be very interested in combining with the University of Oxford to provide our own Park & Ride site with buses running to the Old Road Campus and Churchill and John Radcliffe Hospitals, but there are no sites available nearby.		NOTED
	Transport	The Trust has shown an interest in renting land near to the new Barton Park development, as staff could then walk to work, but again there appear to be no sites available. This would help reduce the traffic flow from the A40 through Headington.		NOTED
	Transport	The Trust have made several comments on the County Council's Headington Transport Proposals and in particular in regard to the proposed traffic lights on the Headley Way roundabout and also on the one way of Churchill Drive, which the Trust strongly objects to.		NOTED
	Transport	The Trust encourages alternative methods of travel including cycle to work schemes and share a car schemes and therefore supports the proposals to increase cycle and pedestrian routes to the main hospital sites.		NOTED
	Transport	A large number of the patients travelling to the three hospital sites have limited mobility and in the case of cancer patients at the Churchill may not be able to walk far. The Trust is therefore working with the local councils to reduce on site staff car parking and increase patient car parking.		NOTED

E-Forum Responses

E-forum Consultation Responses
<http://forums.e-democracy.org/groups/oxford-hm>

Consultee	Policy Area	Comment	Suggested Changes	Forum Response
Nigel Magnay	TCS5	I am hereby registering my disagreement (if not actual disgust) with the part "and consider originating some long-distance bus services from Thornhill Park and Ride, fed by feeder services." in TCS5. This should be dropped. Bus services need to be, ideally – cheap – fast – convenient.		The comments have been taken on-board, and this policy has been removed.
		The London and Airport busses - which are always the ones when this topic arises - already fail the first test. E.g: It's actually already cheaper to drive and pay the airport parking for many journeys. But it's what the market will bear (as there is even competition for the London routes) – and they're busy, so clearly are successful.		The comments have been taken on-board, and this policy has been removed.
		They are not particularly fast. But forcing a change at Thornhill would make them even *slower* , and frankly put the final nail in the coffin, by making them much less convenient. And that's before considering how negatively it would impact other services as hundreds of extra passengers an hour load and unload suitcases and bicycles.		The comments have been taken on-board, and this policy has been removed.
		Having a door-to-door bus service to central London and major airports is a significant benefit to residents of Headington. I cannot understand how considering making a public transport service *worse* can be compatible with the idea of promoting sustainable transport. It will merely serve to drive journeys back into cars - either for the entire journey, or to be 'dropped off/picked up' at the 'hub'.		The comments have been taken on-board, and this policy has been removed.
		I understand Oxford colleges often lobby against public transport as being some sort of inconvenience to them - having this in the plan for Headington looks awfully like their long shadow trying to influence us. We should not even be considering ruining the one small bit of public transport that actually appears to work well.		The comments have been taken on-board, and this policy has been removed.
David Perkins		I agree, it's a bonkers idea, which will only discourage public transport use.		The comments have been taken on-board, and this policy has been removed.
David Clover		I agree completely with Nigel that it's an absurdity. If the professed intention is to reduce bus movements through Headington, it's still a nonsense because everybody who needs to travel to London would have to get on a bus anyway (and often, with their heavy luggage for which there is no provision in the normal buses) just to get to the Park and Ride. And it would increase the number of people who use their cars to go to the Park and Ride and leave them in order to travel to London. Let's just drop this nonsense.		The comments have been taken on-board, and this policy has been removed.
Graham Tucker		I completely agree with all of these comments as well.		The comments have been taken on-board, and this policy has been removed.

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Flora Alexander		I agree with these comments.		The comments have been taken on-board, and this policy has been removed.
Peter McCarter		I, too, agree with all the previous comments.		The comments have been taken on-board, and this policy has been removed.
Noam Bleicher		I'll second that.		The comments have been taken on-board, and this policy has been removed.
Stephanie Jenkins		I was surprised when I saw this proposal at the Hub on Saturday, as I consider the London and airport bus service (and indeed all our wonderful local bus services) to be one of the best things about Headington.		The comments have been taken on-board, and this policy has been removed.
Roger Lai		I too completely agree that the bus plan is completely bonkers - and this is a plan that supposedly represents the interests of the local community! I used to commute via the London bus, and it is always busy and actually very reasonably priced for commuters. Back then it was 12-journey tickets that were the best value, but I'm sure things have moved on from there. If bus riders had to change at Thornhill, everyone would just start driving or take the train. Why wouldn't I just drive to Water Eaton (ahem, "Oxford Parkway") instead? Being able to get the coach to London/Heathrow/Gatwick from Bury Knowle is a huge benefit of living in Headington - why would we get rid of that?!?		The comments have been taken on-board, and this policy has been removed.
Tony Dee		Totally agree. I have registered my objection to this proposal as Stephanie suggests.		The comments have been taken on-board, and this policy has been removed.
Miles Hobart		I already fed back to the people pulling together the plan that this "Replace the London buses with the equivalent number of 700 buses and have passengers change and lug their suitcases between buses at Thornhill" is completely preposterous on so many levels. I will vote against the plan if it remains in, which is a shame because other than that I thought it was a decent document.		The comments have been taken on-board, and this policy has been removed.
Mary Clarkson (Marston Ward Councillor)		I can understand the thinking behind the proposal but instead of a few relatively empty coaches crawling through Headington, what you will have instead is a lot more relatively empty cars making the same journey. People who return late at night - from the airports or London won't want to wait in a lonely Park and Ride on the outskirts of Oxford for a shuttle bus, however attractive this might be during the day. At the moment, when I have evening meetings in London, I walk into Headington and I feel safe enough to walk home even after 11. I wouldn't feel so safe if I was the only one waiting at Thornhill, where I doubt the shuttle bus frequency would be great after 11. If these proposals went ahead, I would definitely drive to Thornhill and I'm sure I wouldn't be the only one.		The comments have been taken on-board, and this policy has been removed.
Rachael Farnsworth		In what universe could you possibly think this is a good idea? I suppose in the many-worlds interpretation of quantum mechanics there is a Headington set in a secluded enclave many miles from any cities where people flit about using only independent shops and eschewing coffee-chains or travel to anywhere else but last time I checked, it wasn't this one.		The comments have been taken on-board, and this policy has been removed.

Online Responses

Online Responses

Consultee	Policy Area	Comment	Suggested Changes	Forum Response
Anon.	Green Spaces and Amenity	yes		NOTED
Anon.		I agree with the principles in GSP1-3, 5, 6 to maintain and extend green spaces. I am not so sure about maintaining all trees as GSP4 - mature trees can be a menace, I have a huge oak at the bottom of my back garden which dries out the garden and adversely affects light. GSC1: says the provision and retention of green front gardens will be encouraged. The current parking rules ensures exactly the opposite pertains, as more and more front gardens are concreted over due to the residential parking charges.	PWG to consider whether policy GSP4 should apply to all mature trees.	This Policy has been amended to provide clarification and protection of mature trees.
Anon.		Yes I strongly support each element of the Amenity and Green spaces policy, which I hope will serve to protect and enhance green spaces and biodiversity		NOTED
Anon.	Business and Retail	it's important to encourage convenience stores (such as sainsbury's and tesco's) to flourish		NOTED
Anon.		No comments.		
Anon.		I strongly support the proposed changes to car parking charges (BRC1) as a way not only to support local businesses but also to reduce illegal and dangerous short term parking in the Headington shops area. Its disappointing that there is no mention of any policies to try and improve the range of shops in the central area	Business PWG to consider enlarging their section.	The Forum has produced a new Business and Retail policy to consider the issues involved around the retail hierarchy. Although the Forum cannot directly alter rate relief, it has proposed to work closely with Oxford City Council, who set the rules for retail, to try and provide a more progressive approach.
Anon.	Character and Identity	Brooke's university is a very important part of Headington and its needs (eg accommodation) must be taken into account		NOTED – Brookes has been consulted
Anon.		No comments.		
Anon.		I support the policies here, no specific comments		NOTED
Anon.	Education	Brooke's University should be highlighted and its students welcomed into the area		NOTED – although the Plan has not specifically highlighted local constituents
Anon.		No comments.		
Anon.		I support the policies here		NOTED
Anon.	Housing	A range of housing – including student accommodation – is required		NOTED – although other consultees have identified that large scale student housing could be seen as detrimental to the character of Headington

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Anon.		I agree that key worker housing is a priority. HMOs and student housing is a real issue locally. I'm not convinced that there are adequate limits on numbers: a % of student housing is fine but at times it seems that excessive numbers of houses become student homes, typically when an elderly resident sells up. This is of course exacerbated by the high property prices in Headington, so an open market solution is not viable and controls should be in place on numbers.	The PWG cannot control the housing given over to students by landlords.	NOTED – although the Plan does not feel that it can put controls on student numbers given that Oxford City Council has already put in place controls.
Anon.		I strongly support all the policies here and welcome the plan to encourage Oxford Community Land Trust to become active in Headington		NOTED
Anon.	Transport	cyclists should be banned where they break the law (eg going through red lights or riding on pavements) - cyclists should be kept off of pavements.		NOTED
Anon.		I recently started a petition for a safe crossing place and traffic calming in Quarry Hollow. I believe the Headington Plan reinforces how important it is that measures are introduced to make Quarry safer for pedestrians and cyclists. In Quarry Hollow we do not have safe pavements or cycle paths, pavement quality is very poor and speeding, along with other forms of dangerous driving is commonplace. Parents are the preschool in Quarry Hollow often drive to school because they do not feel safe enough on the pavements with young children to walk. Quarry has long been overlooked in transport planning. As this route seems to have become a major access point into Headington, this must be redressed. Action is urgently required to make Headington Quarry safe.		NOTED – the Transport policies aim to improve active transport solutions and therefore improve the safety of pedestrians.
Anon.		I'm unsure about parking provision at major employment sites. There are large numbers of shift workers, disabled or physically infirm, and those with family commitments who need to be able to park near work. There is an argument that a decent level of parking provision gets traffic off the roads. More practically, cycling in Headington is horribly hazardous and more needs to be done to devise safe cycling networks and to enable joined up journeys to be made without encountering busy traffic and HGVs. And some junctions are bonkers: road markings and signage for example at the junction of Old Road and Windmill Road are very confusing for cyclists, who appear to be allowed both on the road and on the pavement. A universal 20mph limit is fine if I had any confidence it was going to be enforced. Wharton Road for example is a racetrack as folk rush to get to the end, knowing that they will have to slow down for speed humps around the corner!		This section has been changed to provide a more flexible approach to delivering active transport proposals.
Anon.	TRC2	TRC2 - This statement is disappointingly weak. Some official cycle paths e.g. through Old Headington to the JR are dangerous, as nothing has been done to reduce traffic volume and to separate cyclists from other vehicles. There needs to be a policy of making all cycle paths safe and easy to use TRC3 I disagree with this policy. Existing 30mph limits should be retained on the main arteries, as traffic goes slower at peak times and 20mph limit would be ignored and not enforced at other times. TRC5 I support the idea of improving orbital connectivity. However I STRONGLY DISAGREE with the LUNATIC idea of feeder services instead of long distance bus services. This will greatly reduce the convenience of using the long distance buses as it will increase journey time, necessitate waiting for 2 buses and 2 luggage transfers. It is likely to increase car use as people drive to Thornhill or to Oxford Parkway station to catch the train to London. Because of this silly idea I can only broadly agree with the Plan overall		Policy TRC5 has been removed. Policy TRC3 has been retained for further consultation with the community. The transport section has been changed to provide a more flexible approach to delivering active transport proposals.
Anon.	TRC3	TRC3 I disagree with this policy. Existing 30mph limits should be retained on the main arteries, as traffic goes slower at peak times and 20mph limit would be ignored and not enforced at other times.		Policy TR3 has been retained for further consultation with the community.

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Anon.	TRC5	TRC5 I support the idea of improving orbital connectivity. However I STRONGLY DISAGREE with the LUNATIC idea of feeder services instead of long distance bus services. This will greatly reduce the convenience of using the long distance buses as it will increase journey time, necessitate waiting for 2 buses and 2 luggage transfers. It is likely to increase car use as people drive to Thornhill or to Oxford Parkway station to catch the train to London. Because of this silly idea I can only broadly agree with the Plan overall		Policy TR5 has been removed.
Anon.	General Comment	it's all a bit 'trendy' buying into green policies ... is this what is needed?		Sustainable development is integrated into the Plan, and is an essential requirement, ensuring general conformity with the National Planning Policy Framework
Trevor Lambert		Well, it's a wish list but a) the devil is in the detail and some of the terminology involves value judgements b) 'he who pays the piper calls the tune' - I'm afraid I think that in the end money talks and a lot of these issues are hard to implement/control when property developers with money come talking!		NOTED
Anon.		Thank you for all the time and effort people have put into this largely excellent plan. It is such a pity that it includes a crazy proposal to rationalise bus services, which will destroy one of the very best things about living in Headington. I am worried that the current Tory Government's determination to reduce planning controls will mean that local plans like this are effectively negated.		Policy TR5 has been removed.

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Consultee	Policy Area	Comment	Suggested Changes	Forum Response
Nicholas Rollin	Amenity and Green Spaces	Trees need to be managed: e.g. low branches in residential roads; screen trees along main thoroughfares.		NOTED – although these issues are more about ongoing vegetation maintenance by landowners/OCC.
Heather Armitage,	Housing	In Switzerland any residence which is empty is lent to a homeless family by the local authority. Let's have that here. The NP should press for the enforcement of their policy that Oxford University and Oxford Brookes should have no more than 3,000 students each in residential accommodation. A recent survey shows there are 10,000 students in residential accommodation. If these student numbers in private accommodation could be reduced (either by student accommodation or reduction in student numbers) then 1,000 houses would be released for family/other professional use. The Oxford City Council is well aware of the large student numbers in residential accommodation because of non-payment of Council Tax. To return these houses to family accommodation would provide much needed boost to the council's Council Tax income.	The Plan cannot control the housing given over to students by landlords.	NOTED – although the Plan does not feel that it can put controls on student numbers given that Oxford City Council has already put in place controls.
	Amenity and Green Spaces	Please give your definition of 'Green Space'/ This has been cut out of the original draft. I support the Green Spaces policies and would like additional protection as local green space for site 60, the open green space adjacent to Warren Crescent, which is (a) the only kickabout ball open space on Town Furze estate and (b) vital rainwater catchment and infiltration for the Lye Valley SSSI which is directly below it.	Agree, definition should be given.	Definition has been provided in the supporting text.
	AMP1 & AMP2	These policies are in the middle of the Green Spaces policies. They should be moved to be next to AMC1. The present arrangement is confusing.	The PWG may want to consider restructuring the Plan or at least further clarifying the structure of the Plan as it stands,	Green spaces and amenity are intrinsically linked, and therefore the link between the policies has been maintained.
	Character and Identity	For Character Assessment 19 the title 'Girdlestone Road Estate' is incorrect. It should be 'Town Furze Estate'. The description fails to emphasise the importance and beauty of the land adjacent to Warren Crescent (site 60) which is the only football kickabout area in this estate. It is also used by children for picnics, building snowmen, informal leisure. It should be listed under Local Amenities e.g. There is a well maintained play park for young children. There is a well-used open green space, the only location suitable for ball games and informal leisure. A photograph of this is available on request. It is a beautiful green space - which local people want to preserve. This should replace the image of the allotment gate.		NOTED – changes have been made to Character Assessment 19 to accommodate these comments. The title of CA19 has been changed to Girdlestone Road Area as this reflects the location.
	Character and Identity	Headington's stone walls should be protected. At present they are only protected if they are over 1 metre high and are in a conservation area. This has led to stone walls being damaged and/or removed for example in the Lye Valley.		Consideration was given to how this might take place. However, a blanket protection of a range of stone walls was not considered feasible.

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	TRP6	This should be rephrased. It is unclear - 'or 75% of bed spaces in shared accommodation' - does this mean 2 bicycle storage places per HMO - or what. Please clarify.	Agree. Policy is not clear as it stands.	The Policy has been changed to more closely reflect the need for storage of bicycles, and to encourage increased use, rather than a specific figure across the board.
	TRC3	I approve of limiting speed in Headington to 20mph throughout.		NOTED
	TRC6	There is simply too much vehicular traffic in Headington and Oxford.		NOTED
	TRC8	Reduce commuting by car. Shut the free commuter car parks on Warren Crescent and at the entrance to the Lye Valley LNR/LWS.		The Forum does not have the power to close car parks.
Hilary Rollin,	Amenity & Green Spaces	Green space -= definition? Unclear to uninformed reader what this actually means i.e. grassland? What about insect friendly planting? Community herb garden? Spell this out. Just mention to flowers and vegetables is a loose term and does not imply this.	Definition of publicly accessible green space is required.	Definition has been provided in the supporting text.
	TRC1	One shared car replaces around 8 private cars - suggest up to 8.	PWG may wish to consider.	This section has been changed to provide a more flexible approach to delivering active transport proposals.
	TRC2	Not all roads would seem able to accommodate mandatory cycle lane (am I right in thinking cars must not drive in mandatory cycle lanes even when no cars are there? Assuming this is so, the driveable area of road would be drastically and unrealistically reduced.		This section has been changed to provide a more flexible approach to delivering active transport proposals.
	TRC3	This would eliminate uncertainty. Good.		NOTED
	TRC4	Yes - N.B. Gateway entrance treatment to date has frequently resulted in the creation of 'lakes' as the treatment creates a dam. Water is unlikely to flow uphill.		NOTED
	Transport	Pavements - cycle track symbol to be repeated frequently on shared pavements as a reminder, also needed for pedestrians joining the pavement part way along after the one and only symbol.	PWG to consider recommending improved signage as an action point.	This section has been changed to provide a more flexible approach to delivering active transport proposals.
	TRC5	I wonder! 1 coach takes up less road space than the private cars which people would inevitably use (also taxis) when travelling with luggage. I fear a shuttle would not be much used.		This Policy has been removed.
	TRC6	Congestion charging - yes. Also access to Headington proposes removing grass verges along some roads. Avoid doing this on Old Road where grass verges are a distinctive feature. Reduce, OK; remove, No!		NOTED
Robert and Rev. Rosemary Davies	Character and Identity	St Ebbe's Church is not shown on map in Lime Walk while other churches are, though it is mentioned in the text, Area 10a.		NOTED
Cllr Ruth Wilkinson	Housing	Is there a case for defining neighbourhood policy on number of students flats with nominations agreements in roads defined as residential.		NOTED – although the Plan does not feel that it can put controls on student numbers given that Oxford City Council has already put in place controls.
	TRP3	Agree alleyways etc should be promoted - who would pay ongoing maintenance bills?		There would be no difference to current system.
	TRP4	Travel plans for major developments should be reviewed every time they are updated by the relevant planning committee (sometimes this is delegated, but figures can change significantly between revisions). I am asking OCC if this is possible.		NOTED

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	TRP6	Bicycle storage for 75% of employees - is this an overall number, or based on FTEs?		The Policy has been changed to more closely reflect the need for storage of bicycles, and to encourage increased use, rather than a specific figure across the board.
	General	Issues raised in character assessments have not been addressed by plan policies or community policies. Major issues should be discussed by: Transport - on street parking and hospitals, Business and Retail - code of practice and informative, Housing/Character and Identity - storage of domestic bins and community statement. Lots of issues - piece of work needed to map these to PWGs.		Issues raised by Character Assessments were fed into the Policy Working Groups to consider. The issues raised are advisory, and not all can be taken forward in the Plan.
	Transport	I am surprised there is no policy on reviewing resident parking zone areas as this features heavily in casework - current boundaries are too large and span both sides of London Road in same area. Would support this when funding available. Also reviewed short stay parking in central Headington.		This was not an issue which was raised in the Issues and Options consultation. This is felt to be an issue for Oxford City Council.
	BRC1	Need to identify who the 'reps' of the Headington Business Community are if there is no Business Association.		NOTED
	HGP1	Wording changes may be needed according to OCC as policy working may not match accompanying text. Reads as though accommodation is prioritised for people who work in Headington public sector rather than for local families with grown up children needing affordable housing, or for those working in Headington but in private sector, not public sector. Keyworkers in OCC parlance include those working at the Universities, is this what people want? Keyworkers should include care workers at private nursing homes, in my view.	Suggested changes already proposed to policy. The Plan will need to cite who is a key worker.	This Policy has been adjusted to enable the provision of affordable homes for key workers.
	HGC4	A lot of work is already being done on this by OCC. Often delays are due to probate and other legal issues.		NOTED
	TRP2	Wording implies that proposed 10+ developments can still go ahead without car share space but would be encouraged. Is that what is intended?	To consider clarifying	Additional information has been provided in the supporting text.
	GSP4	need a definition of what is a 'mature' tree. Good tree management plan often includes a replanting plan. Equal number of trees at a designated site within the area - does 1 mature specimen tree equal a Leylandii or a cherry? Should designated sites specify list of approved species and who will designate these sites - the Forum? Policy says cover the cost of planting, not the cost of the trees themselves - amend to include this?	It would be useful to clarify what a 'mature tree' is.	This Policy has been amended to provide clarification and protection of mature trees.
	GSP2	I don't think 20% is a workable figure. 10-15% is more reasonable.	All figures require justification.	The Policy has been amended to reduce the requirement for green space and to clarify where publicly accessible green space should be provided.

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	GSC2	Parks will bemanaged in accordance with their particular individual character - should character assessments be carried out on the Parks indicating what their individual character is? Does this include recreation grounds like Sandfield Road rec? Or only City Council Parks? Or could expand text here.	Character assessments would be carried out by OCC if they thought it was necessary. A Planning Officer can make a judgement as to the individual character of an area with the help of policy guidance and other evidence.	NOTED
Glynis Phillips,	Housing	Please delete 'medical staff' from 'what we want to achieve'. Suggest deleting from 'many of whom are medical staff'. Also this para should more accurately reflect the Policies and Projects which are all excellent.		Wording has been removed. This Policy has been adjusted to enable the provision of affordable homes for key workers.
Alastair Read, Windmill School Governor	Transport	Good that Lonodon Road has cycling lanes both sides - making cycling easier is a good objective.		NOTED
Mike Boon,	General	No comment - will look at website (just moved to Headington).		NOTED
Mr G Bennetts	Amenity and Green Spaces	Supportive of maintaining green spaces and other policy proposals GSC1 and 2. Lye Valley would benefit from academic leadership and evidence.		NOTED
	Character and Identity	A good sense of identity in Headington and respecting local character - CIP1,2 and 4.		NOTED
Sheila Munday	Amenity and Green Spaces	Keep the current green spaces		NOTED
	Housing	Supports affordable housing and does not like selling off affordable homes. Does not like students living in houses which could be used for other people. Students do not pay council tax bu the landowners should.	The HNP cannot control student housing in such a way.	NOTED – although the Plan does not feel that it can put controls on student numbers given that Oxford City Council has already put in place controls.
	Transport	Already uses public transport		NOTED
	Business and Retail	Reasonable to get local businesses together.		NOTED
Suzanne Engela	Transport	Covered bike stores would be nice. Widen crossing outside Cancer Research as new buses and bicycles cant go through the lights side by side - its too narrow.		NOTED - This section has been changed to provide a more flexible approach to delivering active transport proposals.
	Business and Retail	Independent shops lower rates to encourage - chair stores higher?		The Forum has produced a new Business and Retail policy to consider the issues involved around the retail hierarchy. Although the Forum cannot directly alter rate relief, it has proposed to work closely with Oxford City Council, who set the rules for retail, to try and provide a more progressive approach.
Jackie Mundell	General	Great ideas - very comprehensive.		NOTED

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Steve Woolliams	Character and Identity	I note that in the Character Assessment for Area 19: Girdlestone Road Estate, there is no mention of the buildings planned for site 60 - the land adjacent to Warren Crescent. This area is currently open green space much valued and used by local people for walking, playing sports etc - usually there are groups of children playing football there. It is also vital for the survival of the immediately adjacent Lye Valley SSSI which depends on the free drainage of water - rainwater through the underlying limestone rock into the SSSI alkaline fen.		Changes have been made to CA19 to reflect comments made by a range of consultees.
Mary Woolliams	Amenity and Green Spaces	Please remember neighbouring areas e.g. Lye Valley and how different neighbourhoods can work together to protect wildlife recreational areas etc.		NOTED
David Emery	Transport	Traffic and coaches to local public schools is a problem. Parking, turning and pickup should be provided on the schools extensive sites.		NOTED – although the Plan is not able to force public schools to use their own sites for traffic management.
Harry Walton,	Amenity and Green Spaces	Strong support for local biodiversity.		NOTED
Peter Forbes	Transport	JR Parking for visitors - many come from 20-40 miles away for treatment. All new development must have underground parking - in Europe they all do.		NOTED – this is covered by section on travel plans for organisations.
	Housing	Much more housing for key workers/nurses/ambulance etc. now!		The housing Policy has been adjusted to enable the provision of affordable homes for key workers.
Stephanie Jenkins,	Transport	London buses are one of the best things about Headington. But airport buses could go. They cause problems holding up traffic while loading luggage underneath the bus. Very opposed to removing London buses from Headington - they are one of its best features.		This Policy has been removed.
	Housing	Headington is overdeveloped and no community facilities should be lost to flats which often tend to bring more people into the area.		NOTED – however the remit of neighbourhood planning is not to stop development occurring but to enable sustainable development.
Stuart Crook	GSP1-3	Agree		NOTED
	GSP4	Mature trees that are damaging the pavements and streets should be considered for removal and new planting considered to avoid excessive costs on maintenance and repair.	PWG to consider	This Policy has been amended to provide clarification and protection of mature trees.
	AMP1-2	I could fill this space with comment on Margaret Road pavilion and other sport facilities. This is underway at present BUT I have concerns on the final plans and council delivery.		NOTED
	Business and Retail	The centre of Headington has been slowly dying for a number of years. Short term parking is needed as a free provision to generate custom. However, disabled spaces need to be better policed and managed especially in and around the Coop area.		NOTED – The aim of Policy BRC1 is to enable better use of Headington's parking facilities.
	Education	Primary school places need to be planned for using birth data to ensure local children are not overlooked and cramped in to ever increasing classes.		NOTED – this function is the responsibility of Oxfordshire CC.
Michael and Anne Panter	Transport	Sub hospital staff on Park & Ride (Thornhill) so that they can access work in hosp with shuttle buses to take them to their work. No congestion charges. We are happy to use buses to go into town instead of taking the car - these bus services are very important especially for the old people. We like the idea of establishing more walking opportunities and maintaining green spaces specifically.		NOTED - This section has been changed to provide a more flexible approach to delivering active transport proposals.

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	Amenity and Green Spaces	Very supportive of any policies to preserve green and wild areas in Headington. We use the parks with our grandchildren - they are so valuable to encourage children to play safely outdoors.		NOTED
Veronica Hurst	Business and Retail	We need some more ideas for policies.		The Forum has attempted to provide a more extensive vision for the Plan and increase the business and economy elements with new supporting text and new policies.
	TRP1	Any new build should have underground parking.		NOTED – although considered that this would not be in general conformity with the Local Plan.
	TRP2	But to prioritise the safety and convenience of pedestrians over cyclists right to use part of the footway.		NOTED
	TRP3	Should be mandatory		NOTED
	TRC5	No reduction in overall frequency of London buses but numbers could be reduced and cheaper fares available for people who get on at P&R.		This Policy has been removed.
	TRC4	Very important - pavements aren't safe for elderly residents and the patchwork of asphalt is unsightly.		NOTED
	Housing	Conflicts with other policies potentially but with the right body overseeing planning throughout the neighbourhood area this could be avoided. All suggested policies are good in themselves.		The housing Policy has been adjusted to enable the provision of affordable homes for key workers.
	Amenity and Green Spaces	All good		NOTED
	Character and Identity	All good		NOTED
	General	There is no room in neighbourhood planning for single issue fundamentalism; its essential to recognise that a successful neighbourhood is one where balance between communities, plans and practicalities has been established.		NOTED
Richard Bradley	HGP1	The last para is confusing. Could be better if worded as follows: '@The proposed policy would remove the necessity of having 50% affordable housing. It could increase the viability of....'.	Proposed changes have already been made to this policy.	The housing Policy has been adjusted to enable the provision of affordable homes for key workers.
Anonymous Visitor	Housing	Mentioned the need to promote housing for old people, i.e. to move into the smallest accommodation where they could live in 'self-care' circumstances.		NOTED
	Transport	Bus routes from Barton development across bypass into North Way Estate where roads not suitable may cause problems at busy times. Ideally a road from the bypass into the JR should still be considered to help Marston and Headley estates.		NOTED – awaiting proposals from new Barton extension.

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	Character and Identity	Quarry Gate pub replacement - example of slowness of getting ahead with development of non-greenfield site. Gravel from driveways on pavement e.g. Ash Grove - danger to pedestrians. Owners to be made responsible for clearing up. Lighting - outside lights on all night e.g. public toilet.		NOTED – although these were considered to be outside the scope of the Plan.
Lorna Hicks	Amenity and Green Spaces	Trees in Gathorne Road - we have lost many of our pavement trees and we would like them replaced, but properly planted so the roots go down and don't throw up the pavement.		NOTED – this could be considered as a future project for the Green Spaces Working Group.
	TRC5	Please do not remove London buses from Headington. Many of us use them frequently and having to go out to P&R to catch them would add significantly to journey time which is often tight. Also, when coming back late at night, I would prefer not to be at P&R but able to walk home from Headington bus stop.		This Policy has been removed.
	Transport	20 mph speed limit should be obligatory throughout the city and should be rigorously enforced until everybody is used to it. Cycle lanes would be a good idea to stop cyclists using pavements.		NOTED
Neil Hicks, 3 Gathorne Road	Transport	A lot of traffic congestion could be removed by creating a route direct to the JR Hospital from the ring road. Why not use the new bus route from Barton for this?		NOTED – awaiting proposals from new Barton extension.
J & C Hitchcock, 161 Windmill road	Transport	Speed cameras on Windmill Road if no parking places left - safer for cyclists, pedestrians, residents.		NOTED – The Plan does not have control over traffic regulation and enforcement.
	TRC5	Worried about ideas re coaches - would want to keep access to them - changing at Thornhill does not appeal - unlikely to get a seat! Particularly relevant to airline coaches with lots of luggage.		This Policy has been removed.
	Transport	Cycling on pavements needs to be properly policed as breach of traffic regulations (mainly red lights) by all users (Buses, lorries, cars, cyclists)		NOTED – The Plan does not have control over traffic regulation and enforcement.
Chris Furness	TRC5	Do not support moving any long distance bus services to P&R because changing buses when carrying luggage is inconvenient (and impossible for some) and will inevitably impact on viability of these very useful services.		This Policy has been removed.
Tom Peacock	Transport	I was shocked to read about the plans to remove the grass verges on Osler Road. This is a residential street with elderly/infirm residents and small children (Plus a nursery). As a pedestrian I think it important to keep the grass verge as a buffer between me and the buses/cars. As a resident I wish to retain the green space and to preserve the character of my street. Please do not remove the grass verges. Also, I think it is very cynical to include the Osler Road proposals in the same consultation as the improvements for cyclists on the London Road/Windmill Road junction. Of course, we all want to improve this junction - but we dont want to conflate this improvement with the terrible plan to remove the verges on Osler Road.		NOTED – The Forum have responded to Oxfordshire County Council's consultation on increasing access to Headington, and has also expressed these views.
Kathryn Whitmore	Transport	Look at access to the JR and link with Barton Park development junction on A40. A lot of the congestion in Headington is linked to the JR. By creating a link road with the new Barton Park junction, a lot of traffic will be taken away from Headington, easing it for residents and people travelling into Oxford.		NOTED – awaiting proposals from new Barton extension.

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	Character and Identity	Character Area 9 - Headington Centre - area boundary poorly defined as it includes residential streets with a commercial character area. This enables developers to justify changing the use of these residential streets into main thoroughfares including increasing volume of traffic to the JR – hence current proposal to remove grass verges, widen road to make 3 lane highway along Osler Road. The characterisation basically undermines the residential aspect of Osler and Stephen Roads.		NOTED – The Character Assessments are a guide to Policy to help maintain the identity of an area. This is not related to Oxfordshire County Council's consultation on widening roads, where the Forum has also expressed concern about the loss of verges.
Carol Smith	TRC5	Happy with most of your ideas/proposals but not about stopping the London and airport coaches going through Headington. I use these services frequently and would like them kept as they are please, they are so convenient. Not keen on shuttle buses instead, would increase the volume of traffic, not decrease it. Very concerned about the TRC5 proposal. I am totally opposed to the idea of stopping the London and airport coaches from travelling through Headington. Having easy access to these routes (I live 12 mins walk away) is one of the many benefits of living in Headington. I know people who have moved here just because they can commute to London so easily. I dont want to catch a feeder bus, have my luggage loaded at Headington shops, then unloaded again at Thornhill 10 mins later. Also, the coaches run 24 hrs a day, whereas the 300, 400 and 500 dont, so these would need to be increased considerably. Please dont go forward with this idea.		This Policy has been removed.
Anonymous Resident	Transport	Cycle path south side London Road not fully marked - cyclists continue on pavement past St Andrew's school.		NOTED - hence need for better cycle lanes as identified in TRC1
F McCormack	Transport	Move bus hub out of city. Develop separated cycle lane from other traffic.		NOTED
Rosemary Belton,	Transport	Joined up thinking between city and county needed e.g. transport. Hope the neighbourhood plan will help achieve this. Personally feel a route straight into the back of the JR from the ring road and staff parking next to the ring road there would have big benefits to all (1) Emergency patients get to JR quicker. (2) Staff cars dont go through Headington/Marston (3) Patients have more chance to finding a space on site.		NOTED – awaiting proposals from new Barton extension.
	Business and Retail	Agree with improving short stay car parking options.		NOTED
	Transport	Better cycle lanes preferably completely separate from both vehicles and pedestrians on at least mandatory and wide enough. Encourage employers (particularly large ones) to provide enough cycle parking, secure for their staff to use.	PWG could consider.	NOTED – these elements are contained within the Transport Policies within the Plan.
	Amenity and Green Spaces	Enhance green spaces and plant more trees and encourage small green spaces, encourage less paving over of front gardens.	Policies have covered most of these points.	NOTED
	Character and Identity	Keep varied character of the area.		NOTED
George McVicar	General	Very impressed with all the work of the volunteers. Housing No 1.		NOTED
E Tabour	Business and Retail	What about a 'Linen Direct' shop in Headington. One is just closing down in the Westgate centre?		NOTED – not within the scope of the Plan.
	Education	And what is badly needed is another Secondary School.		NOTED – this function is the responsibility of Oxfordshire CC.
	Transport	No 4 bus service needs to become more reliable.		NOTED – not within the scope of the Plan.
W Blakey	General	Too crowded		NOTED

Public Events Comments

A Ryan	General	Good to see some proper thought going in!		NOTED
Tina O'Sullivan	General	Parking, Headington Shopping and eating options, Travel Plans. I would like to get involved!		NOTED – Thanks.
Andrew Lewis	TRC5	Supports retention of buses to London.		This Policy has been removed.
Lyn Robertson	TRC5	I strongly disapprove of re-routing the coaches via N Oxford. I might move house if this is approved. N Oxford already have easy access to the railway station and for us this is inconvenient and would add (inc. both ways) 1 and a half hours extra to London.		This Policy has been removed.
M Robertson	TRC3	In favour of 20mph limits throughout.		NOTED
Eve Clare,	Amenity and Green Spaces	More amenities for all ages in Central Headington. A swimming pool would be good.		NOTED
David Blackman	EDP1	should deal with all aspects including international schools and FE Education		NOTED – the Plan does not have control over how these schools and colleges are run.
	GSP6	is important		NOTED
	HGP1	What can be done to house key hospital workers? Can there be PPFIs?		The housing Policy has been adjusted to enable the provision of affordable homes for key workers.
	TRC3 - 4	Yes		NOTED
	Character and Identity	Character Area 13 - development in garden of 26/28 Quarry High Street very deplorable (but was approved by Planning Committee) No mentioned of Holy Trinity churchyard.		NOTED
Andy	TRC3	Support 20mph limit throughout.		NOTED
Ian Leonard,	General	Very interested - will comment on website. May join forum.		NOTED
Theresa Frayn	Transport	We need a crossing between Bury Knowle Park bus stop and surgery and park entrance and the corner of Wharton Road or Ramsay Road.		NOTED – this could be considered as a future project for the Transport Working Group.
	TRC5	A minibus service between City Centre and P&R so that X90 and Tube and Airport buses don't need to go through Headington.		This Policy has been removed.
Stella Wedford	Transport	I've read that income from the Water Eaton P&R is very much reduced because there is a £2 charge to park a car and then fares have to be paid for the journey into Oxford. I wonder where those cars are parking. In Bath one only pays the bus fare.		NOTED
Mary Hope	TRC5	Strongly advocate replacing London bound coaches with small minibuses to link up at coach parks on the ring road. The High Street and St Clements at present are frequently clogged with coaches to the detriment of local traffic and pedestrians - not to mention damaging this beautiful city which residents and visitors hope to remain so for future generations.		This Policy has been removed.
Janet Isaac	Housing	Please keep as much of the Victorian housing as possible. After seeing the mess made of the Park Hospital. The vicarage, the house at the end of Lime Walk.		NOTED – The Character Assessments are a guide to Policy to help maintain the identity of an area.

Email Consultation Responses on Character Assessments

Consultee	CA number	Comment	Suggested Changes	Forum Response
Ruth Wilkinson		8 Spelling of Gypsy. there are 2 occurrences of Gypsy and 2 of Gipsy.		The correct spelling has been now used.
Chris Clifford		9 There are large numbers of dwellings in Windmill Road with original Edwardian house names, many carved or permanently marked into the buildings. I believe Stephanie Jenkins may have a comprehensive list of these including where names have been lost.		NOTED - thanks
Chris Clifford		9 A number of dwellings especially between Margaret and Gathorne Road have original terracotta detailing still present (seen also in St Anne's Road) on front elevations		NOTED - thanks
Noel Hodson	8, 10, 20	We are in Brookside in area 8. Our house straddles Boundary Brook. During 2006-09 the Manor Hospital on London Road spilled untreated raw sewage down the arm of the brook that starts as springs under the ex-football stadium & petrol station on London Road, opposite Lime Walk. There were about 100, hour long spillages down the brook. Thames Water engineers eventually tracked the sewage outlet. In the 3 year long process, detailed maps of Boundary Brook were produced. The complex brook network, adopted as part of The Thames, arises from clear springs and, pertinently, drains much of Headington's surface water. It is bounded by ponds on Monks Wood, Shotover, crossing the by-pass; by London Road to The White Horse pub, and by Old Road. It flows across Cowley Golf Course & Cowley Marsh and down to Donnington Bridge, by the Sea Scout's boat house. Much of the brook is now underground. There is a long stretch through the NOC. It emerges above ground at the end of Latimer Road, across Brookside then goes underground and takes a sharp left turn at the end of Highfield Avenue, under the recreation ground and Old Road, to emerge on the Churchill side – in Lye Valley. The brook races in full spate during sudden rain-storms – sweeping Headington's street litter down to the Thames. One day, perhaps, more of the brook could be uncovered and its banks gardened.		NOTED - thanks
?	8, 9, 10	Part of Brookside does not appear on any map.		Brookside is contained within CA 10
Andrew Carter		15 the Nurses Home referred to on page 2 was demolished in 1991! Tidying that up would require deleting the sentence: <i>A Nurses Home, by N. W. Harrison, was completed in 1914.</i> It appears on page 2 under the heading 'Historical Development', 3rd para, 2nd sentence.		The reference to the Nurses Home has been removed.
Andrew Carter		15 a FoWM colleague has created an up-to-date map (attached) covering the Warneford site, showing the new Highfield Unit and outlining the extent of the town green. Even if you don't think it is necessary to use it in place of the one currently in the character assessment, it might come in useful at some point.		NOTED - thanks
Heather Armitage		19 Please could you include an image of Warren Meadow (land adjacent to Warren Crescent) in your assessment? I attach an example. Do delete the image of the allotment site gates – the spiked fence is rather unattractive – albeit necessary !		Image of allotment site gates removed.
Heather Armitage		19 I don't know if your C & I report should include negatives – but the free car park for commuters seems to me to attract cars to Headington - who wouldn't park for nothing if they can? Image attached		NOTED - The Forum does not have the power to close car parks.

Heather Armitage	19	as far as we locals know, the roads leading off from Girdlestone Road are called Town Furze Estate. Across the Slade is Wood Farm. Across Peat Moors and the Lye Brook is Peat Moors Estate. The Tudor botanists must have come down Shotover Hill, past Titup Hall Drive and then through the Lye Valley on their way to Cowley and the Oxford Botanic Garden. (Or possibly vice versa).		Noted – thanks
Colin Taylor	12	Use of Ramsey Road recreation ground: The central area of the recreation ground is very open with its football/cricket sports use. The recreation ground would be more attractive and pleasant if two or three large trees (possibly Cedar, Scots Pine and/or poplar) be planted on the western side.		NOTED – this could be considered as a future project for the Green Spaces Working Group.
Colin Taylor	11	Add to heritage assets: Most streets on the East of Windmill Road have street trees planted on footpaths at least every 40 m.		All of the comments made in these responses have been noted and discussed at the Policy Working Group with thanks. All responses are highly valued and have been added to the Character Assessments where it is felt appropriate. The scope of the assessments does not allow for all the details which some respondents would like to see included. Exclusion of some details does not mean that they are unvalued. The character assessments were put together by volunteers working to specific guidelines, rather than members of the working group. It should be noted for all responses that it is impractical to ask the several teams of volunteers to revise their assessments on the basis of individual comments. Similarly, once boundaries for the areas were set, it is not possible to change them without affecting all the survey work which has gone before.
Colin Taylor	11	Add to issues: Windmill Road is used as a main urban thoroughfare but space for pedestrians and cyclists is restricted.		
Colin Taylor	11	Add to Guidance for new design: Pavements are particularly important as they are much used by long-distance bus/coach travellers. Pavement trees should be encouraged. Pavements should be friendly to suitcases on wheels.		
Colin Taylor	11	Add to Guidance for new design: Most building is two storeys which seems appropriate for the area.		
Colin Taylor	11	This area, having no parks or open areas, relies on nearby areas for its recreation grounds and open dog walking.		
Colin Taylor	11	? Make some mention of Oxford Brooks student accommodation (Champneys Court) and the recent flats at the back of no 84/82 Windmill Road in Windmill Road? This could be added near the reference to Martin Wigglesworth House.		
Colin Taylor	11	The boundary of this area is controversial. It would be better to include Rock Edge down to Old Road in Area 11. Doesn't Windmill Road including the old windmill area beside Old Road and the quarrying activity in Rock Edge fit well within this area? Without it area 11 has no greenery at all and Rock Edge is a frequent destination for those wanting fresh air, dog walkers etc. which do pass from area 11 to Rock Edge. Even the isolation of the hospital units into separate areas is devious as it seems to discourage commonality between adjacent areas.		
Colin Taylor	11	This area has numerous fruit trees because of historical use and favourable soil types. Can this be included positively somewhere?		
Colin Taylor	11	Many of the houses on the east of this area have attractive stanchions at their boundaries, decorative small front gardens, and low walls. Only houses in the Square and New High Street have no front gardens. Has this has been covered appropriately?		
Colin Taylor	11	Post Office (and I) thinks the correct presentation is 'St Annes Road' rather than 'St Anne's Road'. I have been advised to use 1920s for years rather than 1920's as the possessive apostrophe is inappropriate.		
Colin Taylor	11	I can not think of any multi-occupied houses in this area, so I question the verity of its reference. Most rented accommodation is in Windmill Road and Bateman Street. [Puzzlingly Wooldrige Court, which does have a lot of rented properties, seems to be in area 12.]		
Colin Taylor	11	Not sure why area 11 should include half a car park at St Leonards Road/Windmill Road corner.		
Colin Taylor	11	The resident's parking at St Leonards Road is important as it mitigates against the problem of numerous houses in this area without parking within their grounds.		

Colin Taylor	11	Small businesses have been in New High Street for many years and are worth mentioning.	
Colin Taylor	11	The area defined by Windmill Road, Margaret Road, St Annes Road, and Gathorne Road is one of only two residential squares in Headington enclosing substantial rear gardens.	
Colin Taylor	11	Add to Guidance for new design: Retain centre open areas in the rear gardens enclosed by Windmill Road, Margaret Road, St Annes Road, and Gathorne Road.	
Colin Taylor	11	Windmill Road is no broader than Margaret Road so it may be misleading to describe it thus. In fact is remarkable how narrow Windmill Road is north of Margaret Road considering its traffic load.	

Consultation Bodies (contact details – email)

Oxford City Council – planningpolicy@oxford.gov.uk
Oxfordshire County Council – linda.currie@oxfordshire.gov.uk
South Oxfordshire District Council – sophie.horsley@southandvale.gov.uk
Risinghurst and Sandhills Parish Council – Miss Sonia Hill Email:
s.hill15@btinternet.com

The Homes and Communities Agency – david.warburton@hca.gsx.gov.uk
Natural England – consultations@naturalengland.org.uk
The Environment Agency – jack.moeran@environment-agency.gov.uk

Historic England – e.seast@historicengland.org.uk /
martin.small@historicengland.org.uk

The Highways Agency – planningse@highwaysengland.co.uk

Mobile Phone Operators:

Vodafone and O2 – EMF.Enquiries@ctil.co.uk

Three – jane.evans@three.co.uk

EE – public.affairs@ee.co.uk

Primary Care Trust – oxon.gpc@nhs.net / david.knight@oxfordshirepct.nhs.uk

Scottish Southern Electricity – chris.gaskell@sse.com

British Gas – no contact in database

Thames Water (property services) – ctbell@savills.com

Annex 9 – Statutory Consultee Responses

Initial Email to Statutory Consultees:

Dear Neighbourhood Planning Consultees,

Headington Neighbourhood Forum is the legally designated body for Headington (area designated April 2014, Forum designated September 2014), under the Neighbourhood Planning Regulations (2012).

Together with our community and elected local councillors, the Forum has been working over the last two years to develop a Neighbourhood Plan to meet the following vision:

"Headington Neighbourhood Plan celebrates the diversity and identity of Headington. Working with our partners and neighbours, we plan to balance the opportunities in Headington in order to provide a healthy, positive and vibrant environment for people to live, work and study in."

Following a series of local consultations, Headington Neighbourhood Forum has produced a draft Plan which sets out our policy proposals for the Plan. This draft Plan will need to be submitted to Oxford City Council, who will carry out a 6 week statutory consultation.

Prior to this, we would like to invite all consultation bodies whose interests may be affected by the proposals for a neighbourhood development plan in Headington to make their views known on the attached draft.

If you have any comments on this draft Plan, or wish to discuss any issues, please contact us before Monday 25th January.

Yours sincerely,

Adam Symons - Headington Neighbourhood Plan Project Manager

Symons Consulting

Responses:

(1) Scottish and Southern Energy

Friday 11th Dec 2015 12:40 by email:

Adam,

I refer to your message below, together with now deleted attachment, in respect of the above topic / location and I can confirm that, at this present time, I have no comments to make.

Regards,

Chris Gaskell

Network Investment Engineer

1 Woodstock Road, Yarnton, Kidlington, Oxfordshire, OX5 1NY

SSE Power Distribution Web Site: www.ssepdc.co.uk

SSE Power Distribution RIIO-ED1 Web Site: <http://www.yourfutureenergynetwork.co.uk>

(2) Thames Water

Thursday 14th January 2016 15:51 by email:

Dear Sir / Madam,

OXFORD CITY COUNCIL – HEADINGTON DRAFT NEIGHBOURHOOD PLAN – RESPONSE ON BEHALF OF THAMES WATER UTILITIES LTD

Thames Water Utilities Ltd (Thames Water) Property Services function is now being delivered by Savills (UK) Limited as Thames Water's appointed supplier. Savills are therefore pleased to respond to the above consultation on behalf of Thames Water.

Thames Water are the statutory water and sewerage undertaker for the District and are hence a **"specific consultation body"** in accordance with the Town & Country Planning (Local Planning) Regulations 2012.

General Comments on Sewerage/Wastewater Infrastructure capacity:

New development should be co-ordinated with the infrastructure it demands and to take into account the capacity of existing infrastructure. Paragraph 156 of the National Planning Policy Framework (NPPF), March 2012, states:

"Local planning authorities should set out strategic policies for the area in the Local Plan. This should include strategic policies to deliver:.....the provision of infrastructure for water supply and wastewater...."

Paragraph 162 of the NPPF relates to infrastructure and states:

"Local planning authorities should work with other authorities to: assess the quality and capacity of infrastructure for water supply and wastewater and its treatment.....take account of the need for strategic infrastructure including nationally significant infrastructure within their areas."

The web based National Planning Practice Guidance (NPPG) published in March 2014 includes a section on 'water supply, wastewater and water quality' and sets out that Local Plans should be the focus for ensuring that investment plans of water and sewerage/wastewater companies align with development needs. The introduction to this section also sets out that ***"Adequate water and wastewater infrastructure is needed to support sustainable development"*** (Paragraph: 001, Reference ID: 34-001-20140306).

Specific Comments

Omission of a 'Infrastructure and Utilities' Policy

With the above points in mind it is important that developers demonstrate that at their development location adequate capacity exists both on and off the site to serve the development and that it would not lead to problems for existing users.

In some circumstances this may make it necessary for developers to carry out appropriate studies to ascertain whether the proposed development will lead to overloading of existing water & sewerage infrastructure. Where there is a capacity problem and no improvements are programmed, then the

developer needs to contact the water company to agree what improvements are required and how they will be funded prior to any occupation of the development.

Thames Water would therefore recommend that developers engage with us at the earliest opportunity to establish the following:

- * the developments demand for water supply and network infrastructure both on and off site and can it be met;
- * the developments demand for sewage treatment and sewerage network infrastructure both on and off site and can it be met; and
- * the surface water drainage requirements and flood risk of the area and down stream and can it be met.

We therefore consider that there should be a section on ‘Infrastructure and Utilities’ in the Draft Headington Neighbourhood Plan which states:

“In line with Core Strategy Policy CS17, it is essential that developers demonstrate that adequate water supply and sewerage infrastructure capacity exists both on and off the site to serve the development and that it would not lead to problems for existing users. In some circumstances this may make it necessary for developers to carry out appropriate studies to ascertain whether the proposed development will lead to overloading of existing water & sewerage infrastructure. Where there is a capacity problem and no improvements are programmed by the water company, then the developer needs to contact the water company to agree what improvements are required and how they will be funded prior to any occupation of the development.”

Further information for Developers on water/sewerage infrastructure can be found on Thames Water’s website at: <http://www.thameswater.co.uk/cps/rde/xchg/corp/hs.xsl/558.htm>

Or contact can be made with Thames Water Developer Services

By post at: Thames Water Developer Services, Reading Mailroom, Rose Kiln Court, Rose Kiln Lane, Reading RG2 0BY;

By telephone on: 0845 850 2777;

Or by email: developer.services@thameswater.co.uk”

I trust the above is satisfactory, but please do not hesitate to contact me if you have any queries.

Yours sincerely

**Carmelle Bell, BA(Hons), MSc, MRTPI
Planner**

(3) Oxfordshire County Council

Friday 22nd January 2016 17:16 by email from Stewart Wilson:

GREEN SPACES (GS) AND AMENITY (AM) SPATIAL (P) POLICIES

Policy AMP1: Protecting and Enhancing Sports, Leisure and Community Facilities

As drafted, this policy is inconsistent with Core Strategy policy CS20 which states:

"CS20 Cultural and community development

The City Council will seek to protect and enhance existing cultural and community facilities. Planning permission will not be granted for development that results in the loss of such facilities unless equivalent new or improved facilities, where foreseeable need justifies this, can be provided at a location equally or more accessible by walking, cycling and public transport....."

In contrast, the draft NP policy requires alternative facilities to be provided within the NP area.

That may not be possible or practicable where existing facilities are located near the boundary of the NP area. The policy should be amended to reflect the Core Strategy policy text in this regard.

Policy AMCI: Enhancing Accessibility to Sports, Leisure and Community Facilities

It would be helpful if the words "where appropriate" could be added at the end of the policy, to ensure that where issues of, for example, child protection arise with school playing fields, there is the ability to restrict or prevent public access where appropriate to do so.

BUSINESS AND RETAIL (BR) COMMUNITY (C) POLICIES

BRC1: Changes to Car Parking Charges

If this proposal was to be implemented then the highway authority would want to be reassured that it did not lead to any additional peak period traffic on the surrounding network, particularly at the busy London Road/Windmill Road/Old High Street signal junction. This could be achieved by limiting free parking to off-peak periods only.

In addition, the need for parking charges to be set at a level that discourages or prevents commuter or long stay use needs to be emphasised.

CHARACTER AND IDENTIFY (CI) COMMUNITY (C) POLICIES

CIC1: Reinforce the Identity of Headington

One of the examples given in the NP is 'signage style' and whether there should a distinctive style for Headington signs. Road signs are specifically mentioned. It is not clear if this relates to street name-plates or traffic signs (e.g. signs for road side orders, speed limits, directions etc.), so for the avoidance of doubt, a policy to introduce alternative styles for traffic signs in the NP area would not be supported. Not only would this be costly it is also unlikely to be approved by the Department for Transport who are responsible for traffic sign standards and regulations.

EDUCATION (ED) PLANNING (P) POLICIES

Policy EDPI: New Education Provision

As drafted, this policy does not refer to permitted development rights for change of use to educational establishments. It would be helpful if the policy could be amended to refer to the extant permitted development rights in classes S, T and U of the 2015 General Permitted Development Order which permits the change of use of agricultural, B1 (business), C1 (hotel), C2 (residential institution), C2A (secure residential institution) and D2 (assembly & leisure) uses to use as a state-funded school or a registered nursery, and back again (class U) in the case of all but the first of

the uses mentioned.

HOUSING (HG) PLANNING (P) POLICIES

Policy HGP1: Affordable Homes for Key Workers from Large Housing Sites
Proposals for residential developments on Large Housing Sites (See definition of Large Sites – Oxford City Housing Policy HP3) in which up to 50% of the affordable housing element is available to key worker dwellings (See definition of key worker – Sites and Housing Plan 2011-2026, §A2.30) will be supported.

Policies HGC1-3 may be better expressed as aspirations rather than policies as they are not land use based.

Other comments:

The government has proposed to change national planning policy so the definition of affordable housing is expanded to include wider options which support home ownership. If implemented it could make it more difficult for policy HGP1 to be effective as it is likely to reduce the provision of affordable rental homes.

We believe it would be helpful if the NP reinforced the need for sustainable drainage techniques as follows:

- * All new buildings should be drained using sustainable techniques, (soak aways, swales, online storage with reduced outfall to green field run off rates)
- * All new extensions to properties should also be drained by sustainable techniques to reduce flooding

TRANSPORT (TR) PLANNING (P) POLICIES

TRP1: Parking Provision at major employment sites
Proposals for additional car parking spaces at major employment sites in Headington will only be supported if they can demonstrate strong evidence that Headington's road network has adequate unused capacity at peak times.

The Oxford Transport Strategy is clear on the need to manage car parking so the principle of this policy is supported. We do however believe that this policy could be more robust by applying it to all developments and not just those that might require additional car parking. The highway authority would also expect the developer to demonstrate that the implications of the parking provision are acceptable and whether any mitigation is required.

TRP4: Travel Plans

- 1. All new business developments and all new multi-unit developments must develop and periodically update travel plans showing how employees and/or residents may minimise car usage.*
- 2. All single-unit development should state, in the design and access statement, whether car-free alternatives have been considered and, if parking provision is to be made, why the car-free alternative has been rejected.*

While we are encouraged by this policy, we would query whether it is always necessary for all new business developments and all new multi-unit developments to develop and update travel plans, depending on the size and nature of the development. The county

council requires travel plans from developments which exceed the thresholds set out in 'Transport for New Developments: Transport Assessments and Travel Plans'.

The promotion of car free developments is a positive measure however, supporting measures such as CPZs may be required in some cases.

TRP6: Promotion of Cycling and Walking

1. Proposals for new developments comprising more than 3 dwellings should include secure bicycle storage for two bicycles per household.

2. In shared accommodation and employment developments, the quantity should be based on the travel plan, with an allowance for a doubling of the mode share of cycling.

All new dwellings should provide bicycle storage. Policy HP15 of the Sites and Housing Plan adopted by the city council sets standards for cycle parking which should be followed. However, the proposed policy requires less secure cycle spaces than the Sites and Housing Plan.

There is also no mention of the provision of secure cycle parking for visitors to public areas and commercial developments which should provide secure and covered cycle parking for both visitors and staff. Policy HP15 of the Sites and Housing Plan sets out cycle parking standards for commercial developments.

The Plan states that '*Policy TRP6 aims to ensure that any new development above a certain minimum size plays its part in this objective*', however there is a lack of clarity over the minimum size of developments that this policy should apply to.

Other comments:

We would like to see the NP outline that any new developments should not obstruct the delivery of the Oxford Transport Strategy, with reference to rapid transit, walking and cycling improvements in particular.

A policy could be included within the NP on residential developments in the north-east of the area focussing on access to the new primary school due to open in Barton Park.

There is no indication of whether the NP would support the expansion of Thornhill Park & Ride or the development and implementation of CPZs in the area.

The NP could also clarify whether the status of Cuckoo Lane and Pullens Lane as pedestrian and cycle routes would remain the same and comment on the possibility of recognised connections across Warneford Meadow.

TRANSPORT (TR) COMMUNITY (C) POLICIES

TRC1: Promoting Safety and Active Transport

A set of projects to promote safety and active transport in Headington (examples below) will be identified and implemented after wider consultation to determine residents' wishes and priorities.

We understand that the list might be illustrative but we do have concerns with some of the items on the list. Furthermore, nearly all the examples lie within the county's control to approve and implement, and they are not land use based, so we wonder whether it is therefore appropriate for them to be specified within the NP anyway, or better to be expressed as aspirations rather than

policy.

(4) Environment Agency

Monday 25th January 2016 09:37 by email:

Dear Mr Symons

Thank you for your consultation.

We have no comments to make with regard to this neighbourhood plan.

Regards

Cathy Harrison

Planning advisor

(5) Historic England

Letter Dated 8th January 2016 received by email:

Mr Symons,

Draft Headington Neighbourhood Plan

Thank you for your e-mail of 7th December 2015 advising Historic England of the consultation on the Draft Headington Neighbourhood Plan. We are pleased to make the following general and detailed comments.

The nature of the locally-led neighbourhood plan process is that the community itself should determine its own agenda based on the issues about which it is concerned. At the same time, as a national organisation able increasingly to draw upon our experiences of neighbourhood planning exercises across the country, our input can help communities reflect upon the special (heritage) qualities which define their area to best achieve aims and objectives for the historic environment. To this end information on our website might be of assistance – the appendix to this letter contains links to this website and to a range of potentially useful other websites.

In Section 5 we note that there was a previous period of consultation on the Draft Plan. We have no record of having been consulted at that time.

In Section 6 we note the reference to '*establishing what the community says it most expects the area to look like over the coming years*', but given the statement in Section 4 that '*Neighbourhood planning allows greater scope for plan makers, acting with the community, relevant agencies and service providers to promote and manage change in an area*', would it perhaps be better to say "wishes" than "expects" ?

Section 6 also refers to *'the range of issues that the Headington community faces'*, but these are not identified specifically in the Plan nor is there any indication of how or where these have been identified. The identification of these issues (and how they were identified) would provide justification (or an "audit trail") for the policies of the Plan.

We note that the Vision as set in Section 9 is a vision for the Neighbourhood Plan rather than for Headington itself, which is slightly at odds with the reference in Section 6 to *'establishing what the community says it most expects the area to look like over the coming years'* (see our comment above). Would it be helpful to recast this slightly to be a longer-term view of what the community would like Headington to be in the future? Nevertheless, we welcome the reference to the identity of Headington in both the Vision and the second Objective for the Plan.

However, we expected the Plan to set out early on a spatial portrait of Headington based on the Character Assessment, explaining its historical development, its relationship to Oxford and its current characteristics. Whilst local residents might understand and appreciate the "identity" of Headington, there is nothing in the Plan that explains what that is to anyone not familiar with the area other than briefly in the welcome on page 4.

We would like to see recognition of the historical significance of Headington as part of that spatial portrait – there are a number of designated heritage assets in the Plan area and many more assets of local significance as identified in the Character Assessment. There are also three designated Conservation Areas within, or partly within, the Plan area.

We are aware that there is archaeological interest within the Plan area, including the recorded Roman period pottery kilns recorded at the Churchill Hospital site and around Old Headington, an Anglo-Saxon cemetery at Stephen Road and the medieval archaeology of Old Headington and Headington Quarry villages and the quarries themselves. Has the Oxfordshire Historic Environment Record been consulted? (The National Planning Practice Guidance states *"...where relevant, neighbourhood plans need to include enough information about local non-designated heritage assets including sites of archaeological interest to guide decisions."*)

We understand that policies that relate to the control of development have been given the suffix 'P', and those that are not land use planning policies have the suffix 'C', but the distinction between the two could be made helpfully clearer e.g. by the use of different colours, different fonts, shading etc.

In Policy GSC1, clause 2 could include "historic or cultural significance".

We welcome and support the policies on character and identity as Historic England considers that Neighbourhood Development Plans should be underpinned by a thorough understanding of the character and special qualities of the area covered by the Plan. In addition, paragraph 58 of the National Planning Policy Framework states *"...neighbourhood plans should develop robust and comprehensive policies that set out the quality of development that will be expected for the area. Such policies should be based on stated objectives for the future of the area and an understanding and evaluation of its defining characteristics."*

However, the policies may need to be redrafted to be clear development management

policies: paragraph 154 of the National Planning Policy Framework states “...*Local Plans should set out the opportunities for development and clear policies on what will or will not be permitted and where. Only policies that provide a clear indication of how a decision maker should react to the development proposal should be included in the plan.*” These principles also apply to neighbourhood plans.

Paragraph 041 of the National Planning Practice Guidance states “*A policy in a neighbourhood plan should be clear and unambiguous. It should be drafted with sufficient clarity that a decision maker can apply it consistently and with confidence when determining planning applications*”.

Policy CIP1 could therefore perhaps be reworded as “*New development will only be permitted where it would respect and enhance the distinctive local character as identified in the Character Studies...*”. Clauses 1 and 2 of Policy CIP2 (which, as currently drafted, are more aspirations than planning policies) and clause 1 of Policy CIP4 could similarly be redrafted.

We welcome the list of potential projects under Policy CIP1 as we consider that the preparation of the Neighbourhood Development Plan offers the opportunity to harness a community’s interest in their local historic environment by getting the community to help add to the evidence base. Undertaking a survey of grade II buildings at risk from neglect, decay or other threats could perhaps be added to the list.

We hope these comments are helpful. Please contact me if you have any queries.

Thank you again for consulting Historic England.

Yours sincerely,

Martin Small
Principal Adviser, Historic Environment Planning
(Bucks, Oxon, Berks, Hampshire, IoW, South Downs National Park and Chichester)

(6) Highways Agency

Monday 11th January 2016 08:12 by email:

Dear Adam,

Thank you for your email notifying us of the forthcoming consultation for the Draft Headington Neighbourhood Plan.

Please note that from 1 April 2015, we became Highways England, a government owned company. Highways England’s role is to operate, maintain and modernise the strategic road network (SRN) in line with the Roads Investment Strategy, reflecting public interest and to provide effective stewardship of the network’s long term operation and integrity. For Oxford City Council this relates to the M4 and A34.

We have reviewed the consultation and have no comment at this time.

I hope this is helpful.

Your sincerely

Teresa Gonet, Area 3 NDD South East Asset Development

Highways England | Bridge House | 1 Walnut Tree Close | Guildford | GU1 4LZ

Web: www.highways.gov.uk, www.highwaysengland.co.uk



DRAFT Minutes of the **Steering Committee** Meeting held at
 scottfraser, Lime Walk
 on Tuesday 8 March 2016 at 7.30 pm

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<p>Steering Committee present: Patrick Coulter PC (Vice Chair) Liz Grosvenor LG (Admin. Support) Fiona Mckenzie FM (Treasurer) John Nealon JN (Press/Communications Officer) Cllr Ruth Wilkinson RW Ian Wilson IW</p>	<p>Apologies: Mike Ratcliffe MR (Chair) Nicholas Rollin NR Cllr Roz Smith RS Adam Symons AS (Project Manager)</p>
<p>Policy Working Groups - existing Business and Retail – FM & NR Amenities & Green Spaces – PC Education – MR Housing – JN Transport – Charles Young Character & Identity – vacant</p>	<p>Possible new groups Planning Applications Community Engagement</p>

1.	Apologies – As above.	Action
2.	<p>Minutes from last steering committee meeting of 18 January were approved and are now on the website.</p> <p>Matters arising:</p> <p>3. We are minded to keep the planning and community projects together rather than splitting them as suggested by the Council, but will check with the City that this is acceptable.</p> <p>All subsequent amendments as minuted have been addressed and incorporated into the plan.</p>	<p>LG/JN</p> <p>PC</p>
3.	<p>Consultation Responses</p> <p>We received responses from:</p> <p>Oxford City Council Oxfordshire County Council Historic England Environment Agency Natural England Thames Water Highways Agency</p> <p>Of these <i>Oxfordshire County Council</i> made the following observations:</p> <p>1. Draft Plan: <i>Policy AMP1: Protecting and Enhancing Sports, Leisure and Community Facilities</i></p> <p>OCC Response: In contrast, the draft NP policy requires alternative facilities to be provided within the NP area. That may</p>	

not be possible or practicable where existing facilities are located near the boundary of the NP area. The policy should be amended to reflect the Core Strategy policy text in this regard.

Our response:

We have in all cases kept within our area.

2. Draft Plan

Policy AMC1: Enhancing Accessibility to Sports, Leisure and Community Facilities

OCC Response:

It would be helpful if the words "where appropriate" could be added at the end of the policy, to ensure that where issues of, for example, child protection arise with school playing fields, there is the ability to restrict or prevent public access where appropriate to do so.

Our response:

We don't think that this adds anything helpful

3. Draft Plan

BRC1: Changes to Car Parking Charges

OCC Response:

If this proposal was to be implemented then the highway authority would want to be reassured that it did not lead to any additional peak period traffic on the surrounding network, particularly at the busy London Road/Windmill Road/Old High Street signal junction. This could be achieved by limiting free parking to off-peak periods only.

In addition, the need for parking charges to be set at a level that discourages or prevents commuter or long stay use needs to be emphasised.

AS

	<p>Our response: We will add that this applies to off-peak times only. (Parking charge levels are not within our remit).</p> <p>4. Draft Plan <i>CIC1: Reinforce the Identity of Headington</i> OCC Response: One of the examples given in the NP is ‘signage style’ and whether there should a distinctive style for Headington signs. Road signs are specifically mentioned. It is not clear if this relates to street nameplates or traffic signs (e.g. signs for road side orders, speed limits, directions etc.), so for the avoidance of doubt, a policy to introduce alternative styles for traffic signs in the NP area would not be supported. Not only would this be costly it is also unlikely to be approved by the Department for Transport who are responsible for traffic sign standards and regulations. Our response: Our intention was to mean street name signs.</p> <p>5. Draft Plan: <i>Policy EDP1: New Education Provision</i> OCC Response: As drafted, this policy does not refer to permitted development rights for change of use to educational establishments. It would be helpful if the policy could be amended to refer to the extant permitted development rights in classes S, T and U of the 2015 General Permitted Development Order which permits the change of use of agricultural, B1 (business), C1 (hotel),</p>	<p>AS</p> <p>AS</p>
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C2 (residential institution), C2A (secure residential institution) and D2 (assembly & leisure) uses to use as a state-funded school or a registered nursery, and back again (class U) in the case of all but the first of the uses mentioned.

Our response:

We will emphasise the point about permitted development rights.

6. Draft Plan

Policies HGC13

OCC Response:

may be better expressed as aspirations rather than policies as they are not land use based.

Our response:

All community policies with the heading **C** are aspirational **community** policies.

7. Draft Plan

Policy HGP1: Affordable Homes for Key Workers from Large Housing Sites

Proposals for residential developments on Large Housing Sites (See definition of Large Sites – Oxford City Housing Policy HP3) in which up to 50% of the affordable housing element is available to key worker dwellings (See definition of key worker – Sites and Housing Plan 20112026, §A2.30) will be supported.

OCC Response:

The government has proposed to change national planning policy so the definition of affordable housing is expanded to include wider options which support home

AS

ownership. If implemented it could make it more difficult for policy HGP1 to be effective as it is likely to reduce the provision of affordable rental homes.

We believe it would be helpful if the NP reinforced the need for sustainable drainage techniques as follows:

- All new buildings should be drained using sustainable techniques,

(soak-aways, swales, online storage with reduced outfall to green field run off rates)

- All new extensions to properties should also be drained by sustainable techniques to reduce flooding

Our response:

We will add “already included within the Local Plan”

8. Draft Plan

TRP1: Parking Provision at major employment sites

*Proposals for **additional** car parking spaces at **major** employment sites in Headington will only be supported if they can demonstrate strong evidence that Headington’s road network has adequate unused capacity at peak times.*

OCC Response:

The Oxford Transport Strategy is clear on the need to manage car parking so the principle of this policy is supported. We do however believe that this policy could be more robust by applying it to all developments and not just those that might require additional car parking.

The highway authority would also expect the developer to demonstrate that the implications of the parking provision are acceptable and whether any mitigation is required.

AS

CY

Our response:

We will query this with Martin Kraftl (Principal Infrastructure Planner) as to whether the query refers to **additional or major**.

We will also clarify as to whether this parking applies to staff or customers. – i.e. which group are we wanting to restrict.

9. Draft Plan

TRP4: Travel Plans

1. All new business developments and all new multiunit developments must develop and periodically update travel plans showing how employees and/or residents may minimise car usage.

2. All single-unit development should state, in the design and access statement, whether car-free alternatives have been considered and, if parking provision is to be made, why the car-free alternative has been rejected.

OCC Response:

While we are encouraged by this policy, we would query whether it is always necessary for all new business developments and all new multiunit developments to develop and update travel plans, depending on the size and nature of the development.

The county council requires travel plans from developments which exceed the thresholds set out in 'Transport for New Developments: Transport Assessments and Travel Plans'.

The promotion of car free developments is a positive measure however, supporting measures such as CPZs may be required in some cases.

CY

	<p>Our response: We wish to keep this policy as stated.</p> <p>10. Draft Plan <i>TRP6: Promotion of Cycling and Walking</i></p> <p>1. <i>Proposals for new developments comprising more than 3 dwellings should include secure bicycle storage for two bicycles per household.</i></p> <p>2. <i>In shared accommodation and employment developments, the quantity should be based on the travel plan, with an allowance for a doubling of the mode share of cycling.</i></p> <p>OCC Response All new dwellings should provide bicycle storage. Policy HP15 of the Sites and Housing Plan adopted by the city council sets standards for cycle parking which should be followed. However, the proposed policy requires less secure cycle spaces than the Sites and Housing Plan. There is also no mention of the provision of secure cycle parking for visitors to public areas and commercial developments which should provide secure and covered cycle parking for both visitors and staff. Policy HP15 of the Sites and Housing Plan sets out cycle parking standards for commercial developments. The Plan states that '<i>Policy TRP6 aims to ensure that any new development above a certain minimum size plays its part in this objective</i>', however there is a lack of clarity over the minimum size of developments that this policy should apply to.</p> <p><i>Other comments:</i> We would like to see the NP outline that any new developments should not obstruct the delivery of the</p>	<p>CY</p> <p>CY</p> <p>AS</p>
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Oxford Transport Strategy, with reference to rapid transit, walking and cycling improvements in particular. A policy could be included within the NP on residential developments in the northeast of the area focussing on access to the new primary school due to open in Barton Park.

There is no indication of whether the NP would support the expansion of Thornhill Park & Ride or the development and implementation of CPZs in the area. The NP could also clarify whether the status of Cuckoo Lane and Pullens Lane as pedestrian and cycle routes would remain the same and comment on the possibility of recognised connections across Warneford Meadow.

Our response:

We will re-examine Policy HP15 of the Sites and Housing Plan, and address the inclusion of the OTS comment.

Barton Park and Thornhill are outside our HNP area, but we will look at Cuckoo Lane, Pullens Lane, and Warneford Meadow.

11. Draft Plan

TRC1: Promoting Safety and Active Transport

A set of projects to promote safety and active transport in Headington (examples below) will be identified and implemented after wider consultation to determine residents' wishes and priorities.

OCC Response:

We understand that the list might be illustrative but we do have concerns with some of the items on the list. Furthermore, nearly all the examples lie within the county's control to approve and implement, and they are not land use based, so we wonder whether it is

<p>4.</p>	<p>therefore appropriate for them to be specified within the NP anyway, or better to be expressed as aspirations rather than policy.</p> <p>Our Response: All community policies with the heading C are aspirational community policies. We will expand the explanation on Page 16 No. 12 to make clear the difference between a planning policy and a community policy.</p> <p>*****</p> <p>All the suggestions made by <i>Historic England</i> have been incorporated into the Plan, but see note 4. Below.</p> <p>Draft Plan We will add a covering note when the draft is submitted to address the subject of an “appraisal of sustainability” which was requested by <i>Historic England</i>. A new matrix has been added on Page 13 which evaluates the Plan Objectives within each policy. Delivering the Vision Page 15 remains as originally drafted.</p>	<p>AS</p>
<p>5.</p>	<p>Next Steps</p> <ul style="list-style-type: none"> • We will make contact with some graphic designers to help us present the final plan with photos to give it a professional readable look which may rely on its layout and typeface. • We hope to be able to submit the draft plan by the end of March. Our plan is currently scheduled to go before the City Executive Board on 19 May under the Lead Officer David Edwards. • In order to publicise the upcoming referendum (hopefully in September) we will need to advertise widely. Some suggestions include: 	<p>LG</p>

	<p>A stall on the Farmers' Market with leaflets to take away Posters – to be sent to schools, shops, doctor's surgeries, Residents' Associations, Waitrose, Co-op, Brookes (via the Student Union)</p> <p>Brookes staff newsletter. <i>Headington Forward</i> personnel, Library, Freshers Fair (expensive)</p> <p>We will start to design a poster for this purpose and would hope to start the advertising process in April. JN and RW have agreed to organise the publicity.</p> <ul style="list-style-type: none"> We will keep the Form in touch with all developments and may have a Forum meeting just before the referendum 	<p>AS JN/RW</p> <p>LG</p>
5.	<p>AOB</p> <p>We have not included any reference to Access to Headington. All PWGs are being asked to look at A2H and see where it impinges on their policies.</p>	<p>LG</p>
6.	<p>Schedule of meetings</p> <p>A Doodle poll has been generated for the next meeting in April.</p>	
7.	<p>Close of meeting</p> <p>9.25 pm.</p>	

LG 9.3.16

Mike Ratcliffe
Chair – HNF
37 Bickerton Road
Headington
OX
info@headingtonplan.org.uk
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Dear

Headington Neighbourhood Forum is a community based organisation which has been designated by Oxford City Council as the responsible body for developing a Neighbourhood Plan for Headington.

A Neighbourhood Plan enables local communities to put in place local planning policies which will guide development in their local area.

From the 12th September, we are carrying out an initial 'Issues and Options' consultation with everyone who lives, works, studies and travels through Headington, as well our neighbours and partners.

As an important **business/religious group/community group/charity** in Headington, I am writing to you as the Chair of Headington Neighbourhood Forum, and enclosing the 'Issues and Options' consultation leaflet. We are trying to deliver this leaflet to all residents in Headington.

If you would like to meet with the Forum to discuss any of the issues raised, please let me know. We also have posters and additional leaflets which are available. In addition to the printed leaflet, our consultation can be found online at xxxxxxxxxxxx.

If you were able to help us to promote this consultation to your **customers/members/employees**, please let me know and I will send you some more materials.

Yours sincerely,

Mike Ratcliffe
Chair Headington Neighbourhood Forum

Class	Type of business	Street number	Road	Meeting	Other uses since 1977
LONDON ROAD NORTH					
A3	White Horse	Pub	1	London Road	
C3	Albany Nursing Home	Nursing Home	7	London Road	
C1	Pickwick's	Guest House	15-17	London Road	
<i>Sandfield Road</i>					
C1	Sandfield Guest House	Guest House	19	London Road	Y
C1	Red Mullions	Guest House	23	London Road	Y
C1	Dial House	Guest House	25	London Road	
HEADINGTON DISTRICT SHOPPING CENTRE STARTS HERE					
D1	Shell Service Station	Petrol station	***	London Road	
A1	Shell Waitrose	Supermarket	***	London Road	
D1	Eurodental	Dentist	Manor Buildings (61) (upstairs)	London Road	
A1	Subway	Café/Restaurant	Manor Buildings (63)	London Road	Was Oxford Travel Centre/Oxonian Trave
A1	Sun of a Beach Tanning Salor	Tanning salon	Manor Buildings (65)	London Road	Was Sun-kissed tanning salor
A1	Oxford Framing Gallery	Picture framing	Manor Buildings (65) (upstairs)	London Road	Y
A2	David Fisher Photography	Photographer	Manor Buildings (67) (upstairs)	London Road	
<i>Osler Road. The following are still Manor Buildings, but are just turning the corner into Osler Rd</i>					
A3	Jacobs Chop House	Café/Restaurant	3 Manor Buildings	Osler Road	
D1	Gardiner's Opticians	Optician	5 Manor Buildings	Osler Road	
D1	Manor Dental Surgery	Dentist	4-7 Manor Buildings (upstairs)	Osler Road	
A1	Childs, S. & R.	Funeral Directors	69	London Road	
A1/A3	Starbucks	Coffee shop	71	London Road	N Was Walker's Furniture, then Pronupti
B1(b)	C.A.R.E.	not functioning?	71A (upstairs)	London Road	Was Project X
A1	Morrisons	Mini-supermarket	73-75	London Road	Open 0700 to 2300. formerly Blockbuster Vide
A3	Cox Hinkins Accountants	Accountants	75 (upstairs, first floor)	London Road	
A3	TLC	Letting agent	75 (upstairs, second floor)	London Road	
A3	Nigel Grice & Associates	Financial services	75 (upstairs, second floor)	London Road	
A3	Mortgages Inc	Financial services	75 (upstairs)	London Road	HQ in Botley
A2	Scott Fraser	Estate Agent	77	London Road	Y
A1	Coco Noir	Food - chocolate	77a	London Road	
A1	Garden, The	Florist	79	London Road	Y
A2	Ferguson, Bricknell & Co	Solicitors	77 (upstairs)	London Road	
A1	Cancer Research UK	Charity Shop	79c	London Road	
A3	Rosetree Restaurant	Café/Restaurant	81a	London Road	Was Smart's Fish & Chips; premises rebuilt
A1	Oxfam	Charity Shop	81	London Road	
A1	Tesco Express	Supermarket	83a	London Road	
A1	Tesco Express	Supermarket	83	London Road	Was Break in 1980. Oddbins, then Nicolas to 2010, then Today's Loc
A2	Lloyds TSB	Bank	85-87	London Road	N
<i>Stephen Road</i>					
A2	NatWest	Bank	89-91	London Road	
A1	Oxford Furniture Warehouse	Furniture	93	London Road	http://www.oxfurniture.co.uk
A1	Pen To Paper	Stationers	95	London Road	Y
D1	Oxford Orthodontic Centre (upsta	Dentist	95 (upstairs)	London Road	
A1	Fusion	Hair & Beauty	97	London Road	Was John Menzies and then Smith's
A1	WH Smith	Newsagent	99	London Road	Was Premier newsagen;
A2	Andrews Estate Agents	Estate Agent	101	London Road	Y
A2	Ladbroke's	Betting shop	103	London Road	Was Lloyds TSB
A2	Barclays Bank Plc	Bank	105	London Road	
<i>Old High Street</i>					
A2	Chancellor's	Estate Agent	107	London Road	
A2	Breckon & Breckon	Estate Agent	109	London Road	Y Was Mortgage Masters, previously Adkin Estate Ager
A1	Angels (formerly Accent)	Hair & Beauty	111	London Road	
A1	Pizza		113	London Road	Chef's Pantry, La Plaza to 2008, then Copacabana and Caffè Toscar
A1	Euro Foods	Polish food	115	London Road	Y Was G. H. Williams, then Café On-Line
A2	Rose Mount Financial Solutions	Mortgage broker	115	London Road	Was Premier Mortgages and Investment;
A2	Micro Tech	Computer repairs	115	London Road	
A1	Lazy Gamer	Game shop	117	London Road	Was Chancellors in 1995; Annie Sloan to May 2011
A1	Sobell House Hospice Shop	Charity Shop	119	London Road	
A1	Keraleeyam Stores	Food shop	121	London Road	
A1	Mojo's	Café/take-away "retail shop	123	London Road	
A2	Leopard GM	Employment agency (Nurses)	123 (upstairs)	London Road	
A2	Oxfordshire Family Mediation Ser	Mediation service	125	London Road	
A3	Shanghai House	Take-away	127	London Road	

A2	Allen & Harris	Estate Agent	129-131	London Road	
A2	Coventry Building Society	Building Society	133-135	London Road	
A1	Robert Stanley	Optician	137	London Road	
A2	MBS Ltd	Chartered Accountants	137 (upstairs)	London Road	
A2	Connells	Estate Agent	137a	London Road	
D1	Bury Knowle Health Centre	Doctor	207	London Road	
D1	Bury Knowle Dental Practice	Dentist	207	London Road	
C1	Mulberry Guest House	Guest House	265	London Road	

LONDON ROAD SOUTH

A1	Cut 'n' Create	Hair & Beauty	68	London Road	
A1	Sirz	Hair & Beauty	68a	London Road	
A3	Mirabai	Restaurant	70	London Road	
SG	Kwik-Fit	Car repairs	72	London Road	N

Lime Walk

A3	Britannia	Pub (Ember Inn)	1	Lime Walk	
C1	Mount Pleasant	Hotel	74-76	London Road	Y
A3	Royal Standard	Pub	78	London Road	

New High Street

A1	Feather & Black	Bed shop	92	London Road	
A1	Mailboxes	Business Services	94	London Road	Y
A1	British Heart Foundation	Charity Shop	94	London Road	Y
A1	Boots	Chemist	96	London Road	
A1	Sainsbury's	Supermarket	98	London Road	
A1	Holland & Barrett	Health food shop	100	London Road	
A1	Johnson's	Dry cleaners	102	London Road	N
A1	Windmill Fairtrade shop	Windmill Fairtrade	104	London Road	Y
A1	Up and Running	Running equipment	106	London Road	N <i>Was Topfruits, then Cartridge Work</i>

Kennett Road

A2	HSBC Bank	HSBC Bank	108-110	London Road	
A1	Clic	Charity Shop	108-110	London Road	
A1	Marie Curie Cancer Care	Charity Shop	108-110	London Road	
A1	Iceland	Supermarket	108-110	London Road	
A1	Trade Exchange	Pawn shop	112	London Road	
?	Dance Inspires	Pole-dancing school	112 (upstairs)	London Road	
A1	Cancer Research UK	Charity Shop	114	London Road	
A2	Absolute Events Solutions	Events organizers	1	Windmill Road	
A2	Santander	Bank	116	London Road	<i>formerly Abbey National</i>
A1	Greggs Bakers	Baker's shop	118	London Road	
A1	Caffè Nero (was Londis)	café	116-120	London Road	<i>Was Seven-Eleven, Budgen, and then Londis. Still owned by Budger</i>
C2	Abacus College	College	116-120 (upstairs)	London Road	<i>Dr Paul Quinn, Principal</i>

Windmill Road

A2	Taylors	Estate Agent	122	London Road	<i>formerly Buckell & Ballard</i>
A2	Edward Pilling & Co	Solicitors	122 (upstairs)	London Road	
A1	Tina's Nails	Beauty	122a	London Road	<i>Was Oxford Design</i>
A1	D. L. Hancock Ltd	Funeral Directors	126	London Road	<i>Darren Hancock, Manager (Was Matthew Clulee, Laura Loves Flowers)</i>
A1	Co-operative Funeral Services	Funeral Directors	Unit 1, Holyoake Hall, 122-136	London Road	
A1	Co-op Travel Care	Travel Agent	Unit 1, Holyoake Hall, 122-136	London Road	
A3	Domino's Pizza	Take-away	Units 3 a & 3b, Holyoake Hall,	London Road	
A2	Betfred	Betting shop	Unit 4, Holyoake Hall, 122-136	London Road	
A1/A3	Café Bonjour	Café	Unit 5, Holyoake Hall, 122-136	London Road	

Holyoake Road. The following shops (pink background) are in Quarry & Risinghurst ward

A1	Vacant (was Ripples)		138-140	London Road	<i>Co-op in 1980, Carpenter Shergolds, Hacienda, Cotswold Collection: rebui</i>
A2	Webcurl	Web services	138-40 (upstairs)	London Road	
A1	BBB Stores	Household goods	142	London Road	Y <i>A-Z until 2010</i>
A1	Headington Post Office	Crown post office	142	London Road	
A3	Bar Meze	Restaurant	146	London Road	
A1	Yummy	Take-away	148	London Road	
A3	Asian Mama	Restaurant	148a	London Road	<i>Was previously called The Chinese Restaurant/Hang Chov</i>
A3	Posh Fish	Fish & chip shop	150	London Road	
A1	Pet & Garden Supplies	Pet shop	150a	London Road	Y <i>Was PJ's Pet & Garden Supplies</i>

Stile Road

A1	Oxford Swindon & Glos Co-op	Supermarket	152	London Road	
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WINDMILL ROAD EAST

D1	WellBeing Clinic	Health clinic	1	Windmill Road	
A2	Accounting Advice Bureau	Accounts office	1 (upstairs)	Windmill Road	
A1	Queen's	Bakery & Café	1 The Parade	Windmill Road	
A3	Dong Dong	Restaurant	1 The Parade	Windmill Road	
A1	Vente Tsunami	Hair & Beauty	1 The Parade	Windmill Road	
A1	Headington Homewares	Household goods	1 The Parade	Windmill Road	
A1	Frog Orange	Gift shop	1 The Parade	Windmill Road	
A1	Electric Aids	Electrical repair shop	1 The Parade	Windmill Road	
D1	John Miller, dentist	Dentist	6A The Parade (upstairs)	Windmill Road	
A1	Thong Heng	Chinese supermarket	6 The Parade	Windmill Road	
A1	Bike recycling	Bike recycling and repairs	9A	Windmill Road	Was Time & Elegance, then Launa Stone
SG	Black Mamba Tattoos	Beauty tattoo studio	9A (upstairs)	Windmill Road	Was Time & Elegance, then Launa Stone
A1	Daisy Chain	Card & Gift shop	9	Windmill Road	
A1	Isis Hair Salon and Spa	Hair & Beauty	11	Windmill Road	Was McGills Hairdressing

WINDMILL ROAD WEST

A1	Sue Ryder	Charity Shop	2a	Windmill Road	Was Clovers to 2011
A1	Salon Scandinavia	Hair & Beauty	2b	Windmill Road	
D2	Bury Knowle Club (upstairs)	Club	Between 2b & 2c	Windmill Road	
A2	QB Management	Letting agent	2c	Windmill Road	Was the Intyre Party
A1	Da Root Afro-Caribbean groceries	Food shop	Simon House, 2-4	Windmill Road	Was Africare to 2012
A1	Regency Cleaners	Dry cleaners	Simon House, 2-4	Windmill Road	
A2	Lee & Lindars	Estate Agent	Simon House, 2-4	Windmill Road	
SG	Truwash	Laundrette	Simon House, 2-4	Windmill Road	
A1	Amends Walk In Barber	Hair & Beauty	Simon House, 2-4	Windmill Road	Was Special Days Card shop, then London Beauty Boutique
SG	Step-by-Step Dance School	Dance school	Kirby House (behind Africare)	Windmill Road	Was Reynold's Blinds
A1	Japlene	Ladies' Dress Shop	6	Windmill Road	
A1	Reynolds Blinds	Blind manufacturer	8	Windmill Road	
A1	Choice Tiles	Tile shop	10	Windmill Road	Was Labroke's in 1980: unique in changing from A2 to A
A1	Leopard Press	Print centre	12	Windmill Road	
A1	Helen & Douglas House Charity s	Charity Shop	14	Windmill Road	Y

OLD HIGH STREET

A1/A3	La Croissanterie	Café/Restaurant	3 & 5	Old High Street	
A1	Monaco	Ladies' Dress Shop	7	Old High Street	Y
A1	Waitrose	Supermarket	9 & 11	Old High Street	Y
A1/A3	Jacobs & Field	Delicatessen/café	15	Old High Street	
A1	Audio T	Audio shop	19	Old High Street	Y
	WHM Consulting	Engineering consultancy		Holly Crescent	Y

HEADINGTON DISTRICT SHOPPING CENTRE ENDS HERE

IN HEADINGTON WARD, BUT NOT IN THE DISTRICT CENTRE

C2	Manor Hospital	Hospital	***	Beech Road	
D1	Headington Parish Hall	Community hall	***	Dunstan Road	
D1	Headington Cemetery	Cemetery	***	Dunstan Road	
D1	St Anthony of Padua RC Church	Church and Church Hall	115	Headley Way	
D1	St Joseph's RC Primary School	School	***	Headley Way	
D1	Dentist	Dentist	1	Kennett Road	
C3	St Luke's Nursing Home	Nursing home	4	Latimer Road	
A2	Linfield Construction	Construction company	74	Lime Walk	
?B1	Headington Heating & Plumbing	Plumbing/Heating	57a	Lime Walk	
D1	All Saints CofE Church	Church	***	Lime Walk	
D1	Lime Walk Methodist Church	Church	***	Lime Walk	
***	Oxford Chinese Christian Church	Church meeting at Lime Walk	***	Lime Walk	
D1	St Ebbe's in Headington	Church	***	Lime Walk	
	B. J. Autos	Car repairs	2	Margaret Road	
A2	Hook, Brian & Partners (+ Dam	Architect	3	New High Street	
A1	Joanne	Hair & Beauty	4D	New High Street	
A1	Beckmann Property Management	Letting agent	4E	New High Street	
D1	All Saints Church House	Community hall	***	New High Street	
D1	Lime Walk Methodist Church H	Church hall	***	New High Street	
D1	Methodist Church Hall	Community hall	***	New High Street	
D1	Bury Knowle Library	Library	Bury Knowle House	North Place	
B1	Oxfordshire Sports Partnership	Office	Bury Knowle House	North Place	
A3	Jewell & Co	Architects	Bury Knowle Coach House	North Place	

B1	Oxfordshire Association for Yo	Charity	Bury Knowle Coach House	North Place
D2	Viking Sports Club	Club	65	Old High Street
D1	Richards Medical Centre	Doctor	12	Old High Street
D1	Headington Baptist Church	Church and Church hall	***	Old High Street
D1	The Priory	Church	***	Old High Street
?D1	Oxford Christian Institute for C	Counselling service	The Priory	Old High Street
A4	Black Boy (Greene King)	Pubs	91	Old High Street
D1	Hunsdon House Nursery Schoc	Private nursery schoo	12	Osler Road
A1	Moss Pharmacy	Chemist	57	Osler Road
D2	Headington Bowls Club	Club	The Pavilion	Osler Road
D2	Headington Bowls Club	Club	The Pavilion	Osler Road
A1	Manor Pharmacy	Pharmacy	57	Osler Road
***	Vacant	***	The Old School	Perrin Street
D2	8th Oxford (Highfield) Scout Gr	Scouts	Old Chapel	Perrin Street
D1	St Andrew's CofE Church	Church	***	St Andrew's Road
A4	White Hart (Everard's)	Pubs	12	St Andrew's Road
D1	ABC Nursery	Children's nursery	11	Sandfield Road
D1	Sandfield Day Nursery	Children's nursery	***	Sandfield Road
B1(b)	Temple Bookbinders	Bookbinders	12	Stephen Road
C2	Ruskin College	College + Children's nurser	***	Stoke Place
A4	Butcher's Arms (Fuller's)	Pubs	5	Wilberforce Street
?A1	Blanchford	Builder's Merchant	59	Windmill Road
D2	Headington Conservative Club	Club	60	Windmill Road
C1	All Seasons Guest House	Hotels/Guest Houses	63	Windmill Road
SG	Jacob, A.G. & Sons	Removal Firm	78	Windmill Road
A1	Barclay Antiques	Antique shop	107	Windmill Road
B8	Hines of Oxford Tapestry Impor	Misc. shops	46A	Windmill Road
A1	Richard Ford	Secondhand shop	72a	Windmill Road
D1	Mill Court Osteopathic Clinic (P	Medical (Doctors, dentists,	Between 40 & 42	Windmill Road
D2	Headington Conservative Club	Club	60	Windmill Road
C2	Nuffield Orthopaedic Centre	Hospital	***	Windmill Road

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