

Regulation 22(1)(c) Statement of Chalgrove Parish Council

in support of

Chalgrove Neighbourhood Development Plan 2018 to 2033

2025 Update

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1.0 Introduction

1.1 Purpose

Chalgrove Parish Council, as qualifying body as defined by the Localism Act 2011, has a Made Neighbourhood Plan, the Chalgrove Neighbourhood Development Plan 2018 to 2033, held by South Oxfordshire District Council. This Consultation Statement meets the requirements of the Neighbourhood Planning (General) Regulations 2012.

The Consultation Statement is in relation to the inclusion of a new Core Document (Chalgrove Design Guidance and Codes) and minor changes to the text of the Chalgrove Neighbourhood Development Plan to reflect the current status of the Neighbourhood Plan.

1.2 Background

This Consultation Statement describes how Chalgrove Parish Council has undertaken community participation and stakeholder involvement in relation to the addition of the new Core Document, setting out the reasons for the new Core Document Chalgrove Design Guidance and Codes and how feedback has been incorporated into this document prior to submission to South Oxfordshire District Council.

The Chalgrove Neighbourhood Plan became part of the Development Plan on 22 November 2018 and carries full weight in the determination of planning applications. On 20 December 2018 it was agreed to be made and that it should continue to be part of the development plan.

Chalgrove Parish Council, in consultation with South Oxfordshire District Council, identified a need for an additional Core Document, the Chalgrove Design Guidance and Codes. Once this document had been produced by the recommended consultancy AECOM, Chalgrove Parish Council carried out a consultation that was published in accordance with Regulation 19 for a six week consultation period lasting from December 13th 2023 to January 31st 2024. The Council consulted specific consultation and statutory bodies, local amenity and residents' groups, businesses and individual residents.

1.3 Structure of Statement

This statement of consultation comprises three sections:

Section 1 is an introduction.

Section 2 sets out the timeline which has been followed in preparing the Local Plan, and identifies the consultees and consultation methods used.

Section 3 summarises the issues raised during the course of the consultation and how the comments received have been considered by Chalgrove Parish Council.

2.0 Plan Production Timeline

Chalgrove Parish Council identified a requirement to introduce a new Core Document to the Chalgrove Neighbourhood Plan 2018 to 2033. This Core Document is the Chalgrove Design Guidance and Codes. This document sets out a full description of the character areas covered by the Chalgrove Neighbourhood Plan 2018 to 2033, and identifies the way that new development should reflect the character of the village.

Key Stages:

Identification of need – November 2021

Collation of information and creation of draft documentation, including description of the Character Areas to be included, and application for funding for the creation of the document – January 2022 to July 2023

Appointment of external consultants (AECOM) to create the Core Document in an acceptable format - April 2023

Receipt of initial copy of the Chalgrove Design Guidance and Codes – July 2023

Chalgrove Design Guidance and Codes updates, additions and corrections – July 2023 to November 2023

Public Consultation - December 13th 2023 to January 31st 2024

Review of Consultation Responses – February 2024

Application for additional funding to update the Chalgrove Design Guidance and Codes document following the Consultation Responses – March 2024 to November 2024

Receipt of final version of Chalgrove Design Guidance and Codes document – February 2025

Document review and sign off from Chalgrove Neighbourhood Development Plan Steering Committee – February 2025

Submission of new Core Document and minor amendments to the Chalgrove Neighbourhood Plan 2018 to 2033 to South Oxfordshire District Council – March 2025

2.1 Consultees

| Schedule 1 Category | Consultee | Contact Details | Contact Method |
|---|------------------------------------|--|------------------|
| a) London borough councils | Not Applicable | Not Applicable | Not Applicable |
| b) Local planning authority, county council or parish council | South Oxfordshire District Council | [REDACTED] | Letter via email |
| | Vale of White Horse DC | [REDACTED] | Letter via email |
| | Oxfordshire County Council | [REDACTED] | Letter via email |
| | Neighbouring Parish Councils | <ul style="list-style-type: none"> • Stadhampton • Benson • Watlington • Little Milton • Cuxham | Letter via email |
| c) the Coal Authority | The Coal Authority | [REDACTED] | Letter via email |
| d) The Homes and Communities Agency | Homes England | [REDACTED] | Letter via email |
| e) Natural England | Natural England | [REDACTED] | Letter via email |
| f) Environment Agency | Environment Agency | [REDACTED] | Letter via email |
| g) Historic England | Historic England | [REDACTED] | Letter via email |
| h) Network Rail | Not Applicable | Not Applicable | Not Applicable |
| i) Highways Agency | Highways England | [REDACTED] | Letter via email |
| j) Marine Management Organisation | Not Applicable | Not Applicable | Not Applicable |
| k) Owners of telecoms | Gigaclear | [REDACTED] | Letter via email |

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| apparatus | | attention [REDACTED] | |
| | British Telecom PLC | BT Group plc 1 Braham Street London E1 8EE | Letter |
| | Cornerstone Telecommunications Infrastructure Limited | [REDACTED] | Letter via email |
| l) Primary Care Trust | Oxfordshire Clinical Commissioning Group | [REDACTED] [REDACTED] (OCCG) Oxfordshire Clinical Commissioning Group [REDACTED] | Letter via email |
| | The Chiltern and The Brook Surgeries | [REDACTED] | Letter via email |
| m) Electricity Utilities | SSE Energy | [REDACTED] | Letter via email |
| n) Gas Utilities | British Gas | [REDACTED] | Letter via email |
| | National Grid | [REDACTED] | Letter via email |
| o) Sewage and Water Utilities | Thames Water | [REDACTED] | Letter via email |
| p) Voluntary Bodies | Please add as appropriate <ul style="list-style-type: none"> • Chalgrove Age Concern • Chalgrove British Legion • Chalgrove Cavaliers • Chalgrove Cricket Club • Chalgrove Festival • Chalgrove Flood Alleviation Group • Chalgrove Horticultural Society • Chalgrove Local History • Friends of Chalgrove School Group | | Letter via email |

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| | <ul style="list-style-type: none"> • Chalgrove Scouts/Beavers/Cubs • Chalgrove Women's Institute • Chalgrove Youth Club • Chalgrove and Watlington Children's Centre • Chalgrove Primary School | | |
| | Sport England | | Letter via email |
| | Council for the Protection of Rural England | | Letter via email |
| q) Racial, ethnic or national groups | Age UK Oxfordshire | | Letter via email |
| | Oxfordshire Youth | | Letter via email |
| r) Religious Groups | Diocese of Oxford | | Letter via email |
| | St Mary's Church Chalgrove | | Letter |
| s) Businesses | <ul style="list-style-type: none"> • The Red Lion Public House, High Street, Chalgrove • The Lamb, Public House, Mill Lane, Chalgrove • The Crown Public House, High Street, Chalgrove • Londis Store, High Street, Chalgrove • Chalgrove Pharmacy, High Street, Chalgrove • The Village Stores, High Street, Chalgrove • The Post Office, High Street, Chalgrove • Posies & Presents, High Street, Chalgrove • Martin Baker Ltd, Chalgrove, Airfield Monument Business Park, Monument Road, Chalgrove | | Letter and Letters via email |
| t) Disabled | Enrych | | Letter via email |
| u) Local Residents | Chalgrove Residents | Not Applicable | Letters in Post Office; Chalgrove Parish Council Website; Chalgrove Neighbourhood Development Plan Facebook Page; Chalgrove Village Facebook Page |

3.0 Issues Raised and Actions Taken

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| <p>Rebecca Crowe</p> <p>Transport Planner</p> <p>Oxfordshire County Council</p> <p>Emailed Response</p> <p>31st Jan 2024</p> | <p><u>3.2 Form and Layout (page 35)</u></p> <p>Codes:</p> <p><i>i. Proposed routes should be laid out in a permeable pattern, allowing for multiple connections and choice of routes, particularly on foot. Where cul-de-sacs are provided, they should be relatively short and provide safe (overlooked) onward pedestrian links.</i></p> <p>OCC comment: This should also include cyclists</p> <p><i>ii. Footpaths should have double half-barriers, to prevent children and those on wheels from accidental and/or speedy egress into the carriageway.</i></p> <p>OCC comment: LTN1/20 states that barriers should not be used as these will reduce the capacity, directness and comfort of a route (page 12).</p> <p><i>iii. Streets should be designed for the needs of pedestrians and cyclists as well as motor vehicles.</i></p> <p>OCC comment: There should be reference to OCC's Street Design Guide which states the user hierarchy on page 21.</p> <p><i>iv. Pedestrian routes should be separate from cycle lanes where possible.</i></p> <p>OCC comment: There should be reference to LTN1/20</p> | <p><u>Chalgrove Parish Council</u></p> <p><u>Comments</u></p> <p>Change to “onward pedestrian and cycle links” It also states that this is specifically for cycle routes, and that cycle routes and pedestrians should be kept separate. Safety is paramount. Updated wording:</p> <p>“Where appropriate, measures should be implemented to prevent unintended egress to the carriageway”</p> |
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| | <p><u>GF 03. Parking (page 49/50)</u></p> <p>Codes:</p> <p><i>i. For family homes, car parking should be placed at the front or side of the property, for small pockets of housing a front or rear court is acceptable, although on-plot parking is generally preferred.</i></p> <p>OCC comment: Suggest removing the word ‘generally’</p> <p><i>ii. Car parking should be combined with landscaping to minimise the presence of vehicles, garden space should be greater than parking area where possible.</i></p> <p>OCC comment: Suggest removing the words ‘where possible’</p> <p><u>Codes</u></p> <p><i>Where garages are proposed, they should be located to the side or rear of the dwelling. If a garage is proposed to the front of a dwelling, it must be designed and arranged so that it is sensitive to context of the site. vi. Internal garage widths must be of a sufficient size (3m minimum) to accommodate for car parking, allowing ample room for the driver's door to open with sufficient clearance on the passenger side, as well as bicycle parking and residential storage.</i></p> <p>OCC comment: OCC’s Parking Standards for New Developments state that garages must have minimum internal dimensions of 6m in length and 3m in width (see page 6). There should be space to store bikes with trailers and cargo. For all residential developments, on-plot charging points for electric vehicles and e-bicycles are to be provided (page 8).</p> <p>9 Car Parking (page 62)</p> <p><i>Can secure cycle storage be provided at individual building level or through a central facility</i></p> | <p>Add references to OCC Street Design Guide and LTN1/20 in 1.3 Signpost to other documents. Add reference to emerging local plan 2041</p> <p>Remove “generally”</p> <p>Remove “where possible”</p> <p>Reword to reference 6m length, and add OCC wording on space and charging points. New wording: “Parking provisions are to be designed in accordance with local and national standards ensuring ‘secure by design provisions’ are observed.”</p> |
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| | <p><i>where appropriate?</i></p> <p>OCC comment: Oxfordshire Cycling Design Standards state that garages should be designed to allow space for the storage of cycles. All cycle parking facilities to be secure and located in convenient position (page 13).</p> <p>Other Comments: There should be reference to bus stops within the document and in particular bus shelters for pedestrians and sheltered cycle parking.</p> | <p>New Wording:</p> <p>On plot garages must be at least 6m into a plot to allow for a full car space whilst being able to open a garage door.</p> <p>Garages and car ports must have minimum internal dimensions of 6m in length and 3m in width. These dimensions are clear dimensions measured between any internal structures, such as piers.</p> <p>If garages are counted towards parking allocations. They must also have a planning condition which removes any permitted development rights to ensure continued use for that purpose.</p> <p>All houses (and flats /</p> |
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| | | <p>apartments) with</p> <p>on-plot / allocated parking should have an electrical vehicle charging point.</p> <p>Provide adequate visitor parking at new</p> <p>residential developments for people arriving by car and by cycle.</p> <p>High standard cycle storage facilities should be provided on-plot. This provision may vary subject to dwelling size and type.</p> <p>Cycling parking is to be provided in a convenient location close to building entrances and bus stop locations. Such provisions are to be covered, lit (where appropriate) and in the style of a Sheffield stand, which are</p> |
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| | | <p>individually installed permanently into the floor material (e.g. not toast-rack style stands bolted to the floor).</p> <p>Double decked or vertical cycle parking should not be used unless agreed by OCC in specific circumstances.</p> <p>The spacing of stands should be as per LTN1/20. If raised on a kerb, dropped kerbs must be provided in suitable locations. Cycle parking should cater for non-standard cycles e.g. cargo bikes.</p> <p>Bus stops will be located at appropriate locations throughout the development, as agreed with the local bus operators and the County Council. If there is sufficient safe space for a shelter to be</p> |
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| | | <p>installed, where it will not impede pedestrian or cycle routes, a standard bus shelter should be installed, with adequate seating provision. Where there is insufficient safe space, a standard bus stop may be installed.</p> |
| <p>Cheryl Soppet Planning Policy Officer</p> <p>South Oxfordshire District Council</p> <p>Emailed Response</p> <p>30th Jan 2024</p> | <p>Neighbourhood Plan Comments - Where changes to the policy or supporting text are recommended new text is shown in bold and deleted text is shown as striketrough</p> <p><u>General Comment</u></p> <p>The NPPF was updated on December 20th 2023. This has resulted in several changes, including to the sections and page numbers referenced throughout this document and the supporting appendices. The references within the Neighbourhood Plan and the appendices should be updated to reflect the updated NPPF. The latest version of the NPPF can be found here: https://www.gov.uk/government/publications/nationalplanning-policy-framework--2</p> <p><u>General Comment</u></p> <p>On Wednesday 22nd November 2023 all designated Areas of Outstanding Natural Beauty</p> | <p>References updated</p> |

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| | <p>needs survey in 2012 assumed there is an affordable housing need from 37 respondents. All stated they have a local connection to Chalgrove and would be unable to afford to rent or buy on the open market or would have significant financial difficulties in doing so.”</p> <p>It is noted that this data holds information from 2012, which may not give accurate reflection of the current needs and demands of affordable housing, as the overall picture has significantly changed since then. From looking at statistics, it is noted that 46 people have chosen Chalgrove as their area of 1st choice to live in. We recommend the references to the 2012 study are removed as this does not give an accurate picture of the current needs and demands of affordable housing, as the overall picture has significantly changed since 2012.</p> <p><u>Page 29 – Policy H1A – Land to the west of Marley Lane</u></p> <p>The following text has been added to Policy H1A:</p> <p><i>a)The site consists of 19.7 hectares, of which approx 8.6 hectares of developable land in flood zone 1 is proposed for 200 dwellings (Map 4a overleaf).</i></p> <p>As written the bullet point reads more as supporting text. We would therefore recommend that the bullet point is removed from the policy wording and is reinserted within the supporting text with details of where the following information is located and can be found.</p> <p>Our Development Management Team have identified that the site currently has a Section 106 agreement in place that includes all the detail of the transfer of the community building and the management company. The Section 106 agreement requires that the community building is handed over to the Parish Council, and therefore it is up to the Parish Council to pass it on to the Scouts if that’s what is needed. In addition, it may not be appropriate for the policy to define ownership and management arrangements. We are therefore recommend bullet point f is amended as follows:</p> | <p>Removed references to 2012 study</p> |
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| | <p>-SSSI should be shown more clearly, some are missing.</p> <p>-Show solar farm in Chalgrove</p> <p><u>Page 13 – Section 1.3 ‘signpost to other documents’</u></p> <p>There are some county level documents that the code should refer to such as the Oxfordshire Street Design Guide (2021) and the Local Transport and Connectivity Plan (2022).</p> <p>At National Level there are also these documents to reference:</p> <ul style="list-style-type: none"> - Refer to both Manual for Streets 1 (2007) and 2 (2010) - Refer to latest NPPF 2023 - Would be good to refer to other best practice guides that can influence design such as guides produced by The Trees and Design Action Group (TDAG). <p><u>Page 9 – under 1.2.2</u></p> <p>The first paragraph needs to be amended to refer to the Chalgrove Conservation Area Character Study (2011) rather than an appraisal https://www.southoxon.gov.uk/wpcontent/uploads/sites/2/2020/09/Chalgrove-castudy.pdf</p> <p><u>Page 17</u></p> <p>In the identified character areas, I would recommend to add the following attributes:</p> <p>Landmarks, views and vistas, and Green and natural features.</p> <p><u>General Comment</u></p> <p>The design code does not mention which views should be protected for the purpose of planning applications received for example the outline application for Land at Monument</p> | <p>Clause h) removed</p> <p>Removed references to the Scouts. There will be at least one blue badge space within the car park. No current plans for accessible allotment plots</p> <p>Map amended.</p> |
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| | <p>neighbouring properties’</p> <p>We recommend that neighbouring properties is replaced with ‘immediate local context’</p> <p><u>Page 56 – 3.7 Rural hinterland – RH01</u></p> <p>The illustrative diagram shows a boundary treatment at the front of a property encompassing both green hedges and wooden fencing. Wooden fencing is not considered appropriate for a boundary treatment that is visible from the public realm however short. Durable materials are always preferred. Check boundary treatments principle 4.16 within the district council’s Joint Design Guide.</p> <p><u>General Comment</u></p> <p>The checklist provided at the end of the code within section 4 is welcomed.</p> | <p>Monument Business Park added.</p> <p>Code amended</p> <p>These would be houses adjacent to the B480 bypass.</p> <p>Bullet point amended</p> <p>Bullet point amended</p> <p>Diagram corrected.</p> |
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| | | <p>Bullet point amended</p> <p>As there are already wooden fenced areas for boundary treatment visible from the public realm, we do not see how this can be enforced.</p> |
| <p>Sally Wintle</p> <p>Natural England</p> <p>Emailed Response</p> <p>29th Jan 2024</p> | <p>Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.</p> <p>Natural England is a statutory consultee in neighbourhood planning and must be consulted on draft neighbourhood development plans by the Parish/Town Councils or Neighbourhood Forums where they consider our interests would be affected by the proposals made.</p> <p>Natural England does not have any specific comments on this consultation.</p> <p>However, we refer you to the attached annex which covers the issues and opportunities that should be considered when preparing a Neighbourhood Plan and to the following information.</p> <p>Natural England does not hold information on the location of significant populations of protected species, so is unable to advise whether this plan is likely to affect protected</p> | <p>Reference to the document added.</p> |

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| | <p>species to such an extent as to require a Strategic Environmental Assessment. Further information on protected species and development is included in Natural England's Standing Advice on protected species .</p> <p>Furthermore, Natural England does not routinely maintain locally specific data on all environmental assets. The plan may have environmental impacts on priority species and/or habitats, local wildlife sites, soils and best and most versatile agricultural land, or on local landscape character that may be sufficient to warrant a Strategic Environmental Assessment. Information on ancient woodland, ancient and veteran trees is set out in Natural England/Forestry Commission standing advice.</p> <p>We therefore recommend that advice is sought from your ecological, landscape and soils advisers, local record centre, recording society or wildlife body on the local soils, best and most versatile agricultural land, landscape, geodiversity and biodiversity receptors that may be affected by the plan before determining whether a Strategic Environmental Assessment is necessary.</p> <p>Natural England reserves the right to provide further advice on the environmental assessment of the plan. This includes any third party appeal against any screening decision you may make. If an Strategic Environmental Assessment is required, Natural England must be consulted at the scoping and environmental report stages.</p> <p>For any further consultations on your plan, please contact: consultations@naturalengland.org.uk.</p> <p>(see attached annex)</p> | <p>The plan seeks to protect and promote priority species and/or habitats, local wildlife sites, soils and best and most versatile agricultural land, and local landscape character</p> |
| Andrea Oughton Clerk | <p>The consultation on your new NDP Design Code was noted at the Little Milton Parish Council meeting on 10th January 2024. The Parish Council did not feel they had anything to respond to the consultation but wished to thank Chalgrove Parish Council for the</p> | <p>No additional comments</p> |

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| <p>Little Milton Parish Council</p> <p>Emailed Response</p> <p>23rd Jan 2024</p> | <p>opportunity to do so.</p> | |
| <p>Anthea Dudley</p> <p>Resident, Chalgrove</p> <p>Emailed Response</p> <p>19th Jan 2024</p> | <p>Chalgrove is a village that has grown over the centuries, with housing of various ages, but most particularly it burgeoned in the 60s and 70s, but with small developments of varying layouts, materials and designs.</p> <p>This document should go a long way to prevent any more redbrick high density high carbon housing being tacked onto the outskirts of the village, bringing flood risk to themselves and the rest of the village.</p> <p>I also like the height limit, keeping the village rural in nature, and keeping control over the depth of foundations which could interfere with the subsurface aquifers.</p> <p>It is a pity it hasn't included sufficient parking for a car-dependent community.</p> <p>Otherwise I heartily support this Design Code.</p> | <p>No additional comments.</p> |
| <p>Gill Bindoff</p> <p>Councillor</p> <p>Watlington Parish Council</p> <p>Emailed Response</p> | <p>Many thanks for including Watlington in the consultation. I have been delegated by the Watlington PC planning committee to respond to your consultation on its behalf:</p> <ul style="list-style-type: none"> • The guide is set out in a very clear and helpful way. It is distinctive of Chalgrove and provides a very useful guide for development proposals. • The inclusion of codes for extensions and for parking are useful and relate very well to the character areas identified in the text. • What is missing is any reference to the importance of lighting. Where there are large areas of glazing there may need to be mitigation measures to avoid light spill and external lighting should be kept to a minimum. Artificial light at night does have an adverse impact on night-time wildlife, especially bats and night flying | <p>We support the provision of reasonable levels of lighting within the village to promote safe access and travel during the hours of darkness. We also support the provision of "dark skies" at the boundary of the village, to prevent light spill into wildlife sensitive areas.</p> |

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| 11 th Jan 2024 | <p>insects including moths. There are good references in the codes to the importance of providing wildlife corridors and food sources but the impact of lighting has been missed out.</p> <p>I hope this is useful</p> | <p>Additional wording: "Lighting levels within the built environment need to be sufficient to ensure safe access and travel for pedestrians, cyclists and motorists.</p> <p>Lighting within the built environment must be directed to ensure that there is no or minimal light spill into neighbouring properties, or beyond the built environment.</p> <p>Lighting at the edge of the built environment must be directed to ensure that there is no light spill beyond the boundary of the built environment, to minimise the impact of light on adjacent wildlife sensitive areas, and on the Chilterns National Landscape (formerly AONB)"</p> |
| Jo Arnold Resident, Chalgrove | <p>I wish to register my full support for the Design Code document that has been prepared as a new section to our NDP. The consultation document has been meticulously put together and is a great addition to our NDP. It fully recognises each unique area of our village and sets out fantastic guidance to be followed. Huge thanks to everyone involved for all the hard work and continued dedication.</p> | <p>No additional comments.</p> |

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| Emailed Response 8 th Jan 2024 | | |
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Appendix 1 – Letter sent to Consultees



Chalgrove Parish Council

Wednesday 13th December 2023

South Oxfordshire & Vale of White Horse District Councils
planning.policy@southandvale.gov.uk

Re: Chalgrove NDP Design Code Pre-submission Consultation - REVISED LETTER

To whom it may concern,

As the Chair of the Chalgrove Neighbourhood Plan (CNDP) Committee, I am writing to inform you of a modification to the CNDP, with the addition of a Design Code.

The revised CNDP, Design Code, and Modification Statement can be found at:

<https://www.hugofox.com/community/chalgrove-parish-council-11829/design-code-consultation>

Alternatively, please use the QR code below or email info@chalgrove-parish.org.uk



This pre-submission consultation period enables interested parties to comment prior to it being submitted.

The consultation period commenced on the 13th December, running for 7 weeks, due to the Christmas holiday period intervening, and concludes on 31st January 2024; however we would appreciate a response at your earliest convenience to allow us to progress to the addition of this document to our NDP as soon as possible.

If you do not wish to respond, or have no comments, please do let us know so that we may clarify when all responses have been received.

Regards,

Jan

Cllr. Jan Russell

Chalgrove Parish Council

All correspondence to: The Parish Clerk – Jo Murphy, Chalgrove Parish Council

c/o 13 Laurel Close, Chalgrove, Oxfordshire. OX44 7RE

t: 01865 890432 e: info@chalgrove-parish.org.uk web: www.chalgrove-parish.org.uk

Appendix 2 – Consultation Privacy Statement

Privacy Statement for Neighbourhood Development Plan Consultation – Chalgrove Design Guidance and Codes

Introduction

Chalgrove Parish Council is committed to protecting and respecting your privacy. This Privacy Statement explains how we collect, use, and safeguard the personal information provided by individuals participating in the consultation for the Neighbourhood Development Plan (NDP) – Design Guidance and Codes.

Purpose of Data Collection

The purpose of collecting your personal information is to facilitate your participation in the consultation process for the NDP Design Guidance and Codes. This information will be used to:

- Understand and record your views, opinions, and feedback regarding the NDP Design Guidance and Codes.
- Keep you informed about progress and updates related to the NDP.
- Comply with legal and regulatory requirements associated with the consultation.

Information We Collect

We may collect the following types of personal information when you engage with the consultation:

- **Personal identification details:** Name, address, email address, and phone number.
- **Feedback and opinions:** Any comments, suggestions, or responses you provide regarding the NDP Design Guidance and Codes.
- **Engagement details:** Information about your participation in the consultation (e.g., attendance at events, submission of surveys or feedback forms).

How Your Data Will Be Used

Your personal information will only be used for the purpose of the consultation process and will not be shared with third parties, except where required by law or as part of the public record in relation to the NDP. We may use your contact details to inform you of developments, follow up on your feedback, or invite you to future consultations.

Data Security

We take reasonable steps to protect the personal information you provide from unauthorised access, alteration, disclosure, or destruction. Your information will be stored securely and will only be accessible to authorised personnel involved in the NDP consultation.

Retention of Data

We will retain your personal information only for as long as necessary to fulfil the purpose of the consultation. Once the consultation has concluded, we may retain some data for record-keeping purposes, but it will not be used for future consultations without your consent.

Your Rights

You have the right to:

- Request access to the personal information we hold about you.
- Request correction or updating of your personal information.
- Request deletion of your personal information, subject to legal and contractual obligations.
- Withdraw your consent to participate in the consultation at any time (though this may limit your ability to contribute to or receive updates about the consultation).

Contact Us

If you have any questions or concerns regarding this privacy statement, or if you wish to exercise any of your rights related to your personal information, please contact us at:

Chalgrove Parish Council clerk@chalgrove.org 01865 890432

Changes to This Privacy Statement

We may update this privacy statement periodically. Any changes will be posted on our website, and we encourage you to review it regularly to stay informed about how we protect your privacy.