



**Report To:** Planning Portfolio Holder's Meeting  
**Lead Officer:** Director, Planning and New Communities

10 August 2015

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## Neighbourhood Plans: Waterbeach Area Designation

### Purpose

1. To make a decision regarding the application from Waterbeach Parish Council to designate the parish of Waterbeach as a Neighbourhood Area (see Appendix A for the Waterbeach application). To agree to an addendum to the Local Development Scheme regarding neighbourhood planning.
2. This is not a key decision and the Planning Portfolio Holder has delegated authority to make decisions on Neighbourhood Planning matters.

### Recommendations

3. It is recommended that the Planning Portfolio Holder :
  - Approves the designation of a Neighbourhood Area for Waterbeach that includes the whole parish with the District and Parish Councils agreeing a framework of how they will work together by 21 August 2015;
  - Note that the Parish Council has expressed its willingness to work with all the parties involved in the future planning of Waterbeach;
  - Approves an addendum to the South Cambridgeshire Local Development Scheme listing the Neighbourhood Areas that have been designated which indicates where Neighbourhood Plans are being prepared by Parish Council(s) (see Appendix D).

### Reasons for Recommendations

4. South Cambridgeshire District Council (SCDC) has received an application from Waterbeach Parish Council ("the PC") to designate the 'Waterbeach Neighbourhood Area' (PC). SCDC has eight weeks from the start of the consultation, on 26 June 2015, to make a decision whether to designate the area as proposed or to designate an alternative area. The PC has applied to have the whole of its parish designated. The PC is willing to work and engage with all parties in the development of plans for this area including the proposed new town. It is supportive of creating effective links with SCDC and the other stakeholders to achieve the best of results for Waterbeach and the proposed new town.
5. The Local Development Scheme (LDS) that was approved in February 2014 does not list the Neighbourhood Areas that have been designated within the district. An addendum to the Local Development Scheme has therefore been produced (see Appendix D).
6. **Summary**
  - National planning guidance provides assistance to SCDC in how it should designate neighbourhood areas within the district.

- There are currently three neighbourhood areas designated in South Cambridgeshire.
- Waterbeach PC had applied for a NA for its whole parish which includes a Strategic Site proposed within SCDC's Submission Local Plan.
- SCDC has carried out a four week consultation - 26 June to 24 July 2015 on the Waterbeach proposed area. 103 representations were received during this period – 94 supporting; 4 comments and 5 objections which included 2 objections from the promoters of the new town.
- SCDC has met with the PC to feedback the results of the consultation and to discuss the related issues relevant to the area. These include the desire of Waterbeach to develop a plan for the benefit of the whole parish; the Local Plan timetable; future work through the City Deal; and that one of the promoters of the new town wishes to prepare a Development Framework Document and to submit a planning application in 2016. These factors are all inter-related, and therefore it is critical that the District Council and Parish Council establish effective working arrangements in order to consider local and more strategic matters over the same timescale.

## **Background**

7. A Neighbourhood Area (NA) must be designated before a Parish Council (PC) can prepare a neighbourhood plan (NP). The National Planning Practice Guidance (NPPG) provides the primary guidance to assist SCDC in designating a NA in the district (See item 1 of the Background Papers). Also a useful source of information used in preparing this report has been a briefing note produced in March 2015 by the Planning Advisory Service (PAS) which sets out the good practice drawn from how other Local Planning Authorities (LPA) have designated NA's. (See item 2 of the Background Papers).
8. The NPPG says that a LPA must designate a NA if it receives a valid application and some or all of the area is not already within a designated NA. A LPA should aim to designate the area applied for but can decide to modify the area as long as reasons are set out for this decision. For Waterbeach there are no existing NAs that would impact on the proposed NA, and therefore some part of the proposed area must be designated following the consultation. SCDC cannot refuse to designate all of this area.
9. There have been recent changes to the national regulations for neighbourhood planning which introduced prescribed timeframes within which a Local Planning Authority (LPA) like SCDC must determine applications for NA from a qualifying body - in South Cambridgeshire the qualifying body is a parish council. If a PC applies to have the whole of its parish as a NA the LPA must make a decision within 8 weeks. This time period begins from the start date of the consultation. This timetable has been used for the Waterbeach NA. A decision must be made by SCDC by 21 August 2015 to meet the new regulations.
10. The PAS note emphasises that the starting point for a NA should be a boundary that makes sense to the community and is logical in spatial terms. PAS has found that LPAs have encouraged the use of pre-existing boundaries for NA such as parish and wards since these areas benefit from established and recognised representation and an existing data and evidence base. The proposed area for Waterbeach is following such a boundary.
11. SCDC has designated three NA within the district to date and Waterbeach is unique in being the first area to include a strategic site that is included in the Submission

Local Plan. The NPPG states that a NA can include land allocated in a Local Plan as a strategic site. In these circumstances there should be discussions with the LPA about the particular planning context and circumstances that may inform the LPA's decision on the area it will designate. (see Paragraph 036 of the NPPG) SCDC met Waterbeach PC to discuss their reasons for proposing their whole parish as a NA and these were set out in their application. Two of the objectors to the proposed NA state the strategic issues as reasons for SCDC to exclude the new town from the NA.

12. The National Planning Policy Framework highlights (paragraph 184) that '*The ambition of the neighbourhood should be aligned with the strategic needs and priorities of the wider local area. Neighbourhood plans must be in general conformity with the strategic policies of the Local Plan.*' SCDC identified the strategic policies in the draft Local Plan for neighbourhood planning purposes in a report to the Planning Policy Portfolio Holder in November 2014. It was thought at that time that no neighbourhood plan would progress to submission before the local plan was adopted. The recent letter from the Inspectors examining the draft Local Plan has meant that the adoption date for the local plan is likely to be delayed. The consequence of this is that a NP may have to be considered against the strategic policies in the existing adopted Local Development Framework. In their application Waterbeach PC has indicated that the new town is not included in these adopted plans. However in these circumstances the NPPG says that although a NP would not be tested against an emerging Local Plan the reasoning and evidence informing this plan would be relevant (para 009 – NPPG – item 3 in Background Papers). For SCDC the new town in Waterbeach is a key strategic element of the emerging Local Plan and it is relevant for this to be a consideration in deciding on the NA.
13. The NNPG states that the LPA should take a 'proactive and positive approach', working collaboratively with a qualifying body (*parish council*) particularly sharing evidence and seeking to resolve any issues to ensure the draft NP has the greatest chance of success at independent examination. The LPA should work with the *parish council* to produce complementary Neighbourhood and Local Plans
14. The PAS note highlights the lack of prescription in the neighbourhood planning legislation which offers flexibility for LPAs and communities to work together to select NAs which make sense in a local context. PAS believes that as NPs become more common place it is likely that case law as a result of legal challenges will shape the practice of LPAs.
15. Officers in preparing this report have looked to see how other LPAs have dealt with the matter similar to Waterbeach NA designation particularly those who have had to decide upon NA with strategic sites within them or have strategic implications. The relevant NAs are for Daws Hill; Sprowston; Trull; and North Weald Bassett
  - (a) **Daws Hill NA, Wycombe District Council:** This NA was designated excluding two strategic sites identified in an adopted Core Strategy. Two court challenges to this decision were dismissed. The reason stated was that the LPA determining a neighbourhood area application must *exercise discretion on the specific factual and policy matrix that exists in the individual case at the time the determination is made*. It was not simply that the two sites were strategic but that the planning process for the two sites was already well advanced when the application was made for the NA.

This case study highlights that when SCDC in deciding to designate a NA for Waterbeach it must take into account the specific local circumstances at the time/ treating each on its merits.

- (b) **Sprowston NA, Broadlands District Council:** A joint Core Strategy for Broadland, Norwich and South Norfolk identifies a growth triangle on the edge of Norwich. Sprowston Parish Council has a neighbourhood plan that has been adopted by Broadlands DC to be part of its statutory development plan. Broadland DC is currently working on an AAP for the Growth Triangle which is at examination stage. Broadlands DC and Sprowston PC have worked together and this complimentary plan making has worked well

This study shows that both a NP and Local Plan can be prepared for an area but that there needs to be close working between the LPA and the PC if this is to be successful. Policies in an emerging NP and Local Plan would have to be complimentary.

- (c) **Trull NA, Taunton Deane District Council:** The adopted Core Strategy identified a broad location for development and this is included in the Trull NA. Trull was one of the frontrunners for neighbourhood planning in 2012. The PC has worked hard to produce a draft NP with much engagement with its local residents. This draft NP has indicated where development should be located in the urban extension to Taunton. The PC has not been willing to work with the developer who has been masterplanning a major scheme within the area. The developer has submitted a planning application for part of the area. Taunton Deane DC has submitted a Site Allocation and Development Management Plan to the Secretary of State in July 2015 which sets out more detailed planning policies and allocations including those for the Trull area. It is uncertain how these matters will be resolved.

This illustrates the difficulties of planning in a strategic growth area if the LPA, the PC and developers do not work together. By relying on the NP and not engaging with the developer the PC may have missed the opportunity to influence the future development of their area.

- (d) **North Weald Bassett NA, Epping Forest District Council:** The NA proposed by the PC has been modified to exclude land on the edge of Harlow. This land is not identified as strategic but is in a location where it could impact on strategic cross boundary matters and harm the results of any future comprehensive assessment of housing sites around Harlow.

This illustrates where a LPA has modified a NA to take into account future strategic matters.

### **Application from Waterbeach Parish Council**

16. Waterbeach Parish Council has decided that it would like to prepare a Neighbourhood Plan (NP). It has applied to the Council for the whole parish to be designated as a Neighbourhood Area (NA), supplying a map of the area to be designated, and a statement explaining why the area should be designated. (See Appendix A for their application form). SCDC must take this statement into account when deciding what is the appropriate area to designate for Waterbeach
17. The statement sets out the special combination of issues that the PC considers unique to Waterbeach, and which can be summarised as:
- It is a predominantly rural area;
  - Unique transport infrastructure impacts, the village has a railway station, level crossings, and heavily used roads and dangerous junctions around the A10;

- Land low lying and prone to flood. Limited pumping capacity. Flood risk and surface drainage are significant issues
  - Village supports good range of local shops and services
  - Has a designated conservation area, listed buildings and scheduled ancient monuments.
  - Varied environment with pastures, river meadows, farmland and old airfield.
18. The consequence of applying for the whole parish to be designated as a NA is that this would include the site of a new town to the north of the village proposed within SCDC's Submission Local Plan currently being examined by independent inspectors (Policy SS/5: Waterbeach New Town for 8,000 to 9,000 dwellings and associated uses on the former Waterbeach Barracks and additional land to the east and north). The Local Plan says that the final number of dwellings will be determined in an Area Action Plan (AAP).
19. The PC has set out in its statement why it considers it essential that the new town site is included in their NA. Their reasons are as follows:
- It reflects the current boundary of the Parish;
  - To exclude it would create an unacceptable geographic barrier between Waterbeach and Chittering;
  - The Parish is taking a proactive approach in order to determine the development and use of land. Speculative planning applications have already seen the village lose the buffer zone between it and the proposed new town;
  - In longer term the NP will support the community in maintaining its identity and the quality of life that is enjoyed;
  - The PC considers that in their opinion the reality is that there is no local plan and therefore the former Barracks should not be considered a strategic site for the purpose of designating the Waterbeach NA.

### **The Consultation**

20. SCDC carried out a four week consultation on the proposed NA which began on 26 June 2015 until 24 July 2015.
21. Consultation on the area application was undertaken by SCDC as required, with support from the PC: The details of how this consultation was carried out are included in Appendix B of this report.
22. Following concerns raised with the Council about the on-line consultation system it was decided to extend the opportunity to comment on the proposed neighbourhood area until 9am on Wednesday 5 August. This will give a longer period for local people to provide their comments and still enable officers to provide an update to the Planning Portfolio Holder before he makes a decision on the designation.
23. 103 representations were received during the consultation. 5 objecting to the area designation, 94 supporting the Waterbeach neighbourhood area and 4 commenting on the proposal. Summaries of the representations received during the consultation are attached as Appendix C.
24. Sport England and Historic England have both offered general support to neighbourhood planning and web links to relevant advice they have to assist parish councils in preparing a plan.

25. There is much support from local residents and businesses to the idea of Waterbeach Parish Council preparing a NP for their parish, with many stressing the importance of the whole parish being included in the NA. There is mention of the need for the people of the parish to have a stronger voice in planning and development decisions affecting their parish. Residents highlighted the issues they consider important to be included in a NP for the village and that the barracks site is part of the parish.
26. There were 5 representations objecting to the proposed NA. These are set out below.
27. Urban&Civic (U&C) has been appointed by the Defence Infrastructure Organisation (DIO) as development manager for the development of DIO's land at Waterbeach. They support the PC's desire for a NP and believe that this can be 'a positive process to sit alongside their own planning and design process.' However they consider that there are good reasons for the Council to exclude the strategic site of the new town. The reasons according to U&C are as follows:
- (a) The new town is proposed as a strategic allocation in the emerging Local Plan. It is a large scale predominantly brownfield site development opportunity consistent with Government priorities
  - (b) The emerging Local Plan remains a relevant context for planning of this strategic site and the NP should be aligned with strategic needs and priorities;
  - (c) A NP including the strategic site is likely to require significant resources and expertise to meet the tests that a NP must pass before adoption;
  - (d) There is an alternative and more effective opportunity for the local community to engage in the emerging proposals for the strategic site which could sit alongside the NP process. U&C are committed to this engagement process
28. RLW Estates (RLW) acts on behalf of a number of farming families within the Waterbeach site. They welcome the PC's initiative in seeking to prepare a NP and are willing to engage with them. However they do not consider that it is within the remit of the NP process to 'address the principle of strategic development allocations' and therefore the new town at Waterbeach should be excluded from the NA. They highlight two case studies - North Weald Bassett NA and Daws Hill NA where strategic sites were excluded from a NA. Both of these case studies are referred to in more detail in paragraphs 16 of this report). RLW consider it possible for a NP excluding the new town to still address some matters concerning the new settlement allocation.
29. Sustrans (an organisation promoting sustainable transport) has suggested that the NA should be drawn wider to recognise the importance of Waterbeach's services and its railway station to the surrounding area. It suggests including part of Landbeach, Horningsea and Lode parishes. Whilst supporting the proposed NA for Waterbeach two individuals have suggested that Landbeach parish be included within this area.
30. SCDC has met with Waterbeach PC to feedback to them the results of the consultation and to discuss the related issues relevant to the area and how their proposed NP would link into these. All these factors will need to be considered by the PC whilst they are preparing their NP. The PC indicated that it is ready to engage in these projects to ensure that the local community is fully involved in the future planning of their area. These strands of work are all interlinked and the PC believes that working together as a team, and with SCDC, they can greatly help future planning of their parish. The PC said it would focus on the priorities outlined in its application, and that it wants to engage with SCDC and the promoters of the new town to ensure the new development is well-linked to Waterbeach village and is planned and delivered as well as possible. The PC also indicated it would work with

SCDC on strategic transport matters and regarding links with Landbeach and the business parks located on the A10.

### **Considerations for South Cambridgeshire District Council**

31. There are a number of strategic factors and projects that will affect Waterbeach and the surrounding area. These include the progress of the Local Plan; future work on the City Deal particularly regarding transport; and the fact that one of the promoters of the new town wishes to bring forward the development of the new town by preparing a Development Framework Document and submitting a planning application in 2016. Work on all these projects will take place whilst the PC prepares a NP.
32. There are a number of relevant considerations that the Portfolio Holder should take into account when making a decision on the NA. These were discussed with the PC when SCDC met with them recently. Key points are:
  - (a) The PC has set out clearly in its parish statement the reasons why it considers the whole parish should be designated as a NA. The PC is concerned about recent planning decisions in their area particularly the loss of the green separation proposed in the submitted Local Plan between their village and the proposed new town. A NP would be an opportunity for the local community to consider the combination of issues special to Waterbeach which, in their opinion, make the parish unique and to plan specifically for this local area including the proposed new town. At the recent meeting, Waterbeach PC indicated it understands the complex nature of future planning in its area and has recognised that this will be a challenging commitment. At the meeting it was said that the PC is willing to work with SCDC and other stakeholders as well as the promoters of the new town to achieve what is best for their local community.
  - (b) If the whole parish is designated, the PC does not see its role in preparing a NP for Waterbeach as doing the strategic planning for the new town but rather contributing local knowledge to assist SCDC who would tackle the wider strategic matters relating to the future planning for the Waterbeach area in particular the new town. There will need to be links to the wider area when planning for the new town – to include Landbeach and the Cambridge Research Park to the west of the A10
  - (c) Consideration must be given to the representations received during the consultation on the NA designation. Compared to the previous NA consultations carried out by SCDC this one has generated much more local support. Objections were received from the promoters of the new town.
  - (d) The Local Plan examination is expected to resume in the first six months of 2016. The Inspectors have recently indicated that they are likely to issue an outline programme for future hearings in the autumn. One of the matters to be considered by the Inspectors will be the new town at Waterbeach and all the associated issues, including transport. The preparation of a NP would be informed by these hearings.
  - (e) The City Deal for the Greater Cambridge area has identified the A10 corridor as one where improvements are needed to meet existing and future demands. It is not within the first list of priority schemes but there is early work being carried out to gear up for the future.

- (f) There are two promoters for the Strategic Site in Waterbeach. Both have objected to the new town being included in the NA. U&C is in discussions with SCDC to speed up the development of the new town in the light of recent national announcement regarding the reuse of brownfield land and the need for deliverable housing land to contribute to the five year housing land supply. The developer is considering preparing a Development Framework Document with public involvement and infrastructure evidence. They are also proposing to submit a planning application for all or part of the proposed new town in 2016. The preparation of the NP would have to follow the statutory process set out in regulations. The average NP takes 2 years to progress from commencement through examination and referendum, and therefore it could be that planning of the new town through a planning application would be determined before a NP was made to influence its masterplanning.

### **Options for consideration by South Cambridgeshire District Council**

33. There are two options available to the Portfolio Holder regarding designating Waterbeach NA:
1. To designate the whole parish of Waterbeach as a NA as proposed by Waterbeach Parish Council
  2. To amend the boundary of the proposed NA to exclude the new town site. If the area applied for is considered to be not appropriate SCDC must set out clearly the reasons for this decision.

**Option 1:** To designate the whole parish of Waterbeach.

34. There are a number of reasons why this option is recommended :
- (a) The PC wishes to support its community and maintain its identity and quality of life through producing a NP. By preparing a plan for the whole parish the PC could through a NP, as happened in the case study on Sprowston, seek to achieve integration of the growth, ensuring that it respects the character of the area and provides for the needs of the existing and future community. The PC is keen to work with SCDC to achieve complementary plans for Waterbeach. The PC has stressed the importance of their local knowledge in considering future development within the parish and this knowledge would be incorporated in the policy making of a NP.
  - (b) By excluding the new town from the NA the local community could feel that they would have less influence over the future development of their whole parish. If the whole parish is designated the PC will, in preparing the NP, be able to look holistically at their area including not just the existing settlements of Waterbeach and Chittering but also how the new town will be integrated into their parish. The PC is willing to engage constructively with SCDC and the promoters during the proposed planning process for the new town.
  - (c) This is an existing administrative boundary with existing data available to be used in the evidence base during the plan making for the NP. The PAS advice would support such a boundary as making sense to the community and is logical in spatial terms.



- (d) If the proposed new town area is excluded it would create an unusually shaped NA for the PC to plan for, and there would be a gap between Waterbeach and Chittering.
35. **Option 2:** To modify the boundary of the proposed NA to exclude the strategic site. This option is preferred by the promoters of the new town, and factors that could support this option include:
- a) The new town north of Waterbeach is a strategic site within the Submission Local Plan and a key part of the development strategy for the district. The successful planning of this strategic site is very important to the future delivery of housing within the district to 2031 and beyond. The new town has strategic infrastructure needs which will require careful planning and provision at a strategic level. Whilst recognising that it will impact on the local area including the adjoining Waterbeach and Chittering, its influence and overall impact will be over a much wider area. The evidence of Northstowe points to the planning and delivery of a new town and its supporting infrastructure to be a very complex task. Representations by U&C and RWL would support this conclusion.
  - b) The investment of time, energy and cost by the local community in preparing a NP needs to be well targeted. The Trull case study highlights how a local community needs to engage in all aspects of the planning of a strategic area not rely only on its NP.
36. SCDC notes the concerns from U&C and RLW Estates about including the new town in the NA but considers that, as the PC is willing to work together with all parties, then designating the parish as a whole is the most appropriate approach. This is the preferred option but would be subject to the PC agreeing principles regarding roles and working arrangements with SCDC by 21 August 2015.
37. Two objectors suggested having a larger NA taking in either all or part of surrounding parishes. This is not considered a realistic option as the adjoining parishes may wish to do a NP at a later date, and an area cannot be included in two NAs. Also none of the neighbouring PCs have requested to be included in the Waterbeach NA.

### **Local Development Scheme**

38. The Local Development Scheme (LDS) was approved in February 2014 and sets out the planning documents that SCDC proposes to prepare. This LDS does not list the NAs that have been designated since at that time no NAs were designated in the district. Such designations are the first stage in preparing a NP for these parishes and these NPs after a successful referendum will become part of the development plan for the district. It is therefore proposed to include an addendum to the LDS to indicate which NAs have been designated. (See Appendix D for this addendum.)
39. In summary, the Portfolio Holder could for the proposed Waterbeach NA -
- (a) Designate the whole parish of Waterbeach as a neighbourhood area as proposed within the application by the Parish Council,
  - (b) Decide to exclude the strategic site included in the Submission Local Plan from the proposed Waterbeach neighbourhood area (choice of boundaries);
  - (c) Decide to change the boundary to include all or part of surrounding parishes notably Landbeach Parish within the NA. Officers consider this an unrealistic option as it could impact on these parishes being able to prepare for future NPs.

## **Implications**

40. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered:

### ***Financial***

41. SCDC has a neighbourhood planning budget and can claim from DCLG for up to 20 area designations in each financial year. The basic level of funding per NP is £30,000, of which £5,000 can be claimed for designation of a Neighbourhood Area.
42. The PC can access funding to assist it in preparing a NP. Locality provides grants of up to £8,000 for local communities preparing NPs. However an additional £6,000 is available if the NP is in a growth area or is for a more complex NP. Waterbeach PC may be eligible for this additional funding to assist them in plan making.

### ***Legal***

43. The Planning Portfolio Holder has delegated authority to make decisions on Neighbourhood Planning matters. Legal advice was sought to understand clearly the legal implications of the different options available to the Portfolio Holder in deciding what area to designate for Waterbeach.

### ***Staffing***

44. Support for neighbourhood planning is delivered by the Planning Policy Team and the Sustainable Communities and Partnerships Team, drawing upon the expertise of other staff as required.

### ***Equality and Diversity***

45. Equality and diversity issues will be considered during the preparation of the NP as appropriate to its content.

### ***Climate Change***

46. Climate change issues will be considered during the preparation of the NP as appropriate to its content.

## **Consultation responses (including from the Youth Council)**

47. Consultation responses on the proposed NA are set out in Appendix C.

## **Effect on Strategic Aims**

### **Aim 1 - Engagement: engage with residents, parishes and businesses to ensure we deliver first class services and value for money**

48. Neighbourhood planning engages local people in the planning process by giving them a tool to guide the future development, regeneration and conservation of an area. Parish councils lead on the preparation of NPs and local residents and businesses are engaged throughout the process.

49. **Aim 2 – Partnerships: Work with partners to create opportunities for employment, enterprise, education and world-leading innovation.**

The designation of a NA for Waterbeach is the first stage in preparing a NP for Waterbeach. This is an opportunity for the local community to shape through neighbourhood planning their local area whilst working with all parties engaged in

developing the strategic site and involvement in planning for strategic transport needs.

50. **Aim 3 – Wellbeing: Ensure that South Cambridgeshire continues to offer an outstanding quality of life to our residents.**

By preparing a NP local communities are being given the opportunity to create policies in their NP that will enhance the character of their local surroundings to contribute to ensuring an outstanding quality of life.

## **Appendices**

Appendix A: The application from Waterbeach PC to have their parish designated as a NA.

Appendix B: Details of the consultation carried out for designating a neighbourhood area in Waterbeach

Appendix C: Summary of the representations received during the consultation.

Appendix D: Addendum to Local Development Scheme .

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## **Background Papers**

Where [the Local Authorities \(Executive Arrangements\) \(Meetings and Access to Information\) \(England\) Regulations 2012](#) require documents to be open to inspection by members of the public, they must be available for inspection: - (a) at all reasonable hours at the offices of South Cambridgeshire District Council; (b) on the Council's website; and (c) in the case of documents to be available for inspection pursuant to regulation 15, on payment of a reasonable fee required by the Council by the person seeking to inspect the documents at the offices of South Cambridgeshire District Council. 1 National Planning Practice Guidance relating to the designation of neighbourhood areas  
<http://planningguidance.planningportal.gov.uk/blog/guidance/neighbourhood-planning/designating-a-neighbourhood-area/>

2 PAS Briefing Note: Neighbourhood Area and Neighbourhood Forum Designations (March 2015) [http://www.pas.gov.uk/web/pas1/neighbourhood-planning/-/journal\\_content/56/332612/7122577/ARTICLE](http://www.pas.gov.uk/web/pas1/neighbourhood-planning/-/journal_content/56/332612/7122577/ARTICLE)

3 National Planning Practice Guidance – What is neighbourhood planning.  
<http://planningguidance.planningportal.gov.uk/blog/guidance/neighbourhood-planning/what-is-neighbourhood-planning/what-is-a-neighbourhood-plan-and-what-is-its-relationship-to-a-local-plan/>

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