

# 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@scamb.gov.uk](mailto:Neighbourhood.Planning@scamb.gov.uk).

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

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| 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 | Great Abington Parish Council                           |
| 2. | Address   |   |
| 3. | Contact name & position   | Bernie Talbot – Parish Council Chairman                 |
| 4. | Telephone number  |   |
| 5. | E-mail  |   |
| 6. | Additional parish contact details If applicable, please list all parishes involved in this application and provide contact details for the clerks of each.  | Mrs PM Harper<br>Clerk to Great Abington Parish Council |
| 7. | Name of Neighbourhood Area In many cases this will reflect the name of the parish/es it covers  | Great Abington Land Settlement                          |

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|-----------|---|--|
| <p>8.</p> | <p><b>Proposed Neighbourhood Area</b><br/> 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.</p> <p>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 <a href="mailto:Neighbourhood.Planning@scambs.gov.uk">Neighbourhood.Planning@scambs.gov.uk</a> or call 01954 713182</p> | <p><b>Proposed area.</b><br/> The area is to be restricted to the land which is part of the Parish of Great Abington and was formerly designated as Abington Land Settlement Association Estate (LSA) in the 1930s. This is bounded to the North by Pampisford Road, to the West by Newmarket Road and to the East by the Parish boundary. Map attached.</p> <p><b>Reasoning</b><br/> The former Land Settlement Association Estate at Great Abington consisted of 62 dwellings each with differing size plots from 1 acre to 11 acres of land. They are located mainly on, or adjacent to, three roads, North Road, South Road and Chalky Road, with 3 houses on Pampisford Road. The Estate is currently outside the village framework and is considered, for planning purposes, as being in the countryside. The area was previously designated as a special planning policy area but this situation lapsed a number of years ago. Properties in the Estate range from some in their original state being small cottages. At the other extreme some sites now have very large houses on them with many bedrooms and additional facilities. In recent years there have been numerous situations where planning applications have been made to convert, extend or replace existing dwellings and/or outbuildings. In many of these cases the Parish Council has recommended approval of the proposed development but frequently these applications have been refused at District Council level often on the basis that they are in the open countryside or they are not sustainable. When taken to appeal Inspectors have often upheld the appeal and the proposal has gone ahead. The Parish Council has been trying to re-establish a special planning policy for the area for several years.</p> |
| <p>9.</p> | <p><b>Local publicity about your proposal to prepare a Neighbourhood Plan</b><br/> 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</p>  | <p>Great Abington Parish Council submitted a proposal to South Cambridgeshire District Council In May 2012 regarding a special planning policy for the former LSA. This followed much consultation with local stakeholders. At that time as it was hoped that the issues contained within it would be addressed by the Local Plan but this now seems unlikely. A revised proposal was drawn up by Great Abington Parish Council for a special planning policy area, which would clearly identify it as not being in the open countryside whilst not including it within the village framework. This proposal was discussed at an open Parish Council meeting on 16<sup>th</sup> October 2015 when approximately 60 residents, mainly from the LSA area, attended and supported this action by a very large majority.</p> <p>Great Abington Parish Council was advised by SCDC to use the Neighbourhood Plan to achieve its aims and this was discussed at an open Parish Council meeting on 22<sup>nd</sup> February 2016. The proposal was enthusiastically supported. The community has been kept fully informed about the proposals through meetings and reports in the monthly Abingtons and Hildersham News which goes to every house.</p>  |

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|-----|---|--|
| 10. | Local Contact details<br>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<br><br>Yes<br><br>Can be provided electronically?<br><br>Yes                 |
| 11. | Declaration<br>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<br><br>Where relevant, please ensure all other parishes involved have signed this application form.<br><br>Continue on another sheet if necessary | Name: - Bernard Talbot<br>Chairman Great Abington Parish Council<br><br>Signature:<br><br><br><br>Date (31/05/16): |

**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