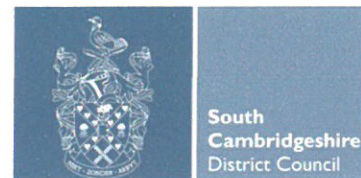


# Neighbourhood Planning

## 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.

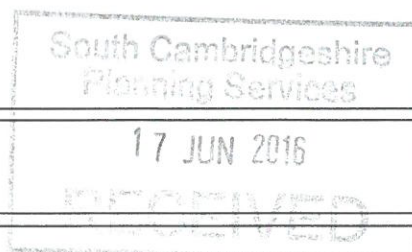
### Data Protection and Freedom of Information

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](mailto: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	Whittlesford Parish
2	Address	
3	Contact name & position	Roy Warnes, Parish Clerk
4	Telephone number	
5	E-mail	parishclerk@warnesuk.net
6	Additional parish contact details If applicable, please list all parishes involved in this application and provide contact details for the clerks of each.	N/A
7	Name of Neighbourhood Area In many cases this will reflect the name of the parish/es it covers	Whittlesford



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](mailto:Neighbourhood.Planning@scambs.gov.uk) or call 01954 713182

The Parish Council has decided to request designation for the parish of Whittlesford only.

Consultations had taken place with Duxford, Pampisford and Hinxton Parish Councils to establish if a joint designation would be appropriate. It became clear that whilst there is some common ground, there are many aspects unique to Whittlesford which the Council believes need to be enshrined in a Neighbourhood Plan exclusive to our village.

The M11 passes through our western flank, the busy cross country trunk road, the A505, defines our southern boundary, to the north we face Greater Cambridge, and to the east, the A1301 with its potential for life science developments. The village is host to Whittlesford Parkway station, which presents its own challenges.

Developers are already submitting applications for potential sites, and since much of the village is within the Green Belt, there is a requirement for us to define the extent of house building in our Parish. Whittlesford is an expensive place for house buyers, which increases the importance of providing affordable housing for younger families with local connections and suitable housing for older residents wishing to down size but stay in the village.

Whittlesford was one of the original Hundreds of Cambridgeshire. A settlement, dating back to the Iron Age and through Saxon times, was discovered near the Church and is now a site of much archaeological interest. All part of a heritage we are keen to protect.

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 Neighbourhood Plan has been an agenda item at numerous meetings going back to 2013. The Parish Council produced a questionnaire in February 2014, which was circulated to every premise in the village to gauge opinion on the possible development of a Plan. There were a total of 150 responses to the questionnaire. A large majority supported the Parish Council's proposal to go ahead: 139 in favour, 6 opposed and 5 not answering the question. Execution was not immediate because at the time support from the Planning Department of the SCDC was uncertain. The process was resurrected in 2015.

A well-attended public consultation meeting was held on Tuesday March 1<sup>st</sup> 2016 in the Whittlesford Memorial Hall.

This had been publicised in the February edition of LOOK, the village magazine that is circulated free to all residents. The March edition contained a follow up, listing the panels set up on that evening and encouraging more people to sign up –

*Parish Wide Issues*

*Employment*

*Environment*

*Leisure & Community*

*Open Space*

*Housing & Commercial Development* *Transport & roads*

The item is now a regular agenda item of our monthly PCMs, minutes published on four noticeboards and a specific section on our website (<http://www.whittleweb.org.uk>), and referred to in 'Notes from the PCM' in the village magazine. Our local press correspondent also ensures it is highlighted in her articles for the Cambridge Weekly News.

We are supported by The Whittlesford Society, founded in 1975 to: stimulate public interest in the village and its environs; promote high standards of planning and architecture; secure the preservation, protection, development and improvement of features of public or historic interest in the village and adjacent areas.

10 Local Contact details  
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)

Local Contact information is enclosed :	
Yes <input checked="" type="checkbox"/>	No
Can be provided electronically?	
Yes <input checked="" type="checkbox"/>	No

11 Declaration

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

Where relevant, please ensure all other parishes involved have signed this application form.  
Continue on another sheet if necessary

Name: Arthur Greaves
Parish (lead parish where there is more than one):
Date (dd/mm/yy): 14/6/2016
Name:
Signature:
Parish:
Date (dd/mm/yy):

**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@scams.gov.uk](mailto:Neighbourhood.Planning@scams.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@scams.gov.uk](mailto:Neighbourhood.Planning@scams.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

