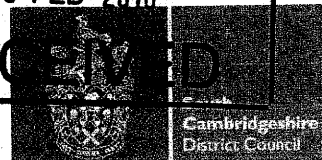


16 FEB 2016

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# Neighbourhood Planning

## Application to designate a Neighbourhood Area

Town and Country Planning Act 1990  
Neighbourhood Planning (General) Regulations 2012 and (Amendment)  
Regulations 2015

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

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

### Data Protection and Freedom of Information

Information in this form will be used solely for statutory Neighbourhood Planning consultations. Information, including names and contact information, will be available to view on the Council's website. By submitting this response form you are agreeing to these conditions.

If you need help to complete this form please call 01954 713182 or email [Neighbourhood.Planning@scambs.gov.uk](mailto:Neighbourhood.Planning@scambs.gov.uk).

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

1	Name of parish (or lead parish where there is more than one). Where there is no parish council in place to make this application, please contact the Council for assistance in applying to designate a Neighbourhood Forum	Melbourn Parish
2	Address	Parish Council Office Melbourn Community Hub 30 High Street Melbourn Royston Herts SG8 6DX
3	Contact name & position	Sarah Adam, Parish Clerk
4	Telephone number	01763 263303, Option 3
5	E-mail	parishclerk@melbournpc.co.uk
6	Additional parish contact details If applicable, please list all parishes involved in this application and provide contact details for the clerks of each.	Not applicable
7	Name of Neighbourhood Area In many cases this will reflect the name of the parish/ies it covers	Melbourn

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

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

**Boundary of Melbourn Parish**

The Parish Council wishes to designate the entire parish as our Neighbourhood Planning Area. We have discussed this proposal with Neighbouring Parish Councils and received no objections or expressions of interest in preparing a joint Neighbourhood Plan.

The Parish boundary is well-defined and suitable for our purposes. We think it is advantageous to consider the future of the Parish as a whole to ensure that the needs and wishes of all our community are considered.

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

19 May 2015 Open meeting held at Melbourn Village College, publicised by Newsletter to whole Parish to introduce idea of the Neighbourhood Plan. Included presentations about process by SCDC officers.

8 July 2015 Discussion at Melbourn Futures Committee

27 July 2015 Discussion at Full Parish Council (PC50/15)

Article in September edition of Melbourn Magazine (distributed to all Parish)

6 October 2015 Presentation to Melbourn Business Association

14 November 2015 Display at All Saints Parish Church Xmas Bazaar

17 November 2015 Discussion at Inter-parish meeting

10 **Local Contact details**  
South Cambridgeshire District Council must publicise your application for designating a Neighbourhood Area. Please could you provide with your application details of local contacts for use in the Council's statutory consultation (see guidance notes below)

Local Contact information is enclosed

Yes  No

Can be provided electronically?

Yes  No

11 **Declaration**  
I/we hereby declare that this parish council is a constituted parish council and is the qualifying body to act in this context. Local contact information is enclosed and/or being sent electronically

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

Name: Bob Tulloch

Signature:

Chairman, Melbourn Parish Council

Parish (lead parish where there is more than one):

Date (dd/mm/yy):

10 Feb 16

# Neighbourhood Plan: Melbourn

