

Appendix B

Details of the consultation carried out for designating a neighbourhood area in Waterbeach.

Prior to the application for area designation, the Parish Council (PC) held open meetings to discuss proposals for, and requirements of, a Neighbourhood Plan (NP) for the area. The idea of a NP was first floated at the Annual Parish Meeting in July 2014. Residents were asked to come forward if they wished to participate in the preparation of the plan. An item was published on the front page of the Waterbeach PC newsletter in Autumn 2014.

Waterbeach PC considered a statement justifying the boundary of their neighbourhood area to include in their application at meetings on 3 March 2015 and on 16 June 2015.

The application letter and associated area map from Waterbeach Parish Council, which includes their agreed statement of why the area should be designated, was published on the District Council's website on Friday 26 June 2015 and gave a closing date of 24 July 2015. Representations could be submitted on the consultation in a number of ways, namely via the online consultation system, by email or post.

The application to designate the Waterbeach Neighbourhood Area was available during this period at the District Council offices and at the Waterbeach Parish Office, The Old Pavilion, Cambridge Road, Waterbeach Cambridge CB25 9NJ.

The Council consulted with the Specific and General Consultees that are used for Local Plan consultations.

The Council consults with all the adjoining parish councils to Waterbeach and any others within a three mile buffer zone of the parish boundary.

With assistance from the PC, the Council also contacted local groups, businesses, landowners and schools in order to meet the requirement to bring the consultation to the attention of people, who live, work or carry out business in the proposed NA.

Posters were displayed across the proposed NA in key locations throughout the consultation period.

The PC also included the consultation on their website.

An item advertising the consultation was placed in the Planning Policy monthly update, which goes out to all parishes across the district.

A press release was sent out by the Council prior to the start of the consultation which resulted in an item in the Cambridge News on 24 June 2015. 'Village bid to shape its own planning future'.