

Appendix A

- Application from West Wickham Parish Council to have their parish designated as a neighbourhood area.
- Proposed West Wickham neighbourhood area.

Neighbourhood Planning

Application to designate a Neighbourhood Area



Town and Country Planning Act 1990

Neighbourhood Planning (General) Regulations 2012 and (Amendment) Regulations 2015

Before completing this form, please read our Frequently Asked Questions document and the guidance notes below

Within South Cambridgeshire District only Parish Councils can apply for Neighbourhood Area designation. These will be the 'qualifying body' in this District – a term used in the regulations for Neighbourhood Planning. As the Local Planning Authority, South Cambridgeshire District Council (the Council) will need to undertake various periods of statutory consultation on your proposals.

Data Protection and Freedom of Information

Information in this form will be used solely for statutory Neighbourhood Planning consultations. Information, including names and contact information, will be available to view on the Council's website.

By submitting this response form you are agreeing to these conditions.

If you need help to complete this form please call 01954 713182 or email Neighbourhood.Planning@scambs.gov.uk.

Please complete this form using information and contact details we can publish on our website

1	Name of parish (or lead parish where there is more than one). Where there is no parish council in place to make this application, please contact the Council for assistance in applying to designate a Neighbourhood Forum	West Wickham Parish Council
2	Address	c/o Parish Council Secretary 11 Fox Lane Balsham Cambridge CB21 4EZ
3	Contact name & position	Mrs J Richards
4	Telephone number	[REDACTED]
5	E-mail	[REDACTED]
6	Additional parish contact details If applicable, please list all parishes involved in this application and provide contact details for the clerks of each.	Trevor Hall Parish Councillor 49 Burton End West Wickham Cambridge CB21 4SD Tel: [REDACTED] E Mail: [REDACTED]
7	Name of Neighbourhood Area In many cases this will reflect the name of the parish/es it covers	West Wickham Parish

- 8 **Proposed Neighbourhood Area**
The parish boundary might provide a good basis for a Neighbourhood Area but this is not obligatory. You must state why you consider the boundary you have proposed appropriate for designation. Without this information, your application cannot be processed.

Also, you must provide an Ordnance Survey Map showing clearly the boundary of the proposed Neighbourhood Area. Your application cannot be processed without a map. If you need help to prepare a map please contact Neighbourhood.Planning@scambs.gov.uk or call 01954 713182

West Wickham Parish Council are proposing that the whole area of West Wickham Parish as the Designated Area for their Neighbourhood Plan.

The Parish Council Minutes for the Parish Council Meeting of 27th July 2015 supported the proposed Area Designation Application.

Reasoning

The Southern Boundary is clearly defined by the line of the Roman Road and the adjoining Parish of Horseheath whose main issue is focussed on the A1307

The Eastern Boundary is defined by the County Boundary with Suffolk

The Northern Boundary is shared with West Wratting who were asked if they would like to produce a common Plan but this was declined.

The Western boundary is shared with Balsham which is a significantly larger settlement than West Wickham.

The Parish is predominately of rural/agricultural activity with 2 businesses which are not engaged in agriculture.

There is a developing equestrian activity within the Parish of both commercial and private natures.

There are no major roads in the Parish.

A Survey of residents indicated that their perceived needs are focussed on the very local issues of planning, housing availability, communication infrastructure, traffic and maintaining the nature of the village.

- 9 **Local publicity about your proposal to prepare a Neighbourhood Plan**
Please tell us what you have done so far to let your local community (e.g. residents, landowners, businesses) know you are considering preparing a Neighbourhood Plan for the proposed neighbourhood area. For example have you run public events, placed articles in the local press, made efforts to reach isolated residents?

A Working Group was established to undertake a Survey of residents to determine if there would be support for having a Neighbourhood Plan

All residents over the age of 16 were asked to complete a Survey form.

A Guidance Note on what a Neighbourhood Plan could be used for was provided.

A good response was achieved and all the results have been collated into digital format and then assessed to determine if a Neighbourhood Plan is supported by the community.

The activities of the Working Group were posted on the Village Website and reported to the Parish Council at each Parish Council Meeting.

The progress was also circulated to every household by regular reports in the monthly issue of the Village Voice.

The Village website has posted all results of the Survey for inspection by internet users.

The topic of the Neighbourhood Plan Area Application for the Parish Council Meeting on the 27th July was advertised on posters throughout the settlements.

The posters also advised that the full results of the Survey would be available for inspection after the Parish Council Meeting..

The Survey form and a summary of results is attached to this Application.

Summary of Results

Survey Forms Returned 253

Survey forms Supporting a Plan 231

The Working Group Identified all local stakeholders, businesses and landowners with interests in the Parish and wrote letters to each one informing them of the Parish Council's proposal to have a Neighbourhood Plan. A copy of each standard letter is attached.

A list of all those parties who were written to is attached along with their addresses, telephone numbers and e mail addresses where available.

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| <p>10</p> <p>Local Contact details</p> <p>South Cambridgeshire District Council must publicise your application for designating a Neighbourhood Area. Please could you provide with your application details of local contacts for use in the Council's statutory consultation (see guidance notes below)</p> | <p>Local Contact information is enclosed</p> <p>Yes</p> <p>Can be provided electronically?</p> <p>Yes</p> |
| <p>11</p> <p>Declaration</p> <p>I/we hereby declare that this parish council is a constituted parish council and is the qualifying body to act in this context. Local contact information is enclosed and/or being sent electronically</p> <p>Where relevant, please ensure all other parishes involved have signed this application form.
Continue on another sheet if necessary</p> | <p>Name: W M Cornish – Chairman West Wickham parish Council</p> <p>Signature:</p> <p>Date (dd/mm/yy):</p> |

Guidance Note – please read the ‘Frequently Asked Questions’ before completing this form

Application for Neighbourhood Area designation

This is the first formal step in the development of a Neighbourhood Plan – a Neighbourhood Area must be designated before a Neighbourhood Plan can be developed. We recommend discussing your objectives with Council officers prior to completing this form, to ascertain whether this is the most appropriate vehicle for you and what support is available to develop your Plan. Working with neighbouring parishes with similar issues could reduce the workload and increase the pool of expertise and knowledge needed for the production of a Neighbourhood Plan.

Community engagement and consultation may need to take place before making an application to designate a Neighbourhood Area. Does the local community support the production of a Neighbourhood Plan? What are the issues as they see them? What Neighbourhood Area boundary options have they been given? Have they expressed a preference? Details of this community engagement should be detailed in Question 9.

Qualifying Body (sometimes referred to as the ‘relevant body’)

Applications must include a statement confirming that the parish council is the qualifying body.

Your application is not complete without this information.

Areas with no parish council

Parish meetings can either get involved with the Neighbourhood Planning in an adjoining parish or apply to the Council to be designated as a Neighbourhood Forum, which can prepare its own Plan. If you think this applies to you, please contact the Council for assistance.

Filling out the form

South Cambridgeshire District Council has prepared this form to make it simple to apply for Area Designation. The contact address used on this form should be the main contact for future communication on the Neighbourhood Plan. Please be aware when completing the form that the information given may need to be published online.

Local Contacts

The Council must publicise the application for designating a Neighbourhood Area. You know your local community and are asked to submit with your application form, details of local contacts that that Council will use in carrying out its statutory consultation. Please ensure that you have enclosed (and send electronically wherever possible to Neighbourhood.Planning@scambs.gov.uk) a list of addresses with postcodes and email addresses to named individuals for as many local stakeholders as possible, including businesses, community groups, landowners and education providers. This information will not be posted on our website but needs as far as possible to be professional contact information and not the personal details of individuals who may not wish to be contacted or consulted on this matter. Information shared with us will be used for the sole purpose of statutory Neighbourhood Planning consultations.

Your application is not complete without this information.

Map of the Area

If you need help to prepare a map showing the Neighbourhood Area please contact Neighbourhood.Planning@scambs.gov.uk or call 01954 713182.

Your application is not complete without this information.

What happens next?

The Council must publicise the Area application on its website and in such other manner as they consider is likely to bring it to the attention of people who live, work or carry out business in the area to which the application relates. There will be a period of not less than 4 weeks of statutory public consultation when the Council will invite comments on the application.

Decision to designate

The Council will decide whether to designate the Neighbourhood Area.

Decisions will be made:

- Within 8 weeks where the parish council is the qualifying body and the entire parish area is nominated
- Within 20 weeks where the proposed area falls across two or more Local Authorities
- 13 weeks in all other cases

In all cases the time period runs from the date immediately following that on which the application is first publicised by the Local Planning Authority, i.e. the start of the statutory consultation by the Council and not from receipt of the application. The Council will notify the parish and publish decisions on its website. Reasons will be given if the application is not successful within the decision document.

The Council may modify the application with the parish's consent if it is considered the Neighbourhood Area is not appropriate.

Checklist - have you...?

- Signed the declaration
- Included local contact information
- Included a map of the nominated Neighbourhood Area

Completed forms should be returned to:

Neighbourhood Planning
Planning Policy Team
Planning and New Communities
South Cambridgeshire District Council
South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridgeshire
CB23 6EA

West Wickham - Proposed Neighbourhood Area

