

Appendix 2

Neighbourhood Planning Toolkit

0. Introduction to Toolkit – *Revised*¹

Deciding to Produce a Neighbourhood Plan:

1. Is a Neighbourhood Plan the Right Tool for your Parish – *Revised*¹
2. Getting Started - *Revised*¹
- ~~3. Support Offer to Parish Councils³~~
- ~~4. Memorandum of Understanding³~~

Preparing the Plan:

5. Getting a Neighbourhood Area Designated – *Revised*¹
6. Developing a Vision and Objectives
7. Generating Options
8. Writing Planning Policies²
9. Strategic Environment Assessments (SEA)²
10. Sources of Evidence and Information

Additional Guidance

11. Community Engagement and Neighbourhood Plans
12. What are the Basic Conditions and How to Meet Them – *Revised*¹
13. Strategic Policies
14. Site Assessments
15. Maps for Neighbourhood Plans
16. Affordable Housing

1. The guidance notes marked '*Revised*' have track changes to show the updated text as a result of comments made during the consultation.

2. These guidance notes were not part of the initial consultation with parish councils. There are now drafts of these guidance notes which are included with this Planning Portfolio Holder Report.

3. The Support Offer and Memorandum of Understanding are included in Appendix 3 of this report. These documents set out how SCDC will support PCs and how SCDC will work together with PCs preparing neighbourhood plans.



Neighbourhood Planning Guidance Notes

Neighbourhood Planning Toolkit

South Cambridgeshire District Council

Adopted December 2017

Neighbourhood Planning **Guidance**Toolkit

Neighbourhood Planning: Introduction

South Cambridgeshire District Council

~~September~~December 2017
Revised

This document includes hyperlinks to a range of websites, and the hyperlinks can be accessed using the published version of this document, which is available to view via: www.scambs.gov.uk/npguidance. Every effort has been made to ensure that these hyperlinks are up-to-date, however as websites change these hyperlinks can become invalid.

Herefordshire Council has kindly given permission for us to provide links to their guidance on neighbourhood planning.

Huntingdonshire District Council has kindly allowed us to take inspiration and wording from their Neighbourhood Planning Guidance.

If you have any queries relating to this document, please contact us via neighbourhood.planning@scambs.gov.uk or 01954 713183.

Purpose of the guidance documents

The neighbourhood plan guidance documents have been created to help local communities decide whether they want to get involved in creating a neighbourhood plan and if they do; it advises them on how to prepare a neighbourhood plan. Appendix 1 provides a list of the guidance documents provided by South Cambridgeshire District Council (SCDC).

To help guide you through the various stages of producing a Neighbourhood Development Plan, Appendix 2 provides a guide which summarises procedures, regulations, and useful Neighbourhood Planning Guidance documents for each stage.

What is a neighbourhood development plan?

Neighbourhood plans were introduced in April 2012 through the Localism Act 2011. It is a community-led initiative giving local communities power to prepare a planning document that will be part of the statutory development plan for the district and, therefore, can be used in deciding planning applications for a local area

Who can prepare a neighbourhood plan?

In South Cambridgeshire it is the parish councils who are the 'qualifying bodies' that can initiate and take forward a neighbourhood plans. It is very much a local initiative for local communities.

What is the Role of the Local Planning Authority?

Whilst neighbourhood plans are a locally led process, South Cambridgeshire District Council (SCDC), as the local planning authority has a statutory role to play –

- to assist and advise in this process and
- to take decisions at certain stages

A Neighbourhood Planning Task and Finish Group (NPTFG) was set up by the Planning Portfolio Holder in June 2016 to develop a standard approach to how SCDC would fulfil its statutory duty to support neighbourhood planning groups and also to oversee the development of a package of local guidance leaflets for key aspects of neighbourhood plan preparation.. Membership of the group comprising a number of District Councillors, Parish Councillors, Parish Clerks, officers and chaired by the Planning Portfolio Holder.

The purpose of the Neighbourhood Planning Toolkit

The guidance notes forming the Neighbourhood Planning Toolkit are intended to supplement nationally available guidance giving South Cambridgeshire specific guidance and advice. The Toolkit is provided in a form that individual topics can be accessed separately or in any combination, or alternatively can be printed out as a complete document at any point in time.

It is intended that the scope of the Toolkit will be kept under review and updated as necessary and informed by feedback from parish councils preparing neighbourhood plans

It is recognised that other topics may be helpful to parish councils moving forwards and we will produce further guidance as required.

- Appendix 1 provides a list of the current documents in the Toolkit available from the



[Neighbourhood Planning pages on the South Cambridgeshire website.](#)

- [Appendix 2 provides a guide which summarises procedures, regulations, and useful Neighbourhood Planning Guidance Notes for each stage.](#)

The Localism Act 2011 introduced the initiative of neighbourhood development plans to encourage local communities to become involved in shaping the future of their community. The Act reformed the planning system allowing local communities the potential to create a vision for their neighbourhood and shape the development and growth of their own local area.

It is important to note that neighbourhood plans should aim to be '**pro development**' as opposed to obstructing it.

A neighbourhood plan will also need to **conform to planning policies and guidance at a local, national and European level**, as well as meet the neighbourhood plan regulations.

For this reason it **cannot stop development** which is allocated or permitted, or propose less development than that in the Local Development Plan. It can, however **propose more development** than the Local Development Plan.

Guidance and Regulations

Neighbourhood Planning Regulations

- Original (April 2012): [Neighbourhood Planning \(General\) Regulations 2012](#)
- Amended (February 2015): [Neighbourhood Planning \(General\) \(Amendment\) Regulations 2015](#)
- Amended (October 2016): [Neighbourhood Planning \(General\) and Development Management Procedure \(Amendment\) Regulations 2016](#)

These regulations may occasionally change or new regulations introduced

National Guidance on Neighbourhood Planning

- [National Planning Practice Guidance](#)

Who can create a neighbourhood development plan?

The legislation allows two types of organisations to lead on a neighbourhood development plan:

- A parish or town council
- A neighbourhood forum

We are aware several parishes in South Cambridgeshire do not have a parish council. These communities can still get involved within neighbourhood planning in an adjoining parish or formally apply to the Council to be designated as a 'Neighbourhood Forum.' Where a Parish Council chooses to produce a neighbourhood plan it should work with other members of the community who are interested in, or affected by, the neighbourhood planning proposals to allow them to play an active role in preparing a neighbourhood plan or Neighbourhood Development Order.

To find out more about who can create a neighbourhood plan see the SCDC guidance '**Getting Started**'.

Other Resources

SCDC Neighbourhood Planning Guidance Documents

[Getting Started](#)

What are the benefits of creating a neighbourhood plan?

Preparing a neighbourhood plan enables communities to have a much stronger role in shaping the areas in which they live and work. This is because unlike parish, village or town plans communities may have prepared, a neighbourhood plan forms part of the development plan and sits alongside the Local Plan prepared by the local planning authority.

By producing a neighbourhood plan it will give local communities the opportunity to set out policies for the development and use of land in their neighbourhood, for example:

- Propose more development than the Local Plan;
- where they want new homes, shops and offices to be built;
- have their say on what buildings look like;
- comment on what infrastructure should be provided;

However, a **Neighbourhood Plan cannot:**

- propose less growth in an area than is proposed in the Local Plan;
- include strategic policies that impact/influence an area beyond the neighbourhood area designated;
- propose new roads to be built — this is the responsibility of Cambridgeshire County Council as the Highway Authority;
- encourage more buses to serve the area;
- review the Green Belt boundary;
- amend the Conservation Area or formally identify new buildings to be listed or identify new assets of community value — it is the role of SCDC to do this;
- prevent any development from ever taking place in an area;
- be prepared without community input and support; or
- undermine local, national or EU regulations and policies.

Timescales

The timescale of getting a neighbourhood plan to a referendum generally depends on the complexity and issues of your plan. It could therefore take between approximately 18 months — 2 years to reach a referendum.

What happens when a plan is completed?

Once a plan is completed and adopted, it will become a statutory plan carrying equal weight to the Local Plan (Core Strategy) and be part of the Local Development Framework. This means that it will be used in making decisions on planning applications by SCDC in your area.

Other Resources

South Cambridgeshire District Council

Website: <https://www.scambs.gov.uk/content/planning-policy>

Locality:

Locality support groups and organisations running community-led projects and plans to build and strengthen communities across England.

Website: <https://mycommunity.org.uk/>

Planning Aid England:

Planning Aid England provides advice and support to individuals and communities.

Website: <http://www.rtpi.org.uk/planning-aid/>

Department for Communities and Local Government

Website: <https://www.gov.uk/guidance/neighbourhood-planning--2>

Planning Advisory Service (PAS)

PAS Provide high quality help, advice, support and training on planning and service delivery to councils.

Website <https://www.local.gov.uk/pas>

Neighbourhood Guidance Notes (Appendix 1)

Deciding to Produce a Neighbourhood Plan:

1. Is a Neighbourhood Plan the Right Tool for your Parish
2. Getting Started
3. ~~Support Offer to Parish Councils**~~
4. ~~Memorandum of Understanding**~~

Preparing the Plan:

5. Getting a Neighbourhood Area Designated
6. Developing a Vision and Objectives
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8. Writing Planning Policies*
9. Strategic Environment Assessments (SEA)*
10. Sources of Evidence and Information

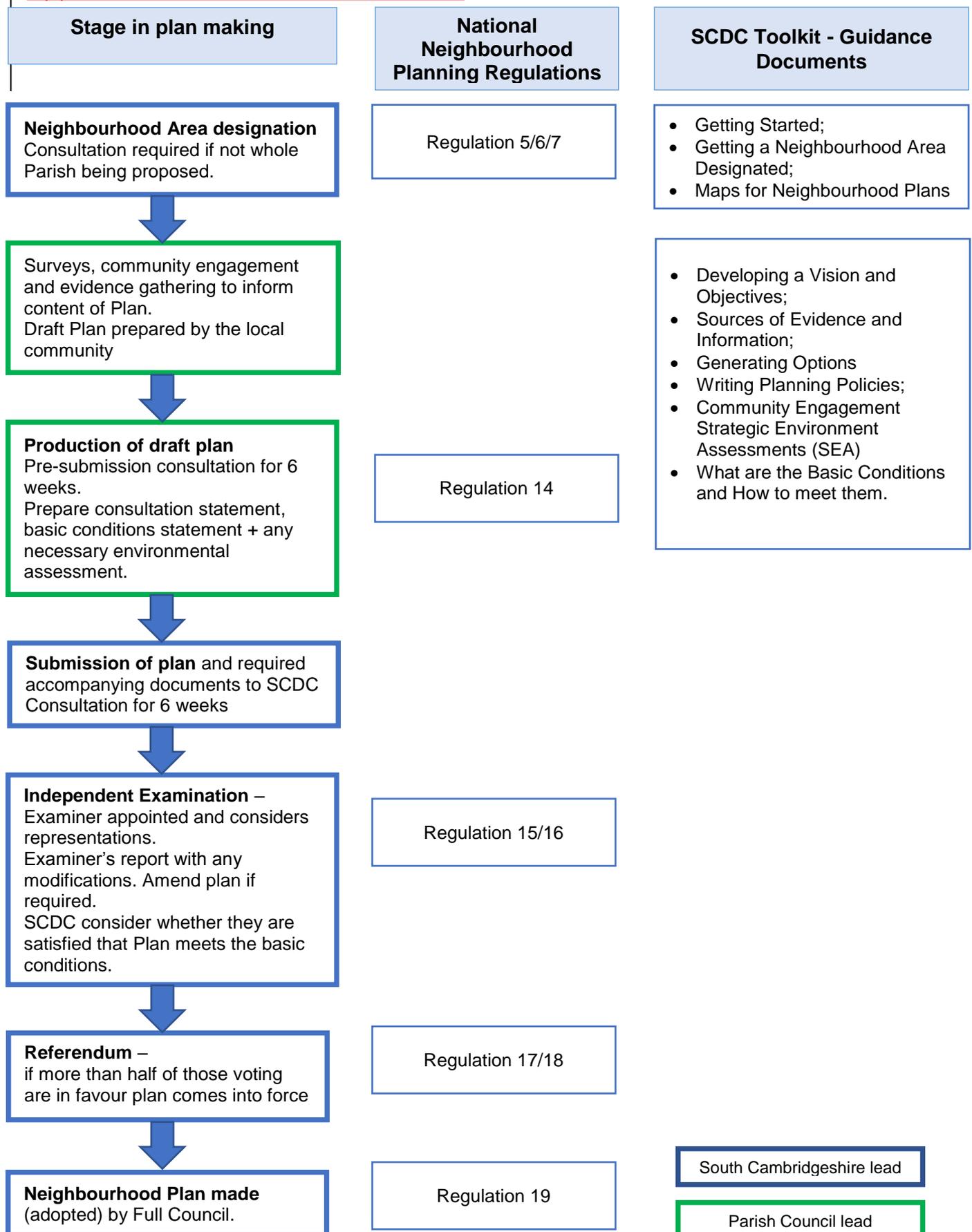
Additional Guidance

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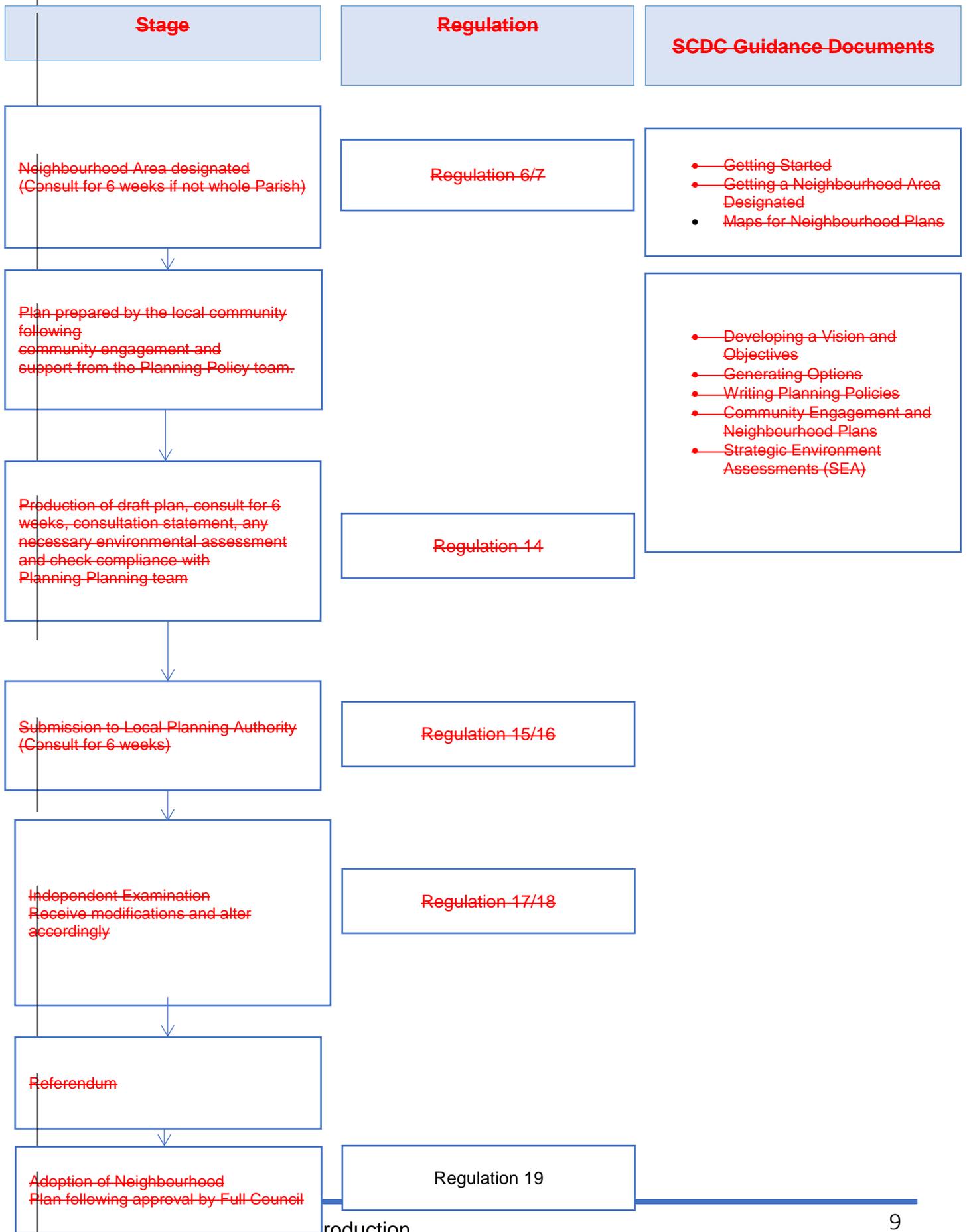
*These guidance notes were not part of the initial consultation with parish councils. There are now drafts of these guidance notes which are included with this Planning Portfolio Holder Report.

**These documents set out how SCDC will support and work with PCs and will be published as separate items to the Planning Toolkit on our website

Appendix 2: Procedure Guidance Tool



Appendix 2: Procedure Guidance Tool





Neighbourhood Planning Guidance

Neighbourhood Planning: Is a Neighbourhood Plan the right tool for your Parish?

South Cambridgeshire District Council

~~September-December~~ 2017
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Introduction:

There are advantages and disadvantages of preparing a neighbourhood plan and **your parish needs to consider whether it is the right tool for your area** before proceeding.

Other community planning tools are available to your parish which may be better suited to meeting your community aspirations.

In particular, if the primary issues of importance to your community relate to things other than planning, then a parish plan is a quicker and lighter-touch process for creating a plan of action for improving your community. The flowchart in [Appendix 1](#) gives some guidance to assist you in making a decision on what is right for your community. [This chart has not attempted to include all the alternative options to a NP listed in this guidance note. This would have resulted in a very complex diagram.](#)

Here is a guide to neighbourhood planning and some of the alternative options available to a local community:

Option 1 – Neighbourhood Development Plan

What is it?

A **Neighbourhood Plan** is a community-led initiative giving local communities power to prepare a planning document that will be part of the statutory development plan for the district. It can therefore be used in the determination of planning applications for a local area.

A **Neighbourhood Development Order** can also be created as part of a Neighbourhood Plan. This grants planning permission for specific types of development in a specific neighbourhood area, such as certain types of household applications, shop fronts or 'green energy'. Where there is a Neighbourhood Development Order in place there would be no need to apply to South Cambridgeshire Council for planning permission for the development it covers.

Benefits:

If the primary issues of importance to your community relate to planning a neighbourhood plan can be a powerful tool for shaping new development for the following reasons:

- **Community-led** - It gives communities direct power to develop a shared vision for their neighbourhood and shape the development of their local area. Parish councils write the plan themselves (or ask others to write the plan but under their control).

Parish councils have the opportunity to engage with their wider community from the start of the plan making process to ensure it genuinely represents the needs in their local village(s).

- **More influence** – The plan has statutory status once it is made (adopted) by the Local Planning Authority, carrying equal weight to the Local Plan and will become part of the statutory development plan for the district.
- **Site allocation** - It allows the community to allocate sites to meet the local need for different uses in the village like housing, shops, workplaces, leisure and community uses.
- **More relevance** - A neighbourhood plan focuses on the needs of the local community within the neighbourhood area. It could obtain policies on what you expect from developments such as urban design, the range and type of housing needed to meet the local market, identifying preferred sites for housing and other development; and priorities for new development such as improving pedestrian links, upgrading paths and open space.
- **Opening up a dialogue** - In preparing a neighbourhood plan the local community will need to speak to a range of local stakeholders and organisations.
- **Identifying issues in the local area** - In carrying out consultations with the local community on the neighbourhood plan, non-planning issues may be identified. These issues could be included in an appendix to the neighbourhood plan, or in a Community Led / Parish Plan prepared at the same time as your neighbourhood plan.
- **Community Infrastructure Levy (CIL)** - Any village with an adopted neighbourhood plan will be entitled to an extra 10% of CIL from schemes within the neighbourhood area to spend

on projects within their area.

Disadvantages

- **Knowledge of planning regulations and procedures** - The community must follow a set process and meet a number of statutory tests, which lengthen the process, add costs, and require planning expertise.
- **Cost of preparing a plan – both the time and resources required** - It could take about **two years** to prepare your neighbourhood plan after a neighbourhood area has been designated. The average cost of preparing a plan is **£13,000**, although government grants are currently available to pay towards these costs.
- **Skills required by the neighbourhood plan team** - Strong interpersonal and specialist skills will be required. Specialist skills required will depend on the nature of the area in question. For example: reading maps or plans; data analysis; knowledge of specific topic areas, and environmental assessment.
- **Limitations** - A neighbourhood plan cannot change the boundary of the Green Belt or that of a Conservation Area.
- **Passing a Referendum** - It requires various stages of formal consultation, independent examination and needs to be approved by referendum – with associated costs and risks.
- **Community Infrastructure Levy (CIL)** - CIL benefits are limited where small-scale developments are proposed. In addition “self-build” housing is exempt from CIL.

First Step

Contact the Planning Policy team on 01954 713183 or via neighbourhood.planning@scambs.gov.uk

Other Resources

SCDC Neighbourhood Planning ~~Guidance Documents~~ Toolkit:

Introduction

Getting Started

Support Offer

Option 2 - Rely on South Cambridgeshire Local Plan

What if I rely on South Cambridgeshire Local Plan?

There is the adopted Local Development Framework (LDF) for South Cambridgeshire, which comprises a number of development plan documents (DPD):

- Core Strategy DPD
- Development Control Policies DPD
- Site Specific Policies DPD
- Various Area Action Plans for specific growth areas.

There is also an emerging Local Plan which is currently going through examination.

Benefits:

- If you are happy with the policy guidance within the South Cambridgeshire documents above for your parish then you may decide there is no need to prepare a Neighbourhood Plan.
- A simpler and more selective neighbourhood plan could be produced.

Disadvantages

- May lack specific or detailed policies that influence development for your part of the district.
- Some of the policies within the existing LDF may also be out of date.

Top Tip

For 'big picture' issues such as the need for additional roads (such as a bypass), flooding, or sustainability and urban design standards, then you may be better off trying to influence the higher level, strategic Local Plan or negotiating with the local highways authority.

Option 3 - Supplementary Planning Documents (SPD)

What is it?

Supplementary Planning Documents (SPD's) are part of the Local Development Framework (LDF) which carries weight when the Council makes decisions on planning applications. SPD's builds and expands upon existing policies in the adopted Core Strategy, Development Plan Documents (DPD's) and Area Action Plans (AAP's).

SPDs could also for example take the form of a Village Design Statement which contains a description and analysis of the distinctive aspects of a village and outlines design guidance for new development.

An SPD has a specific process that must be undertaken for its preparation, including formal consultation, in accordance with regulations.

Who prepares it?

SCDC as the Local Planning Authority is usually responsible for preparing an SPD; however other organisations in the local community or planning consultants can prepare an SPD with the guidance of SCDC.

Benefits:

- SPDs form a material consideration which the council must take into account when determining planning applications;
- The community could have a leading role in preparing it, in agreement with the local planning authority;
- Provides very clear focus on design and local distinctiveness;
- Clear parameters – how, not whether or where, development should take place;
- Can draw developers into the process;
- A Village Design Statement provides local insight and information, which is not otherwise available to local planners.

Disadvantages

- Do not carry as much weight as a Neighbourhood Plan in planning decisions;
- A Village Design Statement might attract only 'design-aware' residents and not the whole community, and they sometimes can place too much emphasis on conservation.

Option 4 - Rural Exception Sites for affordable housing

What is it?

Rural exception sites for affordable housing are housing schemes, which are located outside of the village framework providing affordable housing for local people who either live, work or have close family members in the village. Homes are generally owned and managed by a Registered Provider (Housing Association).

Who prepares it?

SCDC's Housing team working with a Registered Provider take the lead on a rural exception site project. It is carried out in liaison with the parish council.

Benefits:

- Provides additional affordable housing in areas where it is needed, targeted to local people;
- Less resource intensive for communities than a Neighbourhood Plan or Community Right to Build;
- Process is led by SCDC and the Registered Provider in liaison with the parish council.

Disadvantages

- It only delivers housing - it cannot be used for other community development proposals.

First Step

Contact the Housing Strategy Team on 03450 450 051 or housingadvice@scambs.gov.uk

Other Resources

South Cambridgeshire District Council:
Housing Strategy Team

Cambridgeshire ACRE

Option 5 - Community Right to Build (CrTB)

What is it?

A form of Neighbourhood Development Order that can be used to bring forward small scale development for community benefit on a specific site or sites in a neighbourhood area without the need for planning permission. These could be for new small scale developments such as new homes, shops or other community facilities.

Who prepares it?

It can be undertaken by a parish council or a community organisation as part of the work on their neighbourhood plan.

Benefits:

- Enables communities to deliver small scale, site specific development without the need for a separate planning application;
- Follows a streamlined version of the Neighbourhood Planning process;
- Lighter consultation requirements and examination levels than Neighbourhood Plans;
- Less of a role for the local planning authority to approve schemes;
- Often allows communities to take forward small-scale development even where the local planning authority is opposed;
- Benefits (such as profits generated) are kept and managed by a community organisation on behalf of the whole community, regardless of the ownership of the development;
- Groups can ensure Affordable Housing remains affordable in perpetuity;
- Development can be located in the Green Belt as long as the National Planning Policy Framework criteria are met;
- Particularly beneficial in rural areas with a need for small-scale development and/or economic regeneration;
- If built by a developer, the Community Infrastructure Levy and New Homes Bonus apply.

Disadvantages

- Time and resource intensive: before the Right to Build Order comes into force, the community must follow a set process and meet a number of statutory tests, which lengthen the process, add costs, and require planning expertise;
- The process is similar to that required for Neighbourhood Plans, but is focused on a single site;
- Proposals will be subject to an independent examination and referendum – with associated costs and risks;
- Only for use by community organisations in which local people (based on electoral register) have majority voting rights and directorships and include different people from at least 10 different addresses within the area (preventing developers gaining easy planning permission against a community's wishes);
- Proposals requiring an Environmental Impact Assessment or having a significant impact in terms of Habitats regulations are not eligible;
- Community Right to Build only gives the community the right to bypass normal planning consents. Normal land acquisition, financial processes (including raising finance) and

building regulations apply;

- Proposals must not be at odds with conservation and listed buildings legislation, or be at odds with the strategic policies in the Local Plan or Neighbourhood Plan, if there is one.

First Step

Look on the South Cambridgeshire DC webpage about [Right to Build](#)

Contact the Right to build project team at SCDC: rightto.build@scambs.gov.uk

Other Resources

South Cambridgeshire District Council has introduced a Right to Build scheme and was part of the vanguard to introduce this scheme nationally.

Locality: read their [My Community Guide: Understanding the Community Right to Build](#) document

Option 6 - Community Land Trusts (CLTs)

What is it?

Community Land Trusts (CLTs) are local organisations set up and run by communities to develop and manage homes and other assets important to that community such as community enterprises, food growing or workspaces.

Who prepares it?

A CLT will be run by the local community which could include the parish council.

Benefits:

- A helpful organisational structure enables communities to deliver their own services, housing, pubs or community enterprises.
- CLTs create housing opportunities. They can win over local people who are otherwise opposed to new housing and can bring forward land that would not otherwise be developed for housing.
- CLTs build homes that people can afford.
- CLTs can be used in combination with another of the community planning tools set out here (e.g. rural exception site for affordable housing or Community Right to Build).
- Potentially beneficial for land / organisations having charitable status.
- A way for communities to deliver their own services.

Disadvantages

- Can be complex to set up and resource intensive over a long period. Some parish councils may not be sufficiently resourced.
- Replicates what Registered Providers (housing associations) do.

First Steps

Consider asking for introductory meeting with CLT East to learn more about CLTs on 01353 668985, or 07766991145 or via Emily@clteast.org

If you decide a CLT is right for your Parish you can also apply for a Community-led Housing Grant via CLT East.

For planning matters contact the Planning Policy team on 01954 713183 or via ldf@scamb.gov.uk

Other Resources

South Cambridgeshire District Council

Planning Policy team

Housing Strategy Team

There is more information on the [Community Land Trust](#) website, and on the [South Cambs](#) website.

Option 7 - Community Right to Bid (Assets of Community Value)

What is it?

Enables communities to nominate public or private community assets of value to their community (e.g. a village pub). Once the community has nominated them they will be identified by the Local Planning Authority on a list of 'Assets of Community Value'. Once on the list, if an asset comes up for sale or lease, a community group has a period of time in which they can register their interest as a potential bidder, delaying a sale on the open market.

South Cambridgeshire District Council has produced a protocol detailing the council's approach to the Community Right to Bid - Assets of Community Value.

Who prepares it?

Nominated by the local community and identified and placed on the list of [Assets of Community Value](#) by SCDC.

Benefits:

- It gives communities a right to identify 'up front' a building or other land they believe to be of importance to their community's social well-being.
- Gives some protection to valued community facilities, by providing an extended window of opportunity for the community to get organised if such an asset is put up for sale.

Disadvantages

- Just because an asset is added to the list, it does not mean the community will definitely be able to buy it for community use; they will need to be able to meet the asking price.
- Not all nominated assets will be added to the formal list: to be added to the list, the Asset must meet certain tests relating to community value.

First Step

Read the [Community Right to Bid](#) guidance and protocol document on the SCDC website.
Contact the Sustainable Communities Team: duty.communities@scambs.gov.uk

Other Resources

South Cambridgeshire District Council
Sustainable Communities Team

Option 8 - Parish / Community Led Plan

What is it?

This is a comprehensive plan for an area, identifying community priorities and actions to address these. A parish or community plan can contain a wide range of community issues and aspirations.

Who prepares it?

These plans are prepared by the parish council and the local community.

Benefits:

- Enables communities to produce a vision for their area, addressing all issues of interest to the community. Provides detailed knowledge and insight not otherwise available to the Local Planning Authority (LPA);
- If the issues you wish to tackle are not related directly to planning then a parish plan may be for you;
- Non-development focused community goals can be achieved more quickly than development focused goals;
- No formal process to follow;
- It is an established process: over 4,000 plans have been produced nationwide. Also a parish plan and a neighbourhood plan can be produced simultaneously.
- They are a material consideration in decisions on planning applications; however they only have limited weight.
- The average cost is £3,000 to £10,000.
- Unlike a neighbourhood plan, a referendum is not required.

Disadvantages

- They have limited weight in the determination of planning applications in comparison to neighbourhood plans, which are part of a statutory development plan;
- Time intensive: can take over a year to produce, including getting started, consulting the community, and identifying priorities and actions;
- Non-development focused actions can also be identified and addressed alongside the neighbourhood planning process;
- Cannot make specific land use proposals;
- No legal power;
- Can be dependent on the enthusiasm of local people and vigour of parish council;
- Not necessarily possible to prioritise for support from the local planning authority in the planning or delivery. However, at SCDC wherever possible completed plans are presented to the Leader's portfolio holder meeting for information;
- If dependent on external pots of money, voluntary contributions and the Parish Precept there is a risk that resource and finance won't be available to deliver actions;
- Challenge of managing expectations;
- Uncertain power to implement proposals;

First Step

Contact the Sustainable Communities team: duty.communities@scams.gov.uk

Other Resources

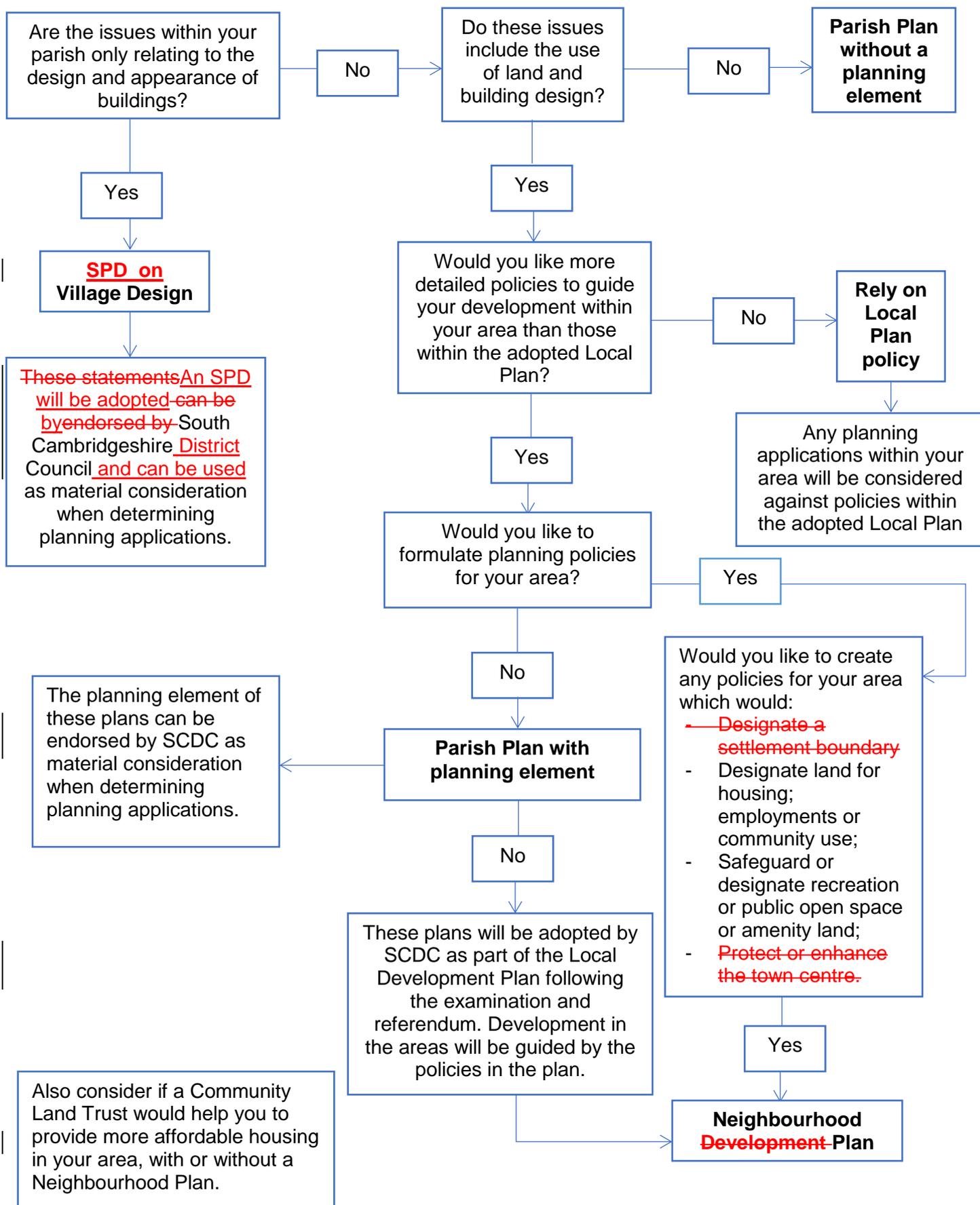
South Cambridgeshire District Council –

Sustainable Communities Team can provide guidance / good practice on how to approach producing a parish plan.

Locality – [Roadmap Guide and Worksheets](#) – Part A of the guidance is about deciding to produce a neighbourhood plan and Worksheet 1 is about making the decision to prepare a neighbourhood plan.

Herefordshire Council Guidance Note 1 - [What is the right approach for your parish?](#)

Appendix 1 - Guidance to assist you in making a decision on what is right for your community





Neighbourhood Planning Guidance

Neighbourhood Planning: Getting Started

South Cambridgeshire District Council

September-December 2017
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Who gets involved in neighbourhood planning?

Who leads neighbourhood planning in South Cambridgeshire?

Where a community wants to take up the opportunities offered by neighbourhood planning, the legislation enables two types of organisation, known as *qualifying bodies*, to lead it:

- a parish or town council
- a neighbourhood forum

In most cases, it will be *parish councils* that will be considered as the qualifying body in our district but some parishes in South Cambridgeshire do not have a parish council. These local communities can either get involved with neighbourhood planning in an adjoining parish or formally apply to the Council to be designated as a 'Neighbourhood Forum'. To be designated, a neighbourhood forum must have a membership that includes a minimum of 21 individuals who either:

- live in the neighbourhood area
- work there; and/or
- are elected members for a local authority that includes all or part of the neighbourhood area

How can SCDC help?

If you live in an area with a parish meeting please contact SCDC in the first instance: neighbourhood.planning@scamb.gov.uk or 01954 713183.

Guidance and Regulations

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National Guidance on Neighbourhood Planning

- [National Planning Practice Guidance](#)

Setting up a Steering Group or Working Party

Once a decision has been made to produce a neighbourhood plan it is a very good idea to set up a Steering Group or Working Party to oversee this project.

National guidance highlights that although it is the parish council (PC) that is responsible for neighbourhood planning they should work with other members of the community who are interested in, or affected by, the neighbourhood plan proposals to allow them to play an active role in preparing a neighbourhood plan. The relationship between any group and the formal function of the parish council should be transparent to the wider public. It should be clear whether a steering group/working party or other body is a formal sub-committee of the parish or town council. The terms of reference for a steering group or other body should be published and the minutes of meetings made available to the public.

You will want to ensure all your decision making during the preparation of the plan is open for scrutiny and that it does not seem as if decisions have been made behind closed doors by your steering group/ working party or parish council. Your local community should be able to understand how the policies in your plan have evolved.

Roles of the Parish Council and steering group

The steering group should take on the day to day running of the neighbourhood plan leaving the Parish Council to concentrate on other parish matters. The steering group should report regularly to the Parish Council on progress of the plan. It could be that the steering group gives a presentation to the Parish Council at key stages of the plan making; however the neighbourhood plan should be a standing item on the Parish Council agenda.

The Steering Group or Working Party

Gather as broad a working party / steering group as possible:

Members of a diverse steering group will provide different perspectives, and their backgrounds will also help the group engage with different sections of the wider community. However, remember the membership should be representative of your neighbourhood area.

How large should the working party / steering group be?

Experience from other groups has found that between 6-9 people is ideal – enough to bring in a variety of opinions and skills; and not so many as to prove unwieldy. Remaining action-focused is key. Sub groups can look at and discuss particular issues or take on specific tasks.

Think about how to recruit and manage volunteers:

Consider targeting people in your community with specific skills to help with particular tasks, and parcel up tasks into manageable chunks that might attract volunteers more than undefined roles which could last for several years.

Keeping the momentum of your group:

You may find that the enthusiasm found at the start of the process can be diminished over time as the task of preparing a neighbourhood plan takes much energy and resources from the group. Membership of your steering group may change as you undertake different tasks. New members may bring in fresh ideas and enthusiasm. You should make sure that the plan making is not just left to a few to complete. Make sure that plan making is widely shared, but also that someone or a small group has editorial control over the plan. This will help to get the structure and content right, ensure that policies are supported by evidence and that the plan meets the basic conditions required by national regulations..

Range of skills:

Your steering group will need members with a range of skills to produce the plan:

- a project planner to keep the plan on track and to keep a record of those that have offered to get involved in plan making;
- a financial expert to keep a control on the budget plan – however the budget remains the

Parish Council's responsibility;

- a 'people' person to organise the consultation events for the plan and the celebrations for the group as milestones are reached.
- A person who may have some skills in technical report writing and ideally in planning to help oversee the drafting of the plan to ensure it reads well and that policies have evidence to support them and that they meet the basic conditions.

Other Resources

National Planning Practice Guidance – [Who leads on neighbourhood planning in an area?](#)

Herefordshire Council guidance note 28: [Setting Up a Steering Group](#)

Top Tips

Be creative, and have fun: if you're going to put significant time and effort into this process, make it fun for all involved. Celebrate reaching milestones, and if you get bogged down in the process, remember why you are doing this!

Getting Organised

Creating the best neighbourhood plan possible

Before getting started it is worth considering why you want to do a neighbourhood plan, and what you could achieve through the plan itself and through the plan-making process. This will help inform the vision and objectives for your neighbourhood plan.

The best neighbourhood plans are:

- Based upon strong community engagement, and are owned by the wider community;
- Uniquely local;
- Complementary to Local Plan policies, providing additional policy detail;
- Not reworking Local Plan policies but policies specific to the local area that will help shape the future of your parish
- Not just about creating a nice-looking document, but have a focus on the implementation of community projects and ideas.

The Neighbourhood Planning process can:

- **Inform communities:** developing a neighbourhood plan can educate and inform the steering group and wider community about planning and the process of planning for the local community.
- **Tackle non-planning issues:** community consultation often flags up issues of importance to the community that are not related to the planning system, such as speeding or the need for new community groups. These should not be lost, and can be addressed separately to the creation of the planning-focused document. They could be included in a community led plan created alongside the neighbourhood plan or be included in the neighbourhood plan as an appendix.
- **Bring people together:** working with others over a period of time in the steering group can connect people, and if done well, community consultation events can also be enjoyable social occasions.

To create the best neighbourhood plan possible, it is important to get organised.

How can SCDC help?

As part of our 'Support Offer for Parish Councils' SCDC will offer to meet you to help you consider how to get started on your neighbourhood plan.

This meeting might cover matters such as:

- a run through of the process for preparing a neighbourhood plan including highlighting the all-important basic conditions which your plan will have to meet,

- the requirements to fit in with national planning policy,
- what neighbourhood plans can cover, but also what they can't,
- what may be involved in terms of technical work,
- expectations of effective community engagement,
- the requirements to fit in with the strategic policies in the currently adopted Local Development Framework and the emerging Local Plan and how this might shape the content of the neighbourhood plan, and
- possible resource and capacity considerations.

Likely time-scales for neighbourhood planning

Neighbourhood plans do not take a set amount of time. How long it takes to complete your neighbourhood plan is essentially down to you. When considering time-scales, it may be helpful to consider the following issues:

- **A serious time commitment:**
Given the time requirements for getting organised, community engagement and evidence gathering, in addition to the statutory processes, your neighbourhood plan could take perhaps 2-3 years to complete. This is a significant time commitment for any group, so you will need to be committed and persistent to see it through to completion.
- **Quality over speed:**
Your primary goal should be to create the **best** plan possible, based on comprehensive community involvement and solid evidence. This should be the main driver for how long your plan takes, rather than trying to get it done as quickly as possible.
- **Keeping the local community informed:**
Whilst the steering group will be keeping the parish council informed on the progress of the plan you need to remember to also engage with your local community so there are no surprises in the draft plan. Their support or challenges to your ideas for policies/ site allocations may help keep the momentum of the plan making going and offer alternative solutions to solving issues you want to include in your plan. Ultimately it is the local community who will vote in the referendum as to whether the plan will be used for determining planning applications in your local area.

Timescale

SCDC would appreciate you keeping us informed of your progress (by updating the timeline attached to the Memorandum of Understanding) so that we can plan our resources.

Top Tip

Regular updates to your local community: plan making can be a lengthy process for those involved in the 'doing' of the plan making. You will need to remember to keep the local community regularly engaged in the process rather than leave gaps between informing them of progress. Regular newsletters and/or events that tell them what is being looked at will help.

Other Resources

SCDC Neighbourhood Planning [Guidance Documents Toolkit](#):
Community Engagement and Neighbourhood Plans

Likely costs of a neighbourhood plan

Based on experience nationally, the average cost of producing a neighbourhood plan is about £13,000. This average figure masks the great variation between the costs of different neighbourhood plans, with the cost increasing with plan complexity. Case studies are available setting out individual plans' spending.

Funding is available to all groups preparing a neighbourhood plan, and more details are set out in the 'Funding and Support' section that follows.

Other Resources

Locality

[Support and Grants](#) and [Case Studies](#)

Planning Aid

[Resourcing your neighbourhood plan](#)

Project planning

Given the length of time the neighbourhood plan will take to produce, good project management is essential. This will enable you to manage the workload, and the wider community's expectations if things get delayed. It may therefore be useful to draw up a simple project plan to help you get organised. The project plan could set out:

- When you think you will be able to complete the different steps in the process
- Who will work on different parts of the plan
- Who will be the main point of contact with SCDC
- Who will be responsible for taking actions at specific points
- Who you could get to help you draw up the plan
- 'Community engagement' in the plan-making process

The project plan doesn't have to be particularly detailed and you can fill in parts as you decide on things later. The project plan can, and probably will, change as you go through the process.

You should also remember that you will mostly be relying on the time of volunteers so you will have to work within the limited time that they have. This means it may not be possible to make progress as quickly as you might like.

There are formal stages in the neighbourhood plan process where the national regulations set out the timescale for different projects. These are outlined in the 'Support Offer to Parish Councils'. In addition, for some of the steps where SCDC has to take a decision we have set out how long we will take to do this.

Other Resources

Planning Advisory Service

[PAS Neighbourhood Plan Project Management Tool](#)

Locality

[Project Planner](#)

Planning Aid

[Project planning](#)

Herefordshire Council guidance note 3: [Getting started](#)

Further tips for getting organised

Get help: Use available online resources referenced in this document, and take advantage of the support on offer.

Learn from the best: Read other made neighbourhood plans to work out what you think works and what doesn't.

Learn from others: You can ask us for contacts from other neighbourhood planning groups within the district that are further ahead in the process to learn from their experience or you can join the SCDC Neighbourhood Planning facebook page.

How can SCDC help?

As part of the 'Support Offer for Parish Councils' SCDC will:

- Provide a suite of guidance on neighbourhood planning published on our website.
- Provide links on the [neighbourhood planning](#) pages of the website with links to on-line advice.
- Keep a library of made neighbourhood plans from around England. These can be borrowed by parish councils.
- Hold technical workshops for those preparing plans in the district and provide an opportunity at these for sharing of ideas.

Funding and Support

Funding and support

The average neighbourhood plan will cost around £13,000 to prepare. There is funding and technical support available to help neighbourhood planning which can be applied for from Locality – they have the contract from central government for neighbourhood planning up until 2018:

- All groups writing a neighbourhood plan will be eligible to apply for up to £9,000 in a neighbourhood planning grant.
- Groups proposing to allocate sites for development can also apply for specific packages of technical support such as site viability assessments or urban design guidance where needed and may also be eligible for a further £6,000 in grant. The technical support is supplied by AECOM who offers independent advice via Locality.

The criteria for eligibility for this technical help and extra grant have recently changed. Groups undertaking site assessments and housing site allocations are now eligible to apply for both technical support and extra grant. If you are considering undertaking a site assessment for a site allocation or allocating sites for housing or mixed development, we suggest that you consider applying for the additional grant or technical support provided by AECOM.

You may feel that you would value more intensive planning support for specific parts of the process. Locality identifies some of the things that the grant funding available could be used for. This includes:

- Engaging a planning expert.
- Help with putting together a project plan
- Venue hire, publicity materials, printing and other costs associated with consultation.

Before you apply for this grant you will need to have an idea of the cost of the different tasks you wish the grant funding to cover. You will have to submit this information on how you intend to use your grant in the application form.

Key information about neighbourhood planning grant:

- You can only apply for funds that you can spend within six months or before the end of the current financial year, whichever is the earliest.
- You can only apply for between £1000 and £9000 – if your application is not within this range it will automatically be rejected.
- You cannot apply retrospectively for work that has already taken place.
- You cannot apply for the cost of staff or volunteer's time, except for specialist consultants.

Central Government funding to Local Planning Authorities

In addition, SCDC also receives funding from government for each neighbourhood plan produced. The funding pays for the examiner and referendum, as well as for some of the support we provide. This means that these formal stages of the neighbourhood planning process are free to groups preparing their plans.

How can SCDC help?

Producing a successful neighbourhood plan requires some planning expertise. SCDC can provide a range of support as set out in our 'Support Offer 'for Parish Councils'.

Other Resources

Locality

[Support and Grants](#) - Locality recommend that you read the guidance notes before completing the on-line application for the grants and support.

Top Tip

Speak or meet with South Cambridgeshire Parishes who have already applied for grant funding to find out how to do it and when to do it.



Neighbourhood Planning Guidance

Neighbourhood Planning: Getting a Neighbourhood Area Designated

South Cambridgeshire District Council

~~September-December~~ 2017
Revised

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If you have any queries relating to this document, please contact us via neighbourhood.planning@scambs.gov.uk or 01954 713183.

Introduction

A parish council which wishes to do a neighbourhood plan will need to apply to South Cambridgeshire District Council (SCDC) for an area to be designated as a 'Neighbourhood Area'.

SCDC strongly recommend that you have a discussion with us before you decide on applying for a neighbourhood area to be designated. We want to ensure that a neighbourhood plan is the correct tool to achieve the aims you have for your area. You will need to have the support of your local community right from the start.

Step One: Deciding on a Neighbourhood Area

When deciding on a neighbourhood area you have the following options:

1. Whole Parish option:

There are advantages to choosing the **same area as the parish**. These are:

- If a parish council applies to have its parish as a neighbourhood area this does not need to be consulted upon by SCDC.
- It is more likely to be supported by the local community.
- The choice of area will be easy to justify in your neighbourhood area application form.

2. Alternative options:

The neighbourhood area does not have to follow existing administrative boundaries. There are other alternatives, whereby a neighbourhood area can either be smaller or larger than the area of the parish. For example:

- **Alternative Scenario 1 - smaller area:**
A parish council may decide that one particular area of their parish is particularly cohesive and has its own identity, so might consider having a neighbourhood area specifically for this smaller area rather than for the whole of the area of the parish.
- **Alternative Scenario 2 - larger area:**
Two adjacent parish councils for villages close together may decide that a joint neighbourhood plan, covering both parishes would have benefits because the neighbourhood plan could tackle issues shared by both villages. This can even include a neighbourhood area that covers several parishes and goes across local authority boundaries.

There are benefits to working together as a group of parish councils:

- Common issues can be tackled together.
- There will be more people with a wider range of experience that can help with creating the neighbourhood plan.
- Costs can be shared.
- It can build upon one or a number of individual parishes' Parish Plans.

However, there are things that you should consider:

If you decide a larger area would make sense, you would need all the parish councils involved to agree on the neighbourhood area. One parish council would then become the lead parish council and would make the neighbourhood area application on behalf of all parishes involved.

A neighbourhood area that crosses local authority boundaries will be challenging as the neighbourhood plan will need to be in conformity with the Local Plan for each local authority.

You should also check whether there are other neighbourhood areas nearby. If you think part of an existing designated neighbourhood area should be part of your neighbourhood area you will need to talk to SCDC about how to proceed.

Locality grant: If a joint plan is to be prepared only one grant can be applied for from Locality as they allocate their support per plan. Each individual parish council would not be eligible for a separate grant.

Once you have decided on your neighbourhood area **you will need to say why you have chosen that area** when you make your neighbourhood area application to SCDC.

How can SCDC help?

Before you decide on what neighbourhood area you are going to apply for it is worth talking to SCDC. We want to be sure that doing a neighbourhood plan is the correct option for your local community. There may be adjoining parish councils that have asked for advice from SCDC and we could link you up with them.

Guidance and Regulations

Neighbourhood Planning Regulations

- Original (April 2012): [Neighbourhood Planning \(General\) Regulations 2012](#)
- Amended (February 2015): [Neighbourhood Planning \(General\) \(Amendment\) Regulations 2015](#)
- Amended (October 2016): [Neighbourhood Planning \(General\) and Development Management Procedure \(Amendment\) Regulations 2016](#)

These regulations may occasionally change or new regulations introduced

National Guidance on Neighbourhood Planning

National Planning Practice Guidance – [Designating a Neighbourhood Area](#)

Other Resources

SCDC Neighbourhood Planning ~~Guidance Documents~~ Toolkit

[Is a Neighbourhood Plan the Right Tool for your Parish](#)

[Maps for Neighbourhood Plans](#)

Locality [their website is called [My Community](#)] – they have a [Neighbourhood Plan Roadmap Guide](#) which provides a good introduction to neighbourhood planning.

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Step Two: Making an Application to get a Neighbourhood Area Designated

To make an application for the designation of a neighbourhood area, the parish council should complete and submit the neighbourhood area application form.

The application should be accompanied by a map showing the area that is being proposed as a neighbourhood area.

How can SCDC help?

SCDC can provide the map needed to accompany the application as we have included this as part of our Support Offer to parish councils.

The map needs to clearly show the proposed area and the copyright permission for the map especially if an OS map has been used. This is because the application form and map will be published on the SCDC website, so requires these permissions.

Guidance and Regulations

Neighbourhood Planning Regulations

- Neighbourhood Planning (General) Regulations 2012: [Regulation 5](#)

These regulations may occasionally change or new regulations introduced

Other Resources

Application form for Neighbourhood Area designation – [SCDC Neighbourhood Planning webpages](#)

SCDC Neighbourhood Plan ~~Guidance Documents~~ Toolkit:

Maps for Neighbourhood Plans

Support Offer

Locality [their website is called [My Community](#)] – they have a [Neighbourhood Plan Roadmap Guide – Worksheet 2](#) about neighbourhood areas.

Top Tip

If you need any assistance with completing the neighbourhood area application form or creating the map showing the proposed neighbourhood area, please contact SCDC who will help answer questions / create maps.

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Step Three: Consultation on the Neighbourhood Area Application

If a parish council is **proposing the whole of its parish as the neighbourhood area** it must submit an application to SCDC **but there is not the need to carry out a consultation.**

If the application is 'valid' the Local Planning Authority must designate the proposed neighbourhood area.

A **valid application** will:

- have a map showing the proposed neighbourhood area;
- have a statement explaining why the proposed area is considered an appropriate neighbourhood area; and
- be from the 'relevant body', which for South Cambridgeshire is a Parish Council.

A consultation is required if the proposed neighbourhood area is smaller or larger than a single parish.

In these cases, SCDC will publicise the application by publishing it on its website and also send out notifications to all the consultees we use when consulting on Local Plan issues.

If asked to do so by the parish council, we will notify local contacts relevant to the proposed neighbourhood area submitted by the parish council. We will need the parish council to provide us with this list of local consultees.

SCDC will ask the relevant parish council to help publicise the consultations by placing posters we have prepared around their village. SCDC will also ask for information about the consultation to be published in a parish newsletter and/or on the parish website, if one exists. We consider this publicises the consultation within the area and there is not the need to notify individual local contacts unless asked to do so by the relevant parish council.

How can SCDC help?

This step is SCDC's responsibility, but we do need your help to provide local publicity for the consultation.

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Guidance and Regulations

Neighbourhood Planning Regulations

- Neighbourhood Planning (General) Regulations 2012: [Regulation 6](#)
- The Neighbourhood Planning (General) (Amendment) Regulations 2015: [Regulation 2](#)
- Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2016: [Regulation 2](#)

These regulations may occasionally change or new regulations introduced

Other Resources

Locality [their website is called [My Community](#)] – they have a [Neighbourhood Plan Roadmap Guide – Worksheet 2](#) about Neighbourhood Areas.

Timescale If a consultation is required it will be for a **minimum of six weeks.**

Step 4: Designation of the Neighbourhood Area

Designating a neighbourhood area for the whole parish:

If the application submitted by the parish council to SCDC is valid and proposes the whole of its parish to be designated as a neighbourhood area the area will be designated.

Designating a neighbourhood area for an alternative scenario:

A consultation will be required, and then SCDC must make a decision on designating a neighbourhood area within the **following timescales to meet national regulations**:

- **Decisions will be made within 20 weeks of the start of the consultation** where the proposed area falls across two or more Local Planning Authorities.
- **Decisions will be made within 13 weeks of the start of the consultation in all other cases.** For example, if only part of a parish boundary is proposed as the neighbourhood area or a few parishes join to form one large neighbourhood area.

If SCDC does not make a decision within the required timescale, the neighbourhood area is automatically considered to be designated.

How can SCDC help?

This step is SCDC's responsibility.

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Guidance and Regulations

National Guidance on Neighbourhood Planning

National Planning Practice Guidance – [Designating a Neighbourhood Area](#)

Neighbourhood Planning Regulations

- Neighbourhood Planning (General) Regulations 2012: [Regulation 7](#)
- Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2016: [Regulation 2](#)

These regulations may occasionally change or new regulations introduced

Other Resources

Locality [their website is called [My Community](#)] – they have a [Neighbourhood Plan Roadmap Guide – Worksheet 2](#) about Neighbourhood Areas.

Timescale

SCDC aim to designate your neighbourhood area as quickly as we can.

If the proposed neighbourhood area is for the whole of the parish boundary there is no need to do a consultation and therefore the process is speedier.



Neighbourhood Planning Guidance

Neighbourhood Planning: Developing a Vision and Objectives

South Cambridgeshire District Council

September December 2017

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Vision

A community wishing to develop a neighbourhood plan will first need a clear idea of what it is that they want to achieve, and how they are going to achieve their goals.

Before proceeding down the road of policy writing and evidence gathering there will be a need for community consultation to ensure that you develop a **shared vision** for the neighbourhood area. This is vital – a neighbourhood plan needs to go through a referendum and a ‘yes’ vote is unlikely if local people disagree about what, how and why a vision is being proposed.

Top Tips

Look at ‘made’ neighbourhood plans for examples of what a vision should look like.

What is a ‘vision’?

A vision is your optimal mid to long-term goal describing what you want your neighbourhood to look like at the end of the plan period. It is often written in the future tense as a statement of what ‘will be’.

For example:

- *In 2031, Sutton St. Nicholas will be a sustainable and thriving local community, with the distinctive local environment of the village and surrounding countryside robustly and successfully safeguarded with new development in place to meet requirements for housing, jobs and local services.* [Sutton St Nicholas Neighbourhood Plan, submission document].
- *To preserve and enhance the quality of life, environmental attributes and economic growth of the neighbourhood and to ensure the infrastructure is in place to create a sustainable community for future generations through the empowerment of local people.* [Rendlesham Neighbourhood Plan] The vision is then broken down into themes, such as Community, District Centre, Education, and Retail, and the neighbourhood plan states how the village will be in 2027 for each of these themes.

In setting the vision for the plan, consideration should be given to the likely social, environmental and physical trends affecting the area over the period of the plan (10-15 years, for example). The **vision** should be **aspirational as well as grounded** in evidence and data – quantitative (facts and figures about the area) as well as qualitative (community views about what’s important).

A vision might focus on the village or area’s ‘unique selling point’ – why is the area a distinctive, desirable place to live – and what untapped potential is there for buildings and land that could be revitalised.

Other Resources

Sample Plans:

- [Sutton St Nicholas Neighbourhood Plan](#) (Herefordshire)
- [Rendlesham Neighbourhood Plan](#) (Suffolk)

Sample Consultation Statement:

- [Sutton St Nicholas, Herefordshire](#)

Locality:

- [Locality Roadmap](#) pages 28 & 40
- [How to Development a Vision and Objectives](#)

Top Tip

A vision statement should be distinct and relevant to the neighbourhood area. Being distinctive will help you work out what policies you need in the neighbourhood plan to deliver your vision. Try not to have a vision that could apply anywhere.

How to develop the vision?

You may already have a vision in an existing community led plan or parish plan, that you could use as a starting point for the vision for your neighbourhood plan.

Alternatively, you could carry out a community exercise or series of consultations with your community to develop your vision, for example:

1. Undertake an exercise involving members of the community to create a list of existing local characteristics, amenities etc. that people like and also what they want to see more of. e.g. a love it / hate it exercise.
2. Draft a set of statements based on these characteristics, e.g. "our parish will be a sustainable local community", and undertake a second public consultation exercise to prioritise them so that you can see what people value most and what's most important. Since these statements will be based on the love it/hate it exercise, they will form the basis of the vision. Each statement can be re-worded if need be, but the basic idea is for people in the community to develop an idea of what the area will look like/be like in 10-20 years' time and to decide for themselves what is important.
3. Draft a refined vision based on the result and consult local people on it again. Take (and act on) feedback so that the result accurately reflects people's views and aspirations. These three stages could form one exercise or event.

Your objectives and policies will emerge from the vision and should link back to it. The policies are the 'how' to achieve the 'what' of the vision. If they do not all point back to the vision, either the vision needs refining (which is fine if the resultant vision is shared by everyone), or the policy is not quite right.

Other Resources

Locality:

- [Locality Roadmap](#) pages 28 & 40
- [How to Development a Vision and Objectives](#)

Herefordshire Council Guidance note 6
[Developing a vision and objectives](#)

Objectives

Objectives set out what you want to achieve in order to help make the vision a reality.

There is usually more than one objective to address each element of your vision; these are the broad statements of intent that link back to the elements of your vision and outline the steps you will take to realise it.

Overarching objectives will be worded to address the area's strengths (what you want to continue or see more of) and weaknesses (what you want the neighbourhood plan to address).

Every policy you go on to write should relate back to at least an objective, which in turn helps realise your vision. This link from vision to objectives and policies has been described as a 'golden thread' running through a plan, which especially for more complex plans, can be a great help to readers to understand its justification. But don't forget, **a neighbourhood plan is about land-use policies only**.

Keep objectives clear and concise so it's easy to see how the resultant policy was reached.

For example, in the Rendlesham Neighbourhood Plan:

It sets out objectives for the village green:

Objective 2 – *“to protect and realise the potential of the Village Green as part of the District Centre”*

Objective 2a – *“to protect and retain the open space at the heart of the village as a key community asset”*

Objective 2b – *“to maintain and enhance the open space at the heart of the village in a way that is commensurate with its designation as a public open space”*

And a detailed policy then follows on from these objectives:

Policy RNPP2: *The Rendlesham District Centre Local Green Space will not be built on other than in very special circumstances because of its close proximity and its special and local character to the community it serves. This protected area will be maintained and enhanced and, where appropriate, funds derived from development elsewhere in Rendlesham should support this. The Local Green Space will be retained as a community open space.*

Other Resources

Sample Plans: [Rendlesham Neighbourhood Plan \(Suffolk\)](#)

Community Involvement

Community involvement from the outset is of paramount importance in forming the plan's vision and objectives. Use as many methods as possible of contacting local stakeholders whose input will be vital:

- Written surveys / questionnaires

- Social media, maps, pictures and visual aids
- Door knocking
- Public meetings
- Piggy-back on local events
- Stalls
- Incentivise people to take part

Consult local people on your draft to ensure you have accurately captured their views, heard their voice and reflected their aspirations as far as possible.

Other Resources

SCDC Neighbourhood Planning [Guidance Documents Toolkit](#):

Community Engagement and Neighbourhood Plans



Neighbourhood Planning Guidance

Neighbourhood Planning: Generating Options

South Cambridgeshire District Council

~~September~~ December 2017

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Why Consider Other Options?

Following the agreement of your visions and objectives you may be tempted to launch straight into the writing of the plan policies. Before you do, it is essential to consider all the options available for the following reasons:

1. there may be alternative ways of achieving your plan and objectives;
2. a key element of the Strategic Environmental Assessment (SEA) work is to consider the impact of your plan proposals on the environment;
3. to give you the opportunity to consult your community, which will provide you with an understanding of the community's preferences.

Guidance and Regulations

Herefordshire Council Guidance note 7

[Generating options](#)

NPPG

[SEA requirements for a neighbourhood plan](#)

Types of options

Options can be understood to be possible solutions to existing and future challenges/issues affecting your community. Alternative options can be generated from ideas established by the parish council, neighbourhood forum, or from other consultation exercises that may have been held within the community such as a village survey of issues, constraints and opportunities. Likewise, if you have developed a vision and objectives you may wish to identify different options to help address them.

The options you may wish to pursue may vary depending on whether you intend to have a neighbourhood development plan with general, specific or detailed policies. Below are several examples of the types of options you could include:

- If you are considering allocating sites for housing and/or employment you will need to have considered all the alternative allocation sites to ensure that the selection process has been carried out in a robust and transparent way.
- The scale, type, mix of any new development - if you are proposing housing to meet your local needs what sort of housing is required - how many family sized houses or smaller homes suitable for the elderly or those first starting their own homes; how much should be market housing.
- Alternative ways of using land that the local community has identified as being appropriate for development or other uses, such as open space or environmental improvement.
- Different 'conditions' that could be applied to development, such as how development should look (its design), how transport issues should be incorporated, or issues such as renewable energy or landscaping.

The options developed must be credible, justifiable and achievable.

When considering options it is usual in planning to include a 'do nothing option' (also known as 'business as usual'). This is what would happen if the neighbourhood plan was not prepared. This would be the option if you decided to rely on the policies in SCDC's adopted development plan.

It is also important to consider the Strategic Environmental Assessment (SEA) and Habitat Regulation Assessment (HRA) screening, and the outcomes of any necessary assessments, and whether there are any significant adverse implications upon the environment and designated site. If this is so, a different approach should be undertaken.

Once you have collated your options it is advised you check they conform to national policies, such as those within the National Planning Policy Framework, and local strategic policies, such as those within the adopted SCDC Local Development Framework and the emerging Local Plan.

It is also recommended you keep a clear record of how the different options were generated and considered. This will help reduce the risk of anyone challenging the final draft of your plan. It will also ensure the policies included in your plan are the most appropriate to address the issues raised and the vision your community aspires to.

Guidance and Regulations

NPPG

[Paragraph: 037 Reference ID: 11-037-20150209](#)

Test the Options

Once the options have been defined you should run them past your local community. This will ensure the decision making process is open and transparent. In addition, it will inform you with an understanding of what your local community consider key options.

When presenting options to the community, it is better to keep them simple and site or subject specific rather than presenting a complex set of options. To help people make a more informed decision, we advise you explain the thinking behind each option in full, with lists of possible advantages and disadvantages.

You can publish the information in local newsletters, magazines or on the website with an invitation for people to comment. You could also organise an event, or series of events, which may be open days/exhibitions, workshops or informal discussion groups.

Below are several questions you may wish to ask when consulting your community on the options:

- Have we identified the right options?
- Are there any options missing?
- Which option(s) do you prefer and why?

After the Public Consultation

Whilst the public consultation may not lead to a clear preference it will help inform you on your final choice. As such, the parish council or working group will need to seek to achieve consensus and minimise conflicts when reaching a rationale decision. These options can then be taken forward to provide the detail and policies within your neighbourhood plan.

Top tips

It is worth looking at other neighbourhood plans that have already been made to see how they have tackled different issues in their plan. From this you may find you have missed a particular option.



Neighbourhood Planning Guidance

Neighbourhood Planning: Sources of Evidence and Information

South Cambridgeshire District Council

~~September~~ December 2017

This document includes hyperlinks to a range of websites, and the hyperlinks can be accessed using the published version of this document, which is available to view via: www.scambs.gov.uk/npguidance. Every effort has been made to ensure that these hyperlinks are up-to-date, however as websites change these hyperlinks can become invalid.

Herefordshire Council has kindly given permission for us to provide links to their guidance on neighbourhood planning.

Huntingdonshire District Council has kindly allowed us to take inspiration and wording from their Neighbourhood Planning Guidance.

If you have any queries relating to this document, please contact us via neighbourhood.planning@scambs.gov.uk or 01954 713183.

Introduction

Neighbourhood Plans need to be supported by evidence. The evidence should be proportionate and robust, and should support the choices made and approach taken in your neighbourhood plan. It should be as up to date as possible. The evidence should be used to explain succinctly the intention and rationale for each policy in your neighbourhood plan.

There are two ways of building your evidence base, you can:

- review existing evidence and information already prepared by others; or
- identify and develop new evidence.

This document provides a guide to what evidence and information is already available that you can use to support your neighbourhood plan. The list includes key documents, but is not comprehensive list of everything available.

The evidence and information is split into categories:

- a. Socio-Economic Data:** socio-economic data can be used to gain an understanding of the social and economic composition of your local area and therefore the local issues that are affecting your area that may be able to be addressed through your neighbourhood plan.
- b. Evidence to Support the Local Plan:** SCDC has a substantial amount of evidence, which was developed to inform the preparation of the South Cambridgeshire Local Plan, and this evidence can be used to support your neighbourhood plan.
- c. Other Projects, Plans and Strategies:** there are also other projects, plans and strategies that include evidence that can be used to support your neighbourhood plan.
- d. Statutory Lists and Environmental Designations:** there are statutory lists and environmental designations that highlight what is special in your area and what should be protected or enhanced when planning for development. You should take account of these designations when preparing your neighbourhood plan.
- e. Local Plan Allocations and Designations:** the adopted Local Development Framework and emerging Local Plan include allocations and designations that you should take account of when preparing your neighbourhood plan.
- f. Existing Plans for the Area:** You may have existing plans or strategies for your local area, such as a Parish Plan or Village Design Statement. The evidence, community views and priorities included in these documents could provide you with a starting point for your neighbourhood plan.

Please note this guidance document will be updated once SCDC have had the Inspectors comments on the Local Plan.

A – Socio-Economic Data

Socio-economic data can be used to gain an understanding of the social and economic composition of your local area and therefore the local issues that are affecting your area that may be able to be addressed through your neighbourhood plan.

Census 2011

Census statistics provide a detailed snapshot of the population and its characteristics. This data is available for your local authority, ward and parish area via the Neighbourhood Statistics (NeSS) website. [NeSS](#) offers free access to data for your local area and allows you to analyse and compare selected areas using maps and charts, and view or download whole datasets.

[NeSS](#) includes data on:

- **housing**, including accommodation type, household size and composition, housing tenure, number of rooms, and homelessness,
- **population**, including age, ethnicity, and gender,
- **health and care**, including life expectancy, numbers with long term health problems or disability,
- **local economy**, including economic activity, job seekers allowance claimants, and number of local businesses,
- **education, skills and training**, including examination results, ethnicity and gender of pupils, and pupil absence, and
- **income and lifestyles**, including car ownership, and distance travelled to work.

Cambridgeshire Insight

Cambridgeshire Insight is a shared research and knowledge base for the Cambridgeshire area and includes publications and data produced by Cambridgeshire County Council's Research Group. It includes the [Cambridgeshire Atlas | District Report](#) which is an interactive atlas displaying key socio-economic and demographic data at a district level.

The Research Group also produces local population estimates and forecasts, and dwelling estimates and forecasts, for parishes, wards and settlements, which are published on [Cambridgeshire Insight](#). From these estimates and forecasts you can see how your village has grown over time, and what further growth is anticipated.

NOMIS

NOMIS provides free access to the most detailed and up to date labour market statistics from official sources. It includes information for your ward and local authority area on:

- population,
- employment (including number of jobs),
- unemployment (including job seekers allowance counts),
- qualifications,
- earnings,
- benefit claimants, and
- businesses.

[Statistical Digest of Rural England \(Department for Environment, Food & Rural Affairs\)](#)

The Statistical Digest of Rural Statistics is a collection of statistics on a range of social and economic subject areas. The statistics are split by rural and urban areas, allowing for comparisons between the different rural and urban area classifications. The Digest includes high level statistics which present an overall picture for England.

Although the Digest only includes high level statistics, it may be helpful in allowing you to compare the national situation with your local situation to show how similar or different your area is.

[Rural Living – Statistical Indicators](#) and [Rural Economy – Statistical Indicators](#)

A set of publications containing statistics, data and research relating to:

- living in rural areas, including information on demography, provision of services, broadband speeds, and availability of public transport, and
- the contribution of rural areas to our economy.

[Housing Statistical Information Leaflet](#)

The Housing Statistical Information Leaflet (2016) provides a summary of key housing statistics and information relating to affordable housing including:

- housing register information,
- low cost home ownership information,
- summary of council housing stock, including sheltered housing properties,
- summary of housing association stock, and
- information on new affordable housing developments.

[South Cambridgeshire Annual Monitoring Report \(AMR\)](#)

The South Cambridgeshire AMR includes data to assess the performance of the individual planning policies in the development plan¹ but also to provide a general portrait of the social, economic and environmental conditions in the district and the wider affects of the development plan on the district.

[South Cambridgeshire Sustainability Appraisal Scoping Report](#)

Sustainability Appraisal is an integral part of the plan making process for a Local Plan and its overall aim is to help ensure that the Local Plan makes an effective contribution to the pursuit of 'sustainable development'. The Scoping Report is the first stage in the Sustainability Appraisal process and identifies issues of particular importance to the district that should be considered.

¹ Planning policies and proposals that guide the development and use of land in the district are set out in the [Development Plan](#).

B - Evidence to Support the Local Plan

South Cambridgeshire District Council (SCDC) has a substantial amount of evidence, which was developed to inform the preparation of the South Cambridgeshire Local Plan, and this evidence can be used to support your neighbourhood plan.

Housing

[South Cambridgeshire Strategic Housing Land Availability Assessment \(SHLAA\)](#)

The South Cambridgeshire SHLAA (2013) is a technical assessment of the potential suitability, availability and achievability of sites for housing development or as a new settlement.

The assessment of each site included in the SHLAA considers a range of issues such as:

- any physical constraints on development (e.g. flood risk, environmental and wildlife designations),
- the potential impact of development of the site on heritage assets, landscape and townscape, and the Green Belt purposes,
- any environmental conditions (e.g. noise or quality issues) that would have an impact on residents of the proposed development,
- capacity of infrastructure and utility services (e.g. transport, electricity, water, sewerage, schools, health facilities),
- availability of the site for development, and
- achievability and viability of the site.

[Cambridge Sub-Region Strategic Housing Market Assessment \(SHMA\)](#)

The Cambridge Sub-Region SHMA (2013) is a technical study undertaken to calculate how many homes will be needed in the Cambridge Sub-Region housing market area between 2011 and 2031. It also considers the needs for different types of housing, including affordable housing.

[Objectively Assessed Need: Further Evidence](#)

The Objectively Assessed Need: Further Evidence (2015) is a technical study undertaken to consider whether the results of the Cambridge Sub-Region SHMA (2013) were compliant with national planning guidance.

[Cambridgeshire, King's Lynn & West Norfolk, Peterborough and West Suffolk Gypsy & Traveller Accommodation Needs Assessment \(GTANA\)](#)

The Cambridgeshire, King's Lynn & West Norfolk, Peterborough and West Suffolk GTANA (2016) provides an assessment of current and future need for Gypsy & Traveller pitches and Travelling Showpeople plots in the area up to 2036.

Employment and Retail

[South Cambridgeshire Economic Development Strategy](#)

The Economic Development Strategy 2010-2015 provides evidence and information for the district on the local economy and issues being faced, and identifies priorities and actions for the district to achieve economic benefits for residents, businesses and other organisations in the area.

[South Cambridgeshire and Cambridge Employment Land Review \(ELR\)](#)

The South Cambridgeshire and Cambridge ELR (2012) looks at employment land requirements for 2011 to 2031 and reviews the employment policies in the Cambridge area.

[Cambridge Sub-Regional Retail Study](#)

The Cambridge Sub-Regional Retail Study (2008) analyses the performance of existing retail centres and the need for new retail floorspace in the Cambridge area.

Services and Facilities

[South Cambridgeshire Services and Facilities Study](#)

The Services and Facilities Study (2014) collates data on services and facilities for all settlements in South Cambridgeshire, including:

- bus services,
- schools,
- doctors,
- shops, pubs and community buildings, and
- recreation facilities.

[Greater Cambridge Playing Pitch Strategy](#)

The Greater Cambridge Playing Pitch Strategy 2015-2031 assesses the provision of existing facilities for and active participation in football, rugby, hockey and cricket in Greater Cambridge and considers the need and location for both the provision of grass and artificial pitches in future.

The study includes sites assessments for all pitches in Greater Cambridge, and each site assessment lists the sport played, the type of pitch, the quality of pitch, and the team(s) which use the pitch.

It also includes action plans for each sport outlining what actions should be taken and where to ensure sufficient provision is available to 2031. These action plans set out whether the pitch should be protected, how it can be enhanced (e.g. drainage), and what further provision could be provided on site, e.g. outdoor storage or pitch improvements.

[Cambridge and South Cambridgeshire Indoor Sports Facility Strategy](#)

The Cambridge and South Cambridgeshire Indoor Sports Facility Strategy 2015-2031 assesses the

need for future provision of indoor sports halls, swimming pools, indoor bowls, squash and indoor tennis courts, and outdoor cycling facilities to serve existing and new communities in Cambridge and South Cambridgeshire.

The study includes an action list of where new provision should be provided onsite and how offsite contributions should be used to support new and improved provision.

[South Cambridgeshire Community Facilities Assessment](#)

The Community Facilities Assessment (2009) provides an [audit](#) of the quantity, quality and accessibility of indoor community facilities, including village halls, community halls, church halls, and other publicly accessible facilities, in South Cambridgeshire. The assessment also proposes standards to be considered by the Council when negotiating developer contributions (e.g. s106 agreements) and preparing planning policies for the district relating to the provision of community facilities within new developments.

Heritage, Landscape and Townscape

South Cambridgeshire Village Capacity Study

The Village Capacity Study (1998) investigated the environmental capacity of South Cambridgeshire villages to accommodate development whilst maintaining their individual character and the character of the district.

- [Technical Report](#)
- [Technical Appendix Volume 1 \(Village Capacity Studies\)](#)
- [Technical Appendix Volume 2 \(Sustainability Issues\)](#)

Environment

[Cambridgeshire Green Infrastructure Strategy](#)

The Cambridgeshire Green Infrastructure Strategy (2011) is designed to assist in shaping and co-ordinating the delivery of Green Infrastructure in the county, to provide social, environmental and economic benefits.

The strategy demonstrates how Green Infrastructure can be used to help to achieve four objectives:

- to reverse the decline in biodiversity,
- to mitigate and adapt to climate change,
- to promote sustainable growth and economic development, and
- to support healthy living and well-being.

Cambridge Sub Region Water Cycle Strategy

Water Cycle Strategies examine water supply capacity, wastewater infrastructure, surface water drainage, and flood risk management. They are undertaken to ensure that new development can be supplied with water services infrastructure in a sustainable way.

The Cambridge Sub Region Water Cycle Strategy was undertaken in three phases:

- [Scoping Study \(2007\)](#) – this essentially desk based phase of the study assessed the potential impacts on the water cycle and existing water services infrastructure of the proposed level of growth for the Cambridge urban area. The study provides an overview of potential issues and causes of constraint for further investigation.
- [Phase 1 – Outline Strategy for Major Growth Areas in and around Cambridge \(2008\)](#) – this phase of the study provides a more detailed analysis of the potential constraints identified and develops potential mitigation options and infrastructure solutions to enable developments to proceed.
- [Phase 2 – Detailed Strategy for Major Growth Areas in and around Cambridge \(2011\)](#) – this phase of the study provides evidence in support of an aspirational vision for water management, and aims to aspire water neutrality, improve biodiversity by protecting environmental water quality, and protect and enhance the environment through sustainable surface water management.

[South Cambridgeshire and Cambridge Strategic Flood Risk Assessment \(SFRA\)](#)

The South Cambridgeshire and Cambridge SFRA (2010) assesses the flood risk from all types of flooding in the district, taking account the existing climate and predicted changes in the climate.

The assessment provides guidance to the Council on applying the sequential and exception tests required by national planning policy. It also provides guidance to developers, including on the requirements for site specific Flood Risk Assessments (FRA) necessary to accompany planning applications and on the design of sustainable drainage systems (SuDS).

[Cambridgeshire Surface Water Management Plan](#)

The Cambridgeshire Surface Water Management Plan (2011, updated in 2014) identifies areas vulnerable to flooding, called ‘wet spots’. Once identified, the ‘wet spots’ are prioritised for further investigation, and eventually mitigation where economically viable. Detailed Surface Water Management Plans have been produced for some ‘wet spots’.

Transport

[Transport Strategy for Cambridge and South Cambridgeshire](#)

The Transport Strategy for Cambridge and South Cambridgeshire (2014) builds on the Local Transport Plan and sets out a strategy to cope with the growth proposed for the area up to 2031. The strategy provides a detailed programme of schemes for the area in the short, medium and long term to address the current problems, and outlines the transport infrastructure and services necessary to support the proposed growth set out in the Cambridge and South Cambridgeshire Local Plans.

C - Other Projects, Plans and Strategies

There are also other projects, plans and strategies that include evidence that can be used to support your neighbourhood plan.

Housing

South Cambridgeshire Housing Strategy

The Housing Strategy 2012-2016 sets out the vision and key aims for the Council's housing service, which is responsible for the delivery of affordable housing, assessing housing needs, preventing homelessness, and providing housing advice; as well as understanding the condition of homes in the district and tackling fuel poverty.

Local authorities are required to have a housing strategy which:

- assesses and plans for the current and future housing needs of the local population across all tenures,
- makes best use of the existing housing stock, including ensuring Council owned homes maintain a high decent homes standard,
- plans for and facilitates new supply of housing,
- plans and commissions housing support services which link homes to support and other services that people need to live in them, and
- sets out how the Council will work in partnership to secure effective neighbourhood management.

Village Housing Needs Surveys

Village Housing Needs Surveys have been undertaken by Cambridgeshire ACRE for a number of parishes within South Cambridgeshire. The aim of each survey is to determine the existing and future levels of affordable housing need in the parish.

Each housing needs assessment is informed by primary data (the results of a questionnaire survey sent to every household in the parish) and secondary data (e.g. local house prices and income data, housing register).

Employment and Retail

Greater Cambridge Greater Peterborough Economic Assessment

The Greater Cambridge Greater Peterborough Economic Assessment provides a wealth of economic evidence for the Greater Cambridge Greater Peterborough Local Enterprise Partnership area and its constituent districts.

The assessment is divided into three sections: People, Business and Place, and is presented in the form of a Data Atlas.

[Greater Cambridge Greater Peterborough Local Enterprise Partnership Strategic Economic Plan](#)

The Strategic Economic Plan sets out economic development priorities across the Local Enterprise Partnership area, and identifies infrastructure priorities.

Services and Facilities

[Joint Strategic Needs Assessment \(JSNA\)](#)

A JSNA is a local assessment of the existing and future health, social care and wellbeing needs of the local population to enable service delivery to be planned and provided to meet those needs. The assessment:

- provides an analysis of data to show the health and wellbeing status of local communities,
- defines where inequalities exist,
- provides information on local community views and evidence of the effectiveness of existing provision which will help to shape future plans for services, and
- highlights key findings based on the information and evidence collected.

A variety of [reports](#) have been produced for different topics, such as migrants and refugees, drugs and alcohol, transport and health, vulnerable children and families.

Heritage, Landscape and Townscape

[Conservation Area Appraisals](#)

A Conservation Area Appraisal describes the character and significance of a Conservation Area and gives recommendations for its conservation and enhancement. Many of the villages in South Cambridgeshire have a Conservation Area, however only a small number have a Conservation Area Appraisal.

[National Character Area Profiles](#)

England is divided into distinct natural areas defined by their landscape, biodiversity, geodiversity, history, and cultural and economic activity. The boundaries of these areas, known as National Character Areas, follow natural lines in the landscape rather than administrative boundaries. A profile document is available for each National Character Area.

Transport

[Local Transport Plan](#)

The Cambridgeshire Local Transport Plan sets out the transport objectives, policies and strategy for the county. It is made up of a suite of documents:

- [Local Transport Plan](#) (2015)
- [Transport Strategy for Cambridge and South Cambridgeshire](#) (2014)
- [Long Term Transport Strategy](#) (2015)

Long Term Transport Strategy

The Long Term Transport Strategy (2015) forms part of the Local Transport Plan and contains more detail on the major transport schemes and services that may be needed to support housing growth and the local economy up to 2031.

Market Town Transport Strategies

Cambridgeshire County Council produces area specific transport strategies for all of the market towns in Cambridgeshire that recognise the unique nature of each town. Each strategy aims to provide a five year programme of transport improvements for the town, to contribute towards its prosperity and wellbeing.

Although there are no market towns in South Cambridgeshire, the strategies for market towns just over the boundary may be relevant to some villages.

D - Statutory Lists and Environmental Designations

There are statutory lists and environmental designations that highlight what is special in your area and what should be protected or enhanced when planning for development. You should take account of these designations when preparing your neighbourhood plan.

Heritage, Landscape and Townscape

- [Listed Buildings](#) – this dataset owned by SCDC is available to view on our interactive map or can be requested from SCDC. It identifies buildings that are protected by being ‘listed’ as they are judged to be of special architectural or historic interest.
- [Scheduled Monuments](#) – this dataset owned by Historic England is available to download. It identifies land designated as scheduled monuments, which are historic buildings or sites that are protected for their archaeological importance.
- [Conservation Areas](#) – this dataset owned by SCDC is available to view on our interactive map or can be requested from SCDC. It identifies land and buildings that are within Conservation Areas.
- [Registered Parks and Gardens](#) – this dataset owned by Historic England is available to download. It identifies land designated as Registered Parks and Gardens, which are parks and gardens of special historic interest.
- [Buildings at Risk](#) – this dataset owned by Historic England is available to search or view. It identifies buildings, places of worship, monuments, parks and gardens, conservation areas, battlefields and wreck sites that are listed and have been assessed as being at risk.

Environment

- [Sites of Special Scientific Interest \(SSSI\)](#) – this dataset owned by Natural England is available to download. It identifies land designated as Sites of Special Scientific Interest (SSSI), which are areas protected due to their characteristic, rare and endangered species, habitats and natural features.
- [RAMSAR sites](#) – this dataset owned by Natural England is available to download. It identifies land designated as RAMSAR sites, which are wetland areas of international importance protected under the Ramsar Convention.
- [Agricultural Land Classification](#) – this dataset owned by Natural England is available to download. It classifies agricultural land into five grades, with grade one being the best quality and grade five being the poorest quality.
- [Tree Preservation Orders](#) – this dataset owned by SCDC is available to view on our interactive map or can be requested from SCDC. It identifies trees and woodlands that are legally protected by a Tree Preservation Order (TPO).

- [Flood Zones](#) – this dataset owned by the Environment Agency is available to download. It identifies the chance of flooding from rivers and/or the sea, based on four flood risk categories that take into account flood defences and their condition.
- [Ancient Woodlands](#) – this dataset owned by Natural England is available to download. It identifies ancient woodlands, which are woodlands that have existed since 1600AD and therefore have unique features such as relatively undisturbed soils, and communities of plants and animals that depend on the stable conditions ancient woodland provides, some of which are rare and vulnerable.
- [County Wildlife Sites](#) – this dataset is held by the Cambridgeshire & Peterborough Environmental Records Centre and is available from them on request. It identifies County Wildlife Sites within Cambridgeshire, which are sites chosen for their conservation value and include woodlands, grasslands, wetlands, and roadside verges.
- [Local Nature Reserves](#) – this dataset owned by Natural England is available to download. It identifies Local Nature Reserves, which are places with wildlife or geological features that are of special interest locally.

Transport

- [Public Rights of Way](#) – this dataset owned by Cambridgeshire County Council is available to view on their interactive map (under Leisure and Culture). It identifies public rights of way, which are restricted byways for walking, cycling or horse-riding that meet specified criteria.
- [Cycle Routes](#) – this dataset compiled by Sustrans is available to view on their interactive map. It identifies designated cycle routes.

E - Local Plan Allocations and Designations

The adopted Local Development Framework and emerging Local Plan include allocations and designations that you should take account of when preparing your neighbourhood plan.

Housing

Housing Allocations

Sites for residential development have been allocated to ensure that sufficient land is brought forward to meet the identified need for homes in the district.

Housing allocations are identified on the [South Cambridgeshire Adopted Proposals Map](#) (January 2010) and proposed housing allocations are identified on the [South Cambridgeshire Local Plan Policies Map](#) (July 2013). You should be aware that in some cases the 'Special Policy Area' notation is used rather than the 'Housing Allocations' notation; however the 'Special Policy Area' notation is also used for other types of proposals. A GIS layer can be requested from SCDC.

Major Development Site

Sites for mixed use development and new settlements have been allocated to ensure that sufficient land is brought forward to meet the identified need for jobs and homes in the district.

Major Development Sites are identified on the [South Cambridgeshire Adopted Proposals Map](#) (January 2010) and proposed Major Development Sites are identified on the [South Cambridgeshire Local Plan Policies Map](#) (July 2013). A GIS layer can be requested from SCDC.

Employment and Retail

Employment Allocations

Sites for employment uses have been allocated to ensure that sufficient land is brought forward to meet the identified need for jobs in the district.

Employment allocations are identified on the [South Cambridgeshire Adopted Proposals Map](#) (January 2010) and proposed employment allocations are identified on the [South Cambridgeshire Local Plan Policies Map](#) (July 2013). You should be aware that in some cases the 'Special Policy Area' notation is used rather than the 'Employment Allocations' or 'Employment Commitment' notations; however the 'Special Policy Area' notation is also used for other types of proposals. A GIS layer can be requested from SCDC.

Established Employment Areas

These are defined existing employment sites that are outside of development frameworks and not in the Green Belt. New employment uses outside of development frameworks will not generally be permitted; however appropriate development and redevelopment within Established Employment Areas will be permitted to enable more efficient use of the site or to allow the site to be adapted for

the needs of existing and future occupiers.

Established Employment Areas are identified on the [South Cambridgeshire Adopted Proposals Map](#) (January 2010) and proposed Established Employment Areas are identified on the [South Cambridgeshire Local Plan Policies Map](#) (July 2013). A GIS layer can be requested from SCDC.

Services and Facilities

Open Space Allocations

Sites for open space and recreation uses have been allocated in areas where a shortage in existing provision has been identified by SCDC in conjunction with the relevant parish council.

Open space allocations are identified on the [South Cambridgeshire Adopted Proposals Map](#) (January 2010) and proposed open space allocations are identified on the [South Cambridgeshire Local Plan Policies Map](#). You should be aware that the 'Special Policy Area' notation is used for open space allocations; however this notation is also used for other types of proposals. A GIS layer can be requested from SCDC.

Heritage, Landscape and Townscape

Development Frameworks

Development frameworks define the built-up area of a village, within which development and redevelopment of land and buildings will be permitted provided that:

- the proposal is of a scale, density and character appropriate to the location;
- the site in its present state does not form an essential part of the local character;
- development would protect and enhance local features of green space, landscape, ecological or historic importance; and
- there is the necessary infrastructure capacity to support development.

Proposals outside of development frameworks should be limited to developments for agriculture, horticulture, forestry, outdoor recreation, and other uses which need to be located in the countryside or are supported by other policies in the Local Development Framework / Local Plan / neighbourhood plan.

Development frameworks are identified on the [South Cambridgeshire Adopted Proposals Map](#) (January 2010) and proposed development frameworks are identified on the [South Cambridgeshire Local Plan Policies Map](#). A GIS layer can be requested from SCDC.

Green Belt

The Green Belt surrounds Cambridge. The aim of Green Belt policy is to prevent urban sprawl by keeping land permanently open and to preserve the setting and special character of historic towns.

The extent of the Green Belt Open is identified on the [South Cambridgeshire Adopted Proposals Map](#) (January 2010) and the proposed extent of the Green Belt is identified on the [South Cambridgeshire Local Plan Policies Map](#) (July 2013). A GIS layer can be requested from SCDC.

Important Countryside Frontages

Important Countryside Frontages (ICFs) are designated where an area of land with a strong countryside character either:

- penetrates into the built-up area of a village providing a significant connection to the surrounding rural area; or
- provides an important rural separation between two nearby but detached parts of a village.

ICFs are identified on the [South Cambridgeshire Adopted Proposals Map](#) (January 2010) and proposed ICFs are identified on the [South Cambridgeshire Local Plan Policies Map](#) (July 2013). A GIS layer can be requested from SCDC.

Protected Village Amenity Areas

These are sites within development frameworks that have been designated to safeguard areas of undeveloped land within villages that it is important to retain. Some Protected Village Amenity Areas (PVAAs) have important functions for the village such as allotments, recreation grounds and playing fields, whilst others have an important amenity role in providing a setting for buildings or offer tranquil areas. Not all PVAAs have public access.

PVAAs are identified on the [South Cambridgeshire Adopted Proposals Map](#) (January 2010) and proposed PVAAs are identified on the [South Cambridgeshire Local Plan Policies Map](#) (July 2013). A GIS layer can be requested from SCDC.

Local Green Spaces

Local Green Spaces are a new designation. Local Green Spaces were proposed by Parish Councils and local communities and have been designated where SCDC considers that the following criteria have been met:

- green spaces in reasonably close proximity to the community it serves;
- green areas that are demonstrably special to the local community and hold a particular local significance, for example because of its beauty, historic significance, recreational value, tranquillity or richness of its wildlife; and
- green areas that are local in character and not extensive tracts of land.

Proposed Local Green Spaces are identified on the [South Cambridgeshire Local Plan Policies Map](#) (July 2013). A GIS layer can be requested from SCDC.

Infrastructure

Lord's Bridge Restricted Area and Consultation Areas

The Mullard Radio Astronomy Observatory at Lord's Bridge must be safeguarded. The observatory contains unique radio and optical telescopes that measure signals that are very weak and therefore highly susceptible to many forms of interference. The University of Cambridge should be consulted about any developments proposed within the Restricted Area or Consultation Areas.

The Lord's Bridge Restricted Area and Consultation Areas are identified on the [South Cambridgeshire Adopted Proposals Map](#) (January 2010) and [South Cambridgeshire Local Plan Policies Map](#) (July 2013). A GIS layer can be requested from SCDC.

F - Existing Plans for the Area

You may have existing plans or strategies for your local area, such as a Parish Plan or Village Design Statement. The evidence, community views and priorities included in these documents could provide you with a starting point for your neighbourhood plan.



Neighbourhood Planning Guidance

Neighbourhood Planning: Community Engagement and Neighbourhood Plans

South Cambridgeshire District Council

~~September~~ December 2017

This document includes hyperlinks to a range of websites, and the hyperlinks can be accessed using the published version of this document, which is available to view via: [www.scambs.gov.uk/npguidance](http://www.scambs.gov.uk/npgguidance). Every effort has been made to ensure that these hyperlinks are up-to-date, however as websites change these hyperlinks can become invalid.

Herefordshire Council has kindly given permission for us to provide links to their guidance on neighbourhood planning.

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Community Engagement on your Neighbourhood Plan

A parish council wishing to do a neighbourhood plan will need to ensure the wider community is involved from the outset. There are a number of reasons for this:

- It is a **statutory requirement** that publicity and consultation take place. When you submit your neighbourhood plan it will be accompanied by a **consultation statement**, demonstrating that the legal requirements have been met.
- Early engagement is essential in developing support, understanding and **consensus**. Delayed engagement can cause conflict, additional costs and delays. The possibility of a 'no' vote at **referendum** is greatly reduced if people have ownership of your plan and an opportunity to shape it, rather than merely having the opportunity to accept or reject it in its entirety.

It is impossible to write **realistic and deliverable** policies for a community without first understanding that community. Finding out what people know and think is an important part of developing an **evidence base**.

Top Tips

Before you embark on your neighbourhood plan:

- speak to SCDC Development Officers for tips on community engagement,
- contact other neighbourhood planning communities to seek their advice about involving the local community and recording their input.

What does 'Community Engagement' look like?

The process of engagement is nearly as important as the plan itself. Engagement activity can happen at various levels (often described as rungs on a ladder) including:

- 1. Informing** – giving people knowledge so that they are informed, e.g. via leaflets and newsletters, posters, information stalls, news releases, web-based information, social media.
- 2. Consulting** – asking people what they think so that decision-makers can make even better decisions, e.g. via questionnaires and surveys (online or printed), focus groups, events, feedback on written plans.
- 3. Involving** – acting together with the local community, e.g. through devolved decision-making (sub-groups of a neighbourhood plan Steering Group with community members involved), round table workshops.
- 4. Empowering** – supporting the local community to take action on its own, e.g. via devolved responsibility for evidence gathering, sourcing local knowledge and opinion, policy writing.

Guidance and Regulations

[National Planning Practice Guidance regulation 14 and regulation 21](#)

Other Resources

You might find it useful to look at what others have done: [Sutton St Nicholas Consultation Statement](#)

Who should be involved

Steering Group – ideally between 6-9 people with knowledge of the community, including some with experience of project management and, where possible, planning. Members may change, leaving when they complete a time-limited piece of work. More information can be found in the SCDC guidance document 'Getting Started'.

Sub groups – some themes will emerge from your early community engagement which may evolve into working groups, with volunteers to look at and lead on each. Beware of these groups becoming talking shops and stay focussed on the task at hand.

Developers, Businesses and Landowners - are all a vital part of your community. They should be involved in any consultation events and receive bespoke information. In many cases, they are invited to be part of a Steering Group or Subgroup because of their invaluable perspective. Some developers, businesses and landowners have expressed an interest in helping with the costs of developing a neighbourhood plan, particularly where they have an interest in the land within the declared boundary. Care is required to avoid the impression of inappropriate influence.

Residents and residents' associations – local people can be reached through a variety of engagement activities and key to this is to go to them. Piggy-back on existing events where possible and don't expect people to respond or come to you unless you have identified the 'WIIFM factor' – What's In It For Me?

Outside the Neighbourhood Area – you may have communities or business parks lying close to but outside the neighbourhood area you have designated. Consulting on your proposals with them and with neighbouring parishes demonstrates that you have considered the impact of your policies on others.

Other Resources

[Locality Roadmap](#) pages 30-38

[The Consultation Institute](#)

[SCDC Neighbourhood Planning webpages](#)

... and when?

1. Early engagement – this will help to form the plan's vision, objectives and aims.
2. Mid-stage engagement – this could be a detailed discussion about the pros and cons of a policy or site proposal.
3. The completed plan – a requirement of the planning regulations. Give stakeholders the option of commenting on the full plan.

Top Tips

Community engagement takes time. Allow for this in your project plan and adjust your timeline

accordingly.

Ask open questions: e.g. what is good about the area? What needs to change?

When devising your questions for surveys, **take time to plan** how you'll analyse and use the information you get back.

Young children can be involved through school, by drawing their answers.

Maintain momentum and feedback to consultees.

Look at 'made' plans for examples of engagement.

Keep good records of your community engagement activities, what, where, when, attendance and outcomes. This will help you complete your consultation statement for submission with your plan towards the end of the plan preparation process. Sometimes you may want to capture names and contact details if you want to get back to people later.



Neighbourhood Planning Guidance

Neighbourhood Planning: What are the Basic Conditions and How to Meet Them

South Cambridgeshire District Council

~~September-December~~ 2017
Revised

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Introduction

To be successful at examination national policy requires that a neighbourhood plan must meet a number of tests, known as Basic Conditions.

What are the basic conditions?

- a) **Have regard to national policies and advice** contained in guidance issued by the Secretary of State,
- b) The neighbourhood plan **contributes to the achievement of sustainable development**,
- c) The neighbourhood plan is in **general conformity with the strategic policies** contained in the development plan for the area of the authority (or any part of that area),
- d) The neighbourhood plan **does not breach, and is otherwise compatible with EU obligations**, and
- e) A number of other basic conditions.

Alongside their neighbourhood plan, a parish council will need to prepare a statement about how their neighbourhood plan meets the 'Basic Conditions' and submit this to SCDC.

Right from the start of preparing your neighbourhood plan you will need to be aware of the basic conditions. It is against these that your plan will be judged.

There are some common pitfalls that a local community may fall into when writing the policies to ensure their plan meets the basic conditions.

When writing policies for your plan make sure that you are not:

- Rewriting the local plan by duplicating policies already included in the Local Plan;
- Duplicating or ignoring what is in national legislation and guidance;
- Not proposing alternative options to site allocations which could fall down in SEA assessment.

SCDC will consider whether the draft neighbourhood plan meets the basic conditions after it receives the examiner's report following the independent examination. In order to be put to referendum and made (adopted) by SCDC a neighbourhood plan needs to meet the basic conditions. It is a very important milestone.

How can SCDC help?

We can advise you at the start of the process about how to meet the basic conditions.

Guidance and Regulations

The National Planning Practice Guidance has a section about [Basic conditions](#). Here are the links to each one:

- A - [NPPG - National Policy](#)
- B - [NPPG - Sustainable Development](#)
- C - [NPPG - Strategic Policies](#)

D - [NPPG - EU Obligations](#)

E - [NPPG - Other basic conditions](#)

[NPPG - Basic Condition report](#) - See paragraph 053

These regulations may occasionally change or new regulations introduced

Other Council Guidance:

Herefordshire Council Guidance note 35

[Basic Conditions](#)

A – Having regard to National Policies and Advice

A neighbourhood plan must not constrain the delivery of important national policy objectives. The National Planning Policy Framework is the main document setting out the government's planning policies for England and how these are expected to be applied.

Which national policies are relevant?

The **National Planning Policy Framework (NPPF)** makes it clear that a parish council when producing a plan should support the strategic development needs set out in the Local Plan for their area including policies for housing and economic development (NPPF paragraph 16). The NPPF states that a plan should not promote less development than set out in the Local Plan or undermine the strategic policies (NPPF paragraph 184).

How a parish council will consider which policies are relevant is set out in the **National Planning Practice Guidance (NPPG)**. A parish council will need to show how they have had regard to national policy and consider whether a particular policy is or is not relevant. This will need to be set out in the basic conditions report that you will submit with your plan to SCDC.

Key national policies to be aware of:

- A **plan should not promote less development than set out in the Local Plan** or undermine its strategic policies (see paragraphs 16 and 184 of the NPPF);
- A neighbourhood plan **must address the development and use of land** (NPPG paragraph 004 Reference ID: 41-004-20140306);
- If the policies and proposals are to be implemented as the community intended a **neighbourhood plan needs to be deliverable**. The NPPF requires that the sites and the scale of development identified in a plan should not be subject to such a scale of obligations and policy burdens that their ability to be developed viably is threatened (NPPG paragraph 001 Reference ID: 10-001-20140306);
- The NPPF states that a **neighbourhood plan should develop robust and comprehensive policies** that set out the quality of development that will be expected for the area (NPPF paragraph 58);
- Planning policies and decisions **should not attempt to impose architectural styles or particular tastes** and they should not stifle innovation, originality or initiative through unsubstantiated requirements to conform to certain development forms or styles. It is, however, proper to **seek to promote or reinforce local distinctiveness** (NPPF paragraph 60);
- Local communities through local and neighbourhood plans **should be able to identify for special protection green areas of particular importance to them**. By designating land as Local Green Space local communities will be able to rule out new development other than in very special circumstances (NPPF paragraph 76);
- Local planning authorities with Green Belts in their area should establish Green Belt boundaries in their Local Plans. Once established, **Green Belt boundaries should only be altered in exceptional circumstances**, through the preparation or review of the Local Plan. (NPPF paragraph 83);

- **Inappropriate development in areas at risk of flooding should be avoided** by directing development away from areas at highest risk, but where development is necessary, making it safe without increasing flood risk elsewhere (NPPF paragraph 100);
- In preparing plans to meet development needs, **the aim should be to minimise pollution and other adverse effects on the local and natural environment** (NPPF paragraph 110).

National Planning Practice Guidance (NPPG) to be aware of:

- NPPG states that policies in a neighbourhood plan should be
 - **clear and unambiguous;**
 - **drafted with sufficient clarity** that a decision maker can apply it consistently and with confidence when determining planning applications;
 - **concise, precise and supported by appropriate evidence;** and
 - distinct to **reflect and respond to the unique characteristics and planning context of the specific neighbourhood area** for which it has been prepared (NPPG paragraph 041 Reference ID: 41-041-20140306).
- A neighbourhood plan **can allocate sites for development**. Those preparing the plan will need to have carried out an appraisal of options and assessment of individual sites against clearly identified criteria (NPPG paragraph 042 Reference ID: 41-042-20140306).
- A neighbourhood plan **can allocate additional sites to those in a Local Plan** where this is supported by evidence to demonstrate need above that identified in the Local Plan (NPPG paragraph 043 Reference ID: 41-043-20140306).
- A neighbourhood plan **should not be used to constrain the delivery of a strategic site** allocated for development in the Local Plan (NPPG paragraph 044 Reference ID: 41-044-20160519).
- Neighbourhood plans **are not obliged to contain policies addressing all types of development**. Housing policies must take account of the latest and up to date evidence on housing need (NPPG paragraph 040 Reference ID: 41-040-20160211).
- The plan should consider **what infrastructure needs to be provided in their neighbourhood area** alongside development, such as homes or shops. Infrastructure is needed to support development and ensure that a neighbourhood can grow in a sustainable way (NPPG paragraph 045 Reference ID: 41-045-20140306).
- Those preparing a plan should set out in their draft neighbourhood plan the **prioritised infrastructure required to address the demands of the development identified** in the plan (NPPG paragraph 046 Reference ID: 41-046-20140306).

How can SCDC help?

SCDC has highlighted in this guidance some of the **key the national policies** you need to be aware of. The relevant policies and guidance will depend on what issues you are considering for your neighbourhood plan.

Guidance and Regulations

[National Planning Policy Framework](#) (NPPF)

[National Planning Practice Guidance](#) (NPPG)

[NPPG](#) – Basic condition – see paragraph 070

These regulations may occasionally change or new regulations introduced

B - Contributes to the achievement of Sustainable Development

This basic condition is consistent with the planning principle that all plan-making and decision-taking should help to achieve sustainable development.

How can a parish council demonstrate that their plan contributes to sustainable development?

A parish council **must demonstrate how its plan will contribute to sustainable development** using sufficient and proportionate evidence.

There is no legal requirement for a neighbourhood plan to have a sustainability appraisal, but the NPPG indicates that the approach used in preparing such an appraisal may be useful in order for a parish council to demonstrate how its plan will contribute to achieving sustainable development.

A sustainability appraisal is a systematic process which can help you select the most sustainable options in your neighbourhood plan policies. It assesses the extent to which your emerging plan, when judged against reasonable alternatives, will help to achieve relevant environmental, economic and social objectives.

A full sustainability appraisal can involve a significant amount of work. You may find it useful to look at the objectives from the Sustainability Appraisal of the South Cambridgeshire Local Plan. These objectives are included as Appendix 1 to this guidance and were used to assess each of the planning policies included in SCDC's emerging Local Plan. If you are considering allocating sites in your plan these objectives could be used in deciding which the most sustainable option is. You may find this a helpful template to use to assess your planning policies and sites on a consistent basis, or you could follow a different approach.

A parish council is strongly encouraged to consider the environmental implications of its proposals at an early stage and to seek the advice of SCDC on whether the Environmental Assessment of Plans and Programmes Regulations 2004 are likely to apply, for example, if your plan needs to have a full Strategic Environmental Assessment.

How can SCDC help?

Look at the objectives in the Sustainability Appraisal Report for SCDC's emerging Local Plan (appendix 1 of this guidance).

SCDC can advise you as you are preparing your plan and considering what policies to include to achieve your objectives. We can also advise you on their likely impact on the environment.

Guidance and Regulations

[National Planning Policy Framework](#)

[NPPG](#) – Basic condition (paragraphs 072 and 073)

[NPPG](#) – Sustainability appraisals and neighbourhood plans (paragraph 026)

This is the legislation which includes the requirement to carry out a **Strategic Environmental Assessments** if the plan has a significant impact on the environment: [Environmental Assessment of Plans and Programmes Regulations 2004](#)

These regulations may occasionally change or new regulations introduced

SCDC ~~Guidance notes~~ Neighbourhood Planning Toolkit
Strategic Environment Assessments (SEA)
Site Assessments

C - General conformity with the Strategic Policies

Neighbourhood plans need to be in "*general conformity with the strategic policies contained in the development plan for the area*".

What is the 'development plan' for South Cambridgeshire?

The current adopted development plan for South Cambridgeshire is a suite of documents and planning policies that have been statutorily adopted. It includes the Local Development Framework (LDF) which is made up of the Core Strategy Development Plan Document (DPD), Development Control Policies DPD and Site Specific DPD as well as a number of Area Action Plans on specific sites e.g. Northstowe AAP.

SCDC has reviewed all the DPDs as part of the preparation for the new Local Plan that is currently going through examination. This emerging Local Plan for South Cambridgeshire will, once adopted, replace the Core Strategy DPD, Development Control Policies DPD and Site Specific DPD.

You will need to consider when you are likely to submit your plan to SCDC as if you do this before our emerging Local Plan had been adopted you will need to be considering the strategic policies in the LDF as you prepare the policies in your plan.

Can we do a neighbourhood plan before the emerging Local Plan is adopted?

Neighbourhood plans can be brought forward before an up to date Local Plan.

If a neighbourhood plan is brought forward before the emerging Local Plan is adopted SCDC will expect to work positively with the Parish Council to minimise any conflicts between the emerging plan and the neighbourhood plan.

The NPPG states that "*the local planning authority should work with the qualifying body to produce complementary neighbourhood and Local Plans. It is important to minimise any conflicts between policies in the neighbourhood plan and those in the emerging Local Plan, including housing supply policies*".

What is meant by general conformity?

The NPPG provides a definition of this term in relation to neighbourhood planning:

"When considering whether a policy is in general conformity a qualifying body, independent examiner, or local planning authority, should consider the following:

- *whether the neighbourhood plan policy or development proposal supports and upholds the general principle that the strategic policy is concerned with*
- *the degree, if any, of conflict between the draft neighbourhood plan policy or development proposal and the strategic policy*
- *whether the draft neighbourhood plan policy or development proposal provides an additional level of detail and/or a distinct local approach to that set out in the strategic policy without undermining that policy*

- *the rationale for the approach taken in the draft neighbourhood plan or order and the evidence to justify that approach”*

How can SCDC help?

As you are preparing your plan, SCDC can advise you on the strategic policies in our LDF and in our emerging Local Plan, and how your policies should conform to them.

Guidance and Regulations

[National Planning Policy Framework](#)

[NPPG](#) – Basic Condition (see paragraph 074)

[NPPG](#) – What is a Neighbourhood Plan? (see paragraph 009)

These regulations may occasionally change or new regulations introduced

**SCDC ~~Guidance Notes~~ [Neighbourhood Planning Toolkit](#)
Strategic Policies**

D - Does Not Breach and is Otherwise Compatible with EU Obligations

Your neighbourhood plan must be compatible with EU obligations in order to be legally compliant. The main relevant obligations relate to the environmental impacts of your plan and ensuring it is compatible with human rights considerations.

What is a Strategic Environmental Assessment?

Strategic Environmental Assessment (SEA) integrates consideration of environmental impacts into the process of preparing a plan. **You will need to explicitly screen your draft plan** to check whether or not it will have certain impacts that trigger the need for a full SEA.

EU obligations may also be triggered, depending on:

- the presence of protected species or habitats in or close to your area; and
- what your neighbourhood plan contains.

EU obligations are complex, and if triggered, could require a substantial amount of work in order to address them. It is important to discuss with SCDC early in the process whether your plan is likely to trigger the need for a full SEA and assessments relating to other EU obligations.

How can SCDC help?

SCDC as part of its support offer to parish councils is willing to undertake (using consultants) and pay for the screening of your neighbourhood plan to see if a full SEA is required (see guidance note 3 'Support offer to Parish Councils' for the full details of the offer).

Others who can offer help:

You may find it helpful to contact the local wildlife trust for advice on local wildlife information about your area. [Cambridgeshire and Peterborough Environmental Records Centre](#) (CPREC) have a wealth of data for the whole of our district.

Guidance and Regulations

[NPPG](#) – Basic condition (see paragraphs 078 and 079)

These regulations may occasionally change or new regulations introduced

[SCDC Guidance Notes](#)**[Neighbourhood Planning Toolkit](#)**
Strategic Environment Assessments (SEA)
Site Assessment

E - Other basic conditions

There are other basic conditions that apply which include:

- The need to consider whether the **neighbourhood plan may have a significant impact on a European wildlife site** – Habitat Regulation Assessment (HRA). The aim of this is to protect and improve Europe’s most important habitats and species.
- The need to comply with the **public sector equality duty** – Equality Impact Assessment (EqIA). The aim of this is to eliminate discrimination against protected equality groups.

Habitat Regulation Assessment (HRA)

How can SCDC help?

SCDC as part of its offer to parish councils is willing to undertake (using consultants) and pay for the screening of your neighborhood plan to see if a full HRA is required. (see guidance note 3 ‘Support offer to Parish Councils’ for the full details of the offer).

Guidance and Regulations

[NPPG](#) – Basic condition (see paragraph 079)

These regulations may occasionally change or new regulations introduced

The need to comply with the Public Sector Equality Duty.

The Equality Act 2010 places a duty on all public authorities in the exercise of their functions to have regard to the need to eliminate discrimination, to advance equality of opportunity, and to foster good relations between persons who have a “protected characteristic” and those who do not.

“Protected characteristics” are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, and sexual orientation.

Carrying out an Equality Impact Assessment (EqIA) helps to ensure that neighbourhood planning policies and objectives do not disadvantage or discriminate against potentially vulnerable groups and that, where possible, they promote equality. An EqIA also provides documentary evidence that the parish council has complied with the Public Sector Equality Duty. In order to confirm that the neighbourhood plan does not have any unintended consequences, an equality impact assessment (EqIA) will need to be carried out to ensure the policies and objectives within the plan will not

A parish council is strongly encouraged to consider the equality implications of its plan at an early stage.

How can SCDC help?

SCDC has developed an -EqIA template form which can be used by parish councils when developing a neighbourhood plan and advice. This is included in Appendix 2.

Guidance and Regulations

[Public Sector Equality Duty](#)

Appendix 1: Sustainability Objectives used by SCDC in the Sustainability Appraisal of the Local Plan

	Sustainability Objective	Decision Making Criteria
LAND	1. Minimise the irreversible loss of undeveloped land, economic mineral reserves, productive agricultural holdings, and the degradation / loss of soils	Will it use land that has been previously developed?
		Will it use land efficiently?
		Will it protect and enhance the best and most versatile agricultural land?
		Will it avoid the sterilisation of economic mineral reserves? Will it minimise the degradation/loss of soils due to new development?
	2. Minimise waste production and support the reuse and recycling of waste products	Will it encourage reduction in household waste, and increase waste recovery and recycling?
POLLUTION	3. Improve air quality and minimise or mitigate against sources of environmental pollution	Will it maintain or improve air quality?
		Will it minimise, and where possible improve on, unacceptable levels of noise, light pollution, odour and vibration?
		Will it minimise, and where possible address, land contamination?
		Will it protect and where possible enhance the quality of the water environment?
BIODIVERSITY	4. Avoid damage to designated sites and protected species	Will it conserve protected species and protect sites designated for nature conservation interest, and geodiversity?
	5. Maintain and enhance the range and viability of characteristic habitats and species	Will it reduce habitat fragmentation, enhance native species, and help deliver habitat restoration (helping to achieve Biodiversity Action Plan Targets)?
	6. Improve opportunities for people to access and appreciate wildlife and green spaces	Will it improve access to wildlife and green spaces, through delivery and access to green infrastructure, or access to the countryside through public rights of way?
LANDSCAPE, TOWNSCAPE AND CULTURAL HERITAGE	7. Maintain and enhance the diversity and local distinctiveness of landscape and townscape character	Will it maintain and enhance the diversity and distinctiveness of landscape character?
		Will it maintain and enhance the diversity and distinctiveness of townscape character?

	Sustainability Objective	Decision Making Criteria
	8. Avoid damage to areas and sites designated for their historic interest, and protect their settings.	Will it protect or enhance sites, features or areas of historical, archaeological, or cultural interest (including conservation areas, listed buildings, registered parks and gardens and scheduled monuments)?
	9. Create places, spaces and buildings that work well, wear well and look good	Will it lead to developments built to a high standard of design and good place making that reflects local character?
CLIMATE CHANGE	10. Minimise impacts on climate change (including greenhouse gas emissions)	Will it support the use of renewable energy resources?
		Will it promote energy efficiency?
		Will it minimise contributions to climate change through sustainable construction practices?
	11. Reduce vulnerability to future climate change effects	Will it use water in a sustainable manner, and enable and encourage high levels of water efficiency?
		Will it minimise risk to people and property from flooding, and incorporate sustainable drainage measures?
		Will it minimise the likely impacts on future development of climate change through appropriate adaptation?
HEALTH	12. Maintain and enhance human health	Will it promote good health, encourage healthy lifestyles, and reduce health inequalities?
	13. Reduce and prevent crime and reduce fear of crime	Will it reduce actual levels of crime, and will it reduce fear of crime?
	14. Improve the quantity and quality of publically accessible open space.	Will it increase the quantity and quality of publically accessible open space?
HOUSING	15. Ensure everyone has access to decent, appropriate and affordable housing	Will it support the provision of a range of quality housing of appropriate types and sizes, including affordable housing, to meet the identified needs of all sectors of the community?
		Will it result in quality homes for people within the district to live in?
		Will it provide for housing for the ageing population?
		Will it provide for the accommodation needs of Gypsies and Travellers and Travelling Showpeople?
INCLUSIVE COMMUNITIES	16. Redress inequalities related to age, disability,	Will it improve relations between people from different backgrounds or social groups?

	Sustainability Objective	Decision Making Criteria
	gender, race, faith, location and income	<p>Will it redress all the sections of inequality included in the Council's Single Equality Scheme which are as follows -</p> <p>Age</p> <p>Disability</p> <p>Gender Reassignment</p> <p>Marriage and Civil Partnership</p> <p>Pregnancy and Maternity</p> <p>Race</p> <p>Religion or Belief</p> <p>Sex</p> <p>Sexual Orientation</p>
		Will it redress rural isolation - rurality?
	17. Improve the quality, range and accessibility of services and facilities (e.g. health, transport, education, training, leisure opportunities)	<p>Will it provide accessibility to key local services and facilities, including health, education and leisure (shops, post offices, pubs etc?)</p> <p>Will it improve quality and range of key local services and facilities including health, education and leisure (shops, post offices, pubs etc?)</p>
	18. Encourage and enable the active involvement of local people in community activities	<p>Will it increase the ability of people to influence decisions, including 'hard to reach' groups?</p> <p>Will it encourage engagement in community activities?</p>
ECONOMIC ACTIVITY	19. Improve the efficiency, competitiveness, vitality and adaptability of the local economy.	Will it support business development and enhance competitiveness, enabling provision of high-quality employment land in appropriate locations to meet the needs of businesses, and the workforce?
		Will it promote the industries that thrive in the district – the key sectors such as research and development /high tech/ Cambridge University related particularly through the development and expansion of clusters?
		Will it protect the shopping hierarchy, supporting the vitality and viability of Cambridge, town, district and local centres?
	20. Help people gain access to satisfying work appropriate to their skills, potential and place of residence	Will it contribute to providing a range of employment opportunities, in accessible locations?
		Will it encourage the rural economy and diversification, and support sustainable tourism?
	21. Support appropriate investment in people, places, communications and other	Will it improve the level of investment in key community services and infrastructure, including communications infrastructure and broadband?

	Sustainability Objective	Decision Making Criteria
	infrastructure	Will it improve access to education and training, and support provision of skilled employees to the economy?
TRANSPORT	22. Reduce the need to travel and promote more sustainable transport choices.	Will it enable shorter journeys, improve modal choice and integration of transport modes to encourage or facilitate the use of modes such as walking, cycling and public transport?
		Will it support movement of freight by means other than road?
	23. Secure appropriate investment and development in transport infrastructure, and ensure the safety of the transport network.	Will it provide safe access to the highway network, where there is available capacity?
		Will it make the transport network safer for all users, both motorised and non-motorised?

Appendix 2: Equalities Impact Assessment Form

Section 1: Research and analysis

Evidence based decision making is key to the success of any policy, strategy, service or function. Understanding the people that the proposed neighbourhood plan policies and objectives will impact and how they will be impacted will help you to maximise their effectiveness and minimise any potential negative impacts on individuals or groups with “protected characteristics”.

Please use this section to outline what research, data analysis and consultation you have carried out in order to understand the extent to which people with “protected characteristics” (see list in Section 2) will be affected by the proposed policies. You will be asked in Section 2 to describe the results of this research.

Describe the research / analysis have you undertaken in order to understand how the “protected characteristic” groups are likely to be affected by the proposed neighbourhood plan policies and objectives.

You will be asked to describe the results of this research in Section 2.

Have you consulted or involved those groups that are likely to be affected by the proposed policies or objectives? If so, describe the consultations.

You will be asked to describe the views of each equality community and their views have influenced your proposal in Section 2.

If you have not consulted or engaged with communities that are likely to be affected by the proposed policies or objectives, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.

Section 2: Impact of policies

Consider the impact of your plan on each “protected characteristic” group listed below:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion and Belief
- Sex
- Sexual Orientation

For more information on each go to: <https://www.equalityhumanrights.com/en/equality-act/protected-characteristics>

Use the table below to summarise the findings of the information and evidence you have gathered to identify whether each proposed neighbourhood plan policy or objective could affect some groups of people differently (a ‘differential impact’) – positively or negatively.

It is particularly important to consider whether people with different “protected characteristics” have different needs or experiences in relation to each policy or objective, and whether it would directly or indirectly discriminate against or disadvantage people on the grounds of any of the “protected characteristics”, or whether there are any opportunities to better promote equality or foster good relations between different groups of people through modifying any of the policies or objectives.

If there is no information available about the impact (or potential impact) of a policy or objective on people with a particular “protected characteristic”, you should note this in the table.

If you have identified a negative potential impact, the next step is to identify whether the policy should be amended or removed in order to eliminate discrimination, disadvantage or unfair impact, or to make changes to more effectively promote equality, diversity or good relations.

Policy / Objective	Assessment of impact on persons with protected characteristics	If a negative impact was identified, how was this addressed?

Section 3: Sign off

I confirm that this analysis has been completed appropriately.	
Name	Date



Neighbourhood Planning Guidance

Neighbourhood Planning: Strategic Policies

South Cambridgeshire District Council

September December 2017

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This document includes hyperlinks to a range of websites, and the hyperlinks can be accessed using the published version of this document, which is available to view via: [www.scambs.gov.uk/npguidance](http://www.scambs.gov.uk/npgguidance). Every effort has been made to ensure that these hyperlinks are up-to-date, however as websites change these hyperlinks can become invalid.

Herefordshire Council has kindly given permission for us to provide links to their guidance on neighbourhood planning.

Huntingdonshire District Council has kindly allowed us to take inspiration and wording from their Neighbourhood Planning Guidance.

If you have any queries relating to this document, please contact us via neighbourhood.planning@scambs.gov.uk or 01954 713183.

What are the Strategic Policies in the South Cambridgeshire Local Plan?

To be successful at examination, a neighbourhood plan must meet a number of tests, known as Basic Conditions. In accordance with the Town and Country Planning Act 1990, one of the basic conditions of the neighbourhood planning process is that your Neighbourhood Plan is in ‘**general conformity**’ with the strategic policies contained in the SCDC’s current development plan.

What is the current development plan for SCDC?

The adopted Local Development Framework (LDF) is the current development plan for South Cambridgeshire. It sets the context for development in the district and provides the basis for local and neighbourhood planning.

However, the Council also submitted a Local Plan to the Secretary of State on 28 March 2014 for examination. This submitted Local Plan covers the period up to 2031. It is in its final stages and once adopted, the Local Plan will replace the Core Strategy DPD, Development Control Policies DPD, Site Specific Policies DPD and the ‘saved’ Local Plan policy. You should therefore ensure that you consider the emerging Local Plan when preparing your Neighbourhood Plan.

It should be noted that at the examination, neighbourhood plans will be tested for their general conformity against the strategic policies identified in the current adopted development plan for the district.

Other Resources

Latest information on the LDF and Local Plan can be found on our website:

- [Adopted Development Plan](#)
- [Emerging Local Plan](#)

What is meant by general conformity?

The NPPG provides a definition of this term in relation to neighbourhood planning:

“When considering whether a policy is in general conformity a qualifying body, independent examiner, or local planning authority, should consider the following:

- *whether the neighbourhood plan policy or development proposal supports and upholds the general principle that the strategic policy is concerned with*
- *the degree, if any, of conflict between the draft neighbourhood plan policy or development proposal and the strategic policy*
- *whether the draft neighbourhood plan policy or development proposal provides an additional level of detail and/or a distinct local approach to that set out in the strategic policy without undermining that policy*
- *the rationale for the approach taken in the draft neighbourhood plan or order and the evidence to justify that approach.”*

Neighbourhood Plans are about providing policies and proposals for the sustainable development of an area and delivering the LDF’s or Local Plan’s strategic objectives in a locally focussed way.

Neighbourhood Plans need to be clear on how they fit with strategic policies of the LDF or Local Plan and be able to clearly explain the rationale for any difference.

Neighbourhood planning offers the opportunity to promote more housing and economic development than is set out in the Local Plan.

Guidance and Regulations

There is a section in the [NPPG](#) about the examination process and the definition of general conformity is found in paragraph 074 Reference ID: 41-074-20140306.

These regulations may occasionally change or new regulations introduced

What are strategic policies?

According to the National Planning Policy Framework (NPPF) a local planning authority should set out clearly the strategic policies for their area (paragraph 184).

The NPPF and the National Planning Practice Guidance (NPPG) provide guidance on identifying the strategic policies. SCDC has used this guidance to identify the strategic policies in the adopted Local Development Framework for South Cambridgeshire and emerging Local Plan.

Guidance and Regulations

In the [NPPF](#) there is guidance on strategic policies. See paragraph 156.

In the NPPG there is a section about [basic conditions](#) where it defines what is meant by a strategic policy. See paragraph 074 - 077 Ref ID: 41-074-20140306.

These regulations may occasionally change or new regulations introduced

The Criteria used for identifying Strategic Policies:

Extract from the National Planning Policy Framework (paragraph 156)

Local planning authorities should set out the strategic priorities for the area in the Local Plan. This should include strategic policies to deliver:

1. the homes and jobs needed in the area;
2. the provision of retail, leisure and other commercial development;
3. the provision of infrastructure for transport, telecommunications, waste management, water supply, wastewater, flood risk and coastal change management, and the provision of minerals and energy (including heat);
4. the provision of health, security, community and cultural infrastructure and other local facilities; and
5. climate change mitigation and adaptation, conservation and enhancement of the natural and historic environment, including landscape.

Extract from the National Planning Practice Guidance (paragraph 076)

When reaching a view on whether a policy is a strategic policy the following are useful considerations:

- A. whether the policy sets out an overarching direction or objective
- B. whether the policy seeks to shape the broad characteristics of development
- C. the scale at which the policy is intended to operate
- D. whether the policy sets a framework for decisions on how competing priorities should be

balanced

- E. whether the policy sets a standard or other requirement that is essential to achieving the wider vision and aspirations in the Local Plan
- F. in the case of site allocations, whether bringing the site forward is central to achieving the vision and aspirations of the Local Plan
- G. whether the Local Plan identifies the policy as being strategic

These criteria from the NPPF (1-5) and NPPG (A-G) have been used by SCDC to identify why a policy is considered to be strategic.

Other Resources

[National Planning Policy Framework](#)

[NPPG \(Paragraph: 076 Reference ID: 41-076-20140306\)](#)

Examples of Strategic Policies from the currently adopted development plan – the Local Development Framework (LDF)

There are a number of planning documents that together form the LDF which include:

- Core Strategy Development Plan Document (DPD)
- Development Control Policies DPD
- Site Specific Policies DPD

Within these DPDs there are some key policies that you should be particularly aware of as you are preparing your neighbourhood plan. It should be noted that what is key may vary depending upon the character of your village and what issues you are intending to include in your plan. The key policies include:

- Green Belt policies – ST/1; GB/1; GB/2 and GB/3
- The hierarchy of the rural settlements in the district – ST/4; ST/5; ST/6 and ST/7
- Development frameworks – DP/7
- Affordable housing – HG/3 and HG/5
- Flood Risk – NE/11
- Heritage policies – CH/1; CH/2; CH/3; CH/4 and CH/5
- Open space provision – SF/10 and SF/11
- Mitigating Travel Impact – TR/3

Examples of Strategic Policies from the emerging Local Plan

Many of the policies within the emerging Local Plan are ones carried forward from the LDF. These will have been reviewed and updated. Other policies are new to the district.

- Green Belt – S/4
- Development Frameworks – S/7
- The rural settlement hierarchy – S/8; S/9; S/10 and S/11
- Managing flood risk – CC/9
- Heritage Assets – NH/14
- Housing allocations – H/1
- Affordable housing – H/9 and H/10

- Open Space provision – SC/7 and SC/8
- Planning for Sustainable Travel – TI/2

Table identifying Strategic Policies in the adopted development plan

The following table identifies the strategic policies in the adopted development plan for South Cambridgeshire. Some policies have already been implemented and this is noted in the comments column.

For the adopted Local Development Framework, all policies in the [Core Strategy Development Plan Document \(DPD\)](#), [Development Control Policies DPD](#) and [Site Specific Policies DPD](#) are listed in the table below with Strategic Policies highlighted in grey.

Policy in Core Strategy DPD	NPPF Guidance (Para 156)	NPPG Defining strategic policies	Comments
ST/1 Green Belt		A,C	Policy setting out an overarching objective. Essential to delivery of development strategy of plan.
ST/2 Housing Provision	1	A,C	Strategic to delivery of homes and jobs
ST/3 Re-Using Previously Developed Land and Buildings			Policy setting out an overarching objective
ST/4 Rural Centres		B,C,E	Strategic to deliver development strategy of Local Plan
ST/5 Minor Rural Centres		B,C,E	Strategic to deliver development strategy of Local Plan
ST/6 Group Villages		B,C,E	Strategic to deliver development strategy of Local Plan
ST/7 Infill Villages		B,C,E	Strategic to deliver development strategy of Local Plan
ST/8 Employment Provision	1	A,C	Strategic to delivery of homes and jobs
ST/9 Retail Hierarchy	1,2	A	Policy setting out an overarching objective
ST/10 Phasing of Housing Land	1	A	Policy setting out an overarching objective
ST/11 Plan Monitor Manage		A	Policy setting out an overarching objective

Policy in Development Control Policies DPD	NPPF Guidance (Para 156)	NPPG Defining strategic policies	Comments
DP/1 Sustainable Development		A,B	Policy setting out an overarching objective of plan
DP/2 Design of New Development		A,B,C ,E	Policy seeking to shape broad characteristics of development
DP/3 Development Criteria		A,B,C ,E	Policy seeking to shape broad characteristics of development
DP/4 Infrastructure and New Developments	2,3,4	A,B,C ,E	Policy setting out an overarching objective. Vital for delivery of development strategy of plan.
DP/5 Cumulative Development		A,B,C ,E	Policy seeking to shape broad characteristics of development
DP/6 Construction Methods		A,C	Policy seeking to shape broad characteristics of development
DP/7 Development Frameworks	1	B,C,E	Policy setting out an overarching objective
GB/1 Development in the Green Belt	5	A,B,D ,E	Policy setting out an overarching objective
GB/2 Mitigating the Impact of Development in the Green Belt	5	A,B,D ,E	Policy setting out an overarching objective.
GB/3 Mitigating the Impact of Development Adjoining the Green Belt	5	A,B,D ,E	Policy setting out an overarching objective.

Policy in Development Control Policies DPD	NPPF Guidance (Para 156)	NPPG Defining strategic policies	Comments
GB/4 Major Developed Sites in the Green Belt	5	A,B,D ,E	Policy setting out an overarching objective.
GB/5 Recreation in the Green Belt	5	A,B,D ,E	Policy setting out an overarching objective.
HG/1 Housing Density	1	A,B,C	Policy seeking to shape broad characteristics of development
HG/2 Housing Mix	1	A,B,C	Policy setting out an overarching objective.
HG/3 Affordable Housing		A,C,D ,E	Policy setting out an overarching objective.
HG/4 Affordable Housing Subsidy		A,C,D ,E	Policy setting out an overarching objective.
HG/5 Exceptions Sites for Affordable Housing		A,C,D ,E	Policy setting out an overarching objective.
HG/6 Extensions to Dwellings in the Countryside	1	A,B,C	Policy setting out an overarching objective.
HG/7 Replacement Dwellings in the Countryside	1	A,B,C	Policy setting out an overarching objective.

Policy in Development Control Policies DPD	NPPF Guidance (Para 156)	NPPG Defining strategic policies	Comments
HG/8 Conversion of Buildings in the Countryside for Residential Use	1	A,B,C	Policy setting out an overarching objective.
HG/9 Dwelling to Support a Rural-based Enterprise	1	A,B,C	Policy setting out an overarching objective.
ET/1 Limitations on the Occupancy of New Premises in South Cambs	1	A,B,C	Policy setting out an overarching objective.
ET/2 Promotion of Clusters	1	A,B,D	Policy setting out an overarching objective.
ET/3 Development in Established Employment Areas in the Countryside	1	A,B	Policy setting out an overarching objective.
ET/4 New Employment Development in Villages	1	A,B	Policy setting out an overarching objective.
ET/5 Development for the Expansion of Firms	1	A,B	Policy setting out an overarching objective

Policy in Development Control Policies DPD	NPPF Guidance (Para 156)	NPPG Defining strategic policies	Comments
ET/6 Loss of Rural Employment to Non-Employment Uses	1	A,D	Policy setting out an overarching objective
ET/7 Conversion of Rural Buildings for Employment	1	A,B	Policy setting out an overarching objective
ET/8 Replacement Buildings in the Countryside	1	A,B	Policy setting out an overarching objective
ET/9 Farm Diversification	1	A,B	Policy setting out an overarching objective
ET/10 Tourist Facilities and Visitor Accommodation	1,2	A,D	Policy setting out an overarching objective
SF/1 Protection of Village Services and Facilities	2,4	A,B,D	Policy setting out an overarching objective
SF/2 Applications for New Retail Development	1	A,B	Policy setting out an overarching objective
SF/3 Retail Development on Land Allocated for Other Uses	1	A,B	Policy setting out an overarching objective
SF/4 Retailing in Villages	1	A,B	Policy setting out an overarching objective

Policy in Development Control Policies DPD	NPPF Guidance (Para 156)	NPPG Defining strategic policies	Comments
SF/5 Retailing in the Countryside	2	A,C,E	Policy setting out an overarching objective
SF/6 Public Art and New Development			Policy that local community could review to be specific for their area.
SF/7 Underground Pipes, Wires, Fibres And Cables			Policy not carried forward into Submission Local Plan.
SF/8 Lord's Bridge Radio Telescope	3	A,C	Policy setting out an overarching objective. Essential to protect operation of internationally important telescope.
SF/9 Protection of Existing Recreation Areas	2,4	A,B	Policy setting out an overarching objective
SF/10 Outdoor Playspace, Informal Open Space, and New Developments	2,4	B,C,E	Strategic as minimum standard to ensure provision of open space in new developments
SF/11 Open Space Standards	2,4	B,C,E	Strategic as minimum standard to ensure provision of open space in new developments
SF/12 The River Cam	2,4	B,D	Policy seeking to shape broad characteristics of development
NE/1 Energy Efficiency		A,B,C	Strategic to deliver climate change mitigation and adaption. Policy seeking to shape broad characteristics of development.
NE/2 Renewable Energy		A,B,C	Strategic to deliver climate change mitigation and adaption. Policy seeking to shape broad characteristics of development.

Policy in Development Control Policies DPD	NPPF Guidance (Para 156)	NPPG Defining strategic policies	Comments
NE/3 Renewable Energy Technologies in New Development	5	B,E	Strategic to deliver climate change mitigation and adaption.
NE/4 Landscape Character Areas	5	A,B,D ,E	Policy setting out an overarching objective
NE/5 Countryside Enhancement Areas	5	F	Policy seeking to shape broad characteristics of development.
NE/6 Biodiversity	5	A,D,E	Policy setting out an overarching objective
NE/7 Sites of Biodiversity or Geological Importance		A,D,E	Policy setting out an overarching objective
NE/8 Groundwater	5	A,B,D ,E	Policy setting out an overarching objective
NE/9 Water and Drainage Infrastructure	5	A,B,D ,E	Policy setting out an overarching objective
NE/10 Foul Drainage - Alternative Drainage Systems	5	A,B,D ,E	Policy setting out an overarching objective
NE/11 Flood Risk	3,5	A,B,C ,D,E	Policy setting out an overarching objective
NE/12 Water Conservation	3,5	A,B,C	Policy setting out an overarching objective. Policy seeking to shape broad characteristics of development
NE/13 Hazardous Installations	5	B,D	Policy seeking to shape broad characteristics of development
NE/14 Lighting Proposals	5	B,D	Policy seeking to shape broad characteristics of development

Policy in Development Control Policies DPD	NPPF Guidance (Para 156)	NPPG Defining strategic policies	Comments
NE/15 Noise Pollution	5	B,D	Policy seeking to shape broad characteristics of development
NE/16 Emissions	5	B,D	Policy seeking to shape broad characteristics of development
NE/17 Protecting High Quality Agricultural Land	5	A,D,E	Policy setting out an overarching objective
CH/1 Historic Landscapes	5	A,B	Policy setting out an overarching objective
CH/2 Archaeological Sites	5	A,B	Policy setting out an overarching objective
CH/3 Listed Buildings	5	A,B	Policy setting out an overarching objective
CH/4 Development Within the Curtilage or Setting of a Listed Building	5	A,B	Policy setting out an overarching objective
CH/5 Conservation Areas	5	A,B	Policy setting out an overarching objective
CH/6 Protected Village Amenity Areas			Local communities may have parish specific policy for protecting green spaces within their area.
CH/7 Important Countryside Frontages			Local communities may have parish specific policy to protect views for their area.
CH/8 Advertisements	5	A,B	Policy setting out an overarching objective
CH/9 Shop Fronts	5	A,B	Policy seeking to shape broad characteristics of development

Policy in Development Control Policies DPD	NPPF Guidance (Para 156)	NPPG Defining strategic policies	Comments
CH/10 Linton Special Policy Area			Local community may have parish specific aspirations for this area.
CH/11 Duxford Imperial War Museum	2,4,5	B	Museum as special case as nationally important.
TR/1 Planning for More Sustainable Travel	3	A,B,C	Policy setting out an overarching objective
TR/2 Car and Cycle Parking Standards	3	A,B,E	Policy setting out an overarching objective
TR/3 Mitigating Travel Impact	3	A,B,C	Policy setting out an overarching objective
TR/4 Non-motorised Modes	3	A,B,C	Policy setting out an overarching objective
TR/5 Rail Freight Interchanges	3	A,C	Policy setting out an overarching objective
TR/6 Aviation-Related Development Proposals	3	A,C	Policy setting out an overarching objective. Policy seeking to shape broad characteristics of development
M/1 Plan Monitor Manage		A	Policy setting out an overarching objective of plan

Policy in Development Control Policies DPD	NPPF Guidance (Para 156)	NPPG Defining strategic policies	Comments
SP/1 Cambridge Northern Fringe West (Orchard Park)	1,2,3,4,5	D,F,G	Strategic to delivery of homes and jobs. Site allocation.
SP/2 North West Cambridge Huntingdon Road to Histon Road	1,2,3,4,5	D,F,G	Strategic to delivery of homes and jobs. Site allocation.
SP/3 Cambourne	1,2,3,4,5	D,F,G	Implemented. Strategic to delivery of homes and jobs. Site allocation.
SP/4 Cambourne Approved Masterplan and Design Guide	1,2,3,4,5	D,F,G	Implemented. Strategic to delivery of homes and jobs. Site allocation.
SP/5 Cambourne School Lane Special Policy Area	1,2,3,4,5	D,F,G	Implemented. Strategic to delivery of homes and jobs. Site allocation.
SP/6 North of Impington Lane, Impington	1	F	Implemented. Strategic to delivery of homes and jobs. Site allocation.
SP/7 Powell's Garage, Woollards Lane, Great Shelford	1	F	Implemented. Strategic to delivery of homes and jobs. Site allocation.
SP/8 Bayer CropScience, Hauxton	1	F	Implemented. Strategic to delivery of homes and jobs. Site allocation

SP/9 Fulbourn and Ida Darwin Hospitals	1	F	Strategic to delivery of homes and jobs. Site allocation.
SP/10 Papworth Everard Village Development			Local community may have parish specific aspirations for this area
SP/11 Fen Drayton Former Land Settlement Association Estates			Local community may have parish specific aspirations for this area
SP/12 Allocations for Class B1 Employment Uses	1	F	Strategic to delivery of homes and jobs. Site allocation.
SP/13 Allocations for Class B1, B2 and B8 Employment Uses	1	F	Strategic to delivery of homes and jobs. Site allocation.
SP/14 Allocations for Open Space			Local community may have parish specific aspirations.
SP/15 Conservation Area and Green Separation at Longstanton	5	B,F	Strategic to the setting of new town of Northstowe.
SP/16 Cambridgeshire Guided Busway	3	E	Implemented. Strategic to delivery of homes and jobs.
SP/17 Rail Infrastructure	1,2,3,4,5	D,F,G	Strategic to delivery of homes and jobs. Site allocation
SP/18 Rail Freight	3	A,C,F	Policy setting out an overarching objective of plan
SP/19 Cambridge Airport Safety Zone	3	A,C	Policy setting out an overarching objective. Essential to have public safety zone around airport

Area Action Plans:

The adopted Area Action Plans (AAP) that are part of the adopted Local Development Framework for the district are considered to be strategic to the delivery of homes and jobs within the district and therefore all policies within them are considered strategic. The adopted AAPs are the Northstowe AAP, Cambridge East AAP, Cambridge Southern Fringe AAP, and North West Cambridge AAP. Policies in any new Area Action Plans prepared and adopted will also be considered strategic.

Table identifying Strategic Policies in the Submission Local Plan

The following table identifies the strategic policies in the emerging [Local Plan](#).

All policies in the submitted Local Plan are listed in the table below with Strategic Policies highlighted in grey.

Policy in Proposed Submission Local Plan	Policy in Proposed Submission Local Plan	NPPG Defining strategic policies	Comments
S/1 Vision		A	Overarching vision of plan
S/2 Objectives of the Local Plan	1,2,3,4,5	A	Overarching objectives of plan
S/3 Presumption in Favour of Sustainable Development		A,B,C	Policy setting out an overarching objective
S/4: Cambridge Green Belt		A,C	Policy setting out an overarching objective. Essential to delivery of development strategy of plan
S/5 Provision of New Jobs and Homes	1	A,C	Strategic to delivery of homes and jobs
S/6 The Development Strategy to 2031	1	A,B,C,E,F	Policy setting out an overarching objective
S/7 Development Frameworks	1	B,C,E	Policy setting out an overarching objective
S/8 Rural Centres		B,C,E	Strategic to deliver development strategy of Local Plan
S/9 Minor Rural Centres		B,C,E	Strategic to deliver development strategy of Local Plan
S/10 Group Villages		B,C,E	Strategic to deliver development strategy of Local Plan
S/11 Infill Villages		B,C,E	Strategic to deliver development strategy of Local Plan

Policy in Proposed Submission Local Plan	Policy in Proposed Submission Local Plan	NPPG Defining strategic policies	Comments
S/12 Phasing, Delivery and Monitoring	1	A	Policy setting out an overarching objective of plan
SS/1 Orchard Park	1,2,3,4,5	D,F,G	Strategic to delivery of homes and jobs. Site allocation.
SS/3 Cambridge East	1	D,F,G	Strategic to delivery of homes and jobs. Site allocation. Needs to be read with Cambridge East Area Action Plan.
SS/4 Cambridge Northern Fringe East and land surrounding the proposed Cambridge Science Park Station	1,2,3,4,5	D,F,G	Strategic to delivery of homes and jobs. Site allocation.
SS/5 Waterbeach New Town	1,2,3,4,5	D,F,G	Strategic to delivery of homes and jobs. Site allocation.
SS/6 New Village at Bourn Airfield	1,2,3,4,5	D,F,G	Strategic to delivery of homes and jobs. Site allocation.
SS/7: Northstowe Extension	1	D,F,G	Strategic to delivery of homes and jobs. Site allocation.
SS/8: Cambourne West	1,2,3,4,5	D,F,G	Strategic to delivery of homes and jobs. Site allocation.
CC/1 Mitigation and Adaptation to Climate Change	5	A,B,E,G	Strategic to deliver climate change mitigation and adaption
CC/2 Renewable and Low Carbon Energy Generation	5	B,E	Strategic to deliver climate change mitigation and adaption

Policy in Proposed Submission Local Plan	Policy in Proposed Submission Local Plan	NPPG Defining strategic policies	Comments
CC/3 Renewable and Low Carbon Energy in New Developments	5	B,E	Strategic to deliver climate change mitigation and adaption
CC/4 Sustainable Design and Construction	3,5	A,B,C	Policy setting out an overarching objective. Policy seeking to shape broad characteristics of development
CC/5 Sustainable Show Homes	5	E	Strategic to deliver climate change mitigation and adaption
CC/6 Construction Methods		A,C	Policy seeking to shape broad characteristics of development
CC/7 Water Quality	5	A,B,D,E	Policy setting out an overarching objective
CC/8 Sustainable Drainage Systems	5	A,B,D,E	Policy setting out an overarching objective
CC/9 Managing Flood Risk	3,5	A,B,C,D,E	Policy setting out an overarching objective
HQ/1 Design Principles		A,B,C,E	Policy seeking to shape broad characteristics of development
HQ/2 Public Art and New Development			Policy that local community could review to be specific for their area.
NH/1: Conservation Area and Green Separation at Longstanton	5	B	Strategic to the setting of new town of Northstowe
NH/2 Protecting and enhancing Landscape Character	5	A,B,D,E	Policy setting out an overarching objective

Policy in Proposed Submission Local Plan	Policy in Proposed Submission Local Plan	NPPG Defining strategic policies	Comments
NH/3 Protecting Agricultural Land	5	A,D,E	Policy setting out an overarching objective
NH/4 Biodiversity	5	A,D,E	Policy setting out an overarching objective
NH/5 Sites of Biodiversity or Geological Importance	5	A,D,E	Policy setting out an overarching objective
NH/6 Green Infrastructure	5	A,B,C,E	Policy setting out an overarching objective
NH/7 Ancient Woodlands and Veteran Trees	5	A,D,E	Policy setting out an overarching objective
NH/8 Mitigating the Impact of Development in and adjoining the Green Belt	5	A,B,D,E	Policy setting out an overarching objective
NH/9 Redevelopment of Previously Developed Sites and Infilling in the Green Belt	5	A,B,D,E	Policy setting out an overarching objective
NH/10 Recreation in the Green Belt	5	A,B,D,E	Policy setting out an overarching objective
NH/11 Protected Village Amenity Areas			Local communities may have parish_specific policy for protecting green_spaces within their area.
NH/12 Local Green Space			Local communities may have parish_specific policy for protecting green_spaces within their area.

Policy in Proposed Submission Local Plan	Policy in Proposed Submission Local Plan	NPPG Defining strategic policies	Comments
NH/13 Important Countryside Frontage			Local communities may have parish specific policy to protect views for their area.
NH/14 Heritage Assets	5	A,B	Policy setting out an overarching objective
NH/15 Heritage Assets and Adapting to Climate Change	5	A,B	Policy setting out an overarching objective.
H/1 Allocations for Residential Development at Villages	1	C,F	Strategic to delivery of homes and jobs. Site allocation
H/2 Bayer CropScience Site, Hauxton	1	F	Strategic to delivery of homes and jobs. Site allocation
H/3 Papworth Everard West Central			Local community may have parish specific aspirations for this area
H/4 Fen Drayton Former Land Settlement Association Estate			Local community may have parish specific aspirations for this area.
H/5 South of A1307, Linton			Local community may have parish specific aspirations for this area.
H/6 Residential Moorings	1		Site allocation
H/7 Housing Density	1	A,B,C	Policy seeking to shape broad characteristics of development
H/8 Housing Mix	1	A,B,C	Policy setting out an overarching objective
H/9 Affordable Housing	1	A,C,D,E	Policy setting out an overarching objective

Policy in Proposed Submission Local Plan	Policy in Proposed Submission Local Plan	NPPG Defining strategic policies	Comments
H/10 Rural Exception Site Affordable Housing	1	A,C,D,E	Policy setting out an overarching objective
H/11 Residential Space Standards for Market Housing	1	A,B,C	Policy setting out an overarching objective
H/12 Extensions to Dwellings in the Countryside	1	A,B,C	Policy setting out an overarching objective
H/13 Replacement Dwellings in the Countryside	1	A,B,C	Policy setting out an overarching objective
H/14 Countryside Dwellings of Exceptional Quality	1	A,B,C	Policy setting out an overarching objective
H/15 Development of Residential Gardens	1	A,B,C	Policy setting out an overarching objective
H/16 Re-use of Buildings in the Countryside for Residential Use	1	A,B,C	Policy setting out an overarching objective
H/17: Working at Home	1	A,B,C	Policy setting out an overarching objective
H/18 Dwellings to Support a Rural-based Enterprise	1	A,B,C	Policy setting out an overarching objective
H/19 Provision for Gypsies and Travellers and Travelling Showpeople	1	A,C,E	Policy setting out an overarching objective

Policy in Proposed Submission Local Plan	Policy in Proposed Submission Local Plan	NPPG Defining strategic policies	Comments
H/20 Gypsy and Traveller Provision at New Communities	1	A,B,E	Policy setting out an overarching objective
H/21 Proposals for Gypsies, Travellers and Travelling Showpeople Sites on Unallocated Land Outside Development Frameworks	1	A,E	Policy setting out an overarching objective
H/22 Design of Gypsy and Traveller Sites, and Travelling Showpeople Sites	1	A,B,C	Policy setting out an overarching objective
E/1 New Employment Provision near Cambridge – Cambridge Science Park	1	F	Strategic to delivery of homes and jobs. Site allocation.
E/2 Fulbourn Road East (Fulbourn)	1	F	Strategic to delivery of homes and jobs. Site allocation.
E/3 Allocations for Class B1 Employment Uses	1	F	Strategic to delivery of homes and jobs. Site allocation.
E/4 Allocations for Class B1, B2 and B8 Employment Uses	1	F	Strategic to delivery of homes and jobs. Site allocation.
E/5 Papworth Hospital	1	F	Strategic to delivery of homes and jobs. Site allocation.

Policy in Proposed Submission Local Plan	Policy in Proposed Submission Local Plan	NPPG Defining strategic policies	Comments
E/6 Imperial War Museum at Duxford	2,4,5	B	Museum as special case as nationally important.
E/7 Fulbourn and Ida Darwin Hospitals	1,5	A,B,F	Strategic to delivery of homes and jobs. Site allocation.
E/8 Mixed-use development in Histon & Impington Station area			Local community may have parish specific aspirations for this area.
E/9 Promotion of Clusters	1	A,B,D	Policy setting out an overarching objective.
E/10 Shared Social Spaces in Employment Areas	1	A,B	Policy setting out an overarching objective.
E/11 Large Scale Warehousing and Distribution Centres	1	A,B	Policy setting out an overarching objective.
E/12 New Employment Development in Villages	1	A,B	Policy setting out an overarching objective.
E/13 New Employment Development on the Edges of Villages	1	A,B	Policy setting out an overarching objective.
E/14 Loss of Employment Land to Non Employment Uses	1	A,D	Policy setting out an overarching objective
E/15 Established Employment Areas	1	A,B	Policy setting out an overarching objective

Policy in Proposed Submission Local Plan	Policy in Proposed Submission Local Plan	NPPG Defining strategic policies	Comments
E/16 Expansion of Existing Businesses in the Countryside	1	A,B	Policy setting out an overarching objective
E/17 Conversion or Replacement of Rural Buildings for Employment	1	A,B	Policy setting out an overarching objective
E/18 Farm Diversification	1	A,B	Policy setting out an overarching objective
E/19: Tourist Facilities and Visitor Attractions	1,2	A,D	Policy setting out an overarching objective
E/20 Tourist Accommodation	1,2	A,D	Policy setting out an overarching objective
E/21 Retail Hierarchy	1,2	A	Policy setting out an overarching objective
E/22 Applications for New Retail Development	1	A,B	Policy setting out an overarching objective
E/23 Retailing in the Countryside	2	A,C,E	Policy setting out an overarching objective
SC/1 Allocation for Open Space			Only proposed sites put forward by parish councils allocated in local plan. Did not use results of Recreation Study to allocate sites in villages where under provision of open space. Local community may have parish specific aspirations.
SC/2 Health Impact Assessment	4	A,B,C	Policy setting out an overarching objective
SC/3 Protection of Village Services and Facilities	2,4	A,B,D	Policy setting out an overarching objective

Policy in Proposed Submission Local Plan	Policy in Proposed Submission Local Plan	NPPG Defining strategic policies	Comments
SC/4 Meeting Community Needs	2,4	A,B,D	Policy seeking to shape broad characteristics of development
SC/5 Hospice Provision	2,4	A,B,D	Policy setting out an overarching objective.
SC/6 Indoor Community Facilities	2,4	A,B,E	Strategic as minimum standard to ensure provision in new developments
SC/7 Outdoor Play Space, Informal Open Space and New Developments	2,4	B,C,E	Strategic as minimum standard to ensure provision of open space in new developments
SC/8 Open Space Standards	2,4	B,C,E	Strategic as minimum standard to ensure provision of open space in new developments
SC/9 Protection of Existing Recreation Areas, Allotments and Community Orchards	2,4	A,B	Policy setting out an overarching objective
SC/10 Lighting Proposals	5	B,D	Policy seeking to shape broad characteristics of development
SC/11 Noise Pollution	5	B,D	Policy seeking to shape broad characteristics of development
SC/12 Contaminated Land	5	B,D	Policy seeking to shape broad characteristics of development
SC/13 Air Quality	5	B,D	Policy seeking to shape broad characteristics of development
SC/14 Hazardous Installations	5	B,D	Policy seeking to shape broad characteristics of development

Policy in Proposed Submission Local Plan	Policy in Proposed Submission Local Plan	NPPG Defining strategic policies	Comments
SC/15 Odour and other fugitive emissions to air	5	B,D	Policy seeking to shape broad characteristics of development
TI/1 Chesterton Rail Station and Interchange	3	F	Strategic to delivery of homes and jobs. Site allocation
TI/2 Planning for Sustainable Travel	3	A,B,C	Policy setting out an overarching objective
TI/3 Parking Provision	3	A,B,E	Policy setting out an overarching objective
TI/4 Rail Freight and Interchanges	3	A,C	Policy setting out an overarching objective
TI/5 Aviation-Related Development Proposals	3	A,C	Policy setting out an overarching objective. Policy seeking to shape broad characteristics of development
TI/6 Cambridge Airport Public Safety Zone	3	A,C	Policy setting out an overarching objective. Essential to have public safety zone around airport
TI/7 Lord's Bridge Radio Telescope	3	A,C	Policy setting out an overarching objective. Essential to protect operation of internationally important telescope.
TI/8 Infrastructure and New Developments	2,3,4	A,B,C,E	Policy setting out an overarching objective. Vital for delivery of development strategy of plan.
TI/9 Education facilities	4	A,C,E	Policy setting out an overarching objective
TI/10 Broadband	3	A,C,E	Policy setting out an overarching objective



Neighbourhood Planning Guidance

Neighbourhood Planning: Site Assessments

South Cambridgeshire District Council

~~September~~ December 2017

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This document includes hyperlinks to a range of websites, and the hyperlinks can be accessed using the published version of this document, which is available to view via: www.scambs.gov.uk/npguidance. Every effort has been made to ensure that these hyperlinks are up-to-date, however as websites change these hyperlinks can become invalid.

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If you have any queries relating to this document, please contact us via neighbourhood.planning@scambs.gov.uk or 01954 713183.

Site assessment for neighbourhood planning

In preparing your neighbourhood plan if you are considering including any site allocations for different land uses such as housing or employment you will need to have assessed each site thoroughly and carefully. It is currently possible to get a grant towards the cost of consultants helping with this work from Locality

Stage One: Does your plan need to allocate sites?

Understanding the development needs for your area?

Before you start the process of looking at sites you will have to consider whether there is a need for sites to be allocated in your area. Is there any unmet housing need? Do you need a new village hall or new employment area?

You will be required to have evidence to justify planning for additional uses in your area such as more housing - it may be that you will have to carry out a 'Housing Needs Survey' for your area.

The desire to provide more housing for local people may have been one of the reasons your local community decided to prepare a plan. We recommend that you consult at an early stage with SCDC to help you decide on your next step.

The National Planning Practice Guidance (NPPG) makes it clear that a neighbourhood plan can allocate sites for development. A qualifying body (parish council in South Cambridgeshire) should carry out an appraisal of options and an assessment of individual sites against clearly identified criteria.

The NPPG considers that all rural settlements can play a role in delivering sustainable development.

Once you have decided to consider looking at sites where is a good starting point for this task?

All policies included in your neighbourhood plan including site allocations must be in general conformity with the strategic policies in SCDC's adopted development plan – this is one of the Basic Condition tests that your plan must meet.

You should check within our adopted LDF and in the emerging Local Plan to see whether there are any sites already allocated for development in your neighbourhood area. Your plan can allocate additional sites to those in our adopted LDF as long as this is supported by evidence to demonstrate need above that identified in the Local Plan. You should not promote less development than is set out in the Local Plan or undermine its strategic policies.

Your neighbourhood planning steering group/ parish council should work with SCDC to ensure that there is consistency between sites allocated in your plan and those included in our adopted plan or in the emerging Local Plan.

Where to look next?

When SCDC started to prepare its new Local Plan one of the first tasks was to prepare a Strategic

Housing Land Availability Assessment (SHLAA). This SHLAA forms part of the evidence base for the new Local Plan and is a technical assessment to identify sites that are potentially suitable for housing.

To help identify sites for assessment, SCDC undertook a Call for Sites in Summer 2011, which was an opportunity for anyone (e.g. landowners, developers, parish councils) to put to SCDC any land that they would like to be considered for housing development or for Gypsy & Traveller sites.

Further sites were submitted to SCDC during the following consultations of the Local Plan:

- Issues and Options - Summer 2012, and
- Issues and Options 2 - Early 2013.

The latest version of the South Cambridgeshire SHLAA from 2013 is published on our [website](#). It is a technical assessment of the potential suitability, availability and achievability of sites for housing development or as a new settlement.

The information from this assessment could be a good starting point for your neighbourhood plan to see what land has been previously proposed and put forward for housing in your area. The SHLAA will include SCDC's assessment of each of the sites.

What information does the SHLAA contain?

The assessment of each site included in the SHLAA considers a range of issues such as:

- any physical constraints on development (e.g. flood risk, environmental and wildlife designations),
- the potential impact of development of the site on heritage assets, landscape and townscape, and the Green Belt purposes,
- any environmental conditions (e.g. noise or quality issues) that would have an impact on residents of the proposed development,
- capacity of infrastructure and utility services (e.g. transport, electricity, water, sewerage, schools, health facilities),
- availability of the site for development, and
- achievability and viability of the site.

The SHLAA only considered sites that were:

- Capable of being allocated for 10 or more dwellings;
- At least 0.25hectares in size;
- Located within or adjoining the development framework; and
- Located in a Rural Centre, Minor Rural Centre or Group Village.

As part of the preparation of the plan for your village you may want to consider smaller sites but the SHLAA provides a starting point to see what sites in your area have already been considered. Also it is worth noting that a SHLAA sets out all the land with potential for housing and it does not follow that all deliverable sites in the SHLAA should be allocated.

How can SCDC help?

SCDC – Links to our [adopted development plan](#) and to the [emerging Local Plan](#) to see whether there are site allocations within your area.

SCDC's SHLAA (2013) can be viewed on our website:

Guidance and Regulations

NPPG

[NPPG Preparing a plan](#)

Paragraphs:

042 Reference ID: 41-042-20140306

043 Reference ID: 41-043-20140306

044 Reference ID: 41-044-20160519

There is guidance in the NPPG on [assessing sites](#) and on [viability](#).

Locality

[Site Assessment for Neighbourhood Plans](#)

Other Resources

SCDC Neighbourhood Planning Toolkit ~~Guidance Documents~~

What are the Basic Conditions and How to Meet them

Strategic Policies

Site assessment - What are the benefits?

Allocating sites can be one of the most controversial parts of neighbourhood planning. However it does have the benefit of bringing forward sustainable development to meet local needs within your area and providing new infrastructure and services for the benefit of the local community.

By having specific sites identified within your area for particular uses, decisions on planning applications can be given a clear steer. This can provide a greater degree of certainty for developers, service providers and residents on the future shape of your area.

How do you carry out a site assessment?

The site selection process should be carried out in an **open and transparent way** and should include **consultation with your local community**. You will need to record why sites have been selected and to be able to give reasons why some have been selected over others. This will provide you with evidence for your plan that will 'tell the story' of how the most appropriate sites have been chosen for inclusion in your plan.

It is not just housing sites that can be identified and allocated in your neighbourhood plan – you may wish to consider employment, business uses, leisure or community facility.

Stage Two: The Site Assessment

How do you find out what sites to look at?

You may find that during the early publicity on your neighbourhood plan that suggestions are put forward from the local community for development sites for different uses within your parish area. Local landowners may be on your steering group for your plan and be willing to offer their land for development.

The method most commonly used to identify potential housing land is to undertake a 'Call for Sites'. This is where the parish council / neighbourhood plan steering group invites landowners, developers and other interested parties to submit potential sites for future allocation in your plan.

This could be advertised through a door to door leaflet drop, on the parish website, in the parish magazine and through social media.

Appendix A is a Proforma that can be adapted for the purposes of your Call for Sites exercise.

It is a good idea to engage with local landowners at an early stage in your plan making. This will provide you with the opportunity to find out what they are considering doing in the future with their property and you can explain the communities' aspirations for future planning.

How can SCDC help you?

As SCDC has carried out a Call for Sites we can advise you on what questions to include in your questionnaire form.

By providing an example template for you 'Call for Sites' form.

What to do with the list of potential sites?

Once you have carried out your Call for Sites and have a list of potential sites you need to determine which of these have development potential.

Each site should be tested for the following:

- Suitability
- Availability and
- Economic viability

These are explained more fully in the [Locality](#) guidance.

This is an opportunity to gather as much evidence as you can of each site so that you have the full information to decide which is the most appropriate to include in your plan.

Issues to consider in assessing a site

- Proximity to services such as shops, school, employment, and public transport.
- Transport and highways access;
- Impact upon the landscape and wider countryside;
- Impact upon the townscape within a settlement;
- Environmental health impacts – contaminated land, noise and light pollution;
- Connection and availability of utilities such as water supply and drainage.

Other Resources

SCDC Neighbourhood Plan Guidance Documents

Sources of Evidence and Information

Locality

[Site Assessment for Neighbourhood Plans](#)

How to eliminate unsuitable sites

You may wish to highlight in your assessment some major constraints which will result in a site being considered completely unsuitable for development.

Such constraints could include:

- Compliance with the strategic policies in SCDC adopted development plan
- Flood Risk –sequential tests must be carried out on all sites - if the site is within flood risk zone 3a or 3b (based on Environment Agency maps) it should be rejected.
- Proximity to and impact on national or international wildlife sites – any site proposed within such an area must be rejected.
- Deliverability – sites must be capable of being available, developed and built within the plan period – otherwise they should be rejected

When completing the assessment form you may find it useful to contact our statutory consultees as they will be able to advise you with information or assistance on the constraints of different sites. Below is a list of statutory consultees contact details:

SCDC Environmental Health	env.health@scambs.gov.uk
Environment Agency	planning_liaison.anglian_central@environment-agency.gov.uk
Historic England	eastplanningpolicy@historicengland.org.uk
Natural England	consultations@naturalengland.org.uk
Highway authority	victoria.keppey@cambridgeshire.gov.uk
Network Rail	townplanningse@networkrail.co.uk
Rail authority	info@abellio.com & chris.grayling.mp@parliament.uk
Sport England	planning.east@sportengland.org
Local Flood Authority	fr.planning@cambridgeshire.gov.uk

Stage Three: Shortlisted sites

After the assessment

Once you have a shortlist of sites that are suitable; available and viable you will need to identify which are the most appropriate ones to be carried forward to the next stage of your plan making. This is likely to be carried out through a consultation to find out the views of your community and other stakeholders on the different sites.

Next steps

Within your draft neighbourhood plan you will need to have a map showing any sites that you are proposing for development with their boundaries shown clearly.

Each site will then require a policy specifying what the requirements for the development will be. This could be a criteria based policy setting out how the site will be delivered, by who, when and what infrastructure is required for delivery.

Other Guidance:

Herefordshire Council guidance note 21

[Guide to site assessment and choosing allocation sites](#)

Appendix A - Site Submission Form

(Insert name of Parish Council) is looking at the potential availability of land for a range of uses across (insert name of designated area) up to 2031. This exercise is being undertaken as part of the evidence base to support the preparation of the (Insert name of designated area) Neighbourhood Plan. This form should identify sites which will be considered by the Parish Council for their suitability for the used proposed over the lifetime of the plan.

Please use a **separate form** for each site and complete the form to the best of your knowledge.

Sites submitted to the Parish Council will be in the public domain and the information submitted will not be treated as confidential.

A map showing exact site location and boundary in red must be submitted.

If you need any assistance completing the form, please contact the (insert contact details – email/ telephone number)

Please return this form to (insert parish council)

- Via email to (insert email address of parish council)
- Via post to (address of parish council)

Please return by (insert date for end of exercise)

PLEASE COMPLETE YOUR NAME AND CONTACT DETAILS

YOUR DETAILS:			
Title	Name
Organisation (if applicable)		
Address		
Telephone no	Email
AGENT'S DETAILS: (if applicable)			
Name		
Address (with postcode)		
Telephone no	Email

1 Site ownership		
What is your interest in the land?	Landowner	
	Developer	
	Land agent	
	Planning Consultant	
	Registered Provider (Housing Association)	
	Other	
Site ownership If you are not the landowner, please provide the details of all landowners:	Landowners Name: Address:	
	Email Telephone no.	
If not the landowner , please confirm landowner/s have been informed of this submission:	Yes No	
Does the landowner/s support the submission? If yes, please provide evidence of their support e.g. a letter	Yes No Don't know	

2 Site Information	
Site address	
OS Grid reference	
Site area (hectares)	
<u>Site Map</u> Please provide a scale map showing at least two named roads, any surrounding buildings and the direction of north. It is recommended that the scale is either 1:1250 or 1:2500 or as appropriate to fit a map no larger than paper size A3. The site for consideration should be clearly edged in red and should include all land necessary for the proposed development (e.g. access, visibility splays, landscaping). Any other land in the same ownership close to or adjoining the site for consideration should be clearly edged in blue.	

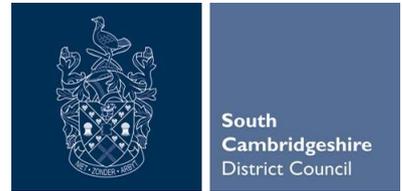
3. Site Description		
What is the current use of the site		
If the site is developed but not currently in use what was the last use of the site and when did it cease.		
Proposed use (Please tick appropriate box)	Housing	
	Employment	
	Retail	
	Other (please note)	

Site description:		
-------------------	--	--

4 Timescales		
Awaiting relocation of existing use:		
Likely timeframe for development (please tick appropriate box)	0-5 years	
	6-10 years	
	11-15 years	
	16 -20 years	

5 Site Details	
Access to an adopted highway (please describe)	
Vegetation on the site (e.g. trees, hedgerows)	
Hydrological features (e.g. streams, watercourses)	
Other on-site features (e.g. particular features, existing buildings etc.)	
Are you aware if there are any site contamination issues? e.g. hazardous / polluted ground conditions, hazardous installations, air quality, noise issues If yes please give details.	Yes No

6 Site Accessibility	
Within which settlement is the site located?	
Is the settlement served by public transport?	Yes No
What key services/ community facilities does this settlement have> (e.g. a shop, pub, village hall)	
Distance from the settlement centre	
Does the site have access to utility services? (e.g. gas, electricity, water, sewerage)	
Are you aware of any restrictive covenants within or adjacent to the site?	



Neighbourhood Planning Guidance

Neighbourhood Planning: Maps for Neighbourhood Plans

South Cambridgeshire District Council

~~September~~ December 2017

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Neighbourhood Planning Mapping Guidance

The use of maps at all stages of the Neighbourhood Planning process will help bring your document or consultation event to life. **People can better relate to maps or pictures**, and express their feelings about an area with the aid of a map easier, than with just the written word.

Maps are necessary within your plan as there is a requirement to include them within your submission document. More information on this requirement is contained throughout this document. **South Cambridgeshire District Council can supply some mapping free of charge**, information on what the Neighbourhood Planning team can supply you with is detailed through this guidance note.

ESSENTIAL INFORMATION

Before we can provide support to your Neighbourhood Plan all the information in the below paragraphs is essential reading. This guidance note will help you to obtain the necessary Ordnance Survey licence requirements.

Licensing

For any data/GIS layers the Neighbourhood Planning Group must ensure they seek and attain the permission and/or rights for the use of all data for mapping purposes. Contact the author of the information.

Ordnance Survey (OS) Mapping

Neighbourhood Planning Group must sign up to the Ordnance Survey's Public Sector Mapping Agreement (PSMA) with the OS to benefit from any of the mapping support.

This will licence your parish council to use a range of Ordnance Survey mapping products for council business and enable South Cambridgeshire District Council to share Ordnance Survey mapping data with you more easily.

It requires your group to sign-up (for free) at this link: [PSMA](#) or find out more information, and sign-up, at:

<https://www.ordnancesurvey.co.uk/business-and-government/public-sector/mapping-agreements/public-sector-mapping-agreement.html>

Ordnance Survey Copyright

A Copyright line must be included whenever mapping is used, written as (year will change):

“© Crown copyright and database right 2017. Ordnance Survey Licence number 100022500”

3rd Party Contractors

If you are using an external supplier to create your mapping using OS data, in addition to the PSMA they will need to sign and send in a 3rd party contractors agreement. Please contact the Neighbourhood Planning team via the contact details: neighbourhood.planning@scambs.gov.uk or 01954 713183.

Aerial Photography

For the 2013 Aerial photography base layer a copyright line must be included to show:

“© Bluesky International Limited.” This data can be used by your Group to create printed maps only

External Data Sources

Data supplied and used by your group from any other sources you find, other than SCDC, may

require you to sign additional consent or user forms/licences, include a copyright line and may incur a charge.

Data Usage

All data/mapping supplied by SCDC is solely for the use of creating the Neighbourhood Plan by your Neighbourhood Planning Group.

When will you require a map?

- Neighbourhood Area:

A map showing your proposed Neighbourhood Area is required as part of the application submitted to SCDC requesting the designation of your neighbourhood area.

- Consultation:

Maps are important when you start exploring the possible options for policies and proposals within your draft plan. Maps are often invaluable during any consultation events and many engagement techniques benefit from the use of maps.

Maps will potentially be needed within draft consultation documents or draft plans, especially those which outline such things as, potential housing, employment or community sites, settlement boundary lines and any areas for protection such as recreation, green space or important local buildings.

- The Plan:

When your plan is submitted it will need several things to support it, one of which is a map identifying the area to which the plan relates the:

- *Designated Neighbourhood Area Map.*

Your Neighbourhood Plan also needs to include a **Policies Map**. A policies map shows:

- Site allocations - areas of land that have been allocated for specific uses, and
- Designations - areas to receive protection from development including local, national and international environmental designations.

Once adopted, the details on your policies map will be used in determining planning applications and other council functions such as land searches.

Mapping will therefore be an important element of developing your plan and there are many ways of obtaining the necessary maps you require.

Other Resources

SCDC can provide you with maps as set out in this guidance document.

Alternatively, **on-line internet mapping sites** can also provide the facility to produce maps of your parish. There may be a subscription or costs to using such sites.

Top Tips

Please bear in mind that some online mapping sites rely on members of the public to keep them updated, and therefore SCDC cannot guarantee that the data on these sites is up to date or valid for Neighbourhood Planning purposes.

Neighbourhood Plan Mapping Offer – inclusive (standard offer)

Create and supply mapping at critical points throughout the lifespan of the Neighbourhood Plan preparation process.

Neighbourhood Area

As part of our standard mapping offer, SCDC can:

1. Provide an Application map (Proposed Neighbourhood Area Map), showing extent of proposed area to be designated, to include:
 - A4, Colour, PDF supply (by email)
 - OS Base mapping
 - Line to delineate the boundary of your Neighbourhood Plan Area, Nb. please let us have an accurate representation of the area boundary to use to create this map.
 - Number of printed copies: maximum of 5
 - [See Example 2](#)
2. One map to show extent of designation area for exhibitions or group meetings, including:
 - Max. Size A0, Colour, printed onto Inkjet paper
 - Using any of the constraint GI layers and those listed in [Appendix 1](#)
 - Maximum Extent of work: 2 hours' work for Policy team (This would be sufficient time to create a base using OS or Aerial photo with a few existing layers overlaying on a current frame layout.
 - Number of printed copies: maximum of 2

Mapping Portal

Within a short time from your Neighbourhood Area being designated you will have access to a mapping portal hosted by SCDC showing a standard set of layers, as listed in [Appendix 1](#), overlaying Ordnance Survey and Aerial base mapping. This will help support you through the process of preparing the Plan. It can be used for research and simple analysis based on the spatial information available. The mapping portal also allows you to add on extra information by drawing shapes or lines. Working quality maps can be saved from the portal as a PDF and then be printed out.

Your Neighbourhood Plan group will have:

- access to the portal for the duration of the making of the neighbourhood plan and onward (this provision is subject to any future review by SCDC of its software, IT policies and provision)
- access through a link on your Parish Council website, also mobile device link (mobile phone)
- access to layers as shown on the Adopted LDF Proposals Map, Local Plan Policies Map and the current Village Service and Facilities Study, as listed at [Appendix 1](#)
- OS base mapping at various scales, and current Aerial photography, as a backdrop layer for South Cambridgeshire
- an option to add-on layers (see Creating New Layers section)

Note:

SCDC will maintain the data layers, updating them on the portal system, as and when we re-publish.

Other Resources:

You may find useful, for reference, the following SCDC website pages which show the 'Adopted LDF Proposals Map' and 'Proposed Submission Local Plan Policies Map (July 2013)':

[Adopted LDF Proposals Map](#)

[Proposed Submission Local Plan Policies Map](#)

[See Example 1](#)

Neighbourhood Plan Preparation (Consultation)

We will be able to provide initial policies map to help you consider the planning issues in your area, please let us know if you require this help.

- Please make yourself aware and refer to the lead times shown later in the document.

Top Tips

Using the mapping portal here will really help work through your requirements. However, if you have added shapes or lines to the mapping portal to illustrate specific policies in your Neighbourhood Plan and you would like these shown on maps to be included in your pre-submission or submission Neighbourhood Plan, please contact us via neighbourhood.planning@scambs.gov.uk or 01954 713183 to discuss how we can help you to create these maps so that they are at a quality suitable for publication.

Maps created & supplied by SCDC:

- File dimensions: A4/ A3, Colour/Mono, PDF printed
- Using any of the SCDC constraint GI layers and those listed in [Appendix 1](#)
- Maximum Extent of work: 8 hours work for Policy team
- Number of printed copies: maximum of 3 of each map
- Bespoke layer mapping – option to create bespoke layers (see Creating New Maps from New Layers section)

Neighbourhood Plan Submission

We can finalise the set of policy maps and provide a map of the Neighbourhood Area required for the submission Neighbourhood Plan.

Maps created and supplied at plan preparation

- Update current layers used, if necessary
- Finalise and check: Maximum of 4 hours work for Policy Team
- Supply: Neighbourhood Area map (Designation Map, as a JPeg)
- Supply: PDF/JPeg final set of maps for you to drop into final plan documents
- [See Example 3](#)

Other Mapping Options

Data only supply

For you to create your own mapping. Choose from any of the constraint GIS layers and those listed in [Appendix 1](#). The data will be supplied as a tab file format (.tab) which needs to be loaded into a GIS package. Many other sources can supply data to use and is readily available, there may be a

charge. See other possible data sources in [Table 1](#).

Raster images

OS mapping – various scales, monochrome or colour is available, we can supply your Neighbourhood Plan area as an image file.

Aerial Photography – a 2013 image file of your Neighbourhood Plan area can be supplied. Please be aware the license allows for the **creation printed mapping only**.

Data is supplied by email. There is no charge for this information. Please let you own if you wish to take this option.

Print only supply

You have created your own mapping but require a print only option. Providing us with PDF files we can print them out at various sizes, colour/mono and on various paper types. We would need sufficient time to produce the prints, ensuring a resource is available to complete the work. There may be a charge for this service, please see the Print Cost [Appendix 2](#). Please let you own if you wish to take this option.

Data Layers

Internal Constraints and Other SCDC Layers

Please refer to [Appendix 1](#).

Externally Sourced Constraint Layers

Only constraint data layers created by SCDC can be supplied to you from SCDC.

These **excluded** layers, can be sourced directly from the “data contact/link” below:

Table 1

LAYERS	OWNER	DATA CONTACT / LINK	INFORMATION
Flood zones 2	Environment Agency	https://data.gov.uk/dataset/flood-map-for-planning-rivers-and-sea-flood-zone-2	download SHP file from link
Flood zones 3	Environment Agency	https://data.gov.uk/dataset/flood-map-for-planning-rivers-and-sea-flood-zone-3	download SHP file from link
Registered (Historic) Parks & Gardens	Historic England	https://services.historicengland.org.uk/NMRDataDownload/default.aspx	register as user & download data
Scheduled Ancient Monuments	Historic England	https://services.historicengland.org.uk/NMRDataDownload/default.aspx	register as user and download data
Ancient Woodland	Natural England	http://environment.data.gov.uk/ds/catalogue/#/catalogue	download SHP file from link
SSSI	Natural England	http://environment.data.gov.uk/ds/catalogue/#/catalogue	download SHP file from link
Cambridgeshire & Peterborough Minerals & Waste Development Plan	Cambridgeshire County Council	Various layers - contact in GI team directly at Cambridgeshire County Council (Tom Parker, GIS Officer)	Thomas.Parke@cambridgeshire.gov.uk

External Web Links: if any of the links included within this document cease to work, please contact us via neighbourhood.planning@scambs.gov.uk

Creation of new data layers – outside standard offer

If you require the creation of **new data layers** to show on either the mapping portal or printed maps we may be able to help. Please contact us via neighbourhood.planning@scambs.gov.uk or 01954 713183. We will deal with each of these requests as bespoke to meet your need. Please be aware **this is outside our standard offer** to support your Neighbourhood plan and may incur a charge.

We advise you to give us as much notice as possible to accommodate your requests and enable resources to be available to meet any demand. We seek to draw on further resources if required to meet the need, complexity of the work or timescales, but this may incur a commercial cost, and delays.

Creation of new maps from new layers – outside standard offer

If you require the **creation of printed maps from your created data, this is outside our standard offer to support your Neighbourhood plan**. Please contact us to see how we can help and provide further information specific to your request via neighbourhood.planning@scambs.gov.uk or 01954 713183.

Timescales / Lead times for Mapping

Please refer to the Support Offer guidance document for SCDC to comment on documents and policies. We need you to keep us informed of your progress, keeping the timeline up to date to ensure we have sufficient time and resources in place. This applies to mapping requests also.

Create and Print 1 Map at a Small/Large Format

Once all criteria agreed upon: Up to 10 working days for small formats (paper size of A4/A3). Multiples may take relatively less increased time but will depend on complexity of request. Each request will be dealt with on an individual basis.

Large Format: Up to 15 working days – additional print time required as these prints are larger than A3 and therefore require being printed using additional resources. Each request will be dealt with on an individual basis.

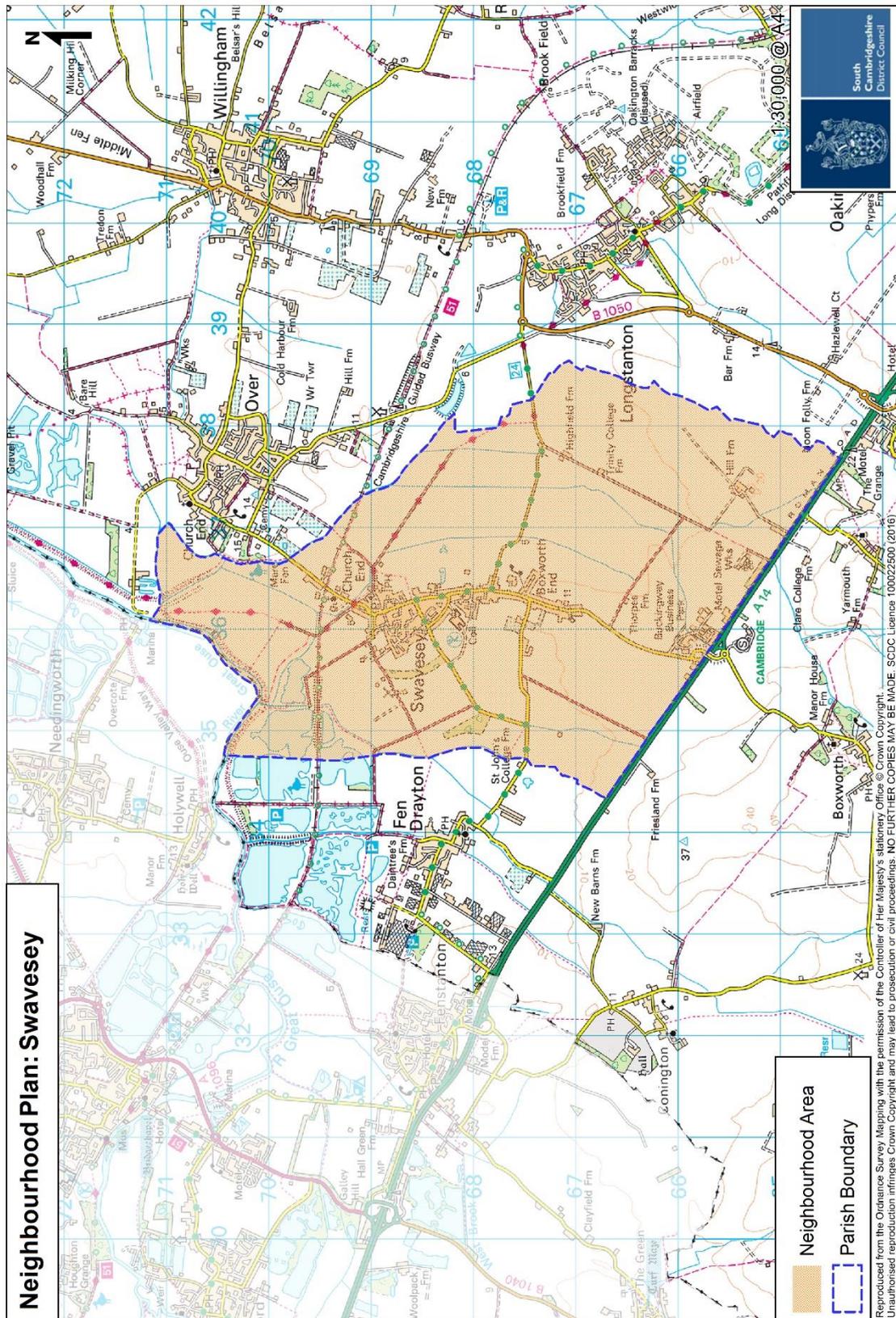
Print only: Turnaround time is up to 7 working days.

Lead times: However, we would need to know in good time for any option when this the work is required to ensure resource availability, in their work schedules, to meet a deadline you may require. In all cases these are maximum standard timescales and we aim to complete the work much sooner.

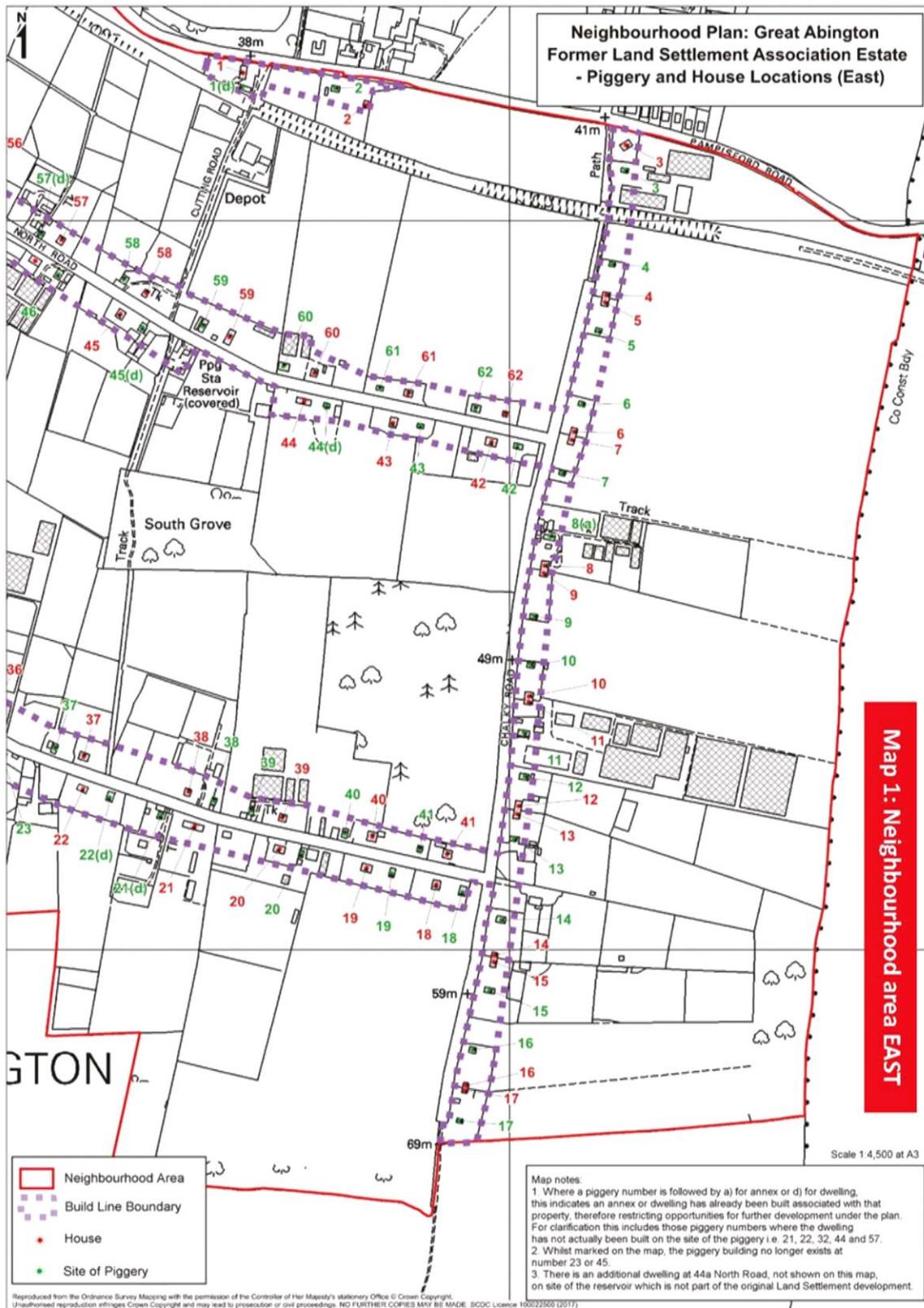
Other Information

- **PDF supply:**
We can supply the above maps as PDF but we have maximum possible file size for email (less than 10MB maximum individual file size) which will mean an alternative method to supply the PDF may be needed, or you may be happy to receive printed maps only. Please let us know if this is the case.
- **Village Services and Facilitates Study 2014:**
GIS Layers: This study was last updated in 2014 and so this is the current study. Due to the sheer volume of research and data capture required for this study completing an updated version is dependent on additional resources of which we do not always have the availability. Any help your Group can give to us in updating any of the information for your parish we encourage you to feedback to us.

Example 2: Example Designation Map



Example 3: Example Policies Map



Appendix 1

Adopted Local Plan Layers (Jan 2010)

Area Action Plan Areas (AAP)
Cambridge East (North of Newmarket Rd)

Conservation Areas

Country Park

County Wildlife Sites

Development Frameworks

Employment Allocation

Employment Commitment

Established Employment Areas

Flood Zone 2

Flood Zone 3

Green Belt

Guided Busway

Historic Parks & Gardens

Housing Allocation

Important Countryside Frontage

Improving Landscaping

Landscape Buffer

Local Nature Reserves

Lordsbridge 1 Area

Lordsbridge 2 Area

Lordsbridge Restricted Area

Major Developed Site in Green Belt

Major Development Site

Northstowe Strategic Reserve

Protected Village Amenity Area (PVAA)

Saved Local Plan Policy CNF6

Scheduled Monuments

Special Policy Area

Sites of Special Scientific Interest (SSSI)

Submission Local Plan Layers (July 2013)

Area Action Plan (AAP) Areas

Ancient Woodland

Cambridge East (North of Newmarket Rd)

CE Safeguarded Land

Conservation Areas

Country Park

County Wildlife Sites

Development Frameworks

Employment Allocation

Employment Commitment

Established Employment Areas

Green Belt

Historic Parks & Gardens

Housing Allocation

Important Countryside Frontage

Improved Landscaping

Landscape Buffer

Local Green Spaces

Local Nature Reserve

Lordsbridge 1 Area

Lordsbridge 2 Area

Lordsbridge Restricted Area

Major Development Site

Northstowe Strategic Reserve

Protected Village Amenity Area (PVAA)

Scheduled Monuments

Special Policy Area

Sites of Special Scientific Interest (SSSI)

Cambridgeshire & Peterborough Minerals and Waste Plan

M&W Mineral Safeguarding Areas

M&W Site Specific Policies

M&W Strategic Allocation

Other SCDC available layers

Village Services and Facilities Study 2014
(breakdown of these layers on the page below)

Listed Buildings

Tree Protection Orders (TPO)

Layers highlighted in yellow

All layers in Appendix 1 highlighted in yellow are part of the Policy mapping but not SCDC created layers. As such need to be sourced from their respective owners - please see [Table 1](#).

Adoption of the current Submitted Local Plan

Once the South Cambridgeshire District Local Plan is adopted we will update the Portal Mapping layers and available GIS layers to reflect this change. It means from that point we will only have one set of layers, and all previous version will be removed. The changes will also be reflected on the online views.

Village Services and Facilities Study 2014 layers

Fire Stations

Food Shop

General Practitioners

Library

Mobile Library

Other Services – All Other

Other Services – Community Facility

Other Services – Education

Other Services – Health Care

Other Services – Shopping and Retail (A1)

Police Stations

Post Office

Primary School

Secondary School

Sports Centre

Village Hall – Community Centre

10 Minute Bus Service

20 Minute Bus Service

30 Minute Bus Service

Hourly Bus Service

Less Than Hourly Bus Service

1 Day Bus Service

Babraham Park and Ride Service

Guided Busway Stops

Guided Busway

SCDC and City Bus Stops

SCDC and City Cycle routes

Train Line

Train Stations

Allotments (Recreation Study 2013)

Burial Grounds (Recreation Study 2013)

Children's Formal Play space (Recreation Study 2013)

Community Orchards (Recreation Study 2013)

Informal Play space (Recreation Study 2013)

Informal Open space (Recreation Study 2013)

Outdoor Sport (Recreation Study 2013)

Built Area (Trumpington Meadows)

Local Centre (Trumpington Meadows)

Open Space Country Park (Trumpington Meadows)

Appendix 2

The costs set out below are for single sided printing. For double sided printing, the costs should be multiplied by 2.

Print Costs – Large Format (correct as August 2017)

Paper type		One copy		Three copies		Five copies		Ten copies
A2								
Inkjet paper		15.60		18.00		34.50		54.75
Photo Satin		16.30		20.10		38.00		61.75
Vinyl		20.40		32.40		58.50		102.75
A1								
Inkjet paper		16.30		20.10		38.00		61.75
Photo Satin		17.60		24.00		44.50		74.75
Vinyl		20.60		33.00		59.50		104.75
A0								
Inkjet paper		17.80		24.40		45.00		75.75
Photo Satin		19.80		30.60		55.50		96.75
Vinyl		24.60		45.00		79.50		144.75

Price Guide based on based on paper type/multiples

Print Costs – Small Format (correct as August 2017)

Paper type		Print cost		Paper cost		Total Cost (pence)
A4						
B/W		0.0461		0.00492		0.05102
COLOUR		0.04499		0.00492		0.04991
A3						
B/W		0.0922		0.01038		0.10258
COLOUR		0.998		0.0138		1.0118



Neighbourhood Planning Guidance

Neighbourhood Planning: Affordable Housing

South Cambridgeshire District Council

~~September~~ December 2017

This document includes hyperlinks to a range of websites, and the hyperlinks can be accessed using the published version of this document, which is available to view via: [www.scambs.gov.uk/npguidance](http://www.scambs.gov.uk/npgguidance). Every effort has been made to ensure that these hyperlinks are up-to-date, however as websites change these hyperlinks can become invalid.

Herefordshire Council has kindly given permission for us to provide links to their guidance on neighbourhood planning.

Huntingdonshire District Council has kindly allowed us to take inspiration and wording from their Neighbourhood Planning Guidance.

If you have any queries relating to this document, please contact us via neighbourhood.planning@scambs.gov.uk or 01954 713183.

Introduction on Affordable Housing for local people

Many parish councils are concerned that local people are unable to remain in their village because of the growing cost of housing. Often adult children have to move further afield to be able to afford a home, those working in the village have long commuting distances and family support is no longer available.

If this is an issue that the parish council wish to address, they may want to consider including policies or sites for affordable housing within their neighbourhood plan.

How can SCDC help?

Before you embark on including policies or sites for affordable housing within your neighbourhood plan, we suggest that you speak to the Housing Strategy Team at SCDC for advice and support on delivering affordable housing for your village.

Email: Strategic.Housing@scambs.gov.uk

Or telephone 01954 713336 or 01954 713356

What to do next after agreeing your vision and objectives

In preparing your neighbourhood plan you may think that you already know what needs to be included in your plan and that with the local knowledge of your area know how best this can be achieved. Once you have agreed the vision and objectives for your plan you may be keen to launch straight into the writing of the plan policies.

However it is wise to consider whether there are alternative ways of achieving the objectives of your plan.

You may find it helpful to consider these alternative options to see what works best and what doesn't and to find out the views of your local community on which option they would prefer to see happen. It may be that the first solution that was suggested at the start of your plan making may not be the most reasonable option for your local community.

A key element of the Strategic Environmental Assessment (SEA) work that must be carried out on your neighbourhood plan is to consider the impact of your plan proposals on the environment. Through this process you will need to demonstrate that alternative options were considered prior to the formal drafting of your neighbourhood plan particularly if what you are proposing has an impact on the environment.

What is Affordable Housing?

The Government defines affordable housing as social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and house prices.

Guidance and Regulations

[NPPF](#) – Definition of affordable housing can be found in Annex 2: Glossary of the NPPF.

[SCDC Affordable Housing Glossary](#) explains in more detail what affordable housing is, the different tenure models available, who it is aimed at and how it is allocated.

The national NPPF definition of affordable housing may occasionally change as may the SCDC

What is an Exception Site?

Rural exception sites are housing schemes that deliver affordable housing to meet identified local housing needs.

They are usually in rural locations where market housing would not normally be acceptable because it is outside the village framework as defined in the Local Plan. Homes can be brought forward on these sites only if there is a proven unmet local need for affordable housing.

How can you ensure that affordable homes are available for local people?

Under the Council's [Rural Exception Sites Policy](#), a legal agreement is put in place to ensure the properties remain affordable, will be for people in housing need and prioritised for those with a strong local connection to the parish. Those considered to have a local connection include those:

- working in the village for the last 12 months for 16 or more hours a week,
- that have lived in the village for at least 5 years out of the last 8 years, or
- that have family members who have been resident in the village for at least 5 years.

Our Housing Strategy Team (see contact details on page 3) can provide the full text of our local connection policy of which this is a summary.

Identifying local housing needs

A housing needs survey must be undertaken to support any application for a rural exception site scheme. Surveys are undertaken independently by Cambridgeshire Acre. This is a chargeable service. The parish council may request this survey directly from Cambridgeshire Acre or it can be commissioned by a Registered Provider (housing association) where the intention is to deliver a scheme.

Other Resources

Locality guidance

[Housing Needs Assessment at neighbourhood plan level](#)

[The Housing Statistical Information Leaflet](#) also provides information relating to the numbers on the housing register with a local connection and the availability of affordable housing in the village.

[Housing needs surveys](#) facilitated by Cambridgeshire ACRE.

Who provides the Affordable Housing?

SCDC works closely with a number of Registered Providers who own and manage the affordable housing. A Registered Provider will work closely with a parish council to help identify potential sites, commission housing need surveys, design a scheme, build it out and then manage the homes.

Can the Parish Council Own and Manage the Homes?

Under the rural exception site policy, generally homes are owned by a housing association, who are

well established to develop and manage affordable homes.

Community Land Trusts have been developed in other areas of the country providing community led housing.

A Community Land Trust is a legal vehicle for communities that is led and run by local volunteers. Collectively the Community Land Trust can own and manage property/land, undertake development projects themselves and lock in assets for the community. This is a relatively new model for delivering housing (not just affordable), employment and other community assets but as yet has not been tested in South Cambridgeshire.

For delivering small scale affordable housing schemes for local people, the rural exception site policy has a proven track record in South Cambridgeshire and is far less resource intensive for the local community.

Other Resources

More information about can be found on the [Community Land Trust East](#) website.

What support is available from the Council in delivering a rural exception site?

The Housing Strategy Team can:

1. Attend a parish council meeting to explain rural exception sites. Cambridgeshire Acre will also attend if required to talk about the Housing Needs Survey.
2. Undertake a walkabout with the Parish Council and Cambridgeshire ACRE to identify any potential sites.
3. Undertake an initial site feasibility assessment in conjunction with the planning department.
4. Help to identify a suitable Registered Provider to develop the scheme
5. Work with the Registered Provider to undertake public engagement and consultation.

The Registered Provider will provide design details for the scheme and submit a planning application, and will undertake construction of the scheme.

The Housing Strategy Team will keep the parish council informed of progress.

How can SCDC help?

Further information on the process to implement a rural exception site can be found on the Council's [website](#).

What do we need to include in the Neighbourhood Plan?

You may wish at this stage just to identify if there is a need for affordable housing in the village. In this case, a housing needs survey can be commissioned from Cambridgeshire Acre by the Parish Council. Where a need is identified, the Neighbourhood Plan could make provision to include an exception site to be delivered to meet the identified needs.

You may wish to take it a step further to identify a suitable site(s) to be included in the

Neighbourhood Plan.