

# 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).<br>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 | Swavesey   |
| 2 | Address   | 21 Thistle Green<br>Swavesey<br>Cambs<br>CB24 RJ   |
| 3 | Contact name & position   | Mrs Linda Miller, Clerk to Swavesey Parish Council |
| 4 | Telephone number  | 01954 202982                                       |
| 5 | E-mail  | clerk@swavesey.org.uk                              |
| 6 | Additional parish contact details<br>If applicable, please list all parishes involved in this application and provide contact details for the clerks of each.   |  |
| 7 | Name of Neighbourhood Area<br>In many cases this will reflect the name of the parish/es it covers   | Swavesey   |

**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

**Parish Boundary**  
The River Gt Ouse to the North and A14 to the South provide significant boundaries and impacts on the village. The west and east boundaries are through Nature Reserve and agricultural areas between neighbouring villages. With pressures for development all around the village, the agricultural surround to the village is considered important for the future of the village.

The main issues the Parish wishes to cover in its Neighbourhood Plan (housing, conservation, business, open spaces, traffic and transport) fall within the developed and undeveloped areas of the Parish. It was therefore agreed that the whole Parish should be included within the Designated Area, which was supported through consultations with local residents.

The Parish Council contacted all of the other Parish Councils directly bordering Swavesey Parish to see if they were considering a Parish Plan and if so if there were any joint possibilities. No other Parishes are currently considering embarking on this project.

**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?

The Parish Council has discussed a Neighbourhood Plan for some time but this has become a more serious consideration during the past year. Particularly so due to pressures of development in and around the village. The Parish Council has consulted with residents and investigated the process by:

Alison Talkington from SCDC visited Swavesey Parish Council on 4<sup>th</sup> February to introduce the Neighbourhood Plan process and give advice on how to start.

Cllrs visited Cottenham Parish Council's NH Plan leaders in February 2016 for advice on how to start up and structure the project.

Parish Clerk contacted other SCDC Parish Clerks involved in Parish Plans to gain further advice: Cottenham, Gamlingay, Linton, Waterbeach.

Main presentation at the Annual Parish Meeting in May 2016, introducing the idea and background of a Neighbourhood Plan to residents.

Cllrs attended presentations on NH Planning: Cambs ACRE Roadshow in Ely on 21<sup>st</sup> March 2016. SCDC Seminar on 20<sup>th</sup> July 2016.

Copies of adopted Plans from other areas obtained to show how finished plans looked and policies included.

Parish Council stall at the Primary School Fayre in May 2016, to speak to parents and residents and hand out a consultation leaflet about a Neighbourhood Plan and look to recruit interested people for the working group.

Parish Council stall at the Village Festival Gala Day in June 2016, to speak to residents, promote the idea of the Neighbourhood Plan, hand out a consultation leaflet and look to recruit people for the working group.

Articles in the village magazine, delivered free to every household, explaining what a Neighbourhood Plan is and asking for comments from residents. Issues in June/July and Aug/Sept 2016. A further article going into the Dec/Jan issue.

Village website. Articles and posts giving further information about the consultations and discussions regarding a Neighbourhood Plan.

Parish Council Minutes, discussions at various meetings during 2016, all of which are published on the village website.

A general consensus from residents supported the Parish Council proceeding with a Neighbourhood Plan. Many residents are very concerned over future development proposals, how the village might grow and how to protect its community feel and facilities.

- 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   |      |
| As from 1 <sup>st</sup> October this is no longer required for an application designating the Parish Boundary as its Plan Area (confirmed in email correspondence with Alison Talkington, SCDC 12 <sup>th</sup> Oct 2016) |      |
| 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: Mr Doug Hunt<br>Parish Councillor<br><br>Signature:<br><br><br>Parish (lead parish where there is more than one):<br><br><br>Date (dd/mm/yy): 25/10/16 |
| Name: Mrs Linda Miller<br>Clerk<br><br>Signature:<br><br><br>Parish: Swavesey Parish Council<br><br>Date (dd/mm/yy): 25/10/16                                |

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

**Application for Neighbourhood Area designation**

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

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

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

Applications must include a statement confirming that the parish council is the qualifying body. **Your application is not complete without this information.**

**Areas with no parish council**

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

### **Filling out the form**

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

### **Local Contacts**

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

**Your application is not complete without this information.**

### **Map of the Area**

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

**Your application is not complete without this information.**

### **What happens next?**

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

### **Decision to designate**

The Council will decide whether to designate the Neighbourhood Area.

Decisions will be made:

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

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

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

### **Checklist - have you...?**

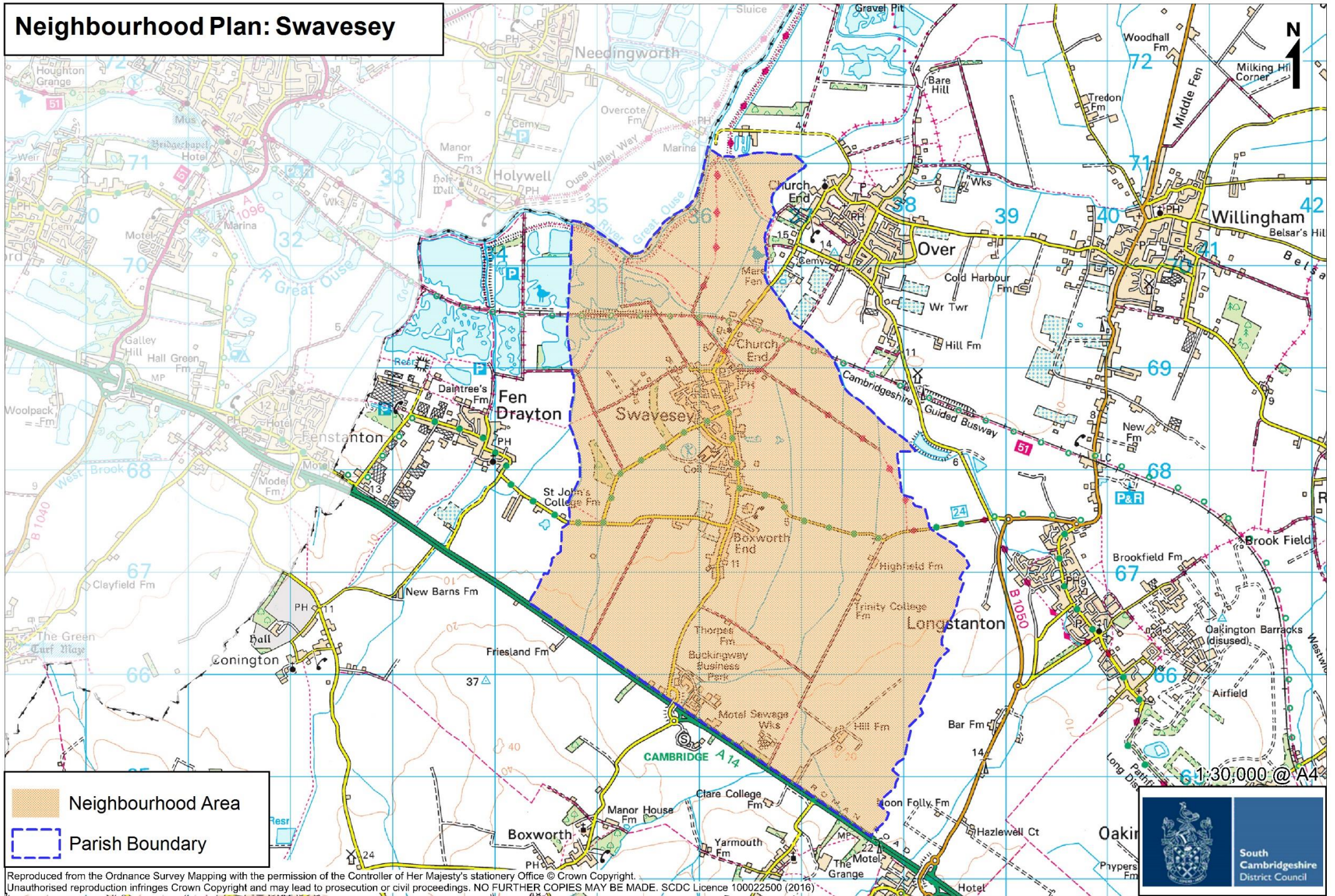
- Signed the declaration
- Included local contact information
- Included a map of the nominated Neighbourhood Area

### **Completed forms should be returned to:**

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



# Neighbourhood Plan: Swavesey



Reproduced from the Ordnance Survey Mapping with the permission of the Controller of Her Majesty's stationery Office © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. NO FURTHER COPIES MAY BE MADE. SDCD Licence 100022500 (2016)

