

**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL
RECORD OF EXECUTIVE / CHIEF OFFICER DECISION**

This form should be used to record key and other decisions made by individual Portfolio Holders and key decisions made by Chief Officers. The contact officer will ensure that the signed and completed form is given to Democratic Services as soon as reasonably practicable after the decision has been taken.

Unless permission has been obtained from the Chairman of Council and the Chairman of the Scrutiny and Overview Committee that this decision be treated as a matter of urgency under Rule 12.19 of the Scrutiny and Overview Committee Procedure Rules, this decision will come into force, and may then be implemented, on the expiry of five working days after the publication of the decision, unless called in under Rule 7 of the Budget and Policy Framework Procedure Rules or Rule 12 of the Scrutiny and Overview Committee Procedure Rules.

Portfolio	Joint Director for Planning and Economic Development
Subject Matter	Cottenham Neighbourhood Plan – Receipt of Examiners Report and Decision to Proceed to Referendum.
Ward(s) Affected	Cottenham
Date Taken	12 February 2020
Contact Officer	Alison Talkington Senior Planning Policy Officer, Alison.talkington@greatercambridgeplanning.org 01954 713182
Key Decision?	No.
In Forward Plan?	No, this is not a key decision.
Urgent?	No.

Purpose / Background
<p>Purpose</p> <ol style="list-style-type: none"> 1. The purpose of this report is to consider the conclusions of the Examiner’s Report on the Cottenham Neighbourhood Plan, and whether those conclusions should be acted upon and therefore that the Neighbourhood Plan should proceed to referendum. This includes considering whether the examiner’s recommended modifications to the Neighbourhood Plan should be made, and whether the Council agrees that the Neighbourhood Plan meets the Basic Conditions. 2. Cabinet agreed at its meeting on 26 July 2018 that where the examiner has concluded that the Neighbourhood Plan is legally compliant, meets the Basic Conditions (with or without modifications), and should proceed to referendum, the Joint Director for Planning and Economic Development has delegated authority to make the decision on the way forward, in consultation with the Planning Lead Member. <p>Background</p> <ol style="list-style-type: none"> 3. Cottenham Parish Council considered in early 2015 the idea of developing a Neighbourhood Plan to provide a more locally focussed set of policies for their parish. An application to designate the whole of their parish as a Neighbourhood Area was submitted to South Cambridgeshire District Council in September 2015 and the Cottenham Neighbourhood Area was designated on 17 November 2015.

4. Cottenham Parish Council carried out consultation on a draft Neighbourhood Plan in 2017. Officers provided informal comments on the draft Neighbourhood Plan, and on subsequent revisions to the plan that were shared with officers ahead of the formal pre-submission consultation process. A Strategic Environmental Assessment and Habitats Regulations Assessment screening was undertaken on a draft version of the Neighbourhood Plan in March 2018 and a further screening in September 2018. A screening determination was published in September 2018. A Strategic Environmental Assessment was carried out in October 2018.
5. Pre-submission public consultation on the draft Neighbourhood Plan was undertaken by the Parish Council from 19 June until 7 August 2018. Officers provided a formal response to the consultation, providing constructive comments about the Neighbourhood Plan to assist the neighbourhood plan group with finalising the Neighbourhood Plan.
6. On 15 January 2019, Cottenham Parish Council submitted their Neighbourhood Plan to South Cambridgeshire District Council. Officers confirmed, as set out in the Legal Compliance Check for the Neighbourhood Plan that the submitted version of the Neighbourhood Plan and its accompanying supporting documents complied with all the relevant statutory requirements at this stage of plan making. Public consultation on the submitted Neighbourhood Plan took place between 11 February and 25 March 2019. South Cambridgeshire District Council provided a response to this consultation.
7. Officers, in conjunction with Cottenham Parish Council, appointed Andrew Ashcroft of Andrew Ashcroft Planning Limited as the independent examiner¹ to examine the Neighbourhood Plan. On 18 April 2019, the Neighbourhood Plan, its accompanying supporting documents, and all comments submitted on the submission version of the Neighbourhood Plan, were provided to the examiner with a request for him to carry out the examination on the Neighbourhood Plan.
8. The examiner issued a series of clarification questions relating to the Neighbourhood Plan in May 2019, and both South Cambridgeshire District Council and Cottenham Parish Council provided responses. The examiner also asked the Parish Council if it had any comments on the various representations made to the Plan during the submission consultation. A response was made by the Parish Council in August 2019.
9. The Examiner's Report was received on 10 December 2019 (see Appendix 1). The examiner in his report concludes that subject to a series of recommended modifications the Cottenham Neighbourhood Plan meets all the necessary legal requirements and should proceed to referendum. He also recommends that the referendum should be held within the neighbourhood area only.
10. Now that the Examiner's Report has been received, the Council is required to consider the conclusions of the Examiner's Report, and whether those conclusions should be acted upon and therefore that the Neighbourhood Plan should proceed to referendum. This includes considering whether the examiner's recommended modifications to the Neighbourhood Plan

¹ The examiner appointed to undertake the examination of the Neighbourhood Plan: must be independent of both the District Council and Parish Council; cannot be the same examiner that undertakes a health check of the Neighbourhood Plan; and must not have any interest in any land that may be affected by the Neighbourhood Plan.

should be made, and whether the Council agrees that the Neighbourhood Plan meets the Basic Conditions. The Council must publish its decision in a decision statement.

Considerations

11. Where an examiner has concluded that the Neighbourhood Plan meets the Basic Conditions (with or without modifications) and is legally compliant, and therefore that the Neighbourhood Plan should proceed to referendum, the Council has limited options in how to respond. The options are as follows:

Option 1: Act upon the conclusions in the Examiner's Report, including making any recommended modifications to the Neighbourhood Plan, and proceed to referendum, provided that the Council confirms that the Basic Conditions have been met.

Option 2: Take a decision substantially different from the Examiner's conclusions, wholly or partly as a result of new evidence or fact, or a different view is taken by the Council as to a particular fact, including that the Council is unable to confirm that the Basic Conditions have been met.

12. National regulations require the Council to make a decision on the Examiner's Report and whether the Neighbourhood Plan should proceed to referendum within 5 weeks of receipt of the report (unless an alternative longer timescale is agreed with the Parish Council). The Parish Council agreed to an extended timescale.

13. Officers have concluded that Option 1 should be followed for the reasons set out in the following paragraphs of this decision statement. Officers agree with the examiner's conclusions, including his recommended modifications to the Neighbourhood Plan, and agree that the Neighbourhood Plan should proceed to referendum.

a. Meeting the Basic Conditions and Legal Requirements

14. To successfully proceed through its examination to a referendum, a Neighbourhood Plan must meet a number of tests known as the 'Basic Conditions'. The Basic Conditions are set out in national planning regulations and are summarised as follows:

- having regard to national policies and advice contained in guidance issued by the Secretary of State it is appropriate to make the Neighbourhood Plan;
- the making of the Neighbourhood Plan contributes to the achievement of sustainable development;
- the Neighbourhood Plan is in general conformity with the strategic policies contained in the development plan for the area;
- the making of the Neighbourhood Plan does not breach, and is otherwise compatible with, EU obligations; and
- prescribed conditions are met in relation to the Neighbourhood Plan, including that the making of the neighbourhood plan is not likely to have a significant effect on a European wildlife site or a European offshore marine site either alone or in combination with other plans or projects.

The Council's Neighbourhood Planning Toolkit includes Guidance Note 11 (What are the Basic Conditions and How to Meet Them), which sets out further details on each of the Basic Conditions.

15. To proceed to a referendum, a Neighbourhood Plan must also meet a number of legal requirements, such as whether the Neighbourhood Plan has been prepared by a qualifying body and meets the definition and scope of a Neighbourhood Plan.
16. The examiner concludes in the Executive Summary and paragraphs 6.23 and 8.2 of his report that subject to a series of recommended modifications the Cottenham Neighbourhood Plan meets the Basic Conditions and all the necessary legal requirements. The examiner's recommended modifications do not fundamentally change the role or purpose of the Neighbourhood Plan; they have been recommended by the examiner to provide clarity and precision.
17. Officers, in conjunction with Cottenham Parish Council, have reviewed the examiner's conclusions and recommended modifications, and officers and the Parish Council have agreed each of the recommended modifications considered necessary by the examiner for the Neighbourhood Plan to meet the Basic Conditions. A 'For Referendum' version of the Cottenham Neighbourhood Plan has been prepared including these modifications (see Appendix 2).
18. Additional non-material modifications to the Neighbourhood Plan have also been agreed with Cottenham Parish Council, and these additional modifications are also included in the 'For Referendum' version of the Neighbourhood Plan (see Appendix 2). These modifications have been made in accordance with guidance set out in national planning guidance² which states that minor (non-material) updates to a Neighbourhood Plan that would not materially affect the policies in the plan can be made by the District Council at any time, provided they have the consent of the Parish Council, and that these modifications can be made without the need for consultation or examination.
19. In summary, these additional non-material modifications are:
 - updates to Chapter 1 of the Neighbourhood Plan to refer to the current stage in the plan making process and summarise the stages undertaken since the submission version of the Neighbourhood Plan was prepared;
 - Updates on planning permissions for the Nursery and Village Hall in Cottenham.
20. Officers have undertaken a Basic Conditions and Legal Compliance check of the 'For Referendum' version of the Neighbourhood Plan (see Appendix 3) and consider that the Neighbourhood Plan meets all the requirements.
21. As the modifications made to the Cottenham Neighbourhood Plan do not change the essence of its planning policies, the Strategic Environmental Assessment and Habitats Regulations Assessment screening undertaken on a draft version of the Neighbourhood Plan in March and repeated in September 2018 following the Court judgement (CJEU People Over Wind v Coillte Teoranta C- 323/17) to ensure the HRA screening took account of this ruling , and the screening determination published in September 2018 remain valid. A Strategic Environmental Assessment was carried out in October 2018 to accompany the submission version of the Neighbourhood Plan. This was consulted upon from 7 December 2018 until 11 January 2019. This too remains valid.

b. Referendum

² National Planning Practice Guidance, Paragraph 085, Reference ID: 41-085-20180222

22. The examiner concludes in the Executive Summary and paragraphs 8.2-8.3 of his report that, subject to the incorporation of his recommended modifications, the Neighbourhood Plan should proceed to referendum. He also concludes in paragraph 8.4 of his report that it is entirely appropriate for the referendum area to be the neighbourhood area designated by South Cambridgeshire District Council in November 2015.
23. The examiner's conclusions on the referendum area are consistent with that proposed by the Council in its response on the submission version of the Neighbourhood Plan (agreed by the Lead Cabinet member for Planning in March 2019). Therefore as it has been demonstrated by officers that the 'For Referendum' version of the Cottenham Neighbourhood Plan meets all the legislative requirements, officers concur with the examiner that the Neighbourhood Plan should proceed to referendum and that the referendum area should be the neighbourhood area.
24. National regulations set out that where it is concluded that the Neighbourhood Plan should proceed to referendum that the referendum should take place within 56 working days of the day after the publication of this decision statement (unless an alternative longer timescale is agreed with the Parish Council). If a Neighbourhood Plan is successful at referendum, the Neighbourhood Plan becomes part of the development plan for the area³, although the formal 'making' of the Neighbourhood Plan will not happen until South Cambridgeshire District Council's full Council are asked to do this at their next meeting following the referendum.
25. Officers are therefore working with Cottenham Parish Council to enable the referendum to take place as soon as practicably possible, so that provided it is successful at referendum, planning decisions in the neighbourhood area will have to be made in accordance with the Neighbourhood Plan unless material considerations indicate otherwise. There are however statutory requirements relating to a referendum that must be adhered to, including that at least 28 working days before the referendum an information statement and specified documents must be published.

Next Steps

26. At the referendum, if the majority of those that vote are in support of the Neighbourhood Plan, South Cambridgeshire District Council's full Council will be asked to 'make' (adopt) the Neighbourhood Plan at its next meeting.

Implications

27. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered:
28. Financial: the costs of the examination and referendum have to be initially met by South Cambridgeshire District Council. However, the Council can claim a £20,000 government grant per Neighbourhood Plan once it has been through the examination and a referendum date has been set. Once the referendum date is formally set the Council can claim this government grant in the next claims period.

³ National Planning Practice Guidance, Paragraph: 064, Reference ID: 41-064-20170728

29. Legal: where the examiner has concluded that the Neighbourhood Plan is legally compliant, meets the Basic Conditions (with or without modifications), and should proceed to referendum, the Joint Director for Planning and Economic Development has delegated authority to make the decision on the way forward, in consultation with the Planning Lead Member (as agreed by Cabinet at its meeting on 26 July 2018). National regulations and planning guidance for Neighbourhood Plans require that the Council considers the conclusions of the Examiner's Report, and whether those conclusions should be acted upon and therefore that the Neighbourhood Plan should proceed to referendum. This includes considering whether the examiner's recommended modifications to the Neighbourhood Plan should be made, and whether the Council agrees that the Neighbourhood Plan meets the Basic Conditions. The Council's decision must be published in a decision statement.
30. Staffing: the responsibilities associated with delivering neighbourhood planning are being undertaken within the existing resources of the Planning Policy Team, drawing upon the expertise of other staff as required.
31. Equality and Diversity: these issues have been considered in the preparation of the Neighbourhood Plan, as to meet the Basic Conditions a Neighbourhood Plan must not breach, and is otherwise compatible with, EU obligations, including Human Rights. The Examiner in his report is satisfied that the submitted Plan has had regard to the fundamental rights and freedoms guaranteed under the European Convention on Human Rights and that it complies with the Human Rights Act. There is no evidence that has been submitted to suggest otherwise. (see paragraph 6.22 of the Examiners Report)

Declaration(s) of Interest

Record below any relevant interest declared by any executive Member consulted or by an officer present in relation to the decision.

None.

Consultation

Record below all parties consulted in relation to the decision.

a. Consultation with Cottenham Parish Council (the qualifying body)

Officers, in conjunction with Cottenham Parish Council, have reviewed the examiner's conclusions and recommended modifications, and officers and the Parish Council have agreed each of the recommended modifications considered necessary by the examiner for the Neighbourhood Plan to meet the Basic Conditions. Additional non-material modifications to the Neighbourhood Plan have been agreed with Cottenham Parish Council.

b. Consultation with the Planning Lead Member

This decision statement, the 'For Referendum' version of the Neighbourhood Plan, and the Basic Conditions and Legal Compliance Check undertaken by officers have been shared with and agreed by the Lead Cabinet Member for Planning.

Other Options Considered and Reasons for Rejection

Where an examiner has concluded that the Neighbourhood Plan meets the Basic Conditions (with or without modifications) and is legally compliant, and therefore that the Neighbourhood Plan should proceed to referendum, the Council has limited options in how to respond. The options are as follows:

Option 1: Act upon the conclusions in the Examiner's Report, including making any recommended modifications to the Neighbourhood Plan, and proceed to referendum, provided that the Council confirms that the Basic Conditions have been met.

Option 2: Take a decision substantially different from the Examiner's conclusions, wholly or partly as a result of new evidence or fact, or a different view is taken by the Council as to a particular fact, including that the Council is unable to confirm that the Basic Conditions have been met.

Officers have concluded that Option 1 should be followed for the reasons set out in this decision statement. Officers agree with the examiner's conclusions, including his recommended modifications to the Neighbourhood Plan, and agree that the Neighbourhood Plan should proceed to referendum. Officers have concluded that Option 2 should be rejected as there is no new evidence or fact, and officers are able to confirm that the Basic Conditions have been met (as set out in paragraph 20 in the Purpose / Background section of this decision statement).

Final decision	Reason(s)
<p>That the Joint Director for Planning and Economic Development, having consulted with the Lead Cabinet Member for Planning, agrees:</p> <ul style="list-style-type: none"> a. that South Cambridgeshire District Council should act upon the conclusions in the Examiner's Report on the Cottenham Neighbourhood Plan (see Appendix 1) and that the Neighbourhood Plan should proceed to a referendum; b. the 'for referendum' version of the Cottenham Neighbourhood Plan (as set out in Appendix 2) and c. that the area for the referendum should be the Neighbourhood Area. 	<p>The Examiner's Report on the Cottenham Neighbourhood Plan was received on 10 December 2019. The examiner concludes that subject to a series of recommended modifications the Neighbourhood Plan meets all the necessary legal requirements and should proceed to referendum. He also recommends that the referendum should be held within the neighbourhood area only.</p> <p>National regulations and planning guidance for Neighbourhood Plans require that the Council considers the conclusions of the Examiner's Report, and whether those conclusions should be acted upon and therefore that the Neighbourhood Plan should proceed to referendum. This includes considering whether the examiner's recommended modifications to the Neighbourhood Plan should be made, and whether the Council agrees that the Neighbourhood Plan meets the Basic Conditions. The Council's decision must be published in a decision statement. This report is the Council's decision statement for the purposes of those regulations.</p>

Signed	Name (CAPITALS)	Signature	Date
Lead Cabinet member for Planning	n/a	n/a	n/a

Lead Officer	STEPHEN KELLY	<i>Stephen Kelly</i>	February 2020
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Further Information

Appendices

Appendix 1: Examiner's Report on the Cottenham Neighbourhood Plan

Appendix 2: 'For Referendum' version of the Cottenham Neighbourhood Plan

Appendix 3: Legal Compliance Check on 'For Referendum' version of the Cottenham Neighbourhood Plan

Background Papers

Cottenham Neighbourhood Plan – earlier stages and supporting documents:

<https://www.scambs.gov.uk/planning/local-plan-and-neighbourhood-planning/neighbourhood-planning/cottenham-neighbourhood-plan/>

National Planning Practice Guidance – Neighbourhood Planning:

www.gov.uk/guidance/neighbourhood-planning--2

- Basic Conditions: www.gov.uk/guidance/neighbourhood-planning--2#basic-conditions-for-neighbourhood-plan-to-referendum
- Examination: www.gov.uk/guidance/neighbourhood-planning--2#the-independent-examination
- Referendum: www.gov.uk/guidance/neighbourhood-planning--2#the-neighbourhood-planning-referendum

Neighbourhood Planning Toolkit: www.scambs.gov.uk/npgguidance

Planning Portfolio Holder Decision (November 2015) – Cottenham Neighbourhood Area designation: <https://scambs.moderngov.co.uk/ieListDocuments.aspx?CId=1059&MId=6670>

Lead Cabinet member for Planning (March 2019) – Council's response on submission version of Cottenham Neighbourhood Plan:

<https://scambs.moderngov.co.uk/mgDecisionDetails.aspx?Id=60281&Opt=1>

Cabinet Meeting (July 2018) – Neighbourhood Planning decision making process:

<http://scambs.moderngov.co.uk/ieListDocuments.aspx?CId=293&MId=7343>

Cottenham Neighbourhood Development Plan 2017-2031

A report to South Cambridgeshire
District Council on the Cottenham
Neighbourhood Development Plan

Andrew Ashcroft
Independent Examiner
BA (Hons) M.A. DMS M.R.T.P.I.

Director – Andrew Ashcroft Planning Limited

Executive Summary

- 1 I was appointed by South Cambridgeshire District Council in April 2019 to carry out the independent examination of the Cottenham Neighbourhood Development Plan.
- 2 The examination was undertaken by written representations. I visited the neighbourhood plan area on 9 May 2019.
- 3 The Plan includes a range of policies and seeks to bring forward positive and sustainable development in the neighbourhood area. There is a very clear focus on safeguarding local character and providing a context within which the development framework identified in the adopted Local Plan can be extended to take account of recent planning permissions. It seeks to refine the local green spaces in the village as included in the Local Plan. It also identifies potential development sites within the village itself. In the round the Plan has successfully identified a range of issues where it can add value to the strategic context already provided by the wider development plan.
- 4 The Plan has been underpinned by community support and engagement. It is clear that all sections of the community have been actively engaged in its preparation.
- 5 Subject to a series of recommended modifications set out in this report I have concluded that the Cottenham Neighbourhood Plan meets all the necessary legal requirements and should proceed to referendum.
- 6 I recommend that the referendum should be held within the neighbourhood area.

Andrew Ashcroft
Independent Examiner
10 December 2019

1 Introduction

- 1.1 This report sets out the findings of the independent examination of the Cottenham Neighbourhood Development Plan 2017-2031 (the 'Plan').
- 1.2 The Plan has been submitted to South Cambridgeshire District Council by Cottenham Parish Council in its capacity as the qualifying body responsible for preparing the neighbourhood plan.
- 1.3 Neighbourhood plans were introduced into the planning process by the Localism Act 2011. They aim to allow local communities to take responsibility for guiding development in their area. This approach was subsequently embedded in the National Planning Policy Framework 2012 and its updates in 2018 and 2019. The National Planning Policy Framework continues to be the principal element of national planning policy.
- 1.4 The role of an independent examiner is clearly defined in the legislation. I have been appointed to examine whether or not the submitted Plan meets the basic conditions and Convention Rights and other statutory requirements. It is not within my remit to examine or to propose an alternative plan, or a potentially more sustainable plan except where this arises as a result of my recommended modifications to ensure that the plan meets the basic conditions and the other relevant requirements.
- 1.5 A neighbourhood plan can be narrow or broad in scope. Any plan can include whatever range of policies it sees as appropriate to its designated neighbourhood area. The submitted plan has been designed to be distinctive in general terms, and to be complementary to the development plan in particular. It has a clear focus on accommodating new development in the village in a distinctive and a sensitive fashion.
- 1.6 Within the context set out above this report assesses whether the Plan is legally compliant and meets the basic conditions that apply to neighbourhood plans. It also considers the content of the Plan and, where necessary, recommends changes to its policies and supporting text.
- 1.7 This report also provides a recommendation as to whether the Plan should proceed to referendum. If this is the case and that referendum results in a positive outcome the Plan would then be used to determine planning applications within the Plan area and will sit as part of the wider development plan.

2 The Role of the Independent Examiner

- 2.1 The examiner's role is to ensure that any submitted neighbourhood plan meets the relevant legislative and procedural requirements.
- 2.2 I was appointed by South Cambridgeshire District Council, with the consent of the Parish Council, to conduct the examination of the Plan and to prepare this report. I am independent of both South Cambridgeshire District Council and the Parish Council. I do not have any interest in any land that may be affected by the Plan.
- 2.3 I possess the appropriate qualifications and experience to undertake this role. I am a Director of Andrew Ashcroft Planning Limited. In previous roles, I have over 35 years' experience in various local authorities at either Head of Planning or Service Director level. I am a chartered town planner and have significant experience of undertaking other neighbourhood plan examinations and health checks. I am a member of the Royal Town Planning Institute and the Neighbourhood Planning Independent Examiner Referral Service.

Examination Outcomes

- 2.4 In my role as the independent examiner of the Plan I am required to recommend one of the following outcomes of the examination:
- (a) that the Plan is submitted to a referendum; or
 - (b) that the Plan should proceed to referendum as modified (based on my recommendations); or
 - (c) that the Plan does not proceed to referendum on the basis that it does not meet the necessary legal requirements.
- 2.5 The outcome of the examination is set out in Sections 7 and 8 of this report.

Other examination matters

- 2.6 In examining the Plan I am required to check whether:
- the policies relate to the development and use of land for a designated neighbourhood plan area; and
 - the Plan meets the requirements of Section 38B of the Planning and Compulsory Purchase Act 2004 (the Plan must specify the period to which it has effect, must not include provision about development that is excluded development, and must not relate to more than one neighbourhood area); and
 - the Plan has been prepared for an area that has been designated under Section 61G of the Localism Act and has been developed and submitted for examination by a qualifying body.
- 2.7 I have addressed the matters identified in paragraph 2.6 of this report. I am satisfied that the submitted Plan complies with the three requirements.

3 Procedural Matters

- 3.1 In undertaking this examination I have considered the following documents:
- the submitted Plan;
 - the Basic Conditions Statement;
 - the Consultation Statement;
 - the Strategic Environmental Assessment / Habitats Regulations Assessment Screening Determination Statement (September 2018)
 - the Strategic Environmental Assessment Report (October 2018)
 - the sixteen Evidence Papers;
 - the responses to my Clarification Note;
 - the representations made to the Plan;
 - the adopted South Cambridgeshire Local Plan;
 - the National Planning Policy Framework (2012);
 - Planning Practice Guidance (March 2014 and subsequent updates); and
 - relevant Ministerial Statements.
- 3.2 I carried out an unaccompanied visit to the neighbourhood area on 9 May 2019. I looked at its overall character and appearance and at those areas affected by policies in the Plan in particular. My visit is covered in more detail in paragraphs 5.9 to 5.16 of this report.
- 3.3 It is a general rule that neighbourhood plan examinations should be held by written representations only. Having considered all the information before me, including the representations made to the submitted plan, I was satisfied that the Plan could be examined without the need for a public hearing. I advised South Cambridgeshire District Council of this decision early in the examination process.
- 3.4 The Plan was submitted for examination in January 2019. Given the transitional arrangements included in the 2018 version of the National Planning Framework the Plan is assessed against national planning policy that was included in the 2012 version of the National Planning Policy Framework. The examination has been through several distinct phases. This has inevitably resulted in the Plan being assessed against a dated version of national policy when development management decisions are being taken against the principles contained within the 2018/2019 versions of the National Planning Policy Framework. Where it is appropriate for me to do so through my broader recommended modifications I have sought to future-proof the Plan where its policies are also in accordance with the approaches in the 2018/19 versions of the National Planning Policy Framework.

4 Consultation

Consultation Process

- 4.1 Policies in made neighbourhood plans become the basis for local planning and development control decisions. As such the regulations require neighbourhood plans to be supported and underpinned by public consultation.
- 4.2 In accordance with the Neighbourhood Planning (General) Regulations 2012 the Parish Council has prepared a Consultation Statement. This Statement sets out the mechanisms that were used to engage the community and statutory bodies in the plan-making process. It also provides specific details about the consultation process that took place on the pre-submission version of the Plan (June to August 2018). It captures the key issues in a proportionate way and is then underpinned by more detailed appendices.
- 4.3 The Statement is particularly helpful in the way in which it reproduces elements of the consultation documents used throughout the plan-making process. Their inclusion adds life and depth to the Statement.
- 4.4 The Statement sets out details of the comprehensive range of consultation events that were carried out in relation to the initial stages of the Plan. They include:
- the neighbourhood area survey;
 - developing the Vision and Objectives;
 - the use of leaflets and other publicity material;
 - the organisation of workshops; and
 - the extensive use of neighbourhood plan ambassadors both generally and to attend a series of local events and meetings in particular
- 4.5 I am satisfied that the engagement process has been both proportionate and robust. In many instances the ways in which the Parish Council engaged the community and statutory bodies was extremely thorough and detailed.
- 4.6 Section 8 of the Statement provides very specific details on the comments received on the pre-submission version of the Plan. It does so on a policy by policy basis. It identifies the principal changes that worked their way through into the submission version. This process helps to describe the evolution of the Plan. It does so in an exemplary way.
- 4.7 It is clear that consultation has been an important element of the Plan's production. Advice on the neighbourhood planning process has been made available to the community in a positive and direct way by those responsible for the Plan's preparation.
- 4.8 From all the evidence provided to me as part of the examination, I can see that the Plan has promoted an inclusive approach to seeking the opinions of all concerned

throughout the process. South Cambridgeshire District Council has carried out its own assessment that the consultation process has complied with the requirements of the Regulations.

Representations Received

4.9 Consultation on the submitted plan was undertaken by South Cambridgeshire District Council for a six-week period that ended on 5 April 2019. This exercise generated comments from a range of organisations as follows:

- Mrs C Ward
- National Grid
- Cambridgeshire Constabulary
- Essex County Council
- Council for the Protection of Rural England
- Hertfordshire County Council
- South Cambridgeshire District Council
- Historic England
- Cambridgeshire County Council
- Southern and Regional Developments
- Gladman Development Limited
- This Land
- Peter Hewitt
- Anglian Water Services
- Environment Agency
- Sport England

4.10 I have taken account of all the representations received. Where it is appropriate to do so, I refer to particular representations in my assessment of the policies in Section 7 of this report.

5 The Neighbourhood Area and the Development Plan Context

The Neighbourhood Area

- 5.1 The neighbourhood area consists of the parish of Cottenham. Its population in 2011 was 6095 persons living in 2534 houses. It was designated as a neighbourhood area on 17 November 2015. It is an irregularly-shaped area located approximately 10kms to the north of Cambridge. The A10 runs to the east of the neighbourhood area and forms part of its north-eastern boundary. The neighbourhood area is predominantly rural in character and much of its area is in agricultural use.
- 5.2 The principal settlement is Cottenham itself. It is located on the B1049. It has an attractive and vibrant High Street which provides a convenient and central location for its various retail and commercial services. The Primary School, and the Playing Fields sit to the immediate north west of the village off Lambs Lane. There is an attractive triangular village green in the western part of the village centre bounded by the different parts of High Street.
- 5.3 The remainder of the neighbourhood area consists of a very attractive agricultural hinterland. It displays a characteristic flat fen-edge landscape

Development Plan Context

- 5.4 The development plan covering the neighbourhood area is the South Cambridgeshire Local Plan. It was adopted in 2018 and covers the period up to 2031. Policy S/6 (The Development Strategy) focuses new development on the edge of Cambridge, at new settlements and, in the rural areas at Rural Centres and Minor Rural Centres. Policy S/8 identifies five Rural Centres, one of which is Cottenham. That policy supports development within the development framework of Rural Centres where adequate services, facilities and infrastructure accompanies the proposed level of development.
- 5.5 In addition to those set out above the following policies in the Local Plan have been particularly important in influencing and underpinning the various policies in the submitted Plan:

Policy HQ/1	Design Principles
Policy NH/14	Heritage Assets
Policy H/10	Affordable Housing
Policy H/18	Working at Home
Policy E/12	New Employment Development in Villages
Policy E/13	New Employment Development on the Edges of Villages
Policy E/16	Expansion of Existing Businesses in the Countryside
Policy E/19	Tourist Facilities and Visitor Attractions
Policy SC/3	Protection of Village Services and Facilities
Policy SC/4	Meeting Community Needs

Policy SC/7 Outdoor Play Space, Informal Open Space and New Developments
 Policy SC/8 Protection of Existing Recreation Areas

- 5.6 The Plan has taken a pragmatic approach to the way in which it has sought to accommodate recent planning permissions within a proposed extended development framework for the village beyond that proposed in the adopted Local Plan. This is captured in Policy COH/2-1. Elsewhere policies in the submitted Plan seek to provide a neighbourhood area dimension to policies in the Local Plan.
- 5.7 The submitted Plan has been prepared within its wider adopted development plan context. In doing so it has relied on up-to-date information and research that has underpinned existing planning policy documents in the District. This is good practice and reflects key elements in Planning Practice Guidance on this matter.
- 5.8 It is also clear that the submitted Plan seeks to add value to the different components of the development plan and to give a local dimension to the delivery of its policies. This is captured in the Basic Conditions Statement.

Unaccompanied Visit

- 5.9 I carried out an unaccompanied visit to the neighbourhood area on 9 May 2019. I approached Cottenham from the A14 and Impington to the south. This allowed me to understand its setting in the wider landscape and its proximity to the main road network and to Cambridge
- 5.10 I looked initially at the Green and the western part of the High Street. I saw the way in which several traditional buildings faced onto this impressive element of public realm design.
- 5.11 I then looked at the Recreation Ground and the various community buildings off Lambs Lane. This helped me to understand better the various policies that would have an impact on this part of the village. I walked up to Les King Wood.
- 5.12 Thereafter I walked to the east along Lambs Lane and into the eastern part of High Street. I walked up to All Saints Church. In doing so I saw the variety of commercial, community and religious buildings in this part of the village. I looked in particular at the Watson's Yard site.
- 5.13 I then looked at the southern part of the High Street. I saw the interesting mix of residential and commercial buildings. I looked in particular at the Co-op building and the Durman Stearn yard.
- 5.14 Thereafter I took the opportunity to look at the residential areas to the south of High Street including Denmark Road and Beach Road.
- 5.15 I then looked at Hay Lane to the south of the village which is proposed as a new site for the Durman Stearn facility (Policy COH/7-3).

- 5.16 I finished my visit by driving around the northern and eastern part of the neighbourhood area. I saw the characteristic fen lands environment. I also saw the significance of the River Great Ouse in the landscape generally and as it formed the northern boundary of the neighbourhood area in particular.

6 The Neighbourhood Plan and the Basic Conditions

6.1 This section of the report deals with the submitted neighbourhood plan as a whole and the extent to which it meets the basic conditions. The submitted Basic Conditions Statement has helped considerably in the preparation of this section of the report. It is a well-presented and informative document. It is also proportionate to the Plan itself.

6.2 As part of this process I must consider whether the submitted Plan meets the Basic Conditions as set out in paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990. To comply with the basic conditions, the Plan must:

- have regard to national policies and advice contained in guidance issued by the Secretary of State;
- contribute to the achievement of sustainable development;
- be in general conformity with the strategic policies of the development plan in the area;
- be compatible with European Union and European Convention on Human Rights obligations; and
- not breach the requirements of Chapter 8 of Part 6 of the Conservation of Habitats and Species Regulations 2017 (7).

6.3 I assess the Plan against the basic conditions under the following headings.

National Planning Policies and Guidance

6.4 For the purposes of this examination the key elements of national policy relating to planning matters are set out in the National Planning Policy Framework issued in 2012. This approach is reflected in the submitted Basic Conditions Statement.

6.5 The National Planning Policy Framework sets out a range of core land-use planning issues to underpin both plan-making and decision-taking. The following are of particular relevance to the Cottenham Neighbourhood Plan:

- a plan led system– in this case the relationship between the neighbourhood plan and the adopted South Cambridgeshire Local Plan;
- delivering a sufficient supply of homes;
- building a strong, competitive economy;
- recognising the intrinsic character and beauty of the countryside and supporting thriving local communities;
- taking account of the different roles and characters of different areas;
- highlighting the importance of high-quality design and good standards of amenity for all future occupants of land and buildings; and
- conserving heritage assets in a manner appropriate to their significance.

6.6 Neighbourhood plans sit within this wider context both generally, and within the more specific presumption in favour of sustainable development, which is identified as a golden thread running through the planning system. Paragraph 16 of the National Planning Policy Framework indicates that neighbourhoods should both develop plans

that support the strategic needs set out in local plans and plan positively to support local development that is outside the strategic elements of the development plan.

- 6.7 In addition to the National Planning Policy Framework I have also taken account of other elements of national planning policy including Planning Practice Guidance and ministerial statements.
- 6.8 Having considered all the evidence and representations available as part of the examination I am satisfied that the submitted Plan has had regard to national planning policies and guidance in general terms. It sets out a positive vision for the future of the neighbourhood area within the context of its status within the development strategy in the Local Plan. In particular it seeks to respond positively to changing circumstances with regard to recent planning permissions for residential development. The Basic Conditions Statement maps the policies in the Plan against the appropriate sections of the National Planning Policy Framework.
- 6.9 At a more practical level the National Planning Policy Framework indicates that plans should provide a clear framework within which decisions on planning applications can be made and that they should give a clear indication of how a decision-maker should react to a development proposal (paragraphs 17 and 154). This was reinforced with the publication of Planning Practice Guidance in March 2014. Its paragraph 41 (41-041-20140306) indicates that policies in neighbourhood plans should be drafted with sufficient clarity so that a decision-maker can apply them consistently and with confidence when determining planning applications. Policies should also be concise, precise and supported by appropriate evidence.
- 6.10 As submitted the Plan does not fully accord with this range of practical issues. The majority of my recommended modifications in Section 7 relate to matters of clarity and precision. They are designed to ensure that the Plan fully accords with national policy.

Contributing to sustainable development

- 6.11 There are clear overlaps between national policy and the contribution that the submitted Plan makes to achieving sustainable development. Sustainable development has three principal dimensions – economic, social and environmental. It is clear that the submitted Plan has set out to achieve sustainable development in the neighbourhood area. In the economic dimension the Plan includes policies for housing and employment development (Policies COH/2-1 to 2-4 and COH/7-1 to 7-3 respectively). In the social role, it includes a policy on a village hall (Policy COH/4-2), a Nursery (COH/4-3) and sports facilities. In the environmental dimension the Plan positively seeks to protect its natural, built and historic environment. It has a specific batch of policies in the village character part of the Plan (Policies COH/1-1 to 1-8). The Parish Council has undertaken its own assessment of this matter in the submitted Basic Conditions Statement.

General conformity with the strategic policies in the development plan

- 6.12 I have already commented in detail on the development plan context in South Cambridgeshire in paragraphs 5.4 to 5.8 of this report.

- 6.13 I consider that the submitted Plan delivers a local dimension to this strategic context. The Basic Conditions Statement helpfully relates the Plan's policies to policies in the development plan. Subject to the incorporation of the recommended modifications in this report I am satisfied that the submitted Plan is in general conformity with the strategic policies in the development plan.

European Legislation and Habitat Regulations

- 6.14 The Neighbourhood Plan General Regulations 2015 require a qualifying body either to submit an environmental report prepared in accordance with the Environmental Assessment of Plans and Programmes Regulations 2004 or a statement of reasons why an environmental report is not required. The screening report identified a need for a Strategic Environmental Assessment to be prepared
- 6.15 In order to comply with this requirement the Parish Council commissioned a Strategic Environmental Assessment. The report is thorough and well-constructed. The report appraises the policies (and reasonable alternatives) against the sustainability framework developed through the Scoping Report. It helps to assess the extent to which the Plan contributes towards sustainable development.
- 6.16 Based on the work undertaken on the Strategic Environmental Assessment and earlier consultation the Plan decided to focus the proposed development of 1-2-bedroom apartments on brownfield, mixed use sites located in walking distance to Cottenham village centre. This was to support accessibility to services and facilities and promote the vitality of the village centre.
- 6.17 In light of this decision three sites are allocated in the Neighbourhood Plan for these purposes: Durman Stearn, Watson's Yard / Fire Station and Co-op site. Whilst the three sites will enable the delivery of homes to meet local housing needs, the Neighbourhood Working Party acknowledged that there may need to be an additional element of housing delivery over the plan period to meet affordable needs in the village. As such, the submission version of the Neighbourhood Plan proposes a context for the delivery of predominantly locally affordable homes on greenfield rural exception sites near the village centre over the 15-year plan period.
- 6.18 This additional affordable housing provision has not been taken forward as site allocations in the Neighbourhood Plan; instead the Neighbourhood Plan supports the principle of such development if the conditions set out in the Neighbourhood Plan policies are met.
- 6.19 The South Cambridgeshire District Council Habitats Regulations Assessment of the Plan concludes that the Plan is not likely to have significant environmental effects on a European nature conservation site or undermine their conservation objectives alone or in combination taking account of the precautionary principle. As such Appropriate Assessment is not required.
- 6.20 The Habitats Regulations Assessment report is very thorough and comprehensive. It takes appropriate account of the significance of the following European sites:
- Ouse Washes Special Protection Area;

- Ouse Washes Special Area of Conservation;
- Eversden and Wimpole Woods Special Area of Conservation;
- Fenland Special Area of Conservation;
- Devil's Dyke Special Area of Conservation;
- Portholme Special Area of Conservation;
- Ouse Washes Ramsar; and
- Wicken Fen Ramsar.

This approach provides assurance to all concerned that the submitted Plan takes appropriate account of important ecological and biodiversity matters.

6.21 Having reviewed the information provided to me as part of the examination, I am satisfied that a proportionate process has been undertaken in accordance with the various regulations. In the absence of any evidence to the contrary, I am entirely satisfied that the submitted Plan is compatible with this aspect of European obligations.

6.22 In a similar fashion I am satisfied that the submitted Plan has had regard to the fundamental rights and freedoms guaranteed under the European Convention on Human Rights and that it complies with the Human Rights Act. There is no evidence that has been submitted to me to suggest otherwise. In addition, there has been full and adequate opportunity for all interested parties to take part in the preparation of the Plan and to make their comments known. On the basis of all the evidence available to me, I conclude that the submitted Plan does not breach, nor is in any way incompatible with the European Convention on Human Rights.

Summary

6.23 On the basis of my assessment of the Plan in this section of my report I am satisfied that it meets the basic conditions subject to the incorporation of the recommended modifications contained in this report.

7 The Neighbourhood Plan policies

- 7.1 This section of the report comments on the policies in the Plan. In particular, it makes a series of recommended modifications to ensure that they have the necessary precision to meet the basic conditions.
- 7.2 My recommendations focus on the policies themselves given that the basic conditions relate primarily to this aspect of neighbourhood plans. In some cases, I have also recommended changes to the associated supporting text.
- 7.3 I am satisfied that the content and the form of the Plan is fit for purpose. It is distinctive and proportionate to the Plan area. The wider community and the Parish Council have spent time and energy in identifying the issues and objectives that they wish to be included in their Plan. This sits at the heart of the localism agenda.
- 7.4 The Plan has been designed to reflect Planning Practice Guidance (41-004-20170728) which indicates that neighbourhood plans must address the development and use of land.
- 7.5 I have addressed the policies in the order that they appear in the submitted plan. Where necessary I have identified the inter-relationships between the policies.
- 7.6 For clarity this section of the report comments on all policies whether or not I have recommended modifications in order to ensure that the Plan meets the basic conditions.
- 7.7 Where modifications are recommended to policies they are shown under the following headings:
- Changes to Policy – Any changes to policy wording will be under this heading
 - Changes to Text – Any associated or free-standing changes to text will be under this heading.

The initial section of the Plan

- 7.8 These initial parts of the Plan set the scene for the range of policies. They do so in a proportionate way. The Plan includes a series of maps and figures which highlight specific elements of the Plan and its policies. A very clear distinction is made between its policies and the supporting text. It also highlights the links between the Plan's policies and the relevant Evidence Papers.
- 7.9 The Context comments about the neighbourhood area, and the development of the Plan. It also provides background information on the wider agenda of neighbourhood plans within which it has been prepared.
- 7.10 Section 2 provides a context to the format of the Plan.
- 7.11 Section 3 comments about the relationship between the Plan's objectives and the various policies. Figure 3 is very effective in identifying the golden thread between the

vision, the objectives and the policies. It also makes appropriate references to the various Evidence Papers.

- 7.12 The remainder of this section of the report addresses each policy in turn in the context set out in paragraphs 7.5 to 7.7 of this report. During the examination the Parish Council updated a series of maps in the Plan. Where appropriate I recommend that these maps replace those in the submitted Plan. To avoid repetition in this report I list the various maps and figures concerned in a separate section after the policies.

Policy COH/1-1 Landscape Character

- 7.13 This policy seeks to ensure that new development takes account of the setting of the village within its wider landscape setting. The supporting text in paragraphs 4.1 to 4.3 identifies the significance of the fen edge landscape character and the community's concerns about the way in which previous development has responded to this character.
- 7.14 The policy identifies a series of views and vistas which contribute towards the character and attractiveness of the village and requires new development to protect the vistas concerned. They are identified in three principal groups:
- Views towards All Saints Church;
 - the village edge when viewed from outside the village; and
 - outward views from the north west of the village across the fen-edge landscape.
- 7.15 I looked at a selection of the views when I visited the neighbourhood area. I am satisfied that the vistas are distinctive to the neighbourhood area. I am also satisfied that they are genuine public views and vistas in the public domain rather than private views.
- 7.16 The final part of the policy identifies the way in which development should come forward with regards to its incorporation within the wider context of the village and its landscape setting.
- 7.17 In general terms I am satisfied that the policy addresses an important matter in the neighbourhood area. In addition, it recognises, albeit indirectly, that certain developments may have a degree of impact on the vistas. I recommend that this matter is captured more explicitly in the policy. In addition, I recommend that the policy makes reference to the scale and the location of the development proposed. As submitted, it applies to all development and by definition, some proposals will have a far greater potential to impact on the identified vistas. Otherwise the policy meets the basic conditions.

Change to Policy

Replace the opening part of the policy with:

‘As appropriate to their scale and location, development proposals should take account of the following vistas (as shown on Figure 6) that contribute to the character and attractiveness of Cottenham:’

Replace the opening section of the second part of the policy with:

‘In particular development proposals which may have an impact on the landscape character of the village should incorporate the following design features where they are necessary in relation to the scale and location of the proposal concerned and would be practicable given the particular nature of the proposed development:’

Replace letters d) and e) with bullet points

In the first bullet point (d as submitted) replace ‘deployed’ with ‘incorporated within the site’

In the second bullet point (e as submitted) replace ‘due to’ with ‘in order to reduce potentially’

Policy COH/1-2 Heritage Assets

- 7.18 This policy seeks to safeguard heritage assets in the neighbourhood area. The Policy justification refers to the conservation area, and to a series of characteristic listed buildings.
- 7.19 The policy has two parts. The first indicates that proposals which would result in harm to designated heritage assets will not normally be approved. The second part seeks to apply protection over and above that which already exists in national and local policies to pre-1945 buildings in the conservation area.
- 7.20 The opening part of the policy comments about the unusually high significance of heritage assets to the character and appearance of the village. This was self-evident on my visit. However, the Plan offers no evidence about the unusually high significance of heritage assets in the neighbourhood area and I saw nothing when I visited to suggest that Cottenham is different to any rural village which has a conservation area and a range of vernacular and/or listed buildings.
- 7.21 In this context the submitted policy does not have regard to national policy as included in the National Planning Policy Framework. In the first instance the opening part of the policy does not take account of the national approach towards balancing the harm that might arise from any proposed development with the significance of the heritage asset. In the second instance the part of the policy that relates to pre-1945 buildings offers no evidence about the approach taken and the extent to which local circumstances might warrant a different and more onerous approach to that included in national and local policies.
- 7.22 In all the circumstances I recommend that the policy is recast so that it sets out a positive context within which development proposals can respond positively to heritage

assets. I also recommend that the supporting text provides the context and connection to national policy.

Change to Policy

Replace the policy with:

‘Development proposals which conserve or, where practicable enhance, designated heritage assets in the neighbourhood area (including the conservation area, listed buildings or Scheduled Monuments) will be supported’

Change to Text

Combine 1-2c with 1-2b

Replace 1-2c with:

‘Policy COH/1-2 sets a positive context for development proposals to come forward which would conserve or enhance designated heritage assets. The policy recognises the significant role played by heritage assets in defining the character and appearance of the village of Cottenham. Where proposals would generate a degree of harm to a designated heritage asset their determination will be made in accordance with national planning policy (National Planning Policy Framework 189-202) and Local Plan Policy NH/14 Heritage Assets’

Policy COH/1-3 Non designated heritage assets

- 7.23 This policy identifies a series of non-designated heritage assets. They are shown on Figure 9.
- 7.24 The policy takes an appropriate approach to the future of any such asset by assessing the impact of any proposal against the significance of the asset. I recommend a modification to the final element of the policy so that it more closely relates to the development management process. The recommended modification also has regard to national policy on this matter (National Planning Policy Framework 193-202). I also recommend that the opening part of the policy is deleted. It is supporting text and which is adequately covered in paragraphs 1.3a-1.3c.

Change to Policy

Delete the opening paragraph of the policy.

Replace the final part of the policy with: ‘Development proposals which would directly or indirectly affect non-designated heritage assets will be determined taking a balanced judgement having regard to the scale of any harm or loss and the significance of the heritage asset’

Policy COH/1-4 Village character – alterations and extensions

- 7.25 This policy provides guidance on proposals for alterations and extensions of buildings. It addresses important matters including plot proportions, building lines, the use of materials and vistas.

- 7.26 I recommend three modifications to ensure the policy has the clarity required by the National Planning Policy Framework. The first relates to the language used in the opening part of the policy. The second is on the policy's focus on proposals being supported which 'enrich' the character of the neighbourhood area. In some cases, this will be practicable and other cases this will not be practicable. In any event, several of the criteria refer to the need to 'retain' or 'maintain' rather than to 'enhance'. The third is to ensure that the policy is sufficiently flexible to respond to the different scale and location of proposals within the wider neighbourhood area.

Change to Policy

Replace 'planning applications' with 'Development proposals' and 'approved' with 'supported'.

Replace 'provided they.... practicable' with 'where they would retain or where practicable enrich the character of the neighbourhood area by, as appropriate to their location and scale.'

Policy COH/1-5 Village character – new build

- 7.27 This policy sets out the context for the development of new buildings in the neighbourhood area. It builds on the District-wide approach in Policy HQ/1 of the adopted Local Plan.
- 7.28 The policy has a clear focus on design principles that have a direct bearing on the character of the village. In general terms it is well-constructed. However, within its wider context I recommend that the reference to the Local Plan policy is addressed in the Policy Justification rather than in the policy itself.
- 7.29 I recommend three modifications to ensure the policy has the clarity required by the National Planning Policy Framework. The first relates to the language used in the opening part of the policy. The second is on the policy's focus on proposals being supported which 'enrich' the character of the neighbourhood area. In some cases, this will be practicable and other cases this will not be practicable. In any event several of the criteria refer to the need to 'retain' or 'maintain' rather than to 'enhance'. The third is to ensure that the policy is sufficiently flexible to respond to the different scale and location of proposals within the wider neighbourhood area.
- 7.30 I also recommend the deletion of the rather prescriptive reference to three houses in criterion b) which seeks to avoid near identical houses. It is too specific for a policy which would apply across the wider neighbourhood area. In addition, it would preclude the development of otherwise well-designed terraced or town houses.
- 7.31 Finally I recommend that the reference to car parking areas in criterion f) becomes more generic. The submitted policy's reference to car parking areas being preferred to the sides of buildings is however recommended to be repositioned into the Policy Justification

Change to Policy

Replace the opening part of the policy with: 'Proposals for new buildings will be supported where they would retain, or where practicable enrich, the character of the neighbourhood area as appropriate to their location and scale. In particular development proposals should address the following matters in a locally-distinctive fashion appropriate to their location and scale:

In a) replace 'including' with 'incorporate'

In b) delete 'more than 3 near'

In c) replace 'being' with 'be'

Replace d) with 'the use of traditional vernacular materials, and'

In e) replace 'using' with 'the use of'

Replace f) with 'the sensitive relationship between the buildings themselves and the associated car parking provision, and'

In g) replace 'maintaining or creating' with 'the maintenance or the creation of'

In h) replace 'incorporating' with 'the incorporation of'

In i) replace 'providing' with 'the provision of'

In j) replace 'being' with 'be'

Change to Text

At the end of paragraph 1-5a add: 'The policy has been designed to be complementary to Policy HQ/1 of the Local Plan'

At the end of paragraph 1-5c add: 'Criterion f) of the policy requires designs to address a sensitive relationship between new buildings and their associated car parking areas. The provision of car parking spaces to the sides of new buildings will accord with the Village Design Statement and avoid the cluttering of property frontages with parked cars.'

Policy COH/1-6 Village character – the village core or centre

- 7.32 This policy identifies four focal points in the village. It also provides guidance for non-residential developments elsewhere within the central part of the High Street.
- 7.33 In summary the policy seeks to ensure that new development should be sustainable, well-designed for pedestrians and should contribute towards the improvement of the public realm. Several of the elements of the policy refer both to public realm and parking issues. In some cases, such development may be beyond the scope of the

development concerned. Nevertheless, as worded the policy anticipates this matter in its use of 'wherever practicable'.

- 7.34 I recommend the deletion of the reference to 'discrete electric charging points' in the first part of the policy. Whilst they may be desirable there is no direct way in which development adjacent to the focal points may be able to provide such facilities either due to the costs of doing so and the broader capacity of the local network.

Change to Policy

In the first part of the policy delete c)

Policy COH/1-7 Local Green Spaces

- 7.35 This policy is an important part of the Plan. It proposes alterations to the boundary of the local green space at the Recreation Ground as identified in the Local Plan. It also proposes the designation of an additional Local Green Space. The proposed package is closely connected with the broader proposals to extend the development framework (Policy COH/2-1), to develop a multi-purpose village hall (Policy COH/4-2) and a nursery (Policy COH/4-3).
- 7.36 Paragraphs 1-7b and 1-7c together with Evidence Paper E16 describe the circumstances for the proposed updates to the position in the Local Plan. The changes to the Local Green Space at the Recreation Area stem from the planning applications granted in 2017 and 2018 in and around the Recreation Area. The proposed designation of the Les King Wood Local Green Space reflects its increasing importance to the local community as the village expands to the north and west.
- 7.37 This policy is a positive response to changing circumstances. In general terms it has the support of the affected landowners including the County Council and This Land. The latter suggests that a further degree of flexibility may be required to achieve the intended outcomes. I recommend that this approach is incorporated into the policy justification. Plainly the determination of any subsequent planning applications will be a matter for South Cambridgeshire District Council's judgement in general terms, and the extent to which any detailed fine tunings to the Local Green Space in this part of the village can be ultimately determined by decisions on planning applications.
- 7.38 I am satisfied that in both cases the resulting Local Green Spaces would meet the three criteria in the National Planning Policy Framework. In relation to the reconfiguration of the Recreation Ground Local Green Space the resulting changes to its size are inconsequential. In the case of the proposed new Local Green Space (Les King Wood) I am satisfied that the analysis undertaken in paragraph 1-7c of the Plan is fit for purpose. In particular at 3.76 hectares the land is local in character. It is also in close proximity to the community it serves now, and will become even closer to the community as new development takes place on the adjacent parcels of land.
- 7.39 In a broader sense, I am satisfied that the designation of the proposed package of Local Green Spaces accords with the more general elements of paragraph 99 of the Cottenham Neighbourhood Plan – Examiner's Report

National Planning Policy Framework. Firstly, the package of Local Green Spaces is consistent with the local planning of sustainable development. In this context the submitted Plan proposes the expansion of the development boundary to take account of recent planning permissions in the neighbourhood area. The modified and the proposed new Local Green Spaces do not conflict with or challenge these sites. Secondly, I am satisfied that the Local Green Spaces are capable of enduring beyond the end of the Plan period. Indeed, the modifications to the extent of the existing Local Green Space takes account of the way in which development will proceed in this part of the village. In addition, the Les King Wood is an established element of the local environment and is sensitively managed as a green space in a fashion appropriate to its particular use.

- 7.40 The policy itself is however rather clumsy. It includes significant elements of description and supporting text in relation to the Recreation Ground Local Green Space and largely repeats the Local Plan policy for its designation as Local Green Space. In these circumstances I recommend that the policy is modified so that it identifies the nature of the revised extent of the Recreation Ground Local Green Space and the proposed new Les King Wood Local Green Space and then applies policy NH/12 of the Local Plan to the two Local Green Spaces.
- 7.41 Figure 12 of the submitted Plan was designed to show the scale and the precise location of these changes from the position in the adopted Local Plan. In responses to questions in my clarification note the Parish Council has helpfully provided a clearer map on this matter. I recommend that it replaces figure 12 as included in the submitted Plan.

Change to Policy

Replace the policy with:

‘The neighbourhood plan refines the approach to local green spaces as included in the adopted Local Plan (as shown on figure 12) as follows:

- alters the boundary of the recreation ground local green space; and
- designates an additional local green space at Les King Wood

Proposals for development within these areas will be considered against the contents of Policy NH/12 (Local Green Space) of the South Cambridgeshire Local Plan’

Change to Text

Replace figure 12 with the revised figure 12 as shown in Appendix 1.

At the end of paragraph 1-7b add: ‘Further detailed refinements to the precise boundary of the Recreation Ground local green space may be required within the Plan period. Based on its scale and nature this could be achieved through planning applications or through a focused review of the Plan itself’

Policy COH/1-8 Protected Village Amenity Areas

- 7.42 This policy proposes the designation of two additional Protected Village Amenity Areas in the neighbourhood area over and above those already identified in the Local Plan. The sites concerned are Tenison Manor and The Dunnocks.
- 7.43 I am satisfied that the designations are appropriate and well-considered. I recommend that the policy is simplified and that the Policy Justification makes proper reference to the relevant Local Plan Policy.

Change to Policy

Replace the initial two paragraphs of the policy with:

'The neighbourhood plan designates the following two Protected Village Amenity Areas:

[at this point insert a) and b)]

'Development proposals that would affect the two sites will be determined against Policy NH/11 of the South Cambridgeshire Local Plan'

Change to Text

At the end of paragraph 1-8a add: 'It designates two additional Protected Village Amenity Areas in addition to those in Cottenham in the adopted Local Plan'.

Policy COH/2-1 Development Framework

- 7.44 This policy is a key component of the submitted Plan. At its heart is an acknowledgement that the development framework for Cottenham as included in the adopted Local Plan is now out-of-date. In particular several significant planning permissions have been granted recently to the north and west of the village. In this context the submitted Plan sets out to bring the planning policy context for the village up-to-date both in its own right and to provide a basis for the consideration of any further planning applications and the submission of reserved matters applications. This and other policies seek also to take account of recently planning permissions for a new village hall (Policy COH/4-2) and an Early Years Nursery (Policy COH/4-3). The broader package also relates to proposals for local green spaces as addressed in Policy COH/1-7.
- 7.45 The policy has two separate and related components. The first defines an extended development framework. The second then applies countryside policies to that part of the neighbourhood area outside the development framework.
- 7.46 On the first matter I am satisfied that the Parish Council has taken a balanced and pragmatic approach to this important matter. The proposed revised development framework takes account of extant planning permissions. The parcels of land concerned are well-defined and do not infringe on the Green Belt. In the round the extended development framework is consistent with Policy S/8 of the Local Plan which

supports unspecified levels of development within Rural Centres where associated with adequate services, facilities and infrastructure. In addition, it takes account of national policy that a neighbourhood plan can identify greater opportunities for new residential development beyond that identified in the associated local plan.

- 7.47 I recommend that the wording of this part of the policy is modified so that it is clear that its principal role is to redefine the development framework.
- 7.48 The second matter has generated a degree of comment from the development industry. In particular it is seen as being overly-restrictive. I recommend that its approach is refined so that it clarifies that development will be supported outside the development framework where it accords with national and local policies for the countryside. This approach will ensure that it meets the basic conditions. In addition, it takes account of the positive approach that the Parish Council has already proposed in expanding the development framework.
- 7.49 During the examination I sought clarification from the Parish Council about the way in which the proposed revised development framework would be shown on a map in the Plan. Several of the figures in the submitted plan showed different elements of the wider package in a potentially-confusing way. In addition, their focus was on the changes from the designations shown in the Local Plan rather than the resulting outcome. South Cambridgeshire District Council and the Parish Council have provided a revised version of Figure 15 on the Development Framework. It is included at Appendix 2 of this report, I recommend that it replaces the figure in the submitted plan

Change to Policy

Replace the policy with:

'The neighbourhood plan identifies a development framework as shown on Figure 15

New development will be concentrated within the identified development framework. Development proposals within the development framework which reflect the character and appearance of the village through their location, design, density and scale will be supported.

Development proposals outside the development framework will be supported where they are designed to provide appropriate facilities for rural enterprise, agriculture, forestry, or leisure, or where they otherwise accord with national or local planning policies'

Change to Text

Replace figure 15 in the submitted Plan with the new figure 15 as shown in Appendix 2

At the end of paragraph 2-1a add: 'The policy incorporates a spatial plan for the neighbourhood area. The concentration of new development within the development framework will assist in the delivery of sustainable development by concentrating new development close to essential community and retail/commercial services in the

village. In addition, it takes account of recent planning permissions for new residential development.’

In paragraph 2-1b insert ‘beyond that identified in the adopted Local Plan’ between ‘extended’ and ‘to include’

Policy COH/2-2 Large Site Design

- 7.50 This policy provides specific guidance for the development of larger housing sites (more than 50 homes). It sets out a series of principles which aim to secure high quality design outcomes.
- 7.51 The policy has attracted a series of representations from both South Cambridgeshire District Council, the development industry and Anglian Water Services. In general terms, the approach in the policy is supported provided that the application of the policy does not hinder the development of sites with extant planning permissions or otherwise prevents further sites from coming forward. The policy sets out to be flexible and responsive the circumstances of individual sites by the use of ‘where practicable’.
- 7.52 Anglian Water comments about the 50 homes threshold used in the policy. It argues that sustainable drainage systems should also be applied to sites which would yield a smaller number of houses in accordance with Local Plan policies. This is indeed the case. Nevertheless, as the Parish Council has chosen to apply this policy only to the larger sites no modification is necessary to the submitted policy on this specific matter.
- 7.53 I recommend modifications to both criterion c) on open space and criterion d) on the distribution of affordable housing in a wider site so that they relate more closely to the relevant guidance in the adopted Local Plan. This will ensure that South Cambridgeshire District Council will be able to apply policies in a clear and consistent fashion.
- 7.54 I also recommend that criterion b) is modified so that it takes on a more general format rather than requiring the application of ‘landscape design criteria’.
- 7.55 In general terms I recommend a series of modifications to the wording used so that the policy will have the clarity required by the National Planning Policy Framework and that it more closely relates to the location of the scheme within the neighbourhood area and its size. Otherwise it meets the basic conditions.

Change to Policy

Replace the opening part of the policy with ‘Development proposals for housing developments of more than 50 homes should, as appropriate to their scale and location, incorporate designs which sensitively address the following matters:

Replace b) with: ‘ensuring that the layout, form and urban design of the site takes account of the surrounding urban and natural landscapes, and’

Replace c) with: ‘incorporating play and open spaces in accordance with Local Plan standards, and’

In d) replace ‘pepper-potted throughout the site’ with ‘provided in small groups or clusters distributed through the site concerned’

In e) replace ‘requiring as a... development’ with ‘ensuring’

Policy COH/2-3 Use of Brownfield sites for housing

- 7.56 This policy identifies a series of brownfield sites in the village centre where the development of apartments will be supported. They are the Durman Stearn site, Watson’s Yard and the Co-op site. This policy highlights the residential component of potentially broader developments on the three sites concerned, and which are addressed in separate, site-specific policies elsewhere in the Plan. The policy addresses a general need to retain a degree of business and retail space on the sites concerned.
- 7.57 In general terms I am satisfied that the three sites selected for this purpose are appropriate for residential use. They are centrally-located within the village and will generate positive opportunities for the development of smaller and potentially specialist housing.
- 7.58 I recommend detailed modifications to the wording used in the policy so that they have the clarity required by the National Planning Policy Framework. In addition, I recommend that the figure of 15 apartments between the three sites is deleted. It is too specific and may hinder the practical development of the sites concerned. A cap on the combined development yield may also affect the viability of some or all of the sites concerned. However, within this context the table in the Policy justification can remain as its primary purpose is to identify how the three sites were selected against other sites considered and to show their indicative residential yields.
- 7.59 I recommend that the part of the policy which refers to the need to retain ‘sufficient business and retail space is replaced with one which makes reference to the detailed policies elsewhere in the Plan on the three identified sites. As submitted this part of the policy is unspecific about the retention of business and retail space either collectively or on any of the three sites.

Change to Policy

Replace the policy with:

‘Development proposals for one- or two-bedroom apartments will be supported on the following sites as shown on figures 14 and 17

- Durman Stearn
- Watson’s Yard
- Co-op

In each case proposals for apartments should be incorporated within broader developments proposals identified for the three sites in Policies COH/3-1.1, 3/1.2 and 3-2.1 of this Plan.

Change to Text

At the end of paragraph 2-3e add: 'They are policies COH/3-1.1(Durman Stearn), COH/3-1.2 (Co-op site) and COH/3-2.1 (Watson's Yard)'

Policy CON/2-4 Locally affordable housing and CLT

- 7.60 This policy seeks to address the recognised need for locally affordable housing in the neighbourhood area. It recognises the potential offered by a community land trust to deliver such ambitions. The policy is very specific to the extent that it would support the development of around 90 affordable homes in the Plan period
- 7.61 Plainly the policy is well-intentioned. Nevertheless, as submitted it is more ambitious in its approach rather than one which is capable of practical delivery. In particular:
- the policy attempts to provide a policy to address exception sites which, by definition are exceptions to policy;
 - the policy does not take account of the potential need for supporting private residential development which may be necessary to support the anticipated levels of affordable housing; and
 - the identified criteria, either individually or collectively, may prevent the development of a series of sites which might otherwise deliver the much-needed affordable housing.
- 7.62 On this basis I recommend that the policy is deleted. I also recommend that the supporting text is deleted. The Community Land Trust will be able to promote its own delivery schemes.

Change to Policy

Delete the policy.

Change to Text

Delete the Policy Justification and 'Greenfield sites' commentary.

Policy COH/3-1 Medical and Drop in and chat centre

- 7.63 This policy provides support in a general sense for the development of a medical centre and a drop-in centre in the central area of the village for elderly and less mobile persons. The policy comments that any such development proposals should be both imaginative and provide for their own car parking and servicing requirements.

- 7.64 Policies COH/3-1.1 and COH/3-1.2 comment specifically about the potential for such a facility on the Durman Stearn site and the Co-op site respectively. I address those policies separately.
- 7.65 In general terms I am satisfied that the policy meets the basic conditions. It offers support for what would be a valuable facility in the community.
- 7.66 I recommend detailed modifications to the wording used in the policy in general, and to incorporate the proposed uses into a single form of development rather than two separate components as included in the Plan.

Change to Policy

Replace the initial part of the policy with:

‘Development proposals for a medical centre, which could include a drop-in centre for elderly and less mobile residents will be supported within the central area of the village (as identified in figure 11)’

In the second part of the policy replace ‘must’ with ‘should’

Policy COH/3-1.1 Durman Stearn site

- 7.67 This policy provides a specific context for the potential development of a medical and drop in centre on a specific site. In this case it is a garage and haulage yard and associated buildings in a prominent and central location in the High Street.
- 7.68 As submitted the policy takes a broad approach to development on the site. The medical development is one potential option. The second is small retail or office units. In both cases the policy requires the development of small apartments on upper floors.
- 7.69 I sought the Parish Council’s comments on two potential scenarios. The first was the potential for a medical centre to be developed elsewhere in the village centre and its impact on the remainder of the policy. The second was for the medical centre proposal either not to come forward or not to proceed for viability reasons. The Parish Council agreed to a revised approach which would support a range of uses on this site (and the Co-op site) in a more general context. This would provide the greatest flexibility for a development package to come forward. I recommend accordingly.
- 7.70 I also recommend detailed modification to the element of the policy which applies to the incorporation of apartments on the upper floors of any new development. In particular I recommend the deletion of any reference to a minimum number of apartments. This will be a matter for viability assessments and for the market to determine.

Change to Policy

Replace the initial part of the policy (up to and including B) with:

'Proposals for the redevelopment of the Durman Stearn site (as identified in figures 20/21) for the following uses will be supported:

- a medical centre which could include a drop-in centre for elderly and less mobile residents; or
- retail and office use with refurbished buildings fronting onto High Street.

Replace Section C of the policy with: 'In both cases proposals for one- or two-bedroom apartments on the upper floors of new or refurbished development will be supported where their design:

[at this point add a) and b) from part C of the submitted policy]'

Policy COH/3-1.2 Co-op Site

7.71 This policy applies a largely identical approach to the Co-op site as that for the Durman Stearn site in the previous policy

7.72 The same principles apply to this policy and I recommend identical modifications.

Change to Policy

Replace the policy with:

'Development proposals for the redevelopment of the Co-op site (as identified in figures 22/23) for the following uses will be supported:

- a medical centre which could include a drop-in centre for elderly and less mobile residents; or
- retail and office use where their design incorporates an imaginative response to the character and appearance of the village centre.

Replace Section C of the policy with: 'In both cases proposals for one- or two-bedroom apartments on the upper floors of new or refurbished development will be supported where their design: [at this point add a) and b) from part C of Policy COH/3-1.1 Durman Stearn site'

[At this point include the final paragraph of the submitted policy]

Policy COH/3-2 Supermarket

7.73 This policy provides support in a general sense for the development of a supermarket in the village core. It comments that any such development proposals should incorporate affordable apartments on the upper floors and provide for their own parking and servicing requirements. Policies COH/3-2.1 comments specifically about the potential for such a facility on the Watson's Yard/Fire Station Site. I address that policy separately.

- 7.74 In general terms I am satisfied that the policy meets the basic conditions. It offers support for what would be a valuable facility in the community. I recommend detailed modifications to the wording used in the policy, including reference to the development of affordable apartments on the upper floors of any development where it is practicable to do so. In some cases, the design of a supermarket may preclude this element of the proposal in the policy.

Change to Policy

In part a) of the policy delete 'several' and add 'where this is practicable for the design of the building concerned' after 'upper floors'

Policy COH/3-2.1 Watson's Yard/Fire Station site

- 7.75 This policy provides a specific context for the potential development of a supermarket on a specific site. The Watson's Yard and the Fire Station site is a series of commercial buildings and the site of the existing Fire Station. It is in a prominent and central location at the eastern end of the High Street.
- 7.76 As submitted the policy takes a broad approach to development on the site. A potential supermarket is part of a wider development package which includes the potential for a new Fire Station, workshop units and office/retail units. The policy also comments about design, parking and servicing requirements.
- 7.77 I recommend detailed modifications to the wording used in the policy. In particular I recommend that the structure of the policy is modified so that it allows any appropriate package of the various uses to come forward. I also recommend that the scale and nature of the proposed elements of the development are presented in a general rather than a very specific way. As submitted the policy may have unintended and restrictive implications.
- 7.78 I also recommend that the requirement for any new fire station to have its own dedicated access is repositioned into the supporting text.

Change to Policy

Replace the initial part of the policy (up to D) with:

'Proposals for the redevelopment of the Watson's Yard/Fire Station site (as identified in figures 24/25) for the following uses will be supported:

- a supermarket with apartments on the upper floors where this is practicable for the design of the building concerned;
- a modernised or new Fire Station;
- workshop units; and
- offices and retail units with frontages onto High Street.'

Replace the opening part of the final paragraph of the policy with:

'All proposed new development should'

Change to Text

At the end of paragraph 3.2d add:

‘Policy COH/3-2.1 provides detailed guidance for the development of this site for a supermarket and other uses’

At the end of paragraph 3-2e add:

‘In the event that the Fire Station remains on the site appropriate access to and from the building will be a key component of the wider development. It should have a dedicated access to High Street’

Policy COH/4-1.1 Recreation Ground

- 7.79 This policy sets the scene for the Plan’s proposals for recreational and social uses in the north-western part of the village. It has a strong relationship with Policy COH/2.1 which proposes the enlargement of the development framework to accommodate the new homes which benefit from planning permission.
- 7.80 It sets the context for more detailed proposals for a multipurpose village hall (Policy COH/4-2), a nursey (Policy COH/4-3) and additional sports facilities (Policy COH/4-4).
- 7.81 The proposed package of improvements is well-considered. I recommend a series of modifications to the wording used so that the policy will have the clarity required by the NPPF. Otherwise it meets the basic conditions.

Change to Policy

Replace the opening part of the policy with:

‘Development proposals for the comprehensive provision of community, recreation and sports facilities at the Recreation Ground and near Cottenham Primary School (as shown in figure 26) will be supported where the overall design:’

In a) replace ‘does not reduce’ with ‘maintains or increases’

Change to Text

At the end of paragraph 4-1a add: ‘It sets the context for more detailed proposals for a multi-purpose village hall (Policy COH/4-2), a nursery (Policy COH/4-3) and additional sports facilities (Policy COH/4-4)’.

Policy COH/4.2 Multi-purpose Village Hall

- 7.82 This policy follows on from the previous policy. In this case it offers support for the development of a multi-purpose village hall. As paragraph 4-2b comments the village hall is intended to provide a range of facilities including meeting places, out of school child care and an informal day centre.

- 7.83 Planning permission was granted for a new village hall in September 2018 (S/2702/18/FL). In these circumstances I sought clarification from the Parish Council on the need or otherwise for the policy. I was advised that it was needed in the event that the development could not be started whilst the planning permission was extant. On balance I am satisfied that this approach would be appropriate. It will also allow a degree of flexibility in the event that the design scheme for the village hall and/or the wider package arising from Policy COH/4-1 change within the Plan period.
- 7.84 I recommend a series of modifications to the wording used so that the policy will have the clarity required by the National Planning Policy Framework. I also recommend that the policy justification provides greater clarity on the extant planning permission. Otherwise it meets the basic conditions.

Change to Policy

Replace the opening part of the policy with:

‘Proposals for the development of a multipurpose Village Hall adjacent to the Primary School within the development framework (as shown in figure 27) will be supported where the overall design:

In a) replace ‘does not lead to loss of any’ with ‘maintains or increases the availability of’

Change to Text

In paragraph 4-2b replace ‘The now permitted proposal provides’ with ‘Planning permission was granted for such a facility in September 2018 ((S/2702/18/FL). It would provide:’

Policy COH/4.3 Nursery

- 7.85 This policy follows on from Policy COH/4.1. In this case it offers support for the development of a children’s nursery. As the Policy justification comments existing facilities are struggling to cope with demand, and the forthcoming new homes will simply compound the matter.
- 7.86 Planning permission was granted for a new nursery in December 2018 (S/2705/18/FL). In these circumstances I sought clarification from the Parish Council on the need or otherwise for the policy. I was advised that it was needed in the event that the development could not be started whilst the planning permission was extant. On balance I am satisfied that this approach would be appropriate. It will also allow a degree of flexibility in the event that the village hall design scheme and/or the wider package arising from Policy COH/4-1 change within the Plan period.
- 7.87 I recommend a series of modifications to the wording used so that the policy will have the clarity required by the National Planning Policy Framework. I also recommend that the policy justification provides greater clarity on the extant planning permission. Otherwise it meets the basic conditions.

Change to Policy

Replace the opening part of the policy with:

Proposals for the development of a nursery within the development framework (as shown in figure 15) will be supported where the overall design:

In a) replace 'does not lead to loss of any' with 'maintains or increases the availability of'

Change to Text

At the end of paragraph 4.3b add: 'Planning permission was granted for such a facility in December 2018 ((S/2705/18/FL))'.

Policy COH/4.4 Sports Facility

- 7.88 This policy follows on from Policy 4.1. In this case it offers support for the development of new sports facilities. As the Policy justification comments existing facilities are struggling to cope with demand, and the forthcoming new homes will simply compound the matter.
- 7.89 The submitted policy is site-specific, and as shown on figure 26. Representations from both This Land and Cambridgeshire County Council (in its capacity as a landowner) respectively suggest that the policy should not be site-specific, or that the proposed site conflicts with the extant permission for residential development.
- 7.90 Within the wider context of the recreational and community development proposed in Policy COH/4.1 this policy will play an important role in the future of the social well-being of the community. Nevertheless, to provide appropriate flexibility for the Parish Council and the various landowners I recommend that the policy is modified so that it does not identify a specific location for the development to take place within the current Recreation Ground (as envisaged by the notations on figure 26 in the submitted Plan).
- 7.91 The policy is based around the Parish Council's assessment of sport and recreation provision in the neighbourhood area against published standards. Whilst this approach is commendable it has resulted in a rather mechanical approach in general, and which is directly translated into the policy as an anticipation for catch-up provision (criterion b) and further expansion space (criterion c). I recommend that the need for and the potential size of the new facilities are captured simply in the Policy Justification rather than in the policy itself.
- 7.92 I also recommend that the requirement for floodlit outdoor sports facilities is excluded from the policy. This is not to suggest that such development would not be acceptable. Rather it provides flexibility for development to come forward without floodlighting in the event that such facilities may either not be financially viable or where they may not be acceptable on amenity grounds. I recommended consequential changes to paragraph 4-4d to address this matter.

- 7.93 I also recommend a series of modifications to the wording used so that the policy will have the clarity required by the National Planning Policy Framework. Otherwise it meets the basic conditions.

Change to Policy

Replace the opening part of the policy with:

‘Proposals for the development of additional sports facilities adjacent to the existing Recreation Ground within the development framework (as shown in figure 26) will be supported where the overall design:

In criterion a) replace ‘be’ with ‘is’

Delete criteria b), c) and d)

In e) replace ‘provide’ with ‘provides’

Insert additional criterion to read:

‘insert letter) provides for appropriate levels of on-site car parking’

Change to Text

In paragraph 4-4d replace: ‘Development of.... facilities allows’ with ‘In the event that the new facilities incorporate all-weather floodlit facilities this provision would allow’

At the end of the paragraph add: ‘Any proposals which incorporate floodlighting will need to demonstrate that they are acceptable on amenity grounds’

Policy COH/5.1 New Recreation Ground

- 7.94 This policy follows on from the previous policy. In effect it seeks to provide a policy context for the development of a new recreation ground in the event that the proposals in the previous policy are not achieved. Whilst no specific site is identified the Policy justification comments that it should preferably be sited in the south-east part of the village near recent housing developments.
- 7.95 I sought clarity from the Parish Council on its wider intentions for the policy. I was advised that:
- Policy COH/5-1 is a back-up plan;
 - no specific site has been identified; and
 - land for its purpose could be potentially purchased through the use of Section 106 monies.
- 7.96 Having considered all the evidence on this matter I recommend that the policy and the Policy Justification are deleted from the Plan. This takes account of the following matters:

- there is no clarity around the location of the proposed site;
- certain elements of the policy justification make a connection between potential sites and rural exception sites;
- there are no delivery or funding arrangements in place; and
- in any event the failure for the recreation ground as envisaged in Policy COH/4-4 to come forward could be addressed in a review of the Plan.

Change to Policy

Delete policy

Change to Text

Delete the Policy justification and the 'Why' section

Policy COH/6.1 Extension of burial grounds

- 7.97 This policy offers support for proposals to extend the village's burial grounds. It is a criteria-based policy. In its response to the clarification note the Parish Council clarified that the policy is intended to be general in nature. The Evidence Base identifies potential ways in which this could take place.
- 7.98 I recommend modifications to the wording used in the opening part of the policy. Otherwise it meets the basic conditions.

Change to Policy

Replace 'Planning permissions will be approved' with 'Development proposals will be supported'

Policy COH/7.1 Village Employment

- 7.99 This policy offers support for retail and commercial development in the village centre. Where practicable it requires the provision of on-site car parking and secure cycle stands.
- 7.100 South Cambridgeshire District Council raises queries about the delivery of the policy given the tight-knit nature of the village centre, and the feasibility of providing car parking facilities. These are important matters. Nevertheless, the policy is sufficiently flexible to anticipate circumstances where the provision of car parking may not be practicable.
- 7.102 I am satisfied that with modifications that the policy is capable of meeting the basic conditions. In particular it will establish a positive context within which new business investment can take place. I recommend modifications to the policy language used and to give a better definition to the Plan's commentary about 'small scale development.'

Change to Policy

Replace 'Planning permission will be approved for development of' with 'Development proposals will be supported for'

Delete 'a wide range of small scale'

After facilities add 'of an appropriate scale to their locations'

Policy COH/7.2 Rural Employment

- 7.103 This policy provides an approach to rural employment development. In its response to the clarification note the Parish Council advised that the policy was intended to apply to locations outside the development framework.
- 7.104 It has a particular focus on supporting fenland-related eco-tourism, outdoor pursuits and tourism. It is a criteria-based policy. In general terms I am satisfied that the policy is appropriate for the neighbourhood area. In particular it takes account of the close relationship between the village and its agricultural hinterland.
- 7.105 I recommend modifications to ensure that the policy will have the clarity required by the National Planning Policy Framework and therefore meet the basic conditions. Firstly, I recommend that the policy identifies its spatial application. Secondly, I recommend that the first criterion on HGV traffic is modified so that it relates more generally to traffic movements and the capacity of the highway network. As submitted this criterion suggests that any new development would have the ability to affect the movements of HGV traffic through the village. Thirdly I recommend the inclusion of additional criteria relating to car parking and residential amenity.
- 7.106 I also recommend that the policy element relating to the 'potential to increase rural employment' is deleted. It adds no direct value to the policy. In any event, some proposals may be for the expansion of existing rural premises without any increased employment levels. In other cases, investment proposals may safeguard existing jobs.

Change to Policy

Replace the initial part of the policy with:

'Development proposals for rural employment based on participation in fenland-related eco-tourism or outdoor pursuits or tourism opportunities outside the development framework will be supported where those proposals:

Replace a) with 'can be safely accommodated within the capacity of the local highways network, and'

Insert additional criteria as follows:

e) provide an appropriate level of off-road car parking; and

f) do not have an unacceptable impact on the amenities of any residential properties in the immediate locality.

Policy COH/7.3 Proposed Durman Stearn site

- 7.107 This policy proposes the allocation of a site in Hay Lane to accommodate the relocation of the Durman Stearn business from its current site in the High Street. The current Durman Stearn site is allocated for alternative uses elsewhere in this Plan. The proposed site is approximately a mile to the south east of the village centre. It is within the Green Belt.
- 7.108 A planning application has been submitted by the company for the use of the site (S/4747/O). The District Council resolved to approve the proposal in 2018. In doing so it concluded that very special circumstances that warranted this approach in the Green Belt.
- 7.109 In many respects this policy has now been overtaken by events. In any event, proper processes have been followed to secure the development of the site for the company's use of the site. The planning application process allows South Cambridgeshire District Council to assess all policy and material planning considerations, including a consideration of the very special circumstances that exist.
- 7.110 In all the circumstances I recommend the deletion of the policy and the policy justification. Given the timing of the submission of the Plan it falls to be assessed against the 2012 version of the National Planning Policy Framework. At that time only local planning authorities (here South Cambridgeshire District Council) had the ability to alter Green Belt boundaries. Whilst the policy allocates the site for development rather than propose its deletion from the Green Belt its effect would largely be the same. In addition, the very special circumstances as identified by South Cambridgeshire District Council in its determination of the planning application cannot necessarily be applied into a planning policy which is, by definition, associated with the land rather than the specific circumstances of any one organisation.

Change to Policy

Delete the policy

Change to Text

Delete the policy justification and the 'Why' heading.

Other matters - General

- 7.111 This report has recommended a series of modifications both to the policies and to the supporting text and figures in the submitted Plan. Where consequential changes to the text are required directly as a result of my recommended modification to the policy concerned, I have highlighted them in this report. However other changes to the general text may be required elsewhere in the Plan as a result of the recommended modifications to the policies. It will be appropriate for South Cambridgeshire District Council and the Parish Council to have the flexibility to make any necessary consequential changes to the general text. There will also in some circumstances need

to be changes made to figures to reflect these changes made to the Plan I recommend accordingly.

Changes to Text

Modification of general text (where necessary) to achieve consistency with the modified policies.

Other matters – specific

- 7.112 There are elements of the Plan which do not have the clarity required by the National Planning Policy Framework. Within the context of paragraph 1.4 of this report I only recommend modifications where they are necessary to ensure that the Plan meets the basic conditions.

Changes to Text

Paragraphs 1.34 and 1.35 – the Parish Council may wish to update these paragraphs in the event that the referendum achieves a positive outcome.

Replace paragraph 1.50 with: ‘Several policies are criteria-based. The intention is that development proposals meet every criterion insofar as they apply to its scale and location’

Replace paragraphs 1.52 and 1.53 with ‘In such cases the applicant will be expected to demonstrate the way in which other material planning considerations should allow the District Council to grant planning permission where certain elements of the policy cannot be met by the development concerned.’

References to figures and maps

- 7.113 There are several parts of the Plan where the policy or the Policy Justification refers to an incorrect figure. They are set out below:

Policy COH/3-2.1: Watson’s Yard / Fire Station site (site X5 in Figure 14) – Policy states Figure 22 when it should be 24.

Policy COH/4-2: Multi-purpose Village Hall – Figure 24 referred to when should be 27 or 28.

Policy COH/4-3: Nursery – Figure 25 referred to in policy be should be 27 or 28.

Policy COH/7-3: new Durman Stearn site – Figure 27 is referred to in the policy but it should be Figure 31.

Change to Text

Revise the reference to Figures in the Plan accordingly

Details in figures and maps

- 7.114 Several figures in the submitted Plan do not have the clarity required for a development plan document. The Parish Council has helpfully provided replacement figures during the examination as follows:

Figure 5	National Character Areas & Green Belt
Figure 9	Non-designated Heritage Assets
Figure 11	Cottenham's Focal Points, Core Street, Central Area and Centre
Figure 12	Modified Local Green Space boundaries at the Recreation Ground
Figure 13	The Dunnocks & Tenison Manor PVAAs
Figure 15	Cottenham's Extended Development Framework
Figure 16	Locations of 2017 and 2018 Planning Permissions
Figure 17	Brownfield housing sites near village centre
Figure 26	Preferred expansion of the Recreation ground
Figure 27	Site locations for Village Hall and Nursery
Figure 28	Site locations for Village Hall and Nursery
Figure 29	Policies affecting the Recreation Ground
Figure 30	Indicative expansion of the Recreation Ground

Changes to Text

I recommend that the relevant figures in the submitted Plan are replaced by those provided by the Parish Council during the examination except for Figure 12 and Figure 15 which are included in Appendices 1 and 2 of this report. These two figures show the changes to the boundary of the Local Green Space and Development Framework in Cottenham as recommended in this report and replace those provided by the Parish Council. Consequential amendments will need to be made to the figures provided by the Parish Council to reflect the boundaries shown in these two figures.

The scale of figures and maps

7.115 In several cases the figures are of a scale which fails to show the required detail. They are as follows:

Figure 7	Listed buildings and scheduled monuments
Figure 11	Cottenham focal points, core street, central area and centre
Figure 14	Cottenham's possible development sites

Change to Text

I recommend that the scales are adjusted accordingly

Monitoring and Review of the Plan

7.116 The Plan does not comment about a potential future review of any made neighbourhood plan. Whilst it has been prepared within the helpful context of a recently-adopted Local Plan it addresses several challenging issuers. In particular the

Plan anticipates a scenario where an expanded recreation ground cannot be delivered in the preferred location.

- 7.117 In all the circumstances, and to comply with good practice I recommend that the Plan includes commentary on its monitoring and potential future review

Change to Text

At the end of Section 1 add a new heading and text to read:

'Monitoring and Review

1.54 The Parish Council acknowledge that circumstances may change within the Plan period. In addition, some policies will work better than others. On this basis the Parish Council will review the effectiveness of the Plan's policies on an annual basis

1.55 Where appropriate the Parish Council will consider either a full or a partial review of the Plan. This will be based around the monitoring information gathered, any revisions which may arise with the Local Plan and any broader changed circumstances which may arise,

1.56 In particular the Parish Council will assess the effectiveness of Policy COH/4.1 and its associated delivery policies given their significance to the wider Plan.'

8 Summary and Conclusions

Summary

- 8.1 The Plan sets out a range of policies to guide and direct development proposals in the period up to 2031. It is distinctive in addressing a specific set of issues that have been identified and refined by the wider community.
- 8.2 Following my independent examination of the Plan I have concluded that the Cottenham Neighbourhood Development Plan meets the basic conditions for the preparation of a neighbourhood plan subject to a series of recommended modifications.

Conclusion

- 8.3 On the basis of the findings in this report I recommend to South Cambridgeshire District Council that, subject to the incorporation of the modifications set out in this report, the Cottenham Neighbourhood Development Plan should proceed to referendum.

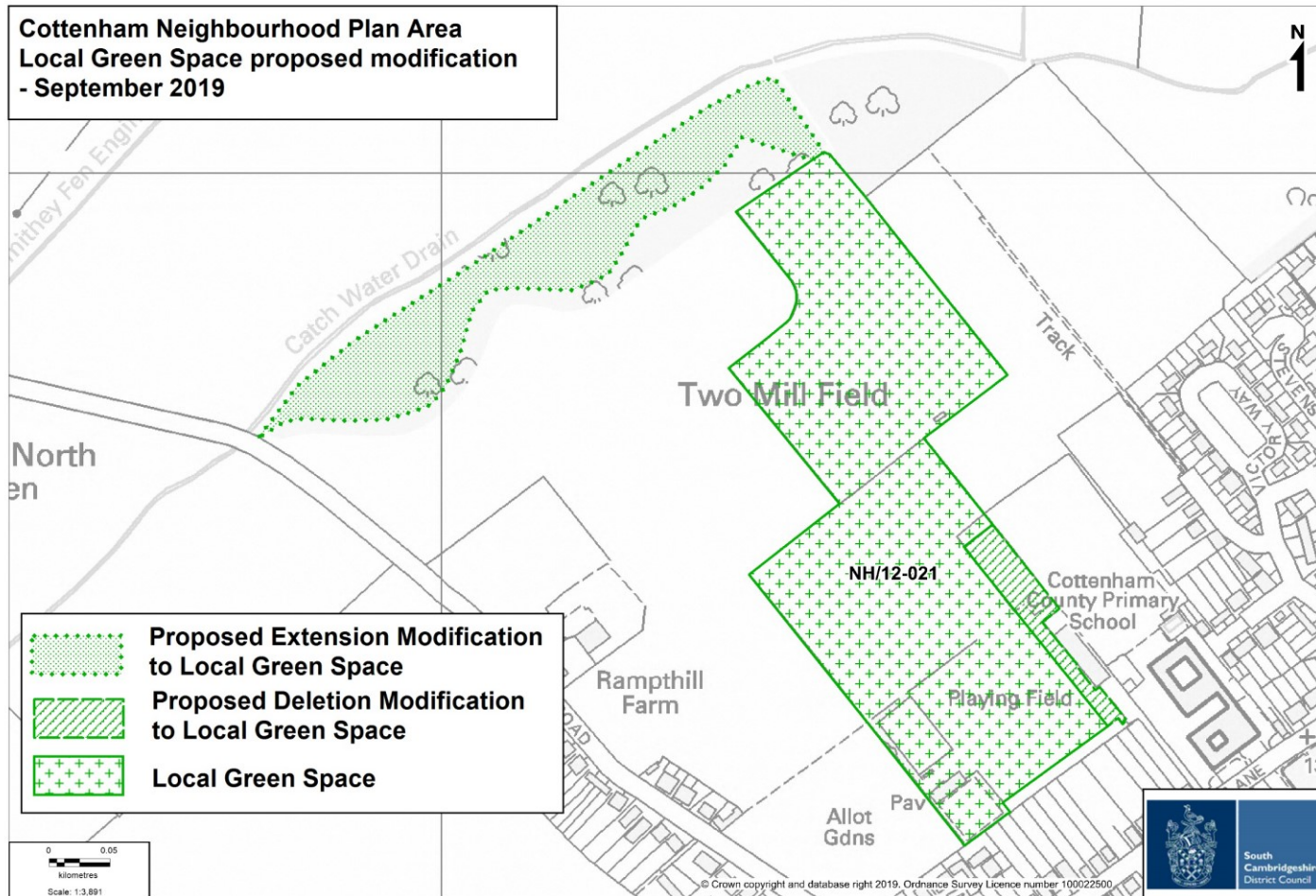
Referendum Area

- 8.4 I am required to consider whether the referendum area should be extended beyond the Plan area. In my view, the neighbourhood area is entirely appropriate for this purpose and no evidence has been submitted to suggest that this is not the case. I therefore recommend that the Plan should proceed to referendum based on the neighbourhood area as originally approved by South Cambridgeshire District Council on 17 November 2015.
- 8.5 I am grateful to everyone who has helped in any way to ensure that this examination has run in an efficient manner.

Andrew Ashcroft
Independent Examiner
10 December 2019

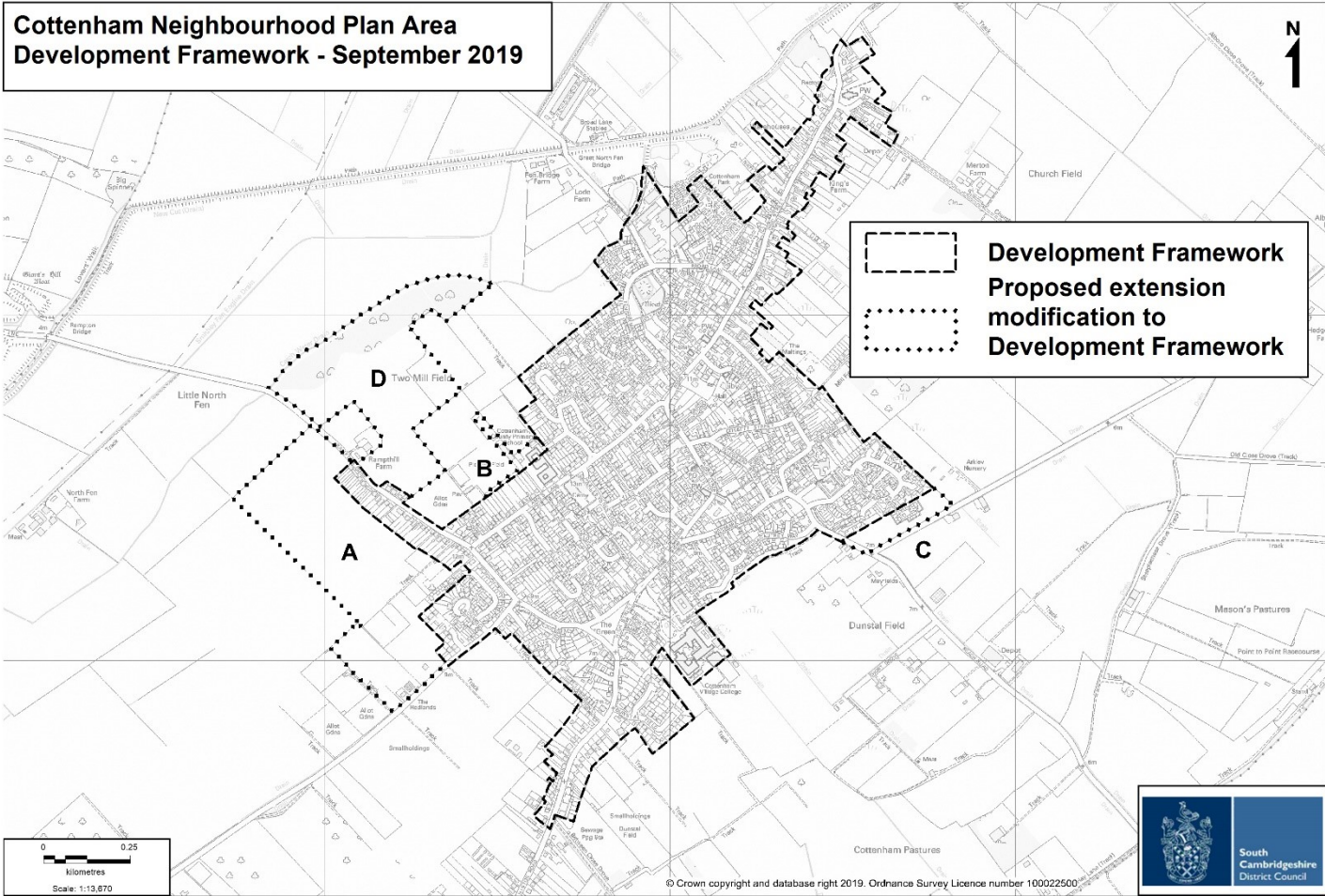
Appendix 1

Figure 12 Local Green Space proposed modification – September 2019



Appendix 2

Figure 15 Cottenham's Development Framework

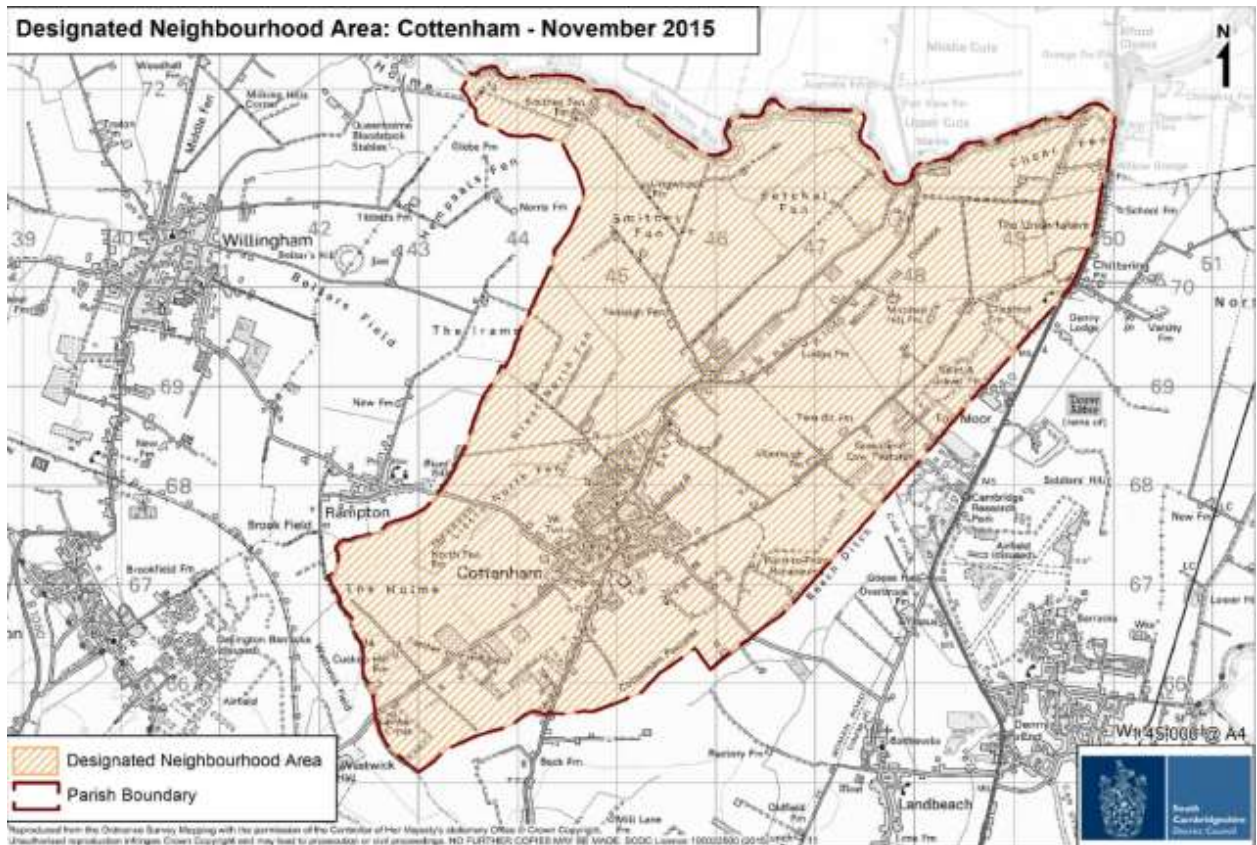




Cottenham Civil Parish

Neighbourhood Development Plan

2017 to 2031



Cottenham Parish Council

Neighbourhood Development Plan

Referendum Version

February 2020

In 2031 Cottenham will still be an attractive safe rural village, proud of its character and retaining its sense of community with improved amenities and facilities, reduced impact of traffic, especially in the centre of the village, and having more affordable housing for the next generation of residents.



Foreword

Cottenham has a long, varied history with much of its character deriving from the collection of architecturally-significant homes and buildings along the High Street, five arterial minor roads that link it to neighbouring villages and the wider undeveloped fenland within which it lies.

To be sustainable, a village should provide local homes and employment opportunities for current and future generations, with adequate education, health, leisure and recreation facilities within easy walking distance for most residents and good public transport links.

Cottenham's radial expansion threatens that sustainability. Some residents may be able to walk or cycle into the village centre, but many will be tempted to stay at home or use the car and, once mobile, travel to other villages or cities rather than support Cottenham's amenities.

This Neighbourhood Development Plan includes measures to reverse some of the effects of that unsustainable arterial expansion by adding new homes, employment opportunities and improved facilities and services within easy walking distance of the village centre, while mitigating some of the traffic issues.

Why should Cottenham have a Neighbourhood Development Plan?

Without some development, Cottenham risks becoming an expensive dormitory town for rapidly-growing Cambridge, with through-traffic increasing as commuters move to lower-priced housing elsewhere. Too much, or unsustainable, development could destroy the character of the village forever. A Neighbourhood Development Plan, alongside South Cambridgeshire's Local Plan, can guide where and how much development should be allowed. Your comments and recent planning permissions have informed the draft plans, especially the Pre-Submission Plan^{G13} offered for local consultation earlier in 2018. That Pre-Submission Plan was revised to produce the Submission Plan which South Cambridgeshire District Council offered for comment and independent examination in 2019.

What's next?

This "Referendum" version (also known as a "post-examination draft Neighbourhood Development Plan") complies with the Examiner's recommendations and, subject to obtaining a majority at the referendum, will become part of the development plan used for determining planning applications in Cottenham.

Thanks to:

- Working Party
- Neighbourhood Plan Ambassadors who have provided a useful sounding board
- Survey participants who provided much of the evidence base on which the plan is based
- Various advisors and consultants who have assisted in shaping the plan
- Cottenham Parish Council for supporting the project
- Village Design Group, whose Village Design Statement has been a useful resource.

Frank Morris: Chair, Cottenham Parish Council



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1 Context

National and local planning policy

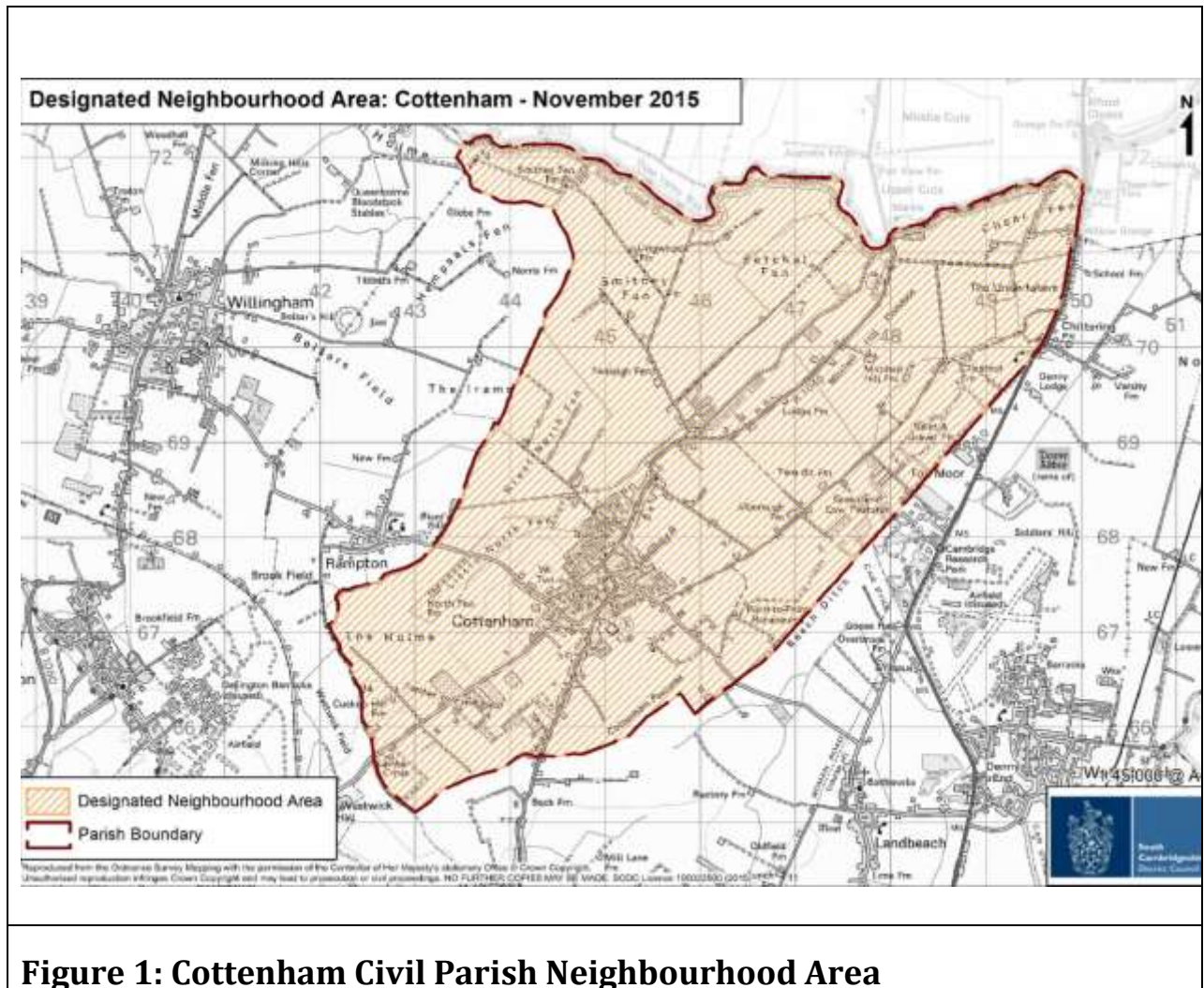
- 1.1 This Neighbourhood Development Plan for Cottenham sets out a number of parish-specific planning policies to govern land use and development from 2017 to 2031.
- 1.2 It has been written to complement rather than duplicate national and district policies.
- 1.3 The National Planning Policy Framework sets out national planning policy. The Planning Practice Guidance provides practical advice on how that policy is to be implemented.
- 1.4 South Cambridgeshire District Council, as the Local Planning Authority (LPA)^{G1} is responsible for the production of the Local Plan^{B30}, which sets out strategic planning policies in the District up to 2031 and the immediate context for the preparation of this plan, notably housing requirements, and policies on issues such as employment, open space and infrastructure.
- 1.5 Cottenham's Village Design Statement^{B18}, originally approved as Supplementary Planning Guidance in 1994 and updated to become a Supplementary Planning Document (SPD)^{G3} in 2007, sets out a wide range of advisory material, much of which is now absorbed into local planning criteria. The design principles and some Cottenham-specific policies have been retained or adapted in this plan. It remains a useful reference and is retained as NP Evidence Paper E12^{B18}.

The parish and village

- 1.11 Cottenham, a working fen-edge village with around 6,400 residents in 2017, has developed along what is now the B1049. This road links Wilburton and villages along the A142 and Ely in the north with Histon & Impington, the A14 and Cambridge to the south.
- 1.12 In addition, disruption on the busy A10 route, which runs parallel to the B1049 linking Ely with Cambridge, often increases traffic through the village.
- 1.13 The flat fen-edge landscape creates "big skies", but makes drainage challenging. Much of the parish depends on pumped assistance to drain surface water into the Great Ouse^{G4} which forms the northern parish boundary. Cottenham Lode^{G5} adds water from villages far to the west and south-west. Climate change will increase this drainage challenge.
- 1.14 The High Street and five main access roads have around 500 houses, some dating from 1600; many are immediately adjacent to the road. Many pavements are narrow and uneven making movements particularly difficult for the elderly or less mobile.
- 1.15 The village has three scheduled monuments - (part of Car Dyke^{G6} between Green End and Top Moor, a Romano-British settlement on Bullocks Haste Common^{G7} and Crowlands Moat^{G8}). Cottenham has 66 listed buildings, mostly in the Conservation Area^{G9}. There are many mature native trees, although this collection is slowly reducing, mostly as a result of ageing with inadequate replacement. There are no sites of special scientific interest.
- 1.16 Around 500 houses will be added following permissions granted in 2017 and 2018.

Preparation of the plan

1.21 The Plan has been prepared by a **Neighbourhood Plan Working Party** comprising parish councillors and a district councillor, with input from planning consultants, an architect, a Neighbourhood Plan Examiner, the Planning Policy Team at South Cambridgeshire District Council (SCDC)^{G10} and many others. The Plan covers the area of Cottenham Civil Parish^{G11}, which was approved as a Neighbourhood Area^{G12} by SCDC^{G10} in November 2015.



- 1.22 The Local Planning Authority (LPA) for Cottenham is South Cambridgeshire District Council (SCDC)^{G10}.
- 1.23 The area of the plan was designated by SCDC, following public consultation, on 17th November 2015.
- 1.24 This document has been prepared as the Referendum version of the Neighbourhood Development Plan^{B31} following consultation and independent examination. The Examiner recommended that, subject to certain amendments, which have now been made, the plan should be put to a referendum within the Neighbourhood Area. The referendum will be arranged by South Cambridgeshire District Council^{G10} as the Local Planning Authority^{G1}.



1.25 Nine main layers of evidence gathering have been applied:

- a) A survey, known as the “Vision Plan Survey” received 217 responses in 2014.
- b) Subsequently, over several public events in mid-2015, the Working Party invited residents to rank in order of importance a simple set of nine “development principles”:

We thought Cottenham residents need:

DP1 More affordable homes

DP2 More pre-school places

DP3 Better medical and day care facilities

DP4 More local employment

DP5 Improved leisure and recreation facilities

DP6 Easier movement into, out from, and around the village

We also understand that Cottenham residents do not want to:

DP7 Compromise our conservation area and the character of our village core

DP8 Increase noise and pollution from our busiest roads

DP9 Overload our Primary School.

- c) The second stage was a more detailed parish-wide survey based on a 17-question survey distributed to every residential address in the parish and returned either by post or online, by 973 residents. This survey^{B1} focused on likes, dislikes, omissions etc. in Cottenham now and in 15 years time.
- d) The third stage analysed recent SCDC Planning Case Officer reports on four speculative planning applications for substantial numbers of residential properties in the parish.
- e) A parish-wide “7 issues” survey in late 2017 obtained 446 responses.
- f) Three studies by independent consultants AECOM^{G15} covering:
 - a. Heritage and Character Assessment^{B6}
 - b. Site Assessment^{B5}
 - c. Housing Needs Assessment^{B4}
- g) Policies in the Village Design Statement^{B18}
- h) Occasionally, further specific research was conducted. Where the source is not a public document the relevant data or text is included in the text.
- i) Most of the evidence is summarised in the series of sixteen “NP Evidence Papers”^{B7-22} referenced in the bibliography (Appendix B).

1.26 The Working Party has undertaken a number of consultations, including drop-in events, attendance at both the Fen Edge Family Festival and Cottenham Feast Parade, and other local publicity including on the Parish Council’s website and Facebook page and in the bi-



monthly Cottenham Newsletter distributed to every house in the village. The Parish Council is advised of progress every month in the reports pack and at its public meetings.

- 1.27 A group of around **250 Neighbourhood Plan Ambassadors** is advised of progress regularly and, on occasions, asked to comment on specific aspects of the emerging plan. A parish-wide questionnaire-based Neighbourhood Plan Survey^{B1} was carried out in winter 2015/6. Several further consultations on some or all of the plan have been carried out on entire drafts or parts of them. These exercises have produced valuable information and insights which have been used in preparing this Plan.
- 1.28 The Working Party has discussed with some local landowners the scope for land to be brought forward for development. A preliminary assessment of site suitability was carried out in January 2017 against a series of criteria. The initial findings were used to inform the formal “call for sites” issued in March / April 2017 and an independent site assessment was conducted by AECOM^{G15} in May / July 2017. Permission for several hundred additional houses was granted in 2017 and 2018.
- 1.29 The first pre-submission version (v 2.1)^{B2} was prepared for Pre-Submission Consultation^{G16} and publicity in May 2017. Comments on that version and subsequent planning permissions in late 2017 and early 2018 necessitated a significant revision also informed by an independent assessment and local review of housing need.
- 1.30 Another version (v 4.2)^{B23} was prepared for Pre-Submission Consultation^{G16} and publicity in June / July 2018 and was based principally on the series of evidence papers “CNP Evidence Paper E1 to E16” and, in turn, sources listed in the bibliography (Appendix B).
- 1.31 Comments received were included in the Consultation Statement^{B25}, which summarises all the consultations undertaken in preparing the Submission Plan and explain how they have influenced its development.
- 1.32 That Plan was screened before submission^{G14}, by the Local Planning Authority^{G1} to assess whether or not it needs a Strategic Environmental Assessment^{G18} in accordance with EU legislation. An Environmental Impact report^{B27} was prepared by AECOM^{G15} in October 2018. No formal comments were received from any of the three statutory consultees – Environment Agency, Historic England and Natural England.
- 1.33 No modifications to the text were required as a result of the assessment.
- 1.34 The Submission Plan was independently examined by a Neighbourhood Plan Examiner^{G19} and, subject to certain amendments, found to be in compliance with basic conditions mainly to ensure that it is compliant with EU law, National Planning Policy Framework (2012) and in general conformity with the adopted SCDC Local Plan and that appropriate consultation has been undertaken.



- 1.35 This Referendum Version^{G20} of the Neighbourhood Development Plan^{G2} will be submitted to a referendum in Cottenham and, if approved by a majority of those voting, will become part of the development plan, alongside the SCDC Local Plan.

Sustainability

- 1.41 Paragraph 7 of the NPPF (2012) defines sustainable development as having three elements: economic, social and environmental.
- 1.42 Economically, this plan supports increased local employment within the regenerated brownfield sites in the village centre, and increased housing stock to service the local economy, and will provide a limited increase in the use of local services and facilities.
- 1.43 Socially, the plan significantly improves a range of amenities and facilities within the village while adding a number of truly affordable homes available to local people in perpetuity through use of a Community Land Trust.
- 1.44 Environmentally, various measures within the plan will reduce dependence on unsustainable forms of transport by increasing the use of village centre facilities that are within 800-metre walking distance of most residents and providing a community transport scheme to outlying areas of the parish.
- 1.45 In conclusion, the plan will deliver sustainable development.

Deliverability

- 1.51 Several policies are criteria-based. The intention is that development proposals meet every criterion insofar as they apply to its scale and location.
- 1.52 However, recognising that it may not always be possible to meet every aspect of the policy, the term “wherever practicable” is included in some policies.
- 1.53 In such cases the applicant will be expected to demonstrate the way in which other material planning considerations should allow the District Council to grant planning permission where certain elements of the policy cannot be met by the development concerned.

Monitoring & Review

- 1.61 The Parish Council acknowledge that circumstances may change within the Plan period. In addition, some policies will work better than others. On this basis the Parish Council will review the effectiveness of the Plan’s policies on an annual basis.
- 1.62 Where appropriate the Parish Council will consider either a full or a partial review of the Plan. This will be based around the monitoring information gathered, any revisions which may arise with the Local Plan and any broader changed circumstances which may arise.
- 1.63 In particular the Parish Council will assess the effectiveness of Policy COH/4-1 and its associated delivery policies given their significance to the wider Plan.



2 Format of the plan

- 2.1 A map showing the extent of the Neighbourhood Area^{G12} is included as Figure 1 in Section 1. This corresponds to the extent of the Cottenham Civil Parish^{G11} and was approved by SCDC^{G10} in November 2015.
- 2.2 Several Key Issues^{G21} drawn from the findings of the parish-wide Neighbourhood Plan survey^{B1} are highlighted in Section 3 (Figure 2).
- 2.3 Not all of these can be addressed within a Neighbourhood Development Plan^{G2} which focuses on where and how land is developed.
- 2.4 A separate Traffic & Transport Strategy^{G22} (summarised in Section 8) is being developed to address those concerns with key partners over the coming years.
- 2.5 A short Vision statement^{G23} (Section 3, Figure 3) expresses how Cottenham will appear if the plan's Policies^{G25} succeed in dealing with the Key Issues^{G21} and related Objectives^{G25}.
- 2.6 Five Objectives^{G24} (Section 3, Figure 3) were identified; four of which are within the scope of a Neighbourhood Development Plan^{G2}; one has to be mostly addressed by the Traffic & Transport Strategy^{G22} (summarised in Section 8).
- 2.7 Each of the four Objectives^{G24} is separately described with related Policies^{G25} in more detail in Sections 4 to 7.
- 2.8 The Policies^{G25} will, alongside National Planning Policy Framework and SCDC's adopted Local Plan, guide where and how development should be allowed within the Neighbourhood Area^{G12}.
- 2.9 Each Policy^{G25} has a number of related actions gathered in an Action Plan^{G26} in Section 8. These actions are not statutory planning policies.
- 2.10 A series of appendices are included:
 - Appendix A – Glossary of terms used, often with a hyperlink to external documents
 - Appendix B – Bibliography of referenced documents with hyperlinks to sources
 - Appendix C – Drainage & Flooding, a key feature of Cottenham's fen-edge location
 - Appendix D – Cottenham's heritage assets (2017), a defining characteristic of the village
 - Appendix E – Cottenham's Open Spaces



3 Key issues, Vision & Objectives

Key issues

- 3.1 National and local planning policies set sustainable development at the heart of the planning system. Sustainable development has to maintain or improve economic, environmental and social aspects of the community.
- 3.2 A sustainable community provides ample opportunity for sociability, equality, personal development, and community participation – for the needs of the present without compromising the ability of future generations to satisfy their own needs.
- 3.3 That requires a combination of amenities and facilities that are readily accessible to most residents, preferably by being affordable and within easy walking distance.
- 3.4 Surveys and consultations conducted over recent years (see NP Evidence paper E16^{B29}) identified a number of issues (figure 2).

Cottenham’s key issues which can be addressed within the Neighbourhood Plan are:
<p>limitations of our facilities and services for:</p> <ul style="list-style-type: none"> a. education – both early years and primary, and b. employment, and c. medical, and d. welfare and day-care, and e. leisure, and f. recreation <p>shortages of homes that are truly affordable for local people</p>
Other concerns addressed separately as a Traffic & Transport Strategy, include:
<p>limitations of our local road network, especially if developments do not create local employment or increase local provision of services – increasing noise and pollution as certain junctions become heavily congested</p>
In addition, any improvements must respect the village’s character as a rural working village developed around a Conservation Area rich in architectural heritage.

Figure 2: Table of key issues

- 3.5 These issues have been used as the basis of both the:
 - a) Vision^{G23}, Objectives^{G24} and Policies^{G25} in the Neighbourhood Development Plan^{G2} (expanded in the following sections), and the
 - b) Traffic & Transport Strategy^{G22} (summarised in Section 8).

Vision

In 2031 Cottenham will still be an attractive safe rural village, proud of its character and retaining its sense of community with improved amenities and facilities, reduced impact of traffic, especially in the centre of the village, and having more affordable housing for the next generation of residents.

Objectives	Policies	Page	Site	Site-specific Policies	Page	Evidence Paper
Conserving the character of the village as an attractive, safe community	COH/1-1 Landscape character	16				E8, E12
	COH/1-2 Heritage assets	18				E8, E12
	COH/1-3 Non-designated heritage assets	22				E8
	COH/1-4 Village character – alterations	24				E8, E12
	COH/1-5 Village character – new build	26				E8, E12
	COH/1-6 The village core or centre	28				E8
	COH/1-7 Local Green Space	31				E8, E16
	COH/1-8 Protected Village Amenity Areas	33				E8, E16
Making housing more affordable for the next generation of residents	COH/2-1 Development framework	39				E3
	COH/2-2 Large site design	41	A,D			E8, E11, E12
	COH/2-3 Brownfield sites	44	X4	COH/3-1.1 Durman Stearn	50	E1, E2
			X5	COH/3-2.1 Watson's Yard	55	E1, E2
X6			COH/3-1.2 Co-op site	52	E1, E2	
Improving amenities and facilities	COH/3-1 Medical Centre	49	X4 X6	COH/3-1.1 Durman Stearn COH/3-1.2 Co-op site	50 52	E2, E7 E2, E7
	COH/3-2 Supermarket	54	X5	COH/3-2.1 Watson's Yard	55	E2
	COH/4-2 Multi-purpose Village Hall	59		COH/4-1 Recreation & Sports	57	E2, E4, E5
	COH/4-3 Nursery	61		COH/4-1 Recreation & Sports	57	E4, E6
	COH/4-4 Sport for all	63		COH/4-1 Recreation & Sports	57	E4
	COH/4-5 Extension of burial grounds	65				E10
Encouraging employment opportunities	COH/5-1 Village employment	67	X2 X4	COH/3-1.1 Durman Stearn COH/3-2.1 Watson's Yard COH/4-1 Recreation & Sports	50 55 57	E2 E2 E2
	COH/5-2 Rural employment	68				E2, E8, E12
Reducing the impact of traffic, especially in the core of the village	See Community Action Plan in Section 8	73				E13, E14

Figure 3: The NP Golden Thread: Vision > Objectives > Policies

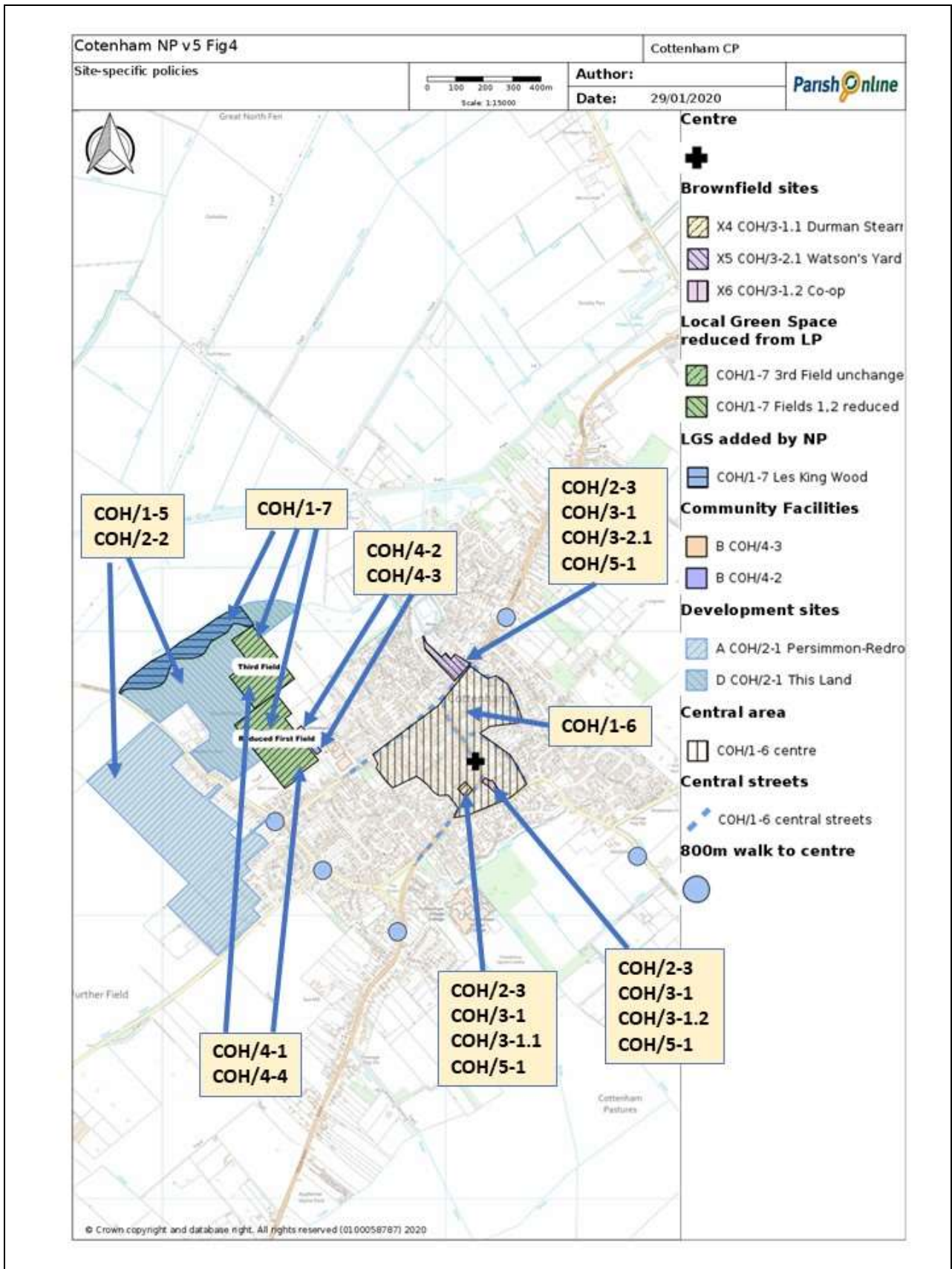


Figure 4: Site-specific Policies map

4 Conserving the village character

Why? Cottenham’s surrounding landscape may be relatively featureless, creating the “big sky” effect of the fen-edge and fenland. However, the character of the landscape can easily be destroyed by relatively modest features in the foreground of such a vista.

- 4.1 Cottenham village and the land to the east, south and west lie on Bedfordshire and Cambridgeshire Claylands Natural Character Area (see Figure 5), while to the north are the Fens. Much of the southern quadrant has Green Belt protection.
- 4.2 Cottenham residents enjoy the surrounding fen-edge and fen countryside with its relatively featureless fen-edge setting of considerable scale and natural beauty punctuated by a distant vista of a Church or Water Tower. Even modest scale infrastructure can have a disproportionate effect in this landscape.
- 4.3 This character has not been protected well by recent developments, whose continuous tree screens may hide back gardens of new developments but prevent their residents from enjoying the outward vistas. It is important to minimise the impact of development in and around the village on the surrounding landscape by appropriate wildlife-friendly “gapped” hedge and tree screens with minimal lighting.

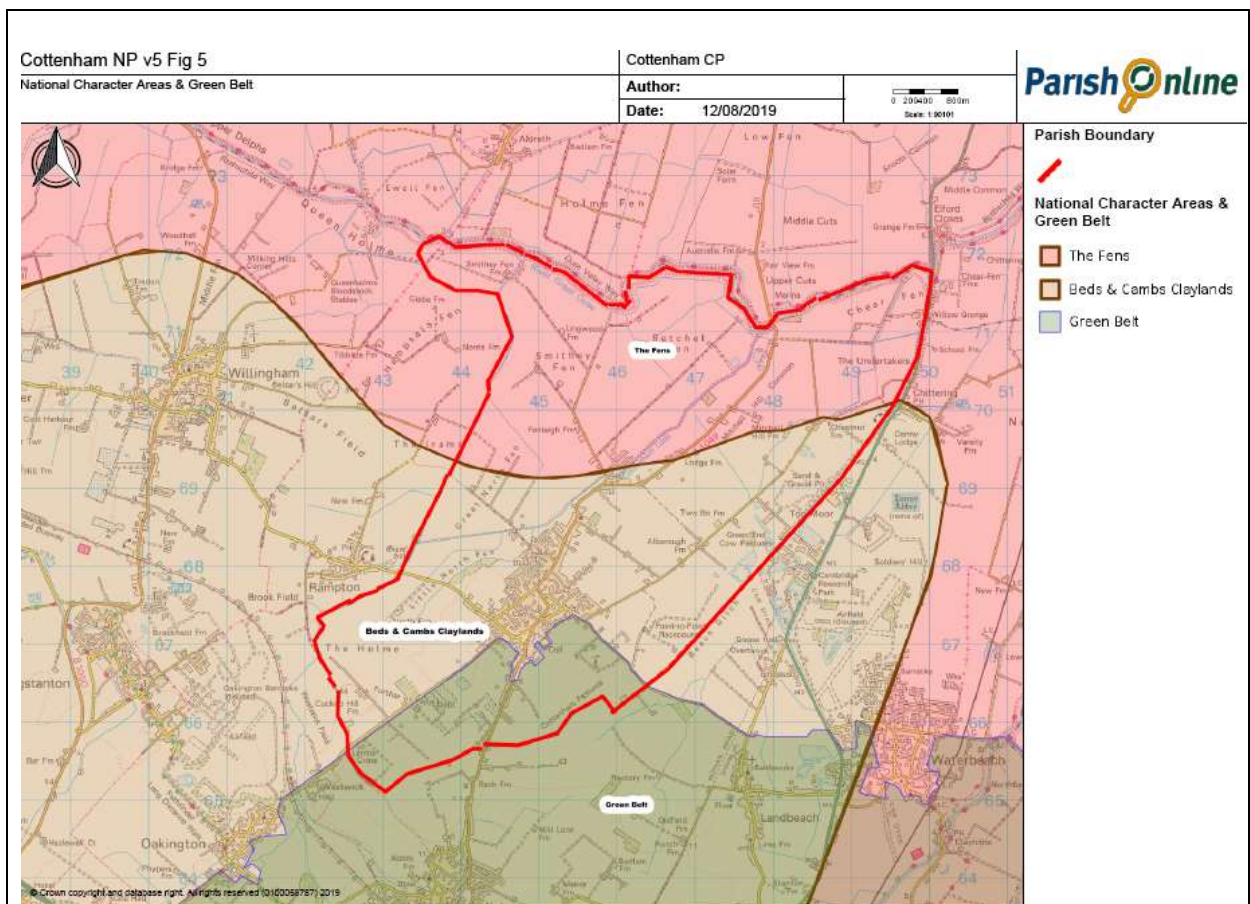


Figure 5: National Character Areas and Green Belt

Policy COH/1-1: Landscape character

As appropriate to their scale and location, development proposals should take account of the following vistas (as shown on Figure 6) that contribute to the character and attractiveness of Cottenham:

- a) All Saints' church from:**
 - a. stretches of Cottenham Lode (1L in Figure 6), and**
 - b. part of Beach Road (1R in Figure 6), and**
 - c. part of Rampton Road (2 in Figure 6), and**
- b) the village edge when viewed from:**
 - a. Oakington Road north-eastward from edge of development framework (3 in Figure 6), and**
 - b. part of Cottenham Lode (4 in Figure 6), and**
 - c. part of Long Drove (5 in Figure 6), and**
 - d. Short Drove across Green Belt (6 in Figure 6)**
- c) outward north-westward views across open "big sky / open space" fen-edge landscape:**
 - a. from King George V Field (7 in Figure 6), and**
 - b. towards Haddenham and the Old West River from Cottenham Lode (8 in Figure 6)**

In particular development proposals which may have an impact on the landscape character of the village should incorporate the following design features where they are necessary in relation to the scale and location of the proposal concerned and would be practicable given the particular nature of the proposed development:

- non-continuous screens of hedges and native tree species should be incorporated within the site to create wildlife corridors and protect the external views (3 to 6 in Figure 6) of the village, and**
- lighting at the village edge should be subdued, and man-made features in the foreground of outward views (1,2 and 7,8 in Figure 6) should be avoided wherever practicable and visually screened where unavoidable in order to reduce potentially disproportionate visual impact.**

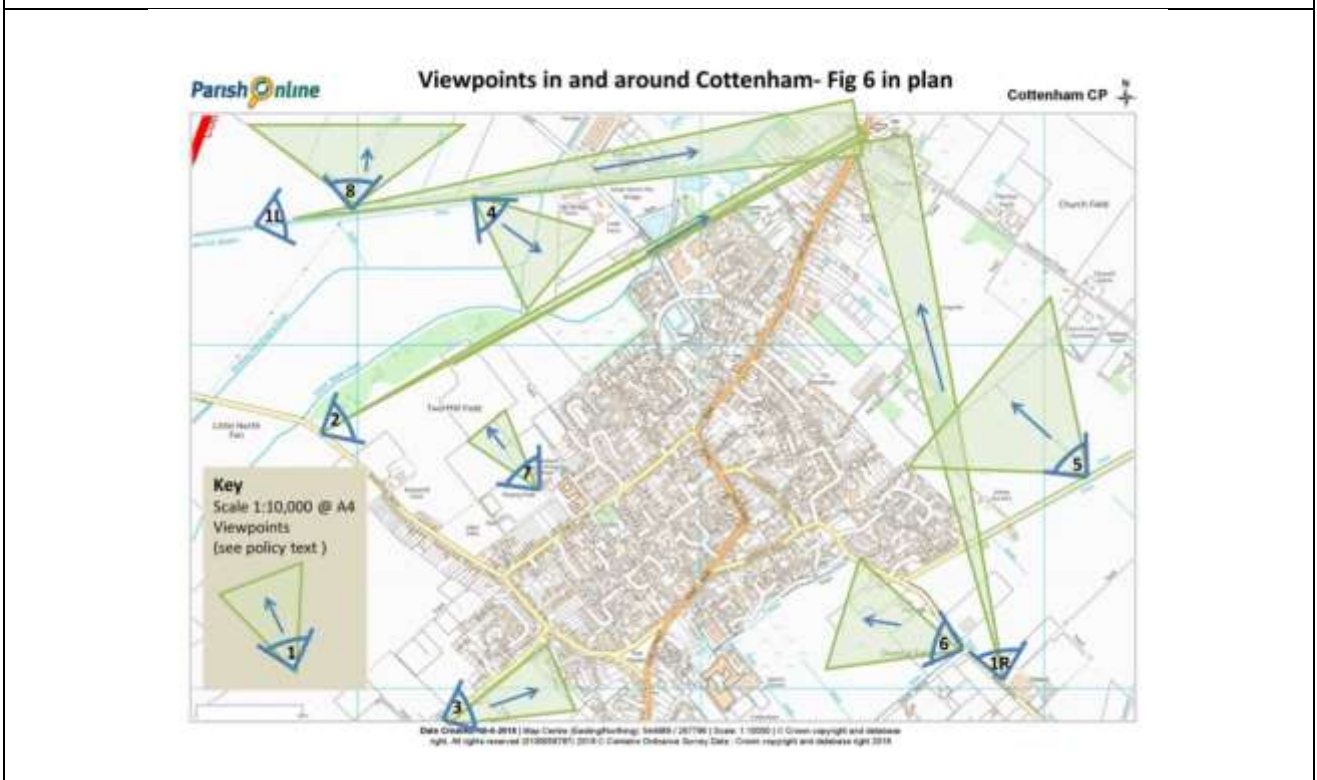
Policy justification (for further information see Evidence Papers E8 and E12)

- 1-1a This policy plays a part in "conserving the character of the village as an attractive, safe community" by identifying particular vistas and viewpoints that should be conserved from both complete loss or partial intrusion by unsympathetic lighting, tree-screening or other objects constructed in the near-field of the vista.

- 1-1b Certain vistas, visible from publicly-accessible land, should be retained unobstructed. Based on the Village Design Statement^{B18} which advised “protect vistas that contribute to the character and attractiveness of Cottenham” and feedback during plan preparation, the vistas identified in figure 6 are particularly valued.
- 1-1c Viewpoints 1 and 2 include the Grade 1 Listed All Saints’ Church; 3 to 6 are relatively unspoilt open inward-facing views of the village edge; while 7 and 8 are characteristic outward “big-sky” views.



All Saints’ Church from Cottenham Lode (1L) and Beach Road (1R)



Cottenham from Oakington Road (3); Sunset from King George V Field (7); Haddenham from Cottenham Lode (8)



Figure 6: Map and Key vistas of and around Cottenham

Why? Cottenham's heritage embraces Scheduled monuments, 66 Listed Buildings, an extensive Conservation Area^{G9} which demonstrate Cottenham's historic evolution and enhance local distinctiveness.

Policy COH/1-2: Heritage Assets

Development proposals which conserve or, where practicable enhance, designated heritage assets in the neighbourhood area (including the Conservation Area, Listed Buildings or Scheduled Monuments) will be supported.

Policy justification (for further information see Evidence Papers E8 and E12)

- 1-2a This policy plays a part in “conserving the character of the village as an attractive, safe community”. The identity and physical character of Cottenham is defined by the Conservation Area^{G9} (see Figure 9 and the central “Lanes” that form the heart around which linear expansion occurred along the arterial roads of the rural parish. Typical features (see Figure 8) include:
- a) mid-Victorian Cottenham villas, built from buff bricks under a slate roof book-ended with chimneys. Houses are often aligned directly on the pavement edge with no front border or garden, with five large windows arranged symmetrically around an imposing front door and a gated side entrance through to a yard and cascade of outbuildings and, near the village edges, on to open farmland behind.
 - b) smaller, simpler terraced or semi-detached houses of similar date and materials.
 - c) a substantial number of bespoke properties of various styles and vintage, usually aligned directly on the edge of a pavement which is often narrow.
- 1-2b Car Dyke^{G66} (between Green End and Top Moor), the Romano-British settlement at Bullocks Haste Common^{G67} and Crowlands Moat^{G68} (off Broad Lane) are Scheduled Monuments^{G33}. Cottenham's All Saints' Church is a Grade I Listed Building^{G32}
- 1-2c Policy COH/1-2 sets a positive context for development proposals to come forward which would conserve or enhance designated heritage assets. The policy recognises the significant role played by heritage assets in defining the character and appearance of the village of Cottenham. Where proposals would generate a degree of harm to a designated heritage asset their determination will be made in accordance with national planning policy (NPPF 189-202) and Local Plan Policy NH/14 Heritage Assets.
- 1-2d One Grade I and 65 Grade II Listed Buildings^{G32} are mostly located on the High Street and, apart from Tower Mill^{G34} and the Moreton 1853 Almshouses^{G35}, inside the Conservation Area^{G9}.

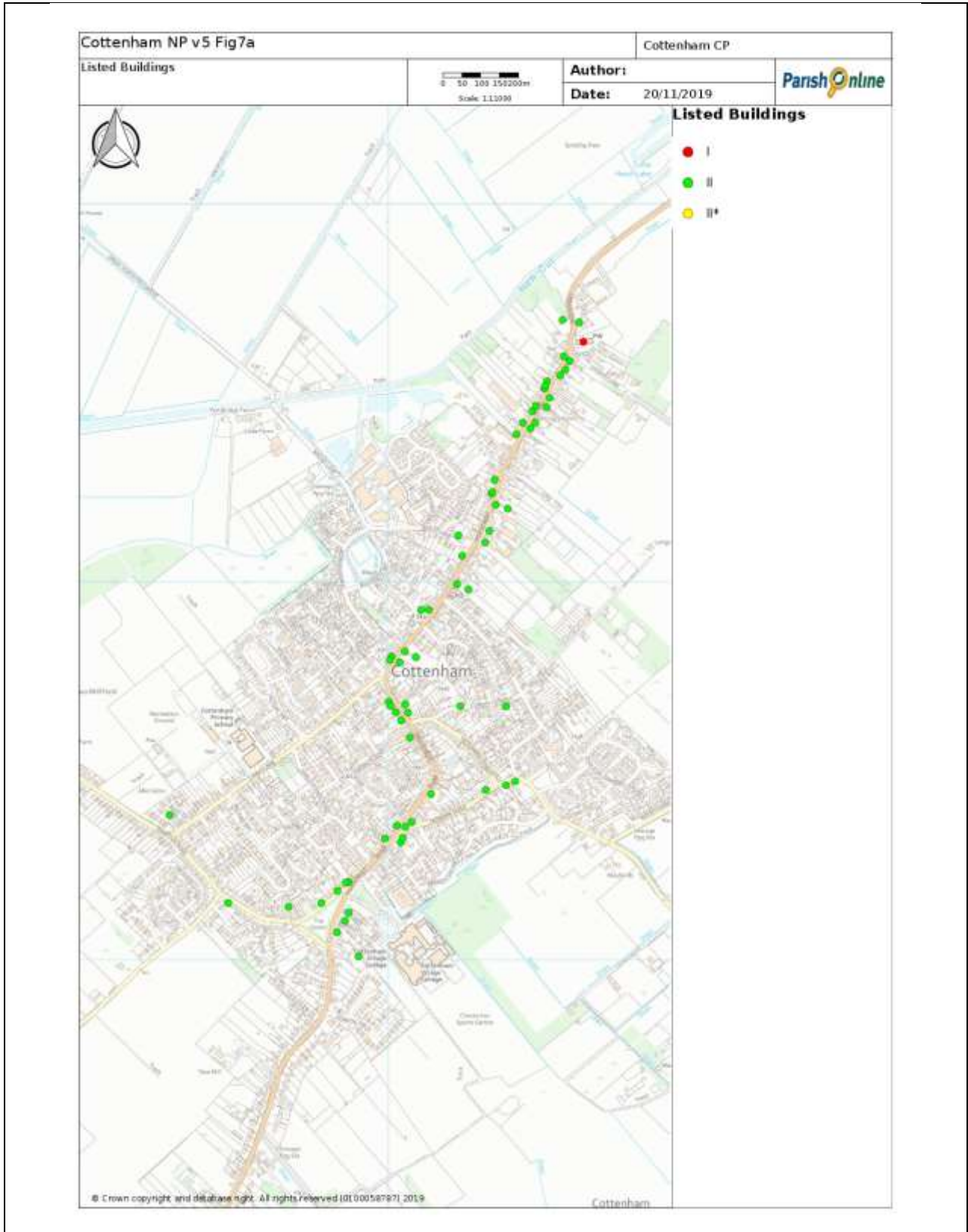


Figure 7a: Cottenham's Listed Buildings

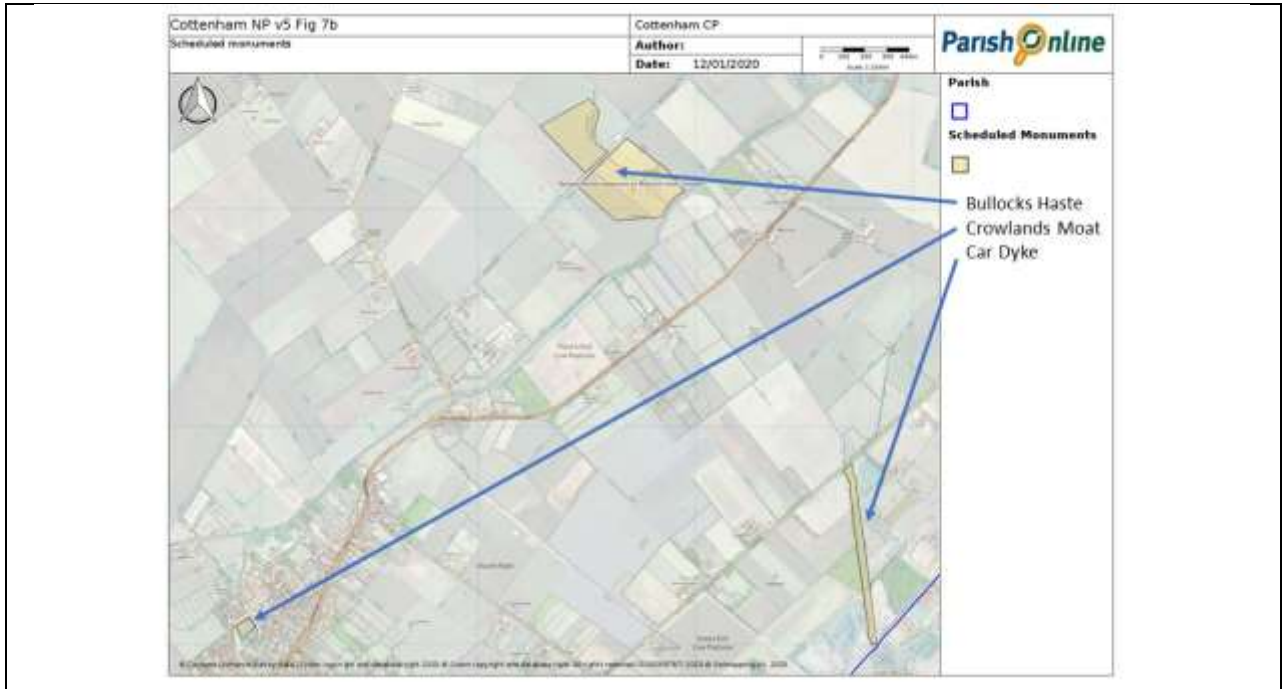


Figure 7b: Cottenham's Scheduled Monuments



War memorial



Old Thatch, Denmark Road



Moreton 1853 Almshouses



Thatched Cottages



Tower Mill



Cotton House



3-storey villa



Cottages



All Saints' Church

Figure 8: Some of Cottenham's designated heritage assets

Why? Cottenham's heritage also a number of non-designated heritage assets that help demonstrate Cottenham's historic evolution and enhance local distinctiveness.

Policy COH/1-3: Non-designated heritage assets

The following non-designated heritage assets, whose locations are identified in figure 9, are explicitly recognised by this plan:

- i. 354 High Street**
- ii. Cottenham Methodist Church**
- iii. 250 High Street**
- iv. The former Baptist chapel**
- v. Manor Farmhouse**
- vi. The Hop Bind**
- vii. The Cottenham Club**
- viii. The Salvation Army Community Church**
- ix. 327 High Street**

Development proposals which would directly or indirectly affect non-designated heritage assets will be determined taking a balanced judgement having regard to the scale of any harm or loss and the significance of the heritage asset.

Policy justification (for further information see Evidence Paper E8)

- 1-3a This policy supports “conserving the character of the village as an attractive, safe community” by extending the list of heritage assets to be conserved as a result of historic significance to Cottenham or visual interest they add to junctions within Cottenham.
- 1-3b These heritage assets may not have been listed nationally but make a significant contribution to Cottenham’s architectural character.
- 1-3c The AECOM heritage and character assessment^{B6} identified these nine buildings as worthy of being listed as non-designated heritage assets; more may be added over time.
- 1-3d Local lists form a vital element in the reinforcement of a sense of local character and distinctiveness in the historic environment.
- 1-3e No formal local list has been adopted for the Neighbourhood Area by South Cambridgeshire District Council; these nine buildings which positively contribute to the character and heritage of the Cottenham Neighbourhood Area, should be considered as the basis of a local list of non-designated heritage assets. These are described in more detail in Appendix D and located as follows:

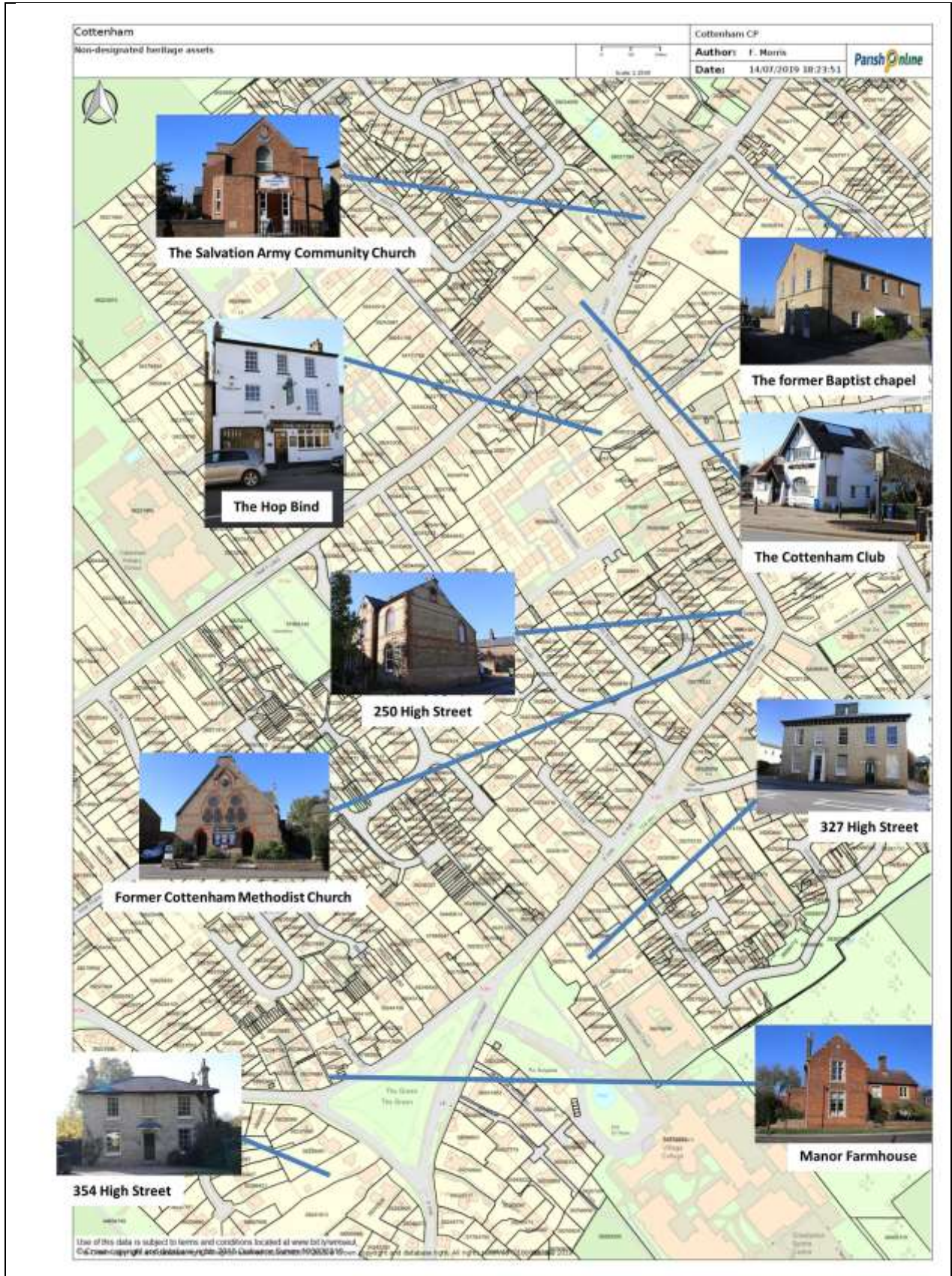


Figure 9: Cottenham's Conservation Area showing location of NDHAs



Why? Cottenham has evolved by a combination of new build - mostly ribbon development along the five arterial links with neighbouring villages - in-fill and backland development with an occasional larger cluster, combined with alterations and extensions to existing homes. This rich architectural heritage, expressed in the Village Design Statement, can be compromised by over-extension or poorly-designed alterations.

Policy COH/1-4: Village character – alterations and extensions

Development proposals for alterations or extension to existing buildings will be supported, where they would retain or where practicable enrich the character of the neighbourhood area by, as appropriate to their location and scale:

- a) being responsive to village characteristics, in particular plot proportions, building lines and positions within plots, roof lines, height, scale, massing, boundary treatments, attention to detailing and architectural individuality, and**
- b) retaining character similarity – buff bricks, dark roofs, muted colours, and**
- c) retaining or increasing on-site parking to reduce the need for road-side parking, and**
- d) maintaining or creating vistas between properties to the open countryside from publicly-accessible land, and**
- e) retaining or introducing healthy mature native species trees within gardens**

Policy justification (for further information see Evidence Papers E8 and E12)

- 1-4a This policy plays a part in “conserving the character of the village as an attractive, safe community” by providing guiding principles to apply when implementing alterations or extensions to existing buildings of any style or vintage.
- 1-4b While there is no single dominant Cottenham style, there are strong similarities of scale, character and design, especially among small numbers of neighbouring properties.
- 1-4c Cottenham, although no longer dependent on agriculture, remains a working village with many High Street properties retaining side access to a deep plot and views to the open countryside.
- 1-4d The Village Design Statement^{B18} advised “infill developments or lateral extensions to existing buildings should maintain gaps where these provide views out of the village to countryside”. The loss of any remaining views through to the open countryside from within the Conservation Area should be resisted and creation of new vistas encouraged.
- 1-4e Trees, especially native species, are important but in decline due to age, poor health or small plots. Opportunities should be taken to replace any lost trees, even increasing these where practicable.

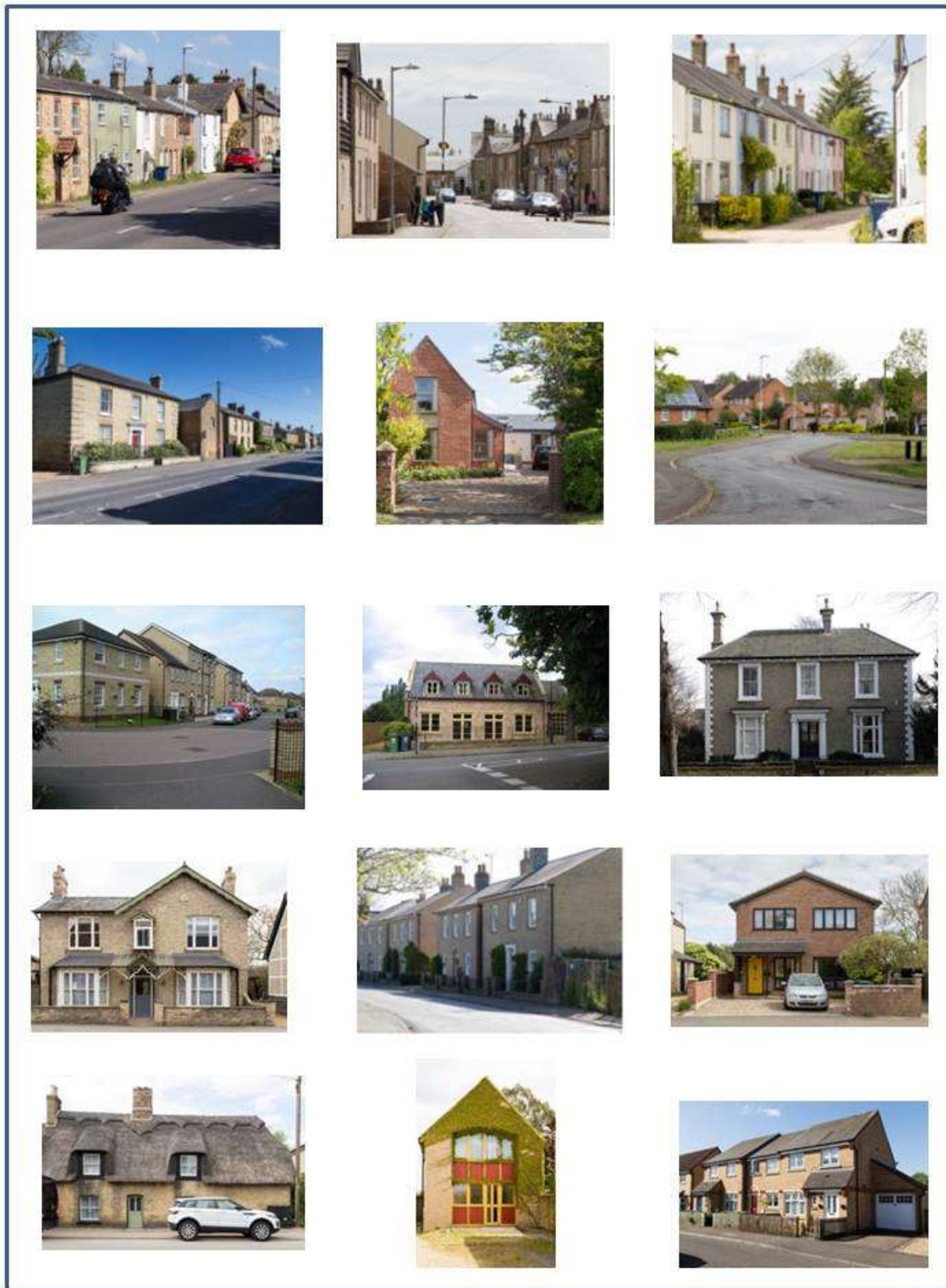


Figure 10: Cottenham's variety of architecture



Why? Cottenham has evolved from its Saxon roots mostly through ribbon development along the five arterial links with neighbouring villages followed by in-fill and backland development with an occasional larger cluster.

Policy COH/1-5: Village character – new build

Proposals for new buildings will be supported where they would retain, or where practicable enrich, the character of the neighbourhood area as appropriate to their location and scale. In particular development proposals should address the following matters in a locally-distinctive fashion appropriate to their location and scale:

- a) incorporate measures to conserve the “fen-edge” landscape character of Cottenham, and
- b) avoiding groups of identical houses, and
- c) be responsive to village characteristics, in particular plot widths and proportions, building lines and positions within plots, roof lines, height, scale, massing, boundary treatments, attention to detailing, and
- d) the use of traditional vernacular materials, and
- e) the use of subtle variations to minimise repetitious designs in form or proportion, architectural detail and finishes, and
- f) the sensitive relationship between the buildings themselves and the associated car parking provision, and
- g) the maintenance or the creation of vistas between properties to the open countryside from publicly-accessible land, and
- h) the incorporation of native species trees within gardens, and
- i) the provision of up-to-date communications infrastructure to facilitate home working and reduce car dependency, and
- j) be within easy walking distance of the village centre

Policy justification (for further information see Evidence Papers E8 and E12)

- 1-5a This policy plays a part in “conserving the character of the village as an attractive, safe community” by providing guiding principles to apply to new build developments of any scale or style. The policy has been designed to be complementary to Policy HQ/1 of the Local Plan.
- 1-5b The fen-edge landscape is flat and appears featureless as its ditches, hedges and rivers and even distant villages blend into the landscape allowing the “big sky” to dominate.
- 1-5c Cottenham, although no longer dependent on agriculture, remains a working village with many High Street properties retaining side access to a deep plot and views to the open countryside. Loss of any remaining views through to the open countryside from within the



Conservation Area should be resisted and creation of new vistas encouraged. The Village Design Statement^{B18} advised “infill developments or lateral extensions to existing buildings should maintain gaps where these provide views out of the village to countryside”. Criterion f) of the policy requires designs to address a sensitive relationship between new buildings and their associated car parking areas. The provision of car parking spaces to the sides of new buildings will accord with the Village Design Statement and avoid the cluttering of property frontages with parked cars.

- 1-5d Locating technically well-equipped new builds close to the village centre encourages economic and social development while minimising environmental impacts.

Why? Cottenham has evolved from its Saxon roots mostly through ribbon development along the five arterial links with neighbouring villages followed by in-fill and backland development with an occasional larger cluster.

Policy COH/1-6: Village character – the village core or centre

Wherever practicable, developments adjacent to any of Cottenham’s four focal points (see Figure 11) should:

- a) increase the space available to pedestrians, and**
- b) increase provision of off-road cycle and vehicle parking provision, and**
- c) replace architecturally inconsistent street furniture by more consistent items**

Wherever practicable, non- residential developments within the central area of the High Street (see Figure 11) should:

- d) improve the quality of the paved frontage, and**
- e) increase provision of off-road cycle and vehicle parking provision, and**
- f) include electric charging points, and**
- g) contribute to the replacement of nearby architecturally inconsistent street furniture by more consistent items**

Wherever practicable, residential developments within the central area (see Figure 11) should:

- h) avoid any reduction and preferably increase on-site parking provision, and**
- i) include at least one off-road electric charging point**

Policy justification (for further information see Evidence Paper E8)

- 1-6a This policy plays a part in “conserving the character of the village as an attractive, safe community” by identifying areas in which measures could be taken to improve the architectural consistency and pedestrian-friendliness of the streetscape.
- 1-6b The sustainability of a village centre is linked to its distance from the residential areas. Cottenham’s expansion radially has accompanied a gradual denudation of central facilities as parking difficulties, added to the loss of facilities, make it progressively more convenient for many outlying residents to drive and park elsewhere for most purposes. A key metric is the 800 metres distance identified as “easy walking distance for the able-bodied” by the Chartered Institution of Highways & Transportation (CIHT)^{G63} and others.
- a) Residents living within 800 metres easy walking distance of the amenities in the village centre might still be persuaded to walk much of the time, or cycle if there are more secure storage places within the central area. Improving the pedestrian experience



with better pavements and safer crossing places might extend their stay and help restore facilities.

- b) Residents beyond 800 metres from the centre will, as distance increases, travel elsewhere, usually by car, for most facilities unless there is adequate parking provision sufficiently near the village centre or suitable public transport.
- 1-6c Central Cottenham has four distinctive, but dispersed, “focal points”:
- a) The Pond, a Local Green Space with a cluster of trees, an active telephone box, bench and notice board,
 - b) Lambs Lane corner with its substantial pedestrian areas, small car park, the village sign, and a bench all backed by the Cottenham Club,
 - c) Denmark Road corner with its small car park between The Chequers and the War Memorial, pedestrian area, bench and publicly-accessible defibrillator in the decommissioned red telephone box,
 - d) The Village Green itself bordered with a rich collection of mature trees and several benches
- 1-6d The “central area” (Figure 11) is formed either side of the central High Street:
- a) the area bounded by Margett Street, Corbett Street, Telegraph Street and Denmark Road, and
 - b) the area bounded by Harlestons Road, Lyles Road and Lambs Lane
- 1-6e Within this central area, the “core street” (the red line in Figure 11), including the most popular destinations for business, leisure and recreation, is the part of High Street between the Fire Station near Margett Street and the Chequers public house at Denmark Road, and the “centre” can be regarded as the site of the old Post Office, approximately half-way along this core street.
- 1-6f The priority within the centre is safe pedestrian, mobility scooter, push-chair and cycle movement and discouragement of unnecessary access by vehicles. While impractical to pedestrianise, reducing the speed limit in the core to 20mph is an objective.
- 1-6g Making the centre more accessible to outlying residents requires increased provision of formal and informal car-parking, charging points, secure cycle storage, community transport scheme, and public transport bus stops at/near the main entry points to the central area to reduce traffic.
- 1-6h Through traffic will remain an issue, requiring more controlled pedestrian crossings, improved pavements and a 20mph limit within the streets of the village centre.

Why? Cottenham has a substantial amount of public open space yet is losing its tree population, partly through ecology and partly due to development.

Policy COH/1-7: Local Green Space

The Neighbourhood Plan refines the approach to Local Green Spaces as included in the adopted Local Plan (as shown on Figure 12) as follows:

- **alters the boundary of the recreation ground Local Green Space; and**
- **designates an additional Local Green Space at Les King Wood**

Proposals for development within these areas will be considered against the contents of Policy NH/12 (Local Green Space) of the South Cambridgeshire Local Plan.

Policy justification (for further information see Evidence Paper E16)

- 1-7a This policy plays a part in “conserving the character of the village as an attractive, safe community” by identifying important open space areas that will be protected against unwanted development.
- 1-7b Following planning permissions S/2876/17/OL , S/2702/18/FL and S/2705/18/FL this plan is amending the Local Green Space boundary at the Recreation Ground outlined in the Local Plan as NH12/21.
- Minor reconfiguration of the SE boundary to allow for the various permitted buildings, including new Village hall, existing Ladybird Pre-School and new Nursery
 - Replacement of designated LGS land in the SE with similar or greater amount of land in the NW of the site
- Further detailed refinements to the precise boundary of the Recreation Ground Local Green Space may be required within the Plan period. Based on its scale and nature this could be achieved through planning applications or through a focused review of the Plan itself.
- 1-7c Part of Les King Wood (3.76 ha - ref. NH/12/52 in the SCDC Local Plan) is also designated as Local Green Space^{G65} under this plan due to its increasing local significance, following adjacent planning permissions. It is demonstrably special to the local community and of particular local significance, and therefore suitable for designation as LGS.
- The site is **not extensive and is local in character**: Following development, the site is now more closely connected to the village:
 - at south-west end connected to nearly 300 new houses and running
 - adjacent to the Recreation ground, and
 - at north-east end connected to a new bridleway and north parts of the village
 - The site is **in close proximity to the community it serves**: It is now part of a green link between two large housing clusters in south-west and north of village.

- iii. The site has **historical significance**: the wood is named 'Les King Wood' in memory of Les King, a much respected forestry contractor who lived in the village of Cottenham and planted many woodlands and hedges in Cambridgeshire.
- iv. The site has **increased recreational value**, especially for woodland walking along footpaths and bridleways from Broad Lane Amenity Area via Rampton Road to the new developments south-west of Rampton Road.

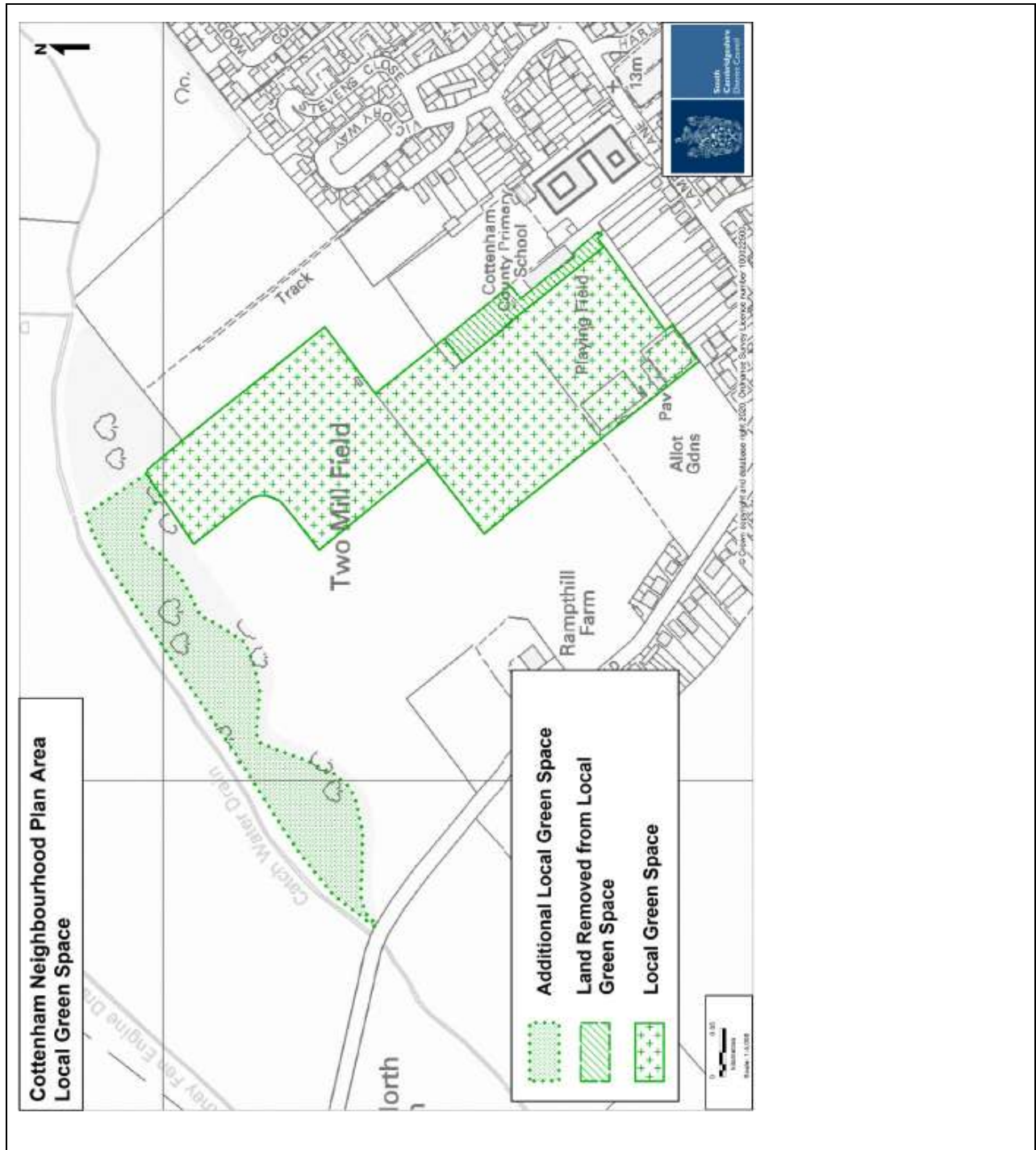


Figure 12: Modified LGS boundaries at the Recreation Ground



Why? Cottenham has a substantial amount of public open space yet is losing its tree population, partly through ecology and partly due to development.

Policy COH/1-8: Protected Village Amenity Areas

The Neighbourhood Plan designates the following two Protected Village Amenity Areas:

- a) Tenison Manor, a mostly open space with some young trees and a drainage ditch, a key part of the development's SUDS, and**
- b) The Dunnocks, a smaller space edged on three sides by mature trees.**

Development proposals that would affect the two sites will be determined against Policy NH/11 of the South Cambridgeshire Local Plan.

Policy justification (for further information see Evidence Paper E16)

- 1-8a This policy plays a part in “conserving the character of the village as an attractive, safe community” by identifying small areas of open green space within the village development framework that will be protected against unwanted development. It designates two additional Protected Village Amenity Areas in addition to those in Cottenham in the adopted Local Plan.
- 1-8b The Tenison Manor housing development includes around 300 houses and incorporates two areas of Public Open Space adjacent to the Crowlands Moat. The Tenison Manor space includes ditch which is integral to the Sustainable Urban Drainage System (SUDS)^{G73} for the development.
- 1-8c Crowlands Moat (see Figure 13) is a protected Scheduled Monument and has two adjacent areas of Public Open Space which are not part of the Moat site.
- 1-8d To ensure protection, these small amenity areas inside the village development framework are explicitly designated Protected Village Amenity Areas^{G66} in this plan.



Figure 13: The Dunnocks and Tenison Manor PVAAs

5 Providing more housing

Quantifying the need

- 5.1 Truly sustainable development and growth enhances the self-reliance of a local community and economy. A sustainable community involves human diversity and variety but high housing costs effectively exclude people of different income levels.
- 5.2 More sustainable communities encourage a mix of housing types and incomes by preferring housing provision by non-profit means such as Community Land Trusts^{G62}. The NP survey^{B1} identified providing affordable homes in Cottenham as important.
- 5.3 SCDC's Local Plan includes an objectively assessed need for 19,500 homes which are mostly allocated to Cambridge city edge and strategic sites like Northstowe, with none allocated to the less sustainable Cottenham.
- 5.4 The Housing Needs Assessment^{B4} commissioned from AECOM for this plan in 2017 assessed unconstrained housing need for Cottenham using a number of methods as required by National Planning Policy.
- 5.5 The evidence is presented in full in the AECOM Housing Needs Assessment paper^{B4} and summarised and updated for local conditions in CNP Evidence Paper E1^{B7}.
- 5.6 AECOM's assessment of unconstrained housing need attributed zero weight to SCDC's Local Plan and MHCLG's standard methodology for assessing housing need, then applied equal weight to the remaining three factors:
- 1/3 weight to the SCDC Strategic Housing Market Assessment (SHMA),
 - 1/3 weight to the MHCLG Household Formations Assessment,
 - 1/3 weight to housing completions.
- 5.7 We believe that a more realistic "constrained" number should include local constraints recognised in the Local Plan, take some account of the incoming standard methodology and less on the housing completions data, leading to a more robust analysis:
- 1/2 weight to the SCDC Local Plan which has now been adopted,
 - 1/6 weight to the SHMA,
 - 1/6 weight to the MHCLG Household Formations Assessment,
 - 1/6 weight to the new Standard Methodology for Housing Needs Assessment,
 - 0 weight to the housing completions data as this is a measure of past failure.
- 5.8 The resultant base need is for 339 new houses in Cottenham over the plan period.
- 5.9 Given the vibrancy of the Cambridge economy, market signals^{G72} indicate that this assessment should be uplifted by 18% to 400 as the "locally assessed objective need".
- 5.10 The AECOM study also reported that there were at least 91 households which, although not in urgent need and therefore not qualifying for subsidised accommodation, could not afford the current prices or rental levels of "affordable" homes in the Neighbourhood Area.
- 5.11 There could thus be a need for around 91 "locally-affordable" homes in Cottenham over and above those already identified or permitted.



Meeting the need

- 5.20 SCDC has approved applications in 2017 and 2018 for some 530 homes to be built in Cottenham on four sites (all within areas A and D of figure 15) over the next few years. **This exceeds the locally assessed objective need by more than 100.**
- 5.21 Actual recent performance indicates that there will also be windfall development of 48 homes over the plan period so the **assessed need will be exceeded by at least 150.**
- 5.22 This plan includes provision for **around 15 additional homes** to be developed within the regeneration of three brownfield sites in the village centre; these homes could be much-needed 1 to 2 bedroom flats (see NP Evidence Paper E2^{B8}).
- 5.23 By policy, the 530 permissions include 212 affordable homes. However, the SCDC allocation policy allocates only the first 8 and 50% of the remainder on a site to people with a local connection, indicating that 90 (63 rented and 27 shared ownership) affordable homes could be made available to local people under this policy.
- 5.24 Affordable homes costing around 80% of market rates are not “locally-affordable”, being beyond the financial reach of many households with average local incomes.
- 5.25 SCDC estimates around 91 local households have incomes that are above the level at which the Local Authority has to intervene yet are inadequate to secure a home.
- 5.26 This is the basis of AECOM’s assessed need for around 91 “locally-affordable” homes.
- 5.27 Cottenham Community Land Trust^{G67} aims to provide some of these homes at prices and rents within reach of local household incomes by developing brownfield sites or Rural Exception Sites to deliver homes (see NP Evidence Paper E3^{B9}).
- 5.28 For true sustainability, affordable homes are ideally located within easy walking distance of the village centre and less than 400 metres of a well-served (frequent, bi-directional service to Cambridge) bus stop to discourage car usage and reduce costs.

Evidence of community consultation and support

- 5.30 Some findings from the October 2017 “7 issues” survey^{G68}
- 39% of the respondents felt that several developments totalling 75 houses would be acceptable.
 - 39% of the respondents felt that a small (30) cluster off Beach Road would be acceptable.
 - 37% of the respondents felt that a small (30) cluster off Broad Lane would be acceptable.
 - 31% of the respondents felt that a small (30) cluster off Rampton Road would be acceptable.
 - Only 8% felt it would be acceptable to leave the decision to developers and SCDC.



Possible development sites

- 5.40 In preparing this plan, several sites were suggested (see figure 14) for various purposes.
- 5.41 Many had already been assessed by SCDC as part of the Strategic Housing Land Availability Assessment (SHLAA) exercise in preparing their emerging Local Plan.
- 5.42 The remainder were assessed by AECOM in their Site Assessment.
- 5.43 Depending on the potential use, additional criteria may be relevant.
- 5.44 Developments need to be sensitive to the village character as outlined in the Village Design Statement^{B18}, updated in 2007 from the first edition in 1994.
- 5.45 When ranking sites for future housing development, shorter distances from the village centre are a positive contributor to economic, social and environmental sustainability.
- 5.46 CIL^{G31} or s.106^{G30} developer contributions will be sought from all market-priced developments in line with prevailing SCDC policies.
- 5.47 In addition, CIL^{G31} or s.106^{G30} developer contributions will be sought from all qualifying developments to help compensate for the additional measures, including community bus services, necessary to encourage integration and to discourage use of unsustainable forms of transport.

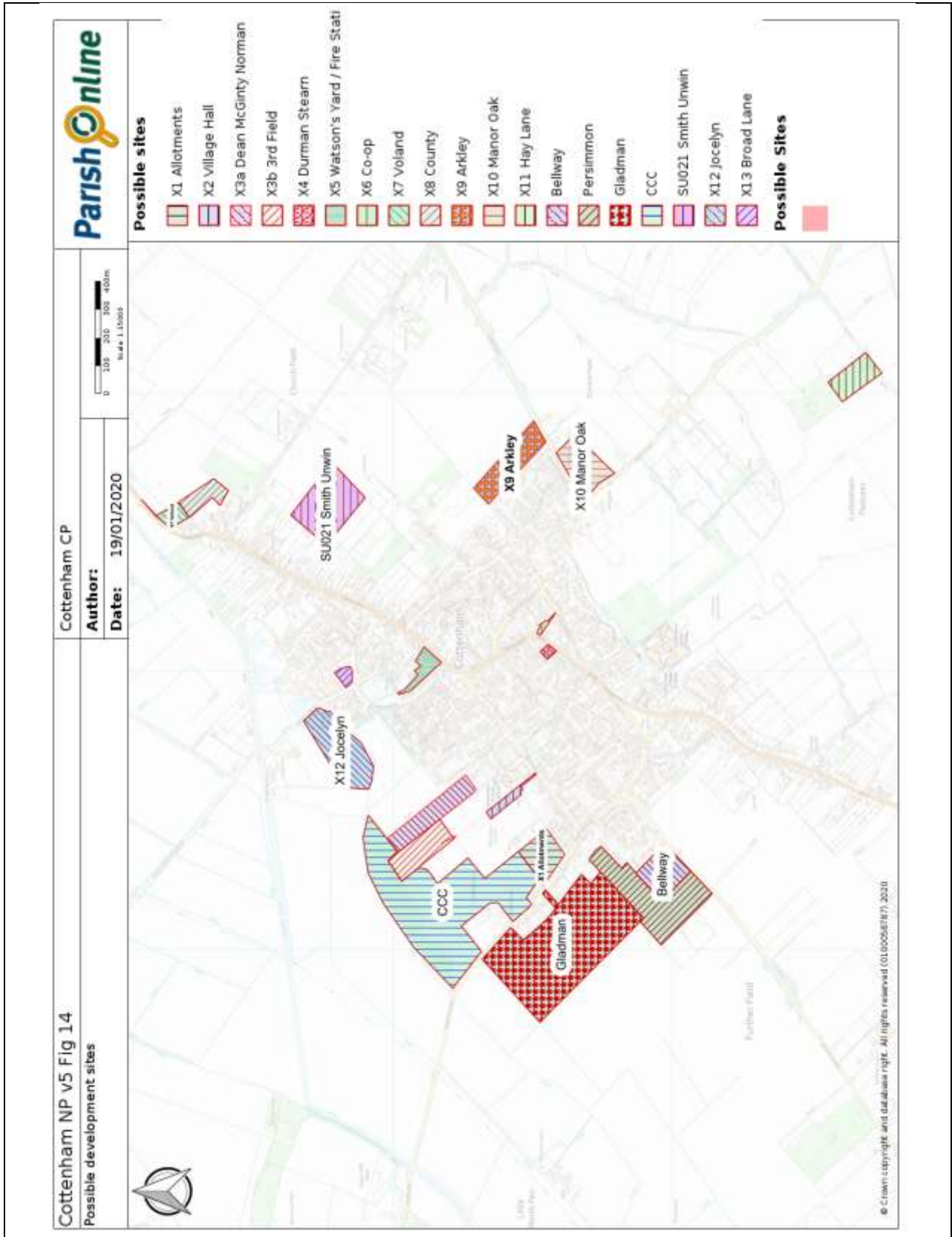


Figure 14: Cottenham’s possible development sites

Development in progress

Why? The current framework is out of date. The framework should now include all permitted developments and the sites of Community Facilities like the Nursery and Village Hall

Policy COH/2-1: Development framework

The Neighbourhood Plan identifies a development framework as shown on Figure 15.

New development will be concentrated within the identified development framework. Development proposals within the development framework which reflect the character and appearance of the village through their location, design, density and scale will be supported.

Development proposals outside the development framework will be supported where they are designed to provide appropriate facilities for rural enterprise, agriculture, forestry, or leisure, or where they otherwise accord with national or local planning policies.

Policy justification (for further information see Evidence Papers E8 and E12)

- 2-1a This policy plays a part in “conserving the character of the village as an attractive, safe community” by identifying the boundary within which “village” as opposed to “rural” development policies apply. The policy incorporates a spatial plan for the Neighbourhood Area. The concentration of new development within the development framework will assist in the delivery of sustainable development by concentrating new development close to essential community and retail/commercial services in the village. In addition, it takes account of recent planning permissions for new residential development.
- 2-1b The development framework has been extended beyond that identified in the adopted Local Plan to include:
- the recently completed development at Racecourse View (C in Figure 15), and
 - sites approved for development (A and D in Figure 15), and
 - permitted community facilities – the new Village Hall (COH/4-2) and Early Years Nursery (COH/4-3) - within the Recreation Ground at the edge of the existing development framework. (B in Figure 15)
- 2-1c The development framework will be reviewed to account for changes in housing need and supply five years after this plan is made.
- 2-1d SCDC’s strategic planning policies will continue to apply according to whether a proposal is inside or outside the framework.

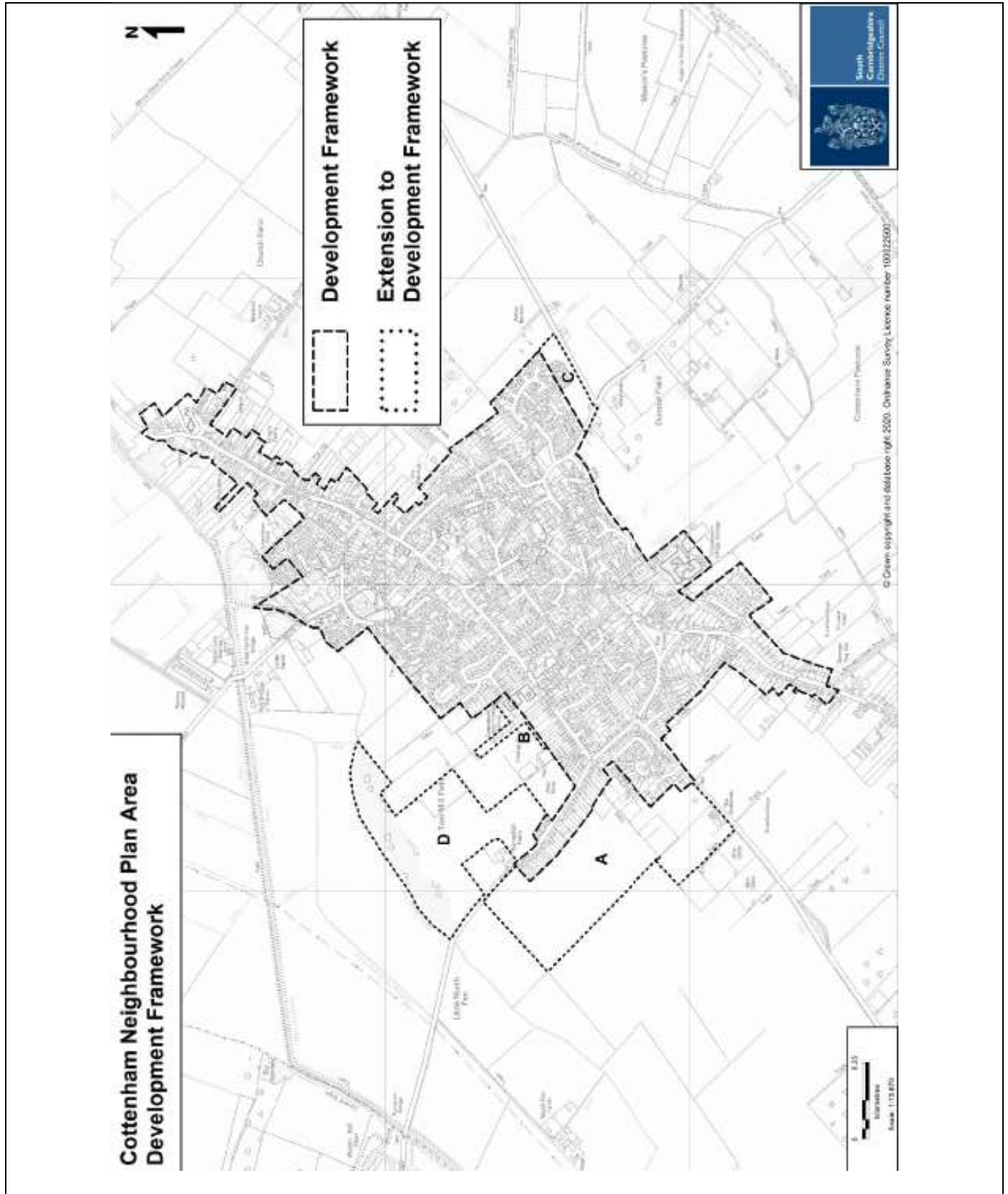


Figure 15: Cottenham's Extended Development Framework

Why? Given extant outline planning permissions that exceed the assessed need for new homes, the focus in the NP is to ensure the designs of these homes and their settings remain consistent, as far as possible, with the principles outlined in the Village Design Statement and developed in this plan and are flood-secure as outlined in Appendix C.

Policy COH/2-2: Large site design

Development proposals for housing developments of more than 50 homes should, as appropriate to their scale and location, incorporate designs which sensitively address the following matters:

- a) providing safe off-road pedestrian, cyclist and mobility scooter or Community Transport access to key village facilities, including the High Street, Primary School and Village College, Recreation Ground and Broad Lane Amenity Area, and**
- b) ensuring that the layout, form and urban design of the site takes account of the surrounding urban and natural landscapes, and**
- c) incorporating play and open spaces in accordance with Local Plan standards, and**
- d) applying imaginative and original designs to extend and renew the distinctive character and traditions of Cottenham's built environment, especially for designs of affordable homes including homes which should be provided in small groups or clusters distributed through the site concerned, and**
- e) ensuring that the design of each development respects the fragile nature of Cottenham's drainage network and minimises flood risk by reducing all surface water run-off rates to within local Drainage Board limits, using adequately-sized and controlled sustainable drainage systems, and**
- f) requiring that all hard surfaced paths and driveways are permeable, and**
- g) including financial and legal agreements on provision of long-term maintenance of drainage systems, and**
- h) where beyond easy walking distance of the centre, making provisions to:**
 - i. enhance public transport connections with the centre, neighbouring villages and transport hubs, and**
 - ii. reduce dependence on cars through segregated cycle-ways and footpaths and accessibility improvements within the village centre such as secure cycle parking, improved pavements and safer crossings.**

Policy justification (for further information see Evidence Papers E8, E11 and E12)



- 2-2a This policy plays a part in “conserving the character of the village as an attractive, safe community” by identifying measures to protect against consequential flood risk and retain the architectural consistency and pedestrian-friendliness of the streetscape.
- 2-2b Cottenham is particularly vulnerable to flood risk as a consequence of development since, without careful design and dependable maintenance, surface water flows off a developed site into the surrounding network of ditches and drains at a faster rate than the Drainage Board Pumping Stations can manage (1.1 litres per second per hectare), leading to increased water levels in the ditches and, possibly extensive, flooding. In many cases, the outfall from the development passes via field drainage ditches before reaching the Drainage Board systems and no financial arrangements have been made for the increased flows.
- 2-2c In the Neighbourhood Plan survey^{B1} residents agreed with the need for affordable homes in Cottenham but expressed a strong dislike of larger developments, favouring mixed developments in smaller clusters, each of up to 50 homes, at the village edge.
- 2-2d However, Cottenham has outline permissions for over 500 homes on four sites in 2018, three of which include more than 50 homes. The permissions generally only cover the development principle and details of site access and include provision for Community Transport to alleviate some consequences of separation from the settlement.
- 2-2e This plan seeks to influence the way these and future sites are developed in terms of site layout, house designs etc., based in part on relevant policies outlined in the adopted Village Design Statement^{B18} supplemented by findings of local consultations during development of the plan.
- 2-2f The developments in areas A and D of Figure 16 present particular challenges.
- 2-2g Concerns about traffic generation from developments lead to the need for clusters to be located within easy walking distance of the village centre and well-served (bi-directional service to Cambridge) bus stops while fibre-optic broadband also helps minimise traffic by facilitating home-working.

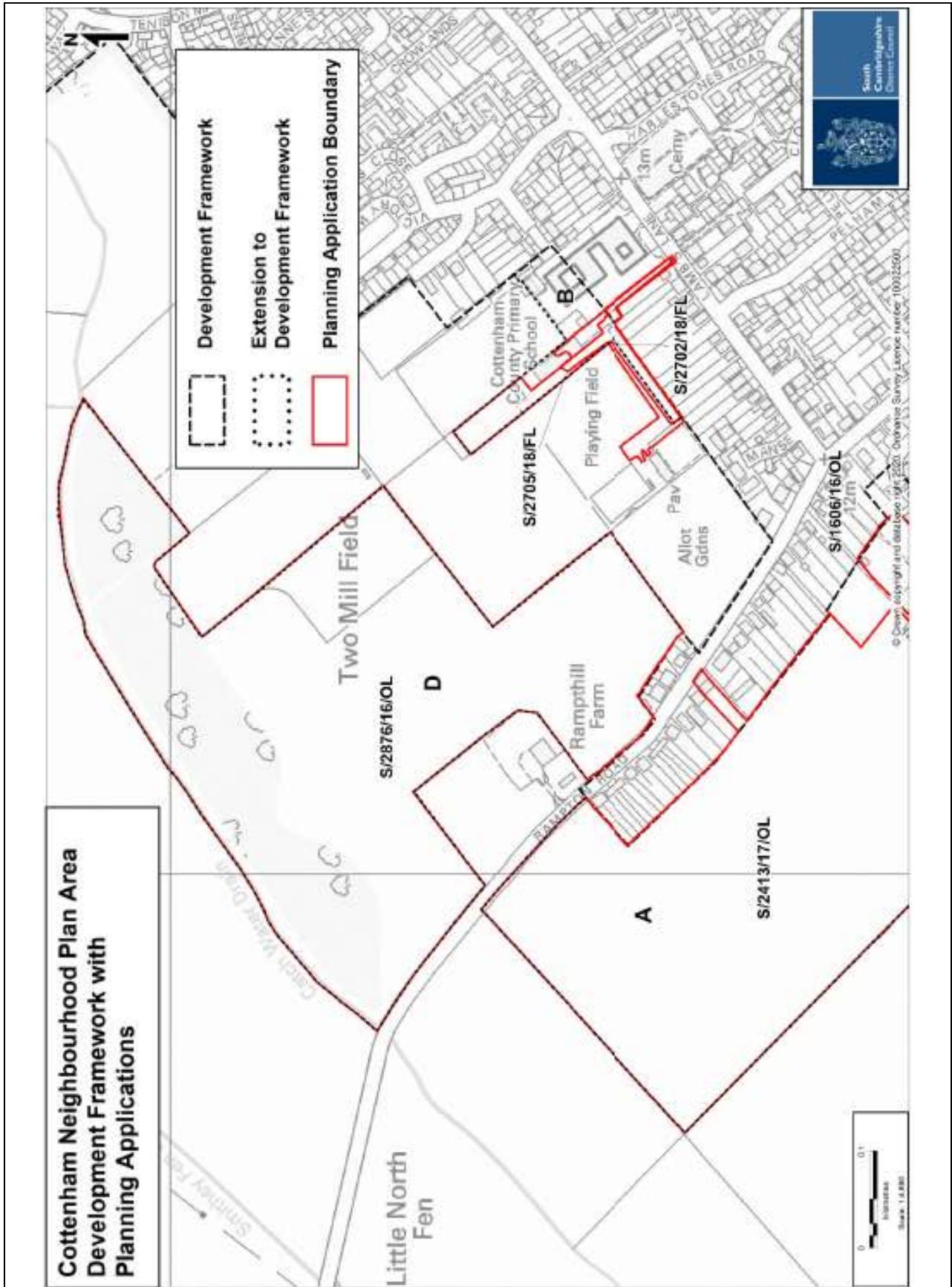


Figure 16: Locations (A, B and D) of 2017 , 2018 Planning Permissions

Brownfield sites

Why? Development of brownfield sites in or near the village centre is the preferred way to meet the housing need.

Policy COH/2-3: Use of brownfield sites for housing

Development proposals for one- or two- bedroom apartments will be supported on the following sites as shown on Figures 14 and 17

- Durman Stearn
- Watson's Yard
- Co-op

In each case proposals for apartments should be incorporated within broader development proposals identified for the three sites in Policies COH/3-1.1, COH/3-1.2 and COH/3-2.1 of this Plan.

Policy justification (for further information see Evidence Papers E1 and E2)

- 2-3a This policy plays a part in “conserving the character of the village as an attractive, safe community” by identifying measures to protect against consequential flood risk and retain the architectural consistency and pedestrian-friendliness of the streetscape and “making housing affordable for the next generation”.
- 2-3b Several brownfield sites may become available during the plan period. This section outlines how their possible re-use will help meet the plan’s housing priorities. NP Evidence Paper E2^{B8} provides further detail.
- 2-3c Six brownfield sites were reviewed by AECOM; three sites (sites X4, X5 and X6 as shown in Figure 14 and highlighted in green in the table below) were prioritised from the six candidate sites due to their central location.

Fig 14 Reference	Description	Size (ha)	Possible uses	AECOM view	Housing potential
X4	Durman Stearn	0.15	Med Centre, Retail, Residential	Suitable with minor constraints	5-10
X5	Watson's Yard / Fire Station	0.6	Supermarket, Fire Stn, Residential	Suitable with minor constraints	0-5
X6	Co-op	0.15	Med Centre, Retail, Residential	Suitable with minor constraints	9
X7	Voland	5	Office HQ, vehicle mtce, storage	Suitable	0
X11	Hay Lane	1.5	Office HQ, vehicle mtce, storage	Suitable with minor constraints	0
X13	Broad Lane Industrial	0.31	Mixed housing	Aspirational due to availability conditions	9

- 2-3d The favoured sites are within approximately 800 metres walking distance of the centre.
- 2-3e Policies for sites also allocated for use to provide amenities and facilities or additional employment have been included in the relevant section. They are policies COH/3-1.1 (Durman Stearn), COH/3-1.2 (Co-op site) and COH/3-2.1 (Watson's Yard).

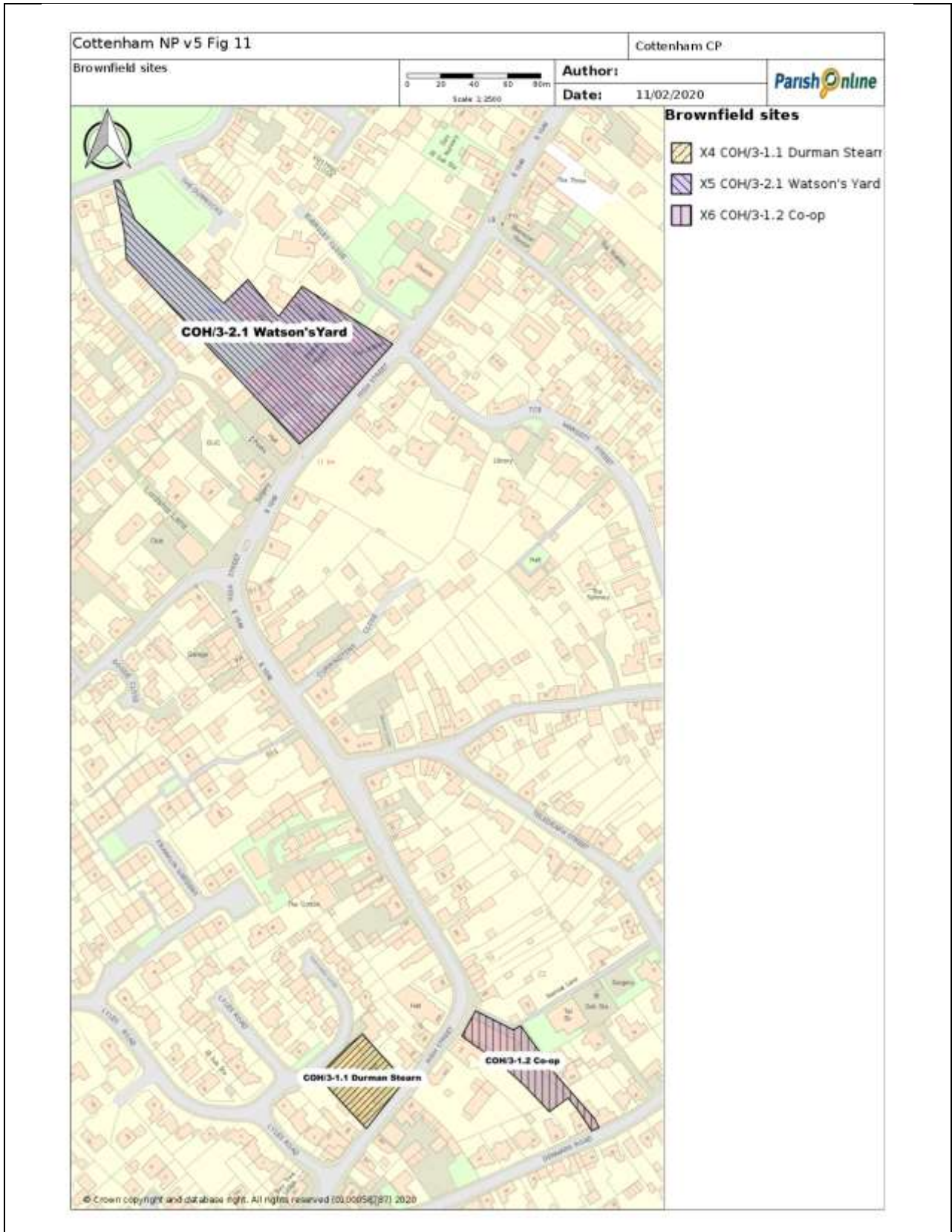


Figure 17: Brownfield sites within reasonable distance of centre

6 Improving Amenities & Facilities

- 6.1 The NP survey^{B1} conducted in 2016/2017 highlighted the need for improvements to amenities and facilities in Cottenham. The “wish list” included a number of capital facilities, not all of which have been assessed as sustainable for a village of Cottenham’s size. The principal challenge has been a Swimming Pool which, while desired by many, has high capital cost with no realistic possibility of recovering its capital or operating costs.
- 6.2 Ten candidate sites around the village (see Figure 18) were identified and screened for suitability to host various proposed facilities.

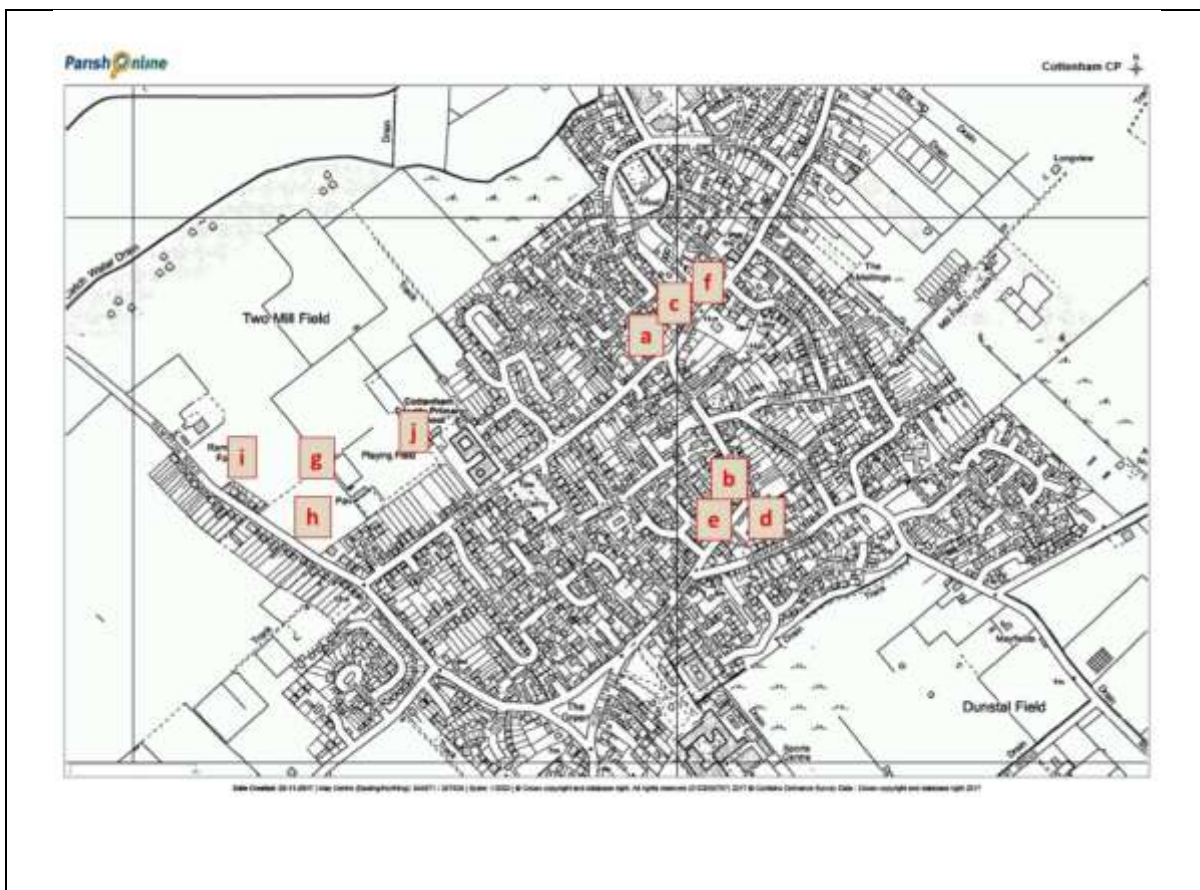


Figure 18: Candidate sites for proposed amenities and facilities

- 6.3 Six central sites (see Figure 18) were considered for extension, new build or refurbishment:
- a) Cottenham Club
 - b) Community Centre
 - c) Cottenham Salvation Army Hall
 - d) Co-op site
 - e) Durman Stearn site
 - f) Watson’s Yard
- 6.4 None of the above sites is within Parish Council control, creating additional complexity for a community facility investment.



- 6.5 The first three sites were eliminated, partly due to their status as non-designated heritage assets.
- 6.6 The three remaining sites were appraised as village centre facility sites.
- 6.7 Four sites on or near the Recreation ground were also considered for development as part of a campus-style Leisure, Recreation & Sport Hub; all of these sites offer improved safety for children attending both the out-of-school club and Primary School, especially if siblings attend the adjacent Ladybird pre-school:
- a) Land between Rampthill Farm and the Cottenham United Charities Allotments – land owned by Cambridgeshire County Council with strong aspirations to develop as housing.
 - b) Part of the Cottenham United Charities Allotments – the Trust and allotment holders are reluctant to move from this location which would, in any case, be close to neighbouring residences.
 - c) Adjacent to the recently-built Sports Pavilion – land outside the village development framework and dedicated as King George V Playing Field and would need substitution and, in any case, is close to neighbouring residences.
 - d) On or near the site of the existing Village Hall – although the land is just outside the village development framework, it is adjacent to the expanding Primary School and inside the framework proposed in the emerging Neighbourhood Plan.
- 6.8 Additional Community Facilities are required and, to encourage walking between them, several will be located within the village centre^{G29}, a “low-density cluster” connected by safe pedestrian and cycle paths which, where feasible, are segregated from arterial roads carrying heavy traffic.
- 6.9 Some facilities will be located, campus-style, at the Recreation Ground which already has excellent outdoor sports facilities and parking spaces.

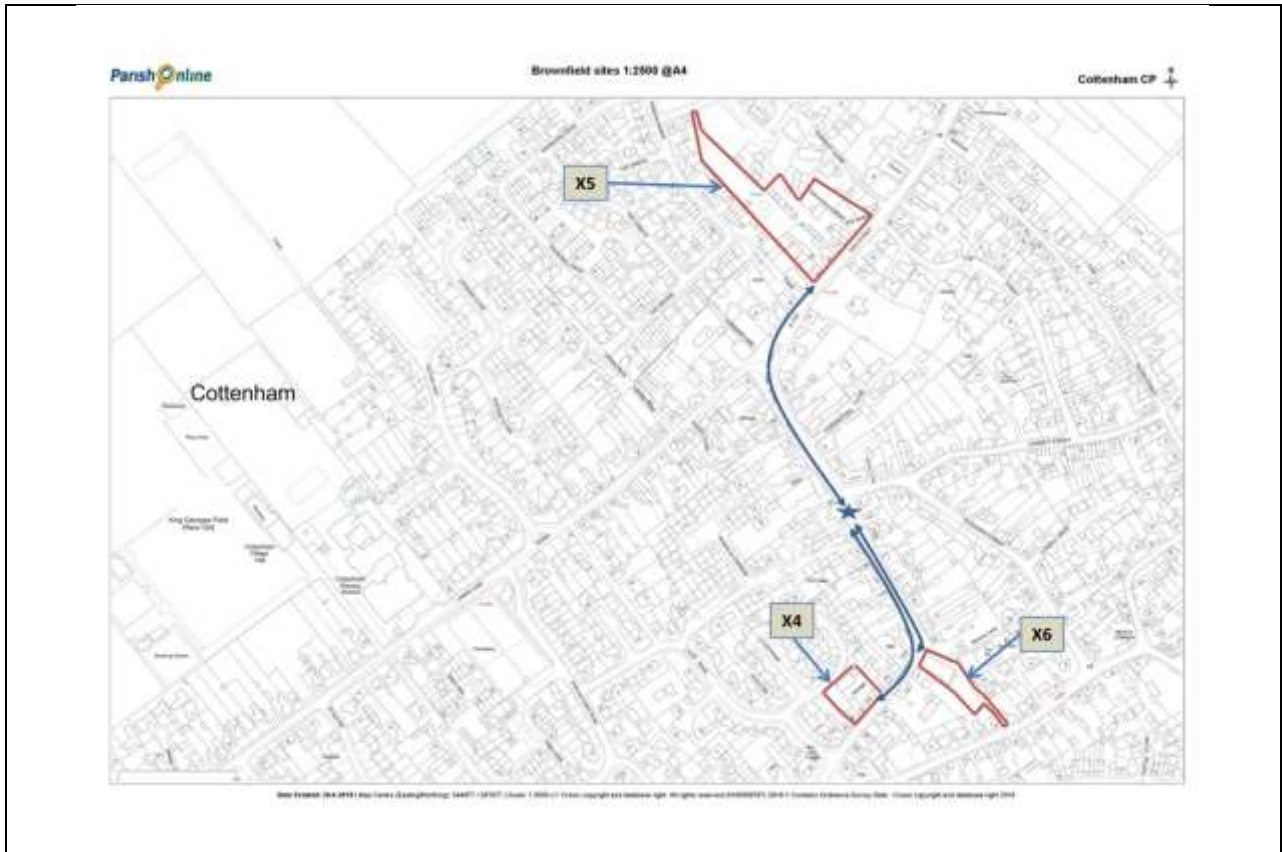


Figure 19: Brownfield sites within reasonable distance of village centre

- 6.10 Six brownfield sites were reviewed by AECOM; three sites (sites X4, X5 and X6 as shown in Figure 19 and highlighted in green in the table on page 44) were prioritised from the six candidate sites due to their central location.
- 6.11 To meet the needs, a number of planning policies have been identified:

Why? More people in the village will increase demand for medical services at a time when the current facilities are already regarded as inadequate by most residents.

Policy COH/3-1: Medical & Drop-in & Chat Centre

Development proposals for a medical centre which could include a drop-in centre for elderly and less-mobile residents will be supported in the central area of the village (as identified in Figure 11).

Development proposals should:

- i. be imaginative and original in design, to extend and renew the distinctive character and traditions of Cottenham's built environment, and**
- ii. contribute to safer traffic movements by inclusion of appropriate on-site parking and delivery facilities.**

Policy justification (for further information see Evidence Papers E2 and E7)

- 3-1a This policy contributes towards “improving amenities and facilities” and “encouraging employment opportunities” by providing two much-needed and requested facilities.
- 3-1b Both Cottenham’s existing GP practices have insufficient capacity to accommodate the current “before development” demand.
- 3-1c Cottenham has grown substantially over recent years and demand for healthcare will increase progressively over the next five years as houses are built out in accordance with the recent planning permissions for up to 530 homes, which are expected to bring around 2,000 additional residents by 2031, increasing demand upon existing constrained services.
- 3-1d Thus, under policy SC/7 4c of the SCDC Local Plan, accounting for capacity at existing facilities, there is an imminent need for a substantial increase in healthcare facilities.
- 3-1e The two local GP practices are willing to co-operate in a shared building.
- 3-1f The local Clinical Commissioning Group has indicated a willingness to provide long-term “rental” funding for a combined practice in Cottenham.
- 3-1g Cottenham Parish Council has expressed support for initiatives that combat loneliness.
- 3-1h The Neighbourhood Plan survey provided strong support for the plan to identify land and/or money for a new Medical Centre (~70%) and a Day Centre (60+%) for older residents
- 3-1i The “7 issues” parish-wide survey in late 2017, with 466 responses, tested residents’ views on the best location for a Medical Centre:
- 27% favoured the Durman Stearn central site
 - 21% favoured the Co-op site
 - 16% favoured the Watson’s Yard site

Policy COH/3-1.1: Durman Stearn site (site X4 as shown in Figure 19)

Development proposals for the redevelopment of the Durman Stearn site (as identified in Figures 20/21) for the following uses will be supported:

- a medical centre which could include a drop-in centre for elderly and less mobile residents; or
- retail and office use with refurbished buildings fronting onto High Street.

In both cases proposals for one- or two-bedroom apartments on the upper floors of new or refurbished development will be supported where their design:

- a) applies imaginative and original designs to extend and renew the distinctive character and traditions of Cottenham's built environment and especially the buildings already on-site, and
- b) contributes to safer pedestrian, cycle and vehicular access by inclusion of appropriate on-site parking and delivery facilities

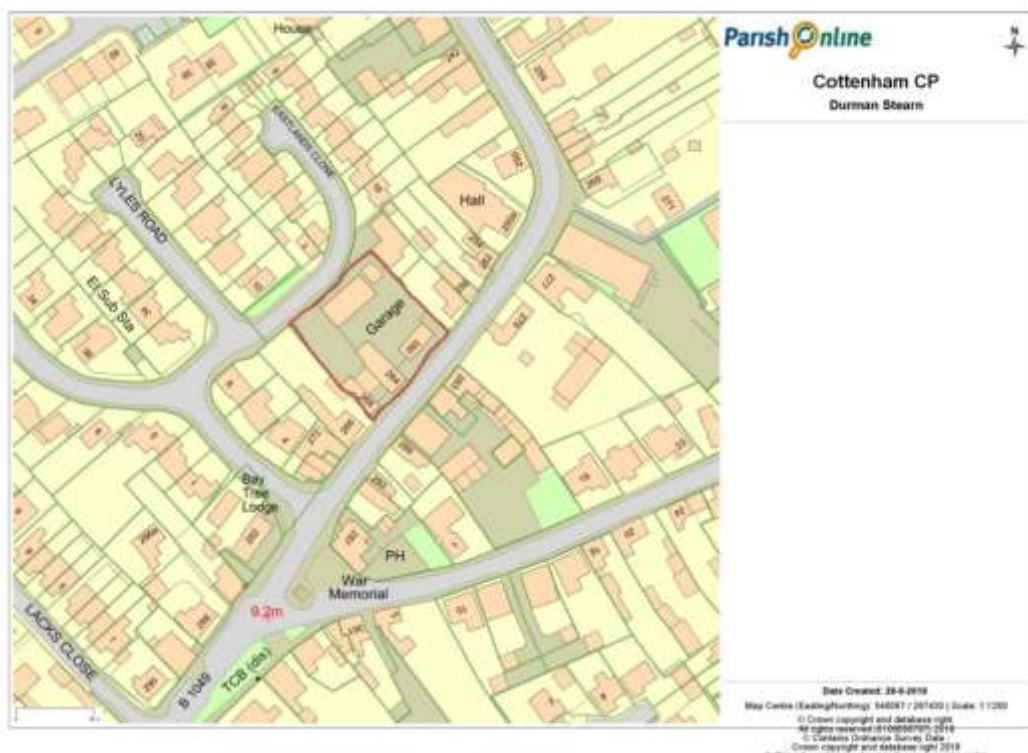
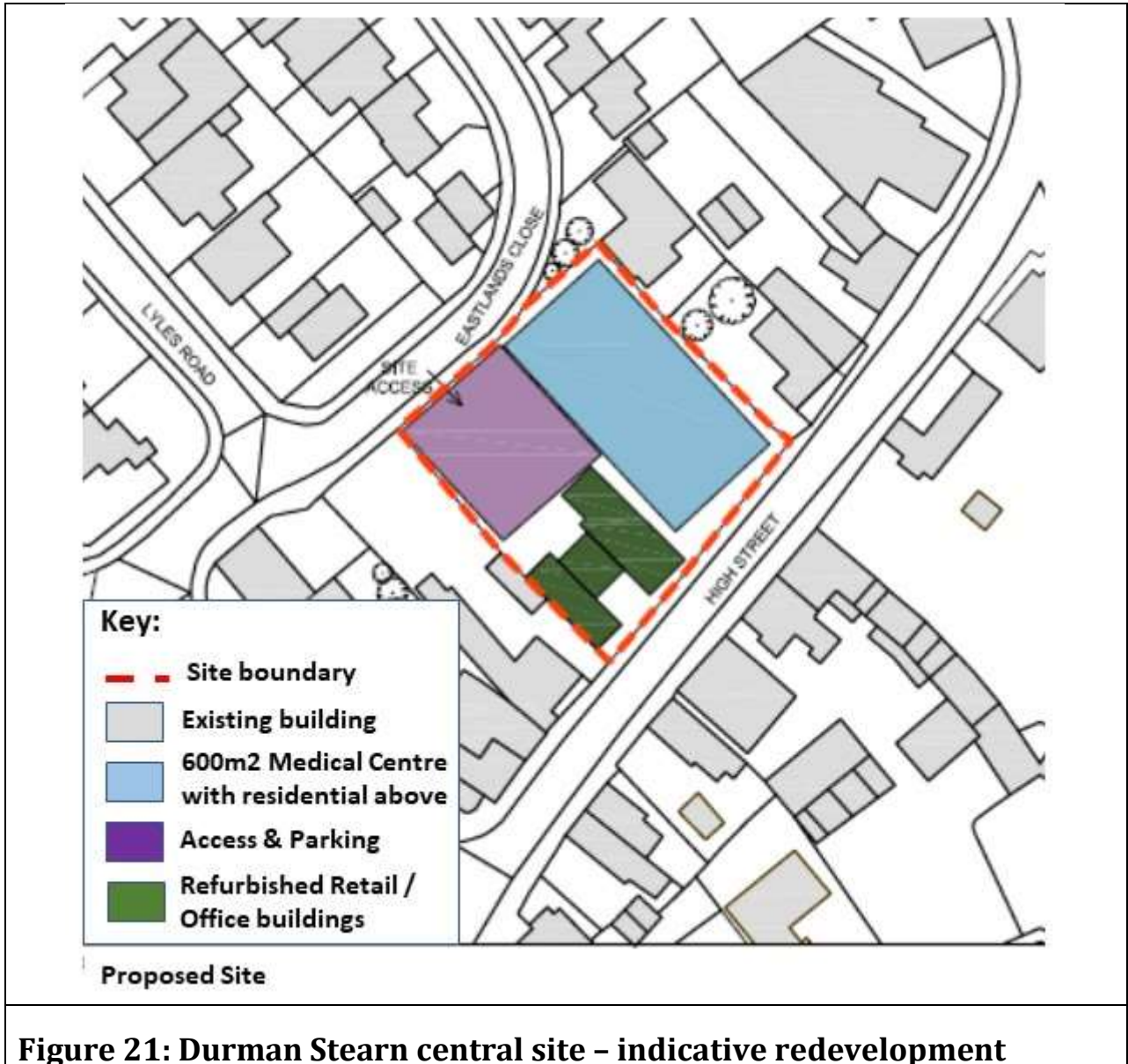


Figure 20: Durman Stearn central site (X4 in Figure 19)



Policy COH/3-1.2: Co-op site (site X6 as shown in Figure 19)

Development proposals for the redevelopment of the Co-op site (as identified in Figures 22/23) for the following uses will be supported:

- a medical centre which could include a drop-in centre for elderly and less mobile residents; or
- retail and office use where their design incorporates an imaginative response to the character and appearance of the village centre.

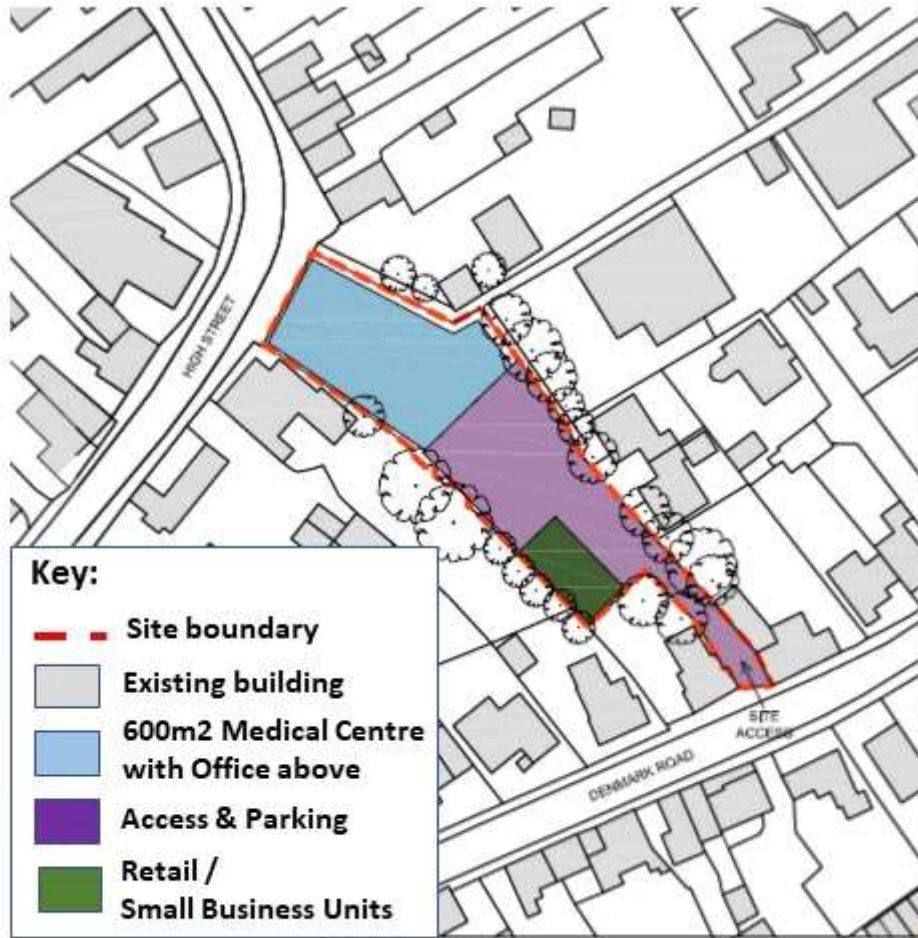
In both cases proposals for one- or two- bedroom apartments on the upper floors of new or refurbished development will be supported where their design:

- a) applies imaginative and original designs to extend and renew the distinctive character and traditions of Cottenham's built environment and especially the buildings already on-site, and
- b) contributes to safer pedestrian, cycle and vehicular access by inclusion of appropriate on-site parking and delivery facilities

Any development must, where appropriate, contribute to safer pedestrian, cycle and vehicular access by inclusion of appropriate on-site parking and delivery facilities with 1-way vehicular entrance via Denmark road and exit into the High Street.



Figure 22: Co-op site (X6 in Figure 19)



Proposed Site

Figure 23: Co-op site - indicative redevelopment

Why? The pedestrian entrance to the current supermarket site is located on a dangerous bend, often aggravated by vehicles parked outside rather than using the rear entrance and car park. The car park entrance itself is too narrow for two vehicles to pass and has poor visibility splays.

Policy COH/3-2: Supermarket

Proposals for a supermarket^{G60} on a brownfield site in the village core (see Figure 11) will be supported, subject to other policies in this plan, provided the development includes:

- a) 1 or 2 bedroom affordable apartments on upper floors where this is practicable for the design of the building concerned, and
- b) creates safer traffic movements by including appropriate on-site parking and delivery facilities.

Policy justification (for further information see Evidence Paper E2)

- 3-2a This policy contributes to “improving amenities and facilities”, “making housing affordable for the next generation” and “reducing the impact of traffic, especially in the core of the village”.
- 3-2b The Co-operative supermarket, alongside the two convenience stores, is a vital part of the village's retail facilities and aspires to move to a safer central site within Cottenham.
- 3-2c Its current location, on a dangerous bend with limited visibility on the High Street, creates safety issues caused by HGV deliveries and bad parking.
- 3-2d Similar size premises within the central area of the village would be ideal but availability of suitable centrally-located alternative sites is limited. Site X5 (as shown in Figure 19) is suitable, and will become available within the plan timescale. Policy COH/3-2.1 provides detailed guidance for the development of this site for a supermarket and other uses.
- 3-2e The policy could enable the Co-op to relocate and free up the existing site for alternate use in support of this plan. In the event that the Fire Station remains on the site appropriate access to and from the building will be a key component of the wider development. It should have a dedicated access to High Street.
- 3-2f 68% of the respondents to the October 2017 “7 issues” survey were in favour of the Watson’s Yard site (X5 in Figure 19) for the supermarket with only 26% against.

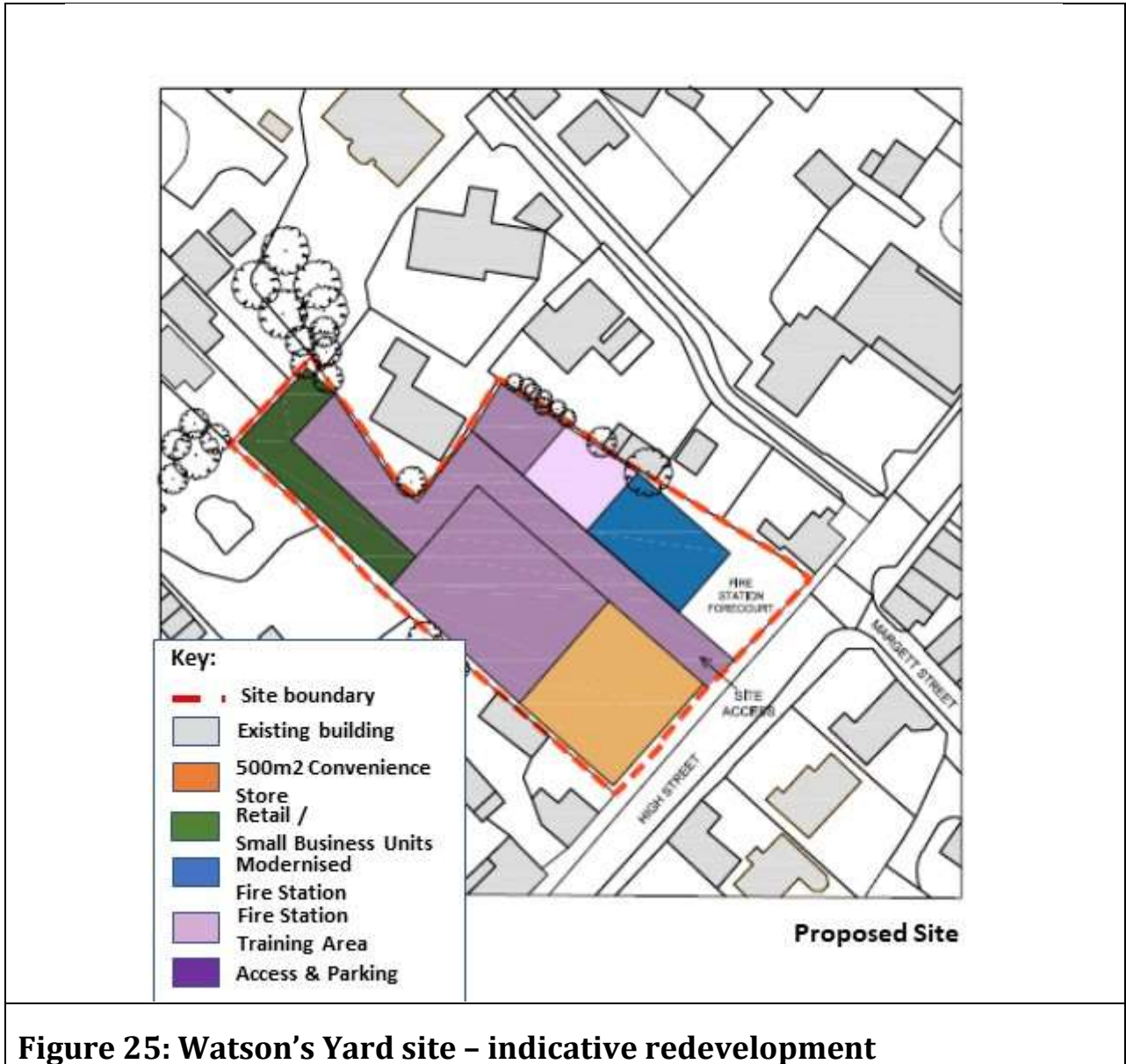


Figure 25: Watson's Yard site - indicative redevelopment

Why? More people in the village will increase the pressure on the village's outdoor recreation space, necessitating more provision or intensification of usage.

Policy COH/4-1: Recreation & Sports Hub

Development proposals for the comprehensive provision of community, recreation and sports facilities at the Recreation Ground and near Cottenham Primary School (as shown in Figure 26) will be supported where the overall design:

- a) maintains or increases the number of available outdoor sports pitches, and**
- b) retains sufficient expansion space to allow the Recreation Ground to extend over 12 ha on contiguous good quality land, and**
- c) includes a secondary road access independent of Lambs Lane, and**
- d) is imaginative and original to extend and renew the distinctive character and traditions of Cottenham's built environment, and**
- e) encourages pedestrian access, and**
- f) contributes to safer traffic movements by inclusion of appropriate on-site parking and site access and co-ordination improvements**

Policy justification (for further information see Evidence Paper E4)

- 4-1a This policy contributes to "improving amenities and facilities" and "reducing the impact of traffic, especially in the village core" by co-locating several much-needed and requested facilities on the same site within walking distance of most of the village. It sets the context for more detailed proposals for a multi-purpose village hall (Policy COH/4-2), a nursery (Policy COH/4-3) and additional sports facilities (Policy COH/4-4).
- 4-1b The Recreation Ground has been home to a King George V Playing Field since 1939.
- 4-1c Successive developments over the last 50 years have added:
- i. a Village Hall evolved from an original Sports Pavilion, including
 - a. changing rooms for sport (replaced and upgraded in 2015)
 - b. a Sports & Social Club
 - ii. a Pre-School facility for 2 to 5 year old children (extended in 2005)
 - iii. equipped play areas for young and very young children
 - iv. a Skatepark in 2015

- 4-1d To cater for increased and increasing population, several measures are planned:
- i. reconfiguration, and extension where possible, of the land with no loss of sports pitches
 - ii. intensification of the site to allow all-weather use for a wider variety of outdoor sport
 - iii. replacement of the Village Hall with a modern multi-purpose building
 - iv. addition of an all-year-round nursery to cater for 0 to 5 year olds



Figure 26: Preferred expansion of the Recreation Ground



Why? More people in the village will increase the pressure on our tired Village Hall but bring developer contributions to help offset the replacement cost. The Parish Council has obtained planning permission for a replacement Village Hall on the site (S/2702/18/FL).

Policy COH/4-2: Multi-purpose Village Hall

Proposals for the development of a multi-purpose Village Hall adjacent to the Primary School within the development framework (as shown in Figure 27/28) will be supported where the overall design:

- a) maintains or increases the availability of sports pitches, and**
- b) is imaginative and original so as to extend and renew the distinctive character and traditions of Cottenham's built environment, and**
- c) includes communications infrastructure, including Wi-Fi and printing technology, to facilitate small business or community group drop-in working in a central village location, and**
- d) encourages pedestrian access, and contributes to safer traffic movements by inclusion of appropriate on-site parking and site access improvements**

Policy justification (for further information see Evidence Papers E2, E4 and E5)

- 4-2a This policy supports "improving amenities and facilities" by providing a much-needed facility to replace a building that is no longer fit for purpose.
- 4-2b Planning permission was granted for such a facility in September 2018 ((S/2702/18/FL). It would provide:
 - i. Indoor community meeting places for a Rural Centre with 8,500 residents
 - ii. Out-of-school child-care – pre-school and post-school care for primary years children during term-time; all-day in vacations
 - iii. Informal day centre – provision of a hot meal for the elderly and less mobile
 - iv. Drop-in meeting facilities for small business and community groups – "ad-hoc" rental of space within a shared room with business support facilities such as Wi-Fi, printing
- 4-2c Central village sites were generally unsuitable through lack of parking facilities, proximity of neighbours and distance from Cottenham Primary School.
- 4-2d Four sites on or near the Recreation ground were considered; all of which offer improved safety for children attending both the out-of-school club and Primary School, especially if siblings attend the adjacent Ladybird pre-school.
- 4-2e The location on the edge of the site allows development without compromising the number of sports pitches.
- 4-2f The existing Village Hall site is considered suitable in the AECOM Site Assessment^{B5}.



Figure 27: Locations for Village Hall (COH/4-2) and Nursery (COH/4-3)

Evidence of community consultation and support

4-2g In addition to the NP survey, many informal consultations by email, social media or face-to-face, there is substantive support for the Village Hall and Nursery projects:

- i. **Ballot** – this parish-wide ballot in late 2016, with 453 responses, tested residents’ views on whether or not “a new Village Hall and Nursery is worth £1/week on each home’s Council Tax”?
 - a) 60.5% were in favour; some raising clarification questions or urging progress.
 - b) 39.5% were against; many thinking the use of Council Tax was unfair or the Tax was too high
- ii. **“7 issues survey”** – this parish-wide survey in late 2017, with 466 responses, tested residents’ views on:
 - a) separating the Village Hall and Nursery to improve the probability of obtaining planning permission
 - 68% were in favour and a further 19% had no preference
 - b) proximity of the Nursery to the Primary School
 - 71% were in favour and a further 17% had no preference



Why? With 400+ new houses will come around 120 additional primary age children of primary and 120 of early years age; enough eventually to trigger a need for more Primary School places. Ahead of primary school expansion comes the need for early years provision, either co-located with or in close proximity to the primary school. Planning permission S/2705/18/FL has been granted.

Policy COH/4-3: Nursery

Proposals for the development of a nursery within the development framework (as shown in figure 27/28) will be supported where the overall design:

- a) maintains or increases the availability of sports pitches, and**
- b) is imaginative and original to extend and renew the distinctive character and traditions of Cottenham's built environment, and**
- c) is supported by an Event Management Plan^{G69} to co-ordinate people and vehicle movements on-site, and**
- d) encourages pedestrian access, and**
- e) contributes to safer traffic movements by inclusion of appropriate on-site parking and site access improvements**

Policy justification (for further information see Evidence Papers E4 and E6)

4-3a This policy supports "improving amenities and facilities", "encouraging employment opportunities" and "reducing the impact of traffic, especially in the village core" by providing much-needed nursery facilities within walking distance for most families.

4-3b In August 2015, Cottenham had around 258 children aged between 0 and 4 with:

- 37 aged between 0 and 1
- 106 between 1 and 2
- 115 between 3 and 4

This implies that around 100 children are eligible for funded childcare places and, of course, many more who self-fund additional care.

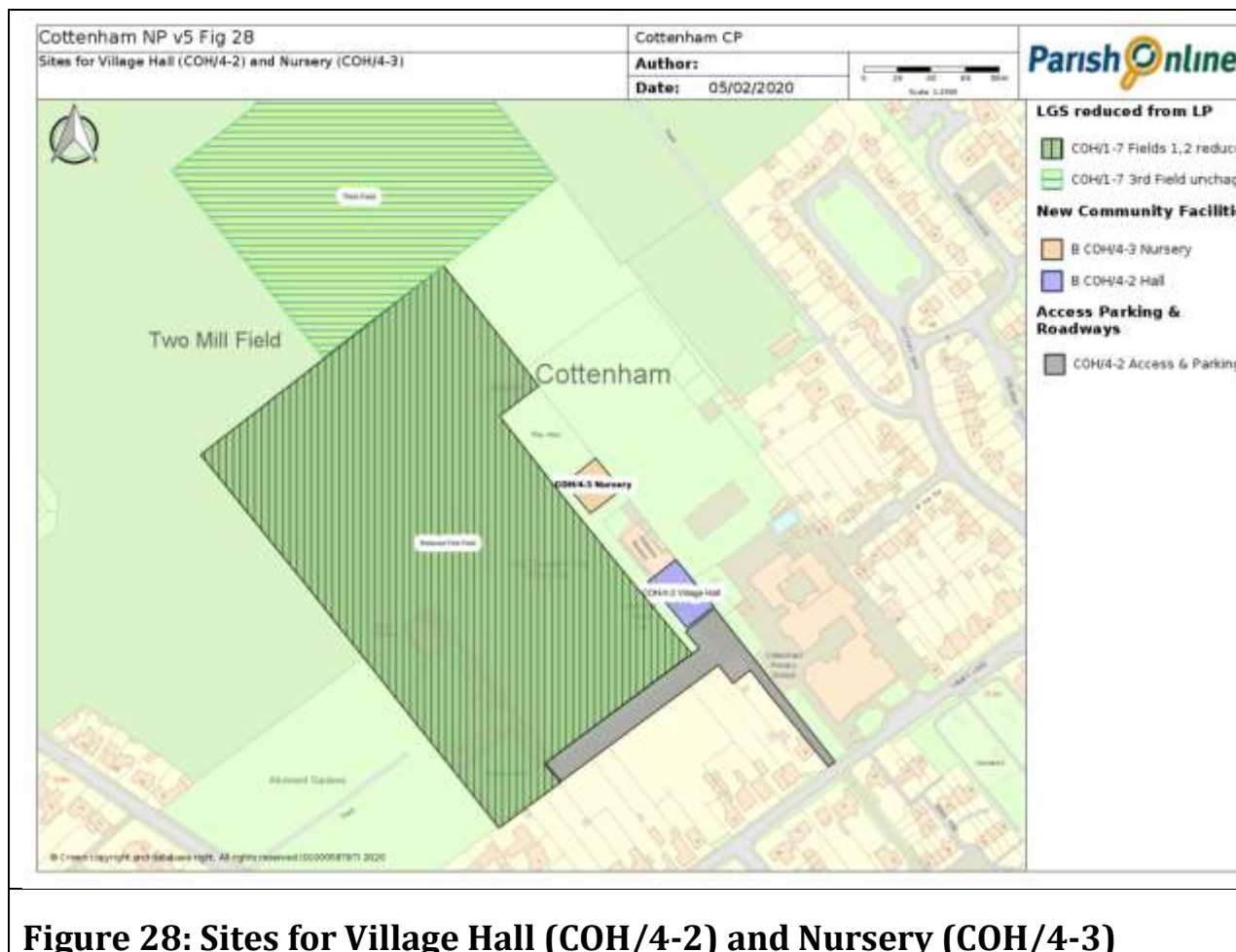
4-3c Planning permission was granted for such a facility in December 2018 (S/2705/18/FL).

4-3d There is already a shortfall in supply of childcare places relative to demand with substantial demand growth imminent.

- Ladybird pre-school has 80 children registered for 65 sessional places, of which 9 are for 2 y.o. and 56 for 3-4 y.o. children
- Little People has 10 childminder places, of which 2 are for 2 y.o. and 8 for 3-4 y.o. children
- Lucy Mutter has 3 childminder places, of which 1 is for 2 y.o. and 2 for 3-4 y.o. children

4-3e 71% of the 466 respondents to the October 2017 "7 issues" survey favoured siting the nursery very close to the Primary School.

4-3f The location on the edge of the site allows development without compromising the number of sports pitches.



Evidence of community consultation and support

4-3g In addition to the NP survey, many informal consultations by email, social media or face-to-face, show there is substantive support for the Village Hall and Nursery projects:

- i. **Ballot** – this parish-wide ballot in late 2016, with 453 responses, tested residents’ views on whether or not “a new Village Hall and Nursery is worth £1/week on each home’s Council Tax”?
 - a) 60.5% were in favour; some raising clarification questions or urging progress.
 - b) 39.5% were against; many thinking the use of Council Tax was unfair or the Tax was too high
- ii. The “7 issues” parish-wide survey in late 2017, with 466 responses, tested residents’ views on:
 - a) separating the Village Hall and Nursery to improve the probability of obtaining planning permission
 - 68% were in favour and a further 19% had no preference
 - b) proximity of the Nursery to the Primary School
 - 71% were in favour and a further 17% had no preference



Why? Most of the sport supported by the Parish Council is for boys and younger men. CPC will receive developer funds to build an all-weather multi-use games area (MUGA) supporting basketball, football, netball and tennis – but needs to find space for the courts and changing facilities and expand the total available space.

Policy COH/4-4: Sports facilities

Proposals for the development of additional sports facilities adjacent to the existing Recreation Ground within the development framework (as shown in Figure 26) will be supported where the overall design:

- a) is contiguous with the existing Recreation Ground, to optimise use of the Sports Pavilion, and**
- b) provides a road route through the site to Rampton Road, and**
- c) provides for appropriate levels of on-site car parking.**

Policy justification (for further information see Evidence Paper E4)

- 4-4a This policy supports “improving amenities and facilities” by broadening the range of available sport and extending its availability.
- 4-4b Cottenham has grown over recent years and needs improved and extended outdoor community facilities within easy reach of the village centre yet with adequate car parking to avoid excluding residents who live further afield in the wider parish, or are less mobile.
- 4-4c The current 2 ha shortfall is set to increase following the granting of planning permissions in 2017 which are likely to increase Cottenham’s population to around 8,500, implying a short-term need for nearly 12 ha of land for outdoor sport – around a 5 ha shortfall (see NP Evidence Paper E4^{B10}).
- 4-4d In the event that the new facilities incorporate all-weather floodlit facilities this provision would allow less land to achieve a higher (X2) level of utilisation than implied by the 1.6 hectare per 1,000 benchmark set in the SCDC Local Plan (see NP Evidence Paper E4^{B10}). Any proposals which incorporate floodlighting will need to demonstrate that they are acceptable on amenity grounds.
- 4-4e All-weather facilities include both a 3-court floodlit all-weather MUGA, for a range of outdoor team sports, and a full-size 3G football pitch.
- 4-4f To be most effective socially, economically and environmentally, any land extension should be contiguous with the existing “second field”, allowing shared use of the recently-built Sports Pavilion and planned Village Hall.

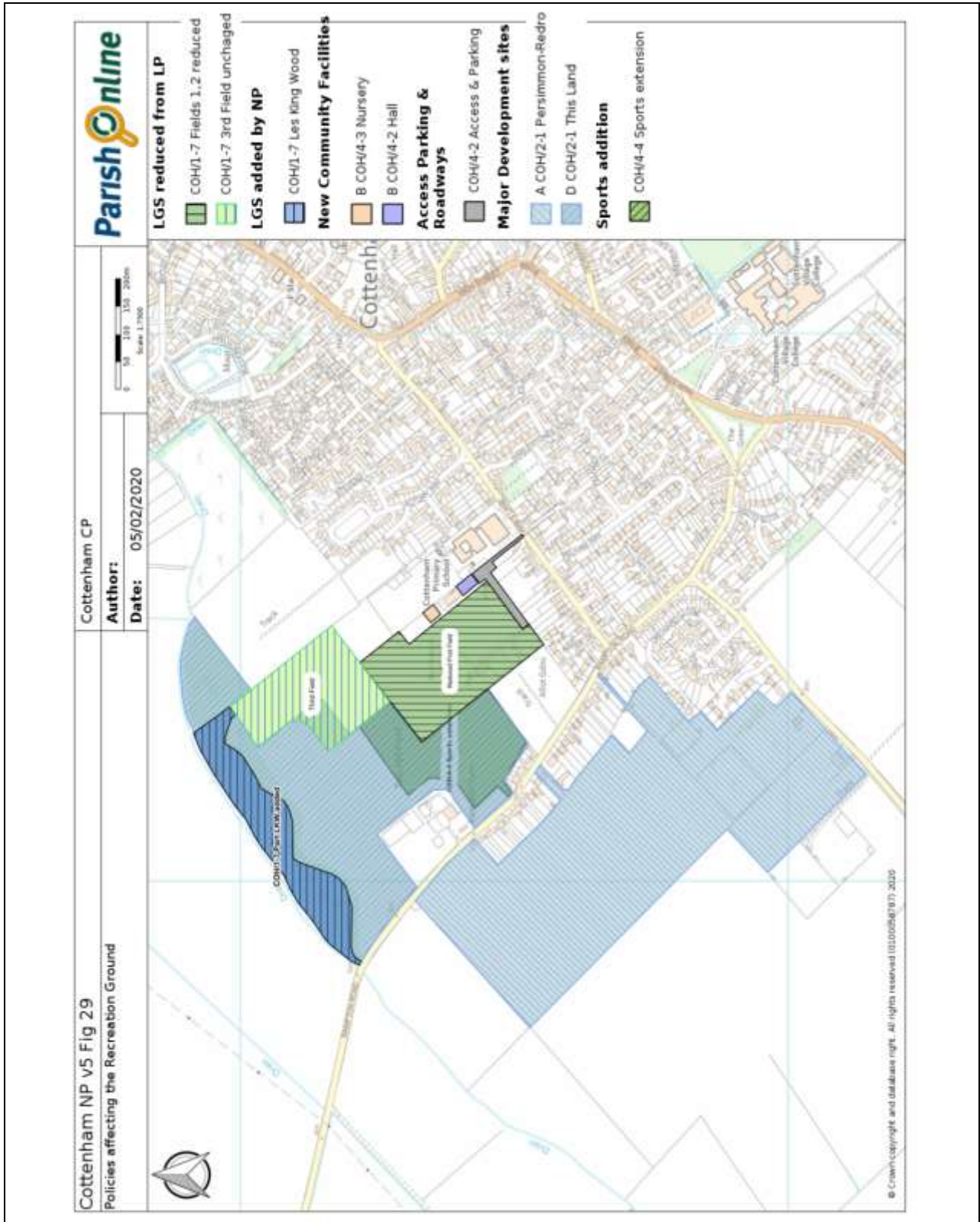


Figure 29: Policies affecting the Recreation Ground

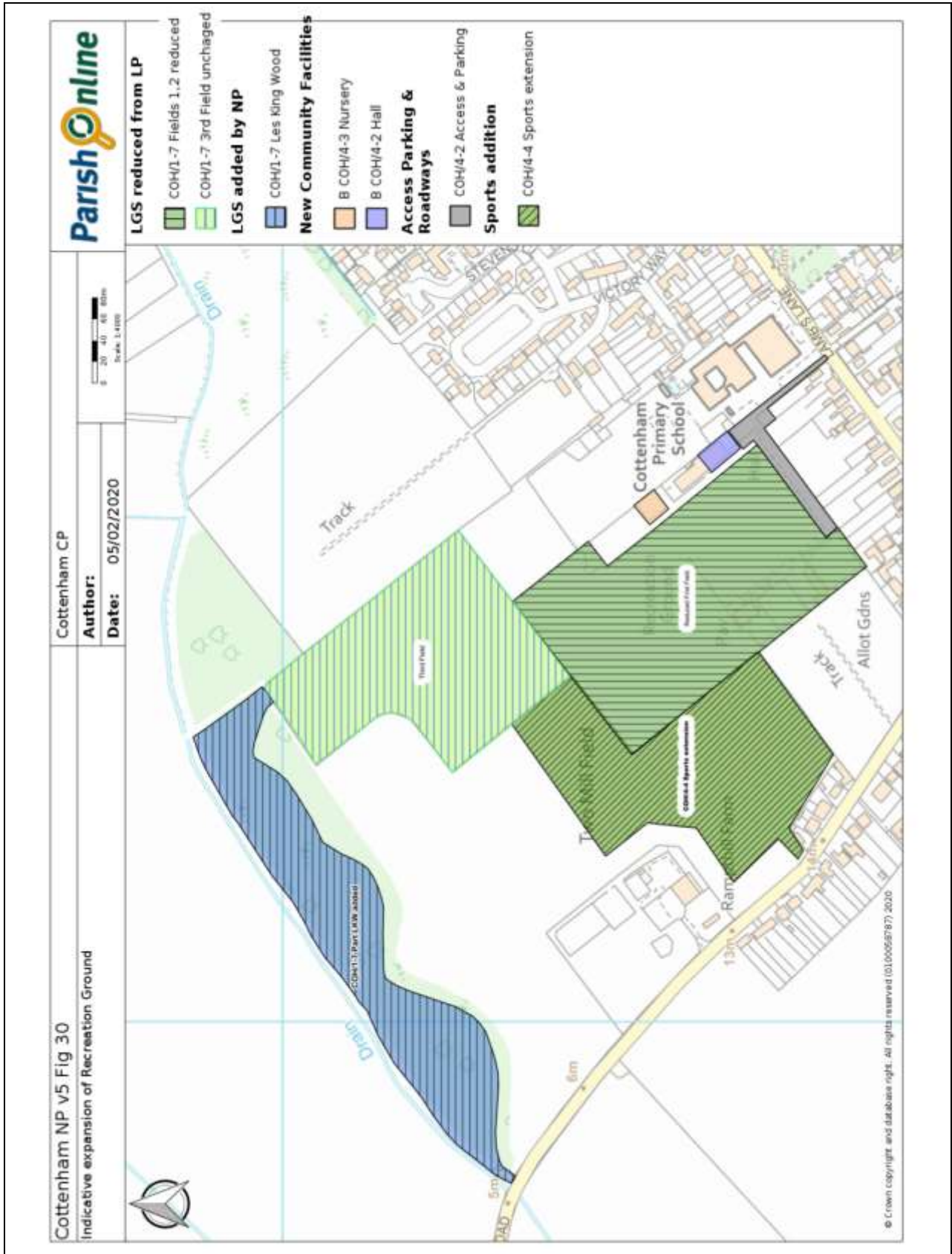


Figure 30: Indicative expansion of the Recreation Ground

Why? Estimates indicate that, even with the existing population, all three burial grounds in Cottenham will fill within ten years.

Policy COH/4-5: Extension of burial grounds

Development proposals will be supported for extensions of the village's burial grounds^{G61} to meet anticipated local needs, provided these:

- a) contribute to the village's accessible open space, and**
- b) are enclosed by a suitable robust fence and/or hedge to blend with the immediate surroundings, and**
- c) include planting of several native tree species with the burial ground, and**
- d) create safer traffic movements by including appropriate on-site parking and access facilities**

Policy justification (for further information see Evidence Paper E10)

- 4-5a This policy supports "improving amenities and facilities" by ensuring that adequate land is available for burials in Cottenham.
- 4-5b Cemeteries are an important part of the village's facilities. Residents have a right to be buried in the parish where they die.
- 4-5c Expansion of the population, despite the trend towards cremation, will increase demand for space in Cottenham's burial grounds, all of which are nearing their capacity.
- 4-5d Whether by re-engineering, extension or provision of new space, additional capacity is needed to meet the anticipated demand for about 30 new interments per annum over the plan period – 450 in total.
- 4-5e Cottenham's graveyards date back, at least in part, more than 100 years so various solutions might be considered for limited re-engineering to extend their life:
 - a. All Saints' Churchyard pre-dates the ½ acre extension added in 1911, so much of it could be re-engineered if appropriate, or another extension considered.
 - b. The Dissenters' Cemetery originated from 1845 and extended in 1913, so some could be re-engineered. Land purchased in the 1970s could be brought into use with suitable investment.
 - c. The Public Burial Ground, ½ acre alongside the All Saints' graveyard and funded by public subscription in 1911, could also be re-engineered progressively.
- 4-5f At least one suitable plot has been identified (see NP Evidence Paper E10^{B16}).
- 4-5g Approximately 0.5 ha of additional land is required (see NP Evidence Paper E10^{B16}).



7 Encouraging Employment

- 7.1 Traffic is a strong concern among residents as demonstrated in the Neighbourhood Plan survey^{B1}.
- 7.2 Economic and population growth are likely to exacerbate traffic flows into, out of and through the village.
- 7.3 Improved amenities and facilities within the village have the potential to reduce traffic generated from within the village, as could improved public transport, but better facilities can also draw in more traffic from neighbouring villages.
- 7.4 Increasing employment opportunities within the village has the potential to offset some of the commuter traffic arising from the new developments, as will the Community Transport Service when implemented.
- 7.5 The following all have the potential to increase employment within the village:
 - a) Durman Stearn's expanded village-edge site
 - b) Medical & Drop-in & Chat Centre on a central site
 - c) Supermarket on a central site
 - d) Village Hall within the Leisure, Recreation & Sport Hub
 - e) Nursery adjacent to the Primary School and in the Leisure, Recreation & Sport Hub
 - f) All-weather sport facilities within the Leisure, Recreation & Sport Hub

Why? Increasing employment opportunities within the parish and especially the village are important but may increase traffic and parking issues.

Policy COH/5-1: Village employment

Development proposals will be supported for retail and commercial facilities of an appropriate scale to their locations within the village centre (see Figure 11) that, where practicable, provide or increase readily-accessible on-site parking spaces and secure cycle stands to reduce the need for street-side parking.

Policy justification (for further information see Evidence Papers E2, E8, E12)

- 5-1a The policy will support “encouraging employment opportunities” by encouraging increased commercial and retail use of village-centre buildings.
- 5-1b Within the village development framework^{G70}, increased employment will arise from re-development of brownfield sites (see Section 6) to improve amenities and facilities such as the Medical Centre (COH/3-1)
- 5-1c Developments within the village centre and within 400 metres of a well-served (frequent, bi-directional service to Cambridge) bus stop are preferred. Easy walking access to public or community bus stops is favoured as it reduces vehicular traffic movements.
- 5-1d Developments likely to increase pedestrian or vehicular traffic should include measures to mitigate the effects of these or improve the pedestrian and cycling environment nearby.
- 5-1e Employment will also increase indirectly as a result of facilitating access to shops and other facilities by:
 - a) improving pavement quality,
 - b) increasing the number of formal pedestrian crossings, near higher-use amenities,
 - c) providing additional “edge of centre” parking spaces to stimulate trade without increasing demand for street-side parking,
 - d) ensuring there are at least 2 cycle stands and at least 2 short-term parking spaces within 50 metres of each convenience store on the High Street, and
 - e) encouraging relocation of businesses requiring heavy vehicle activity away from the core to improve road safety.

Why? Increased employment in the rural parish can reduce traffic elsewhere by reduced commuting and associated parking issues.

Policy COH/5-2: Rural employment

Development proposals for rural employment based on participation in fenland-related eco-tourism or outdoor pursuits or tourism opportunities outside the development framework will be supported where those proposals:

- a) can be safely accommodated within the capacity of the local highways network, and**
- b) minimise the impact on the fen-edge landscape, and**
- c) wherever practicable, re-use redundant or disused buildings to enhance the immediate setting, and**
- d) for ditch, drain or riverside locations, wherever practicable, facilitate public access to water-side footpaths providing views of the open countryside, and**
- e) provide an appropriate level of off-road car parking, and**
- f) do not have an unacceptable impact on any of the residential properties in the immediate locality.**

Policy justification (see further information in Evidence Papers E8 and E12)

- 5-2a The policy will contribute to “encouraging increased employment opportunities” by supporting increased direct and indirect use of the countryside.
- 5-2b Employment will increase through development of eco-tourism (e.g. fishing, riding, shooting and walking) and agritourism (e.g. speciality cheese-making and fruit-growing), related to historic activity and the surrounding waterways.
- 5-2c Traffic is a major issue for residents of Cottenham and developments in the rural parish almost inevitably increase traffic on the B1049 through the village towards the A14 and/or Cambridge.
- 5-2d Any rural development should:
- a) demonstrate how any additional traffic can avoid routing through Cottenham or be limited in scale and frequency by contributing financially to Cottenham’s Community Bus scheme, and
 - b) re-use any disused buildings to enhance the setting, and
 - c) facilitate public access to countryside and waterside walks wherever possible.
- 5-2e Increased employment, outside the current village residential framework, will also arise within improved amenities and facilities such as the integrated Village Hall (COH/4-3) and Nursery (COH/4-2) which need, for child safety and traffic reduction, to be co-located with Cottenham Primary School or on land at the village edge previously used for these purposes.

8 Community Action Plan (not statutory policies)

These actions identify how the various policies in the plan can be delivered.

<i>Objectives</i>	<i>Policies</i>	<i>Site-specific Policies</i>	<i>Action by Parish Council</i>
Conserving the character of the village as an attractive, safe community	.	.	.
	COH/1-1 Landscape character	.	Encourage developers to minimise the visual impact of any development, especially near the village edges. Ensure that adequate planning weight is given to loss of open countryside vistas from the High Street into open countryside.
	COH/1-2 Heritage assets	.	Challenge inappropriate developments affecting any heritage asset or its setting.
	COH/1-3 Non-designated heritage assets	.	Encourage conservation of identified NDHAs.
	COH/1-4 Village character – alterations	.	Challenge inappropriate alteration proposals, especially those affecting any heritage asset or its setting.
	COH/1-5 Village character – new build	.	Encourage developers to respect the character of Cottenham by ensuring that new developments are consistent with existing styles and layouts, and to minimise the visual impact of any development.
	COH/1-6 Village core or centre	.	Encourage opportunities to enrich the focal points as pedestrian places.
	COH/1-7 Local Green Spaces	.	Seek an extension of planning policy to require prompt replacement of any trees lost, especially in the Conservation area, by suitable mature native trees.
	COH/1-8 Protected Village Amenity Areas	.	Identify ways to enhance the amenity of the sites for nearby residents.



Objectives	Policies	Site-specific Policies	Action by Parish Council
Making housing more affordable for the next generation of residents	.	.	.
	COH/2-1 Development framework	.	Seek clarity with developers and planners.
	COH/2-2 Large site design	.	Work with developers to ensure principles of Village Design Statement are applied from the Reserved Matters stage of a planning application. Ensure the amount of impermeable surfaces within developments is minimised and compensate for unavoidable impermeability with on-site sustainable urban drainage systems verified to achieve run-off rates lower than 1.1 litres per second per hectare of developed land with sufficient margin to ensure long-term performance. Require planning conditions are applied to minimise increases in impermeability over time and assure the performance of drainage systems over the long term.
	COH/2-3 Brownfield sites	COH/3-1.1 Durman Stearn COH/3-2.1 Watson's Yard COH/3-1.2 Co-op site	Encourage inclusion of 1-2 bedroom flats within any brownfield development.
	Locally affordable housing and CLT	.	Work with landowners to identify sites for small clusters, each of up to 50 houses, outside the established village development framework but within 800 metres of the village core and preferably within 400 metres of a well-served High Street bus stop. Encourage formation and operation of one or more Community Land Trusts which, if feasible, are the best way to deliver the maximum number of locally-affordable homes per amount of land developed. The actual number of clusters allowed will depend on the success or otherwise of pending planning applications.

<i>Objectives</i>	<i>Policies</i>	<i>Site-specific Policies</i>	<i>Action by Parish Council</i>
Improving amenities and facilities	.	.	.
	COH/3-1 Medical Centre	COH/3-1.1 Durman Stearn COH/3-2.1 Watson's Yard	Facilitate development of a purpose-built medical centre within the village centre, bringing together GPs, X-ray, other medical facilities and social services, by facilitating land acquisition, finance and other support.
	COH/3-2 Supermarket	COH/3-2.1 Watson's Yard	Co-operate with the Co-op to find alternative larger premises in the central area of the village, provided this increases employment and creates safer traffic movements by including appropriate parking and delivery facilities involving fewer HGV movements in the village core and especially if the relocation creates opportunities to redevelop the land for a community-related purpose.
	COH/4-1 Recreation & Sports Hub	COH/4-1 Recreation & Sports Hub	Evolve to provide more and more available facilities with better road access.
	COH/4-2 Multi-purpose Village Hall	COH/4-1 Recreation & Sports Hub	Facilitate development of a purpose-built Multi-purpose Village Hall (for Out-of-School Club, Day Centre etc.) on the Recreation Ground so as to be in the vicinity of the Cottenham Primary School to promote child safety and reduce the impact of traffic.
	COH/4-3 Nursery	COH/4-1 Recreation & Sports Hub	Facilitate development of a purpose-built Nursery so as to be in the vicinity of the Cottenham Primary School to promote child safety and reduce the impact of traffic.
	COH/4-4 Sports for all	COH/4-1 Recreation & Sports Hub	Procure additional land to improve road access and for sport, including a floodlit 3-court MUGA, adjacent to the Recreation Ground, provided these create safer traffic movements, especially protecting vulnerable road users such as children walking and cycling, by including appropriate parking facilities for cycles, mobility scooters and cars.
	New Recreation Ground	.	Procure additional land to improve road access and for sport, provided these create safer traffic movements, especially protecting vulnerable road users such as children walking and cycling, by including appropriate parking facilities for cycles, mobility scooters and cars.
	COH/4-5 Burial grounds	.	Pursue developer contributions for the extensions. Procure additional land etc. for the extensions.



<i>Objectives</i>	<i>Policies</i>	<i>Site-specific Policies</i>	<i>Action by Parish Council</i>
Encouraging employment opportunities	COH/5-1 Village employment	COH/4-1 King George Field COH/3-1.1 Durman Stearn COH/3-2.1 Watson's Yard	Require that all development likely to increase the number of employees or visitors seeks to improve the presence, evenness and width of pavement provision in front of the development and, where practicable, provides or increases readily-accessible on-site parking spaces and cycle stands to reduce the need for street-side parking and reduce the impact of traffic.
	COH/5-2 Rural employment	.	Encourage both expansion of established and creation of new enterprises in the countryside within National Planning Policy provided these seek to minimise traffic impact and deliver social benefits in terms of access to the countryside.
	New Durman Stearn site	Hay Lane	Encourage development of a larger Durman Stearn site in the area, provided this can be shown to increase local employment and reduce HGV traffic within the village core and especially if the relocation creates opportunities to redevelop the current village centre site for a community-related purpose.

Objectives	Policies	Action by Parish Council
Reducing the impact of traffic, especially in the core of the village	.	.
	T/1 Changing the character and speed of traffic throughout the village	<p>Introduce a long-term project to improve the underlying structure of arterial village roads within the village centre.</p> <p>Encourage safer entry to and departure from the village by introducing calming measures on each arterial approach road.</p> <p>Improve the speed resistance of the traffic-calming measures along the arterial roads and the High Street, especially in the village centre (COH/1-6) with the long-term goal of 20mph limits in the village core (COH/1-6).</p>
	.	.
	T/2 Improving pedestrian safety	<p>Introduce a medium-term pavement improvement project throughout the village centre.</p> <p>Introduce a long-term pavement improvement project to improve connection with the village core:</p> <p>a) from Brenda Gautrey Way, Coolidge Gardens, Lambs Lane and Stevens Close, and</p> <p>b) within 800 metres of the centre along all five arterial roads</p> <p>Introduce additional or improved pedestrian crossings, no further apart than 400 metres, and 200 metres within the village core.</p>
	.	.
	T/3 Improved off-road routes within Cottenham	Support development of safe, clearly signposted footway links between key village locations, initially on the route from Broad Lane Amenity Area to the Recreation Ground and Les King Wood and progressively to interconnect all Local Green Spaces in the village.
	.	.
	T/4 Improved access to countryside	Support proposals that improve access to open countryside, waterside or woodland walks in the rural parish from small parking areas on the arterial roads.
	.	.
	T/5 Improving cycle links to neighbouring villages	Introduce a long-term cycleway project to improve connections with neighbouring villages, especially Landbeach, Rampton and Oakington.
	.	.
	T/6 Improving public transport links, especially with Cambridge	<p>Reduce the impact of traffic by seeking developer contributions to extend Cottenham Community Bus routes scaled:</p> <ul style="list-style-type: none"> from £0 per house within 800 metres of the village centre (see COH/1-6), and rising to £750 per house outside 800 but within 1,200 metres walking distance of the village centre (see COH/1-6); and <p>rising to £900 per house situated beyond 1,200 metres walking distance from the village centre (see COH/1-6).</p> <p>Encourage Stagecoach services to avoid unclassified roads in the village and extend the service beyond Lambs Lane northward to a turning circle / small bus hub near Fen Reeves, synchronising with Community Bus services.</p>

Appendix A: Glossary

Reference	Term	Explanation
G1	LPA	Local Planning Authority – South Cambridgeshire District Council here.
G2	NDP or NP	Neighbourhood Development Plans (NDP or NP) become part of the adopted Local Plan and the policies contained within them are then used in the determination of planning applications.
G3	SPD	Supplementary Planning Document – an advisory planning document focused on a particular planning issue or area.
G4	Great Ouse	Also known as the Old West River or Ely Ouse, forms the northern parish boundary as it passes from Bedford to the Wash.
G5	Cottenham Lode	A short, relatively straight, man-made stretch of water, connecting Cottenham to the Great Ouse.
G6	Car Dyke	A Scheduled Monument between Green End and Top Moor.
G7	Bullocks Haste Common	A Scheduled Monument – a Romano-British settlement.
G8	Crowlands Moat	A Scheduled Monument site off Broad Lane.
G9	Conservation Area	A central village area warranting additional planning protection.
G10	SCDC	South Cambridgeshire District Council, the Local Planning Authority.
G11	Cottenham Civil Parish	First layer of government as established in the 19 th Century.
G12	Neighbourhood Area	The area covered by the Neighbourhood Plan.
G13	Pre-submission Plan	Regulation 14 of the Neighbourhood Planning Regulations requires a formal local consultation on the “Pre-submission Plan” before a “Submission Plan” is submitted to the Local Planning Authority under Regulation 16.
G14	Submission Plan	Submission Plan – Regulation 16 of the Neighbourhood Planning Regulations requires a formal local consultation on the “Submission Plan” by the Local Planning Authority.
G15	AECOM	An international consultancy providing strategic planning advice.
G16	Pre-submission consultation	A 6-week consultation period for the pre-submission plan.
G17	Consultation Statement	The comments and revisions made as part of the consultation.
G18	Strategic Environmental Assessment (SEA)	Strategic Environmental Assessment is a systematic decision support process, aiming to ensure that environmental and possibly other sustainability aspects are considered effectively in policy, plan and programme making.
G19	Neighbourhood Plan Examiner	Neighbourhood Plan Examiners assess whether a plan has met conditions specified in the NP regulations.
G20	Referendum Version	The version of the NP submitted to referendum.
G21	Key Issues	Key challenges raised in the 2015/6 Neighbourhood Plan survey.
G22	Traffic & Transport Strategy	An associated document covering traffic and transport issues not addressable within the NP.
G23	Vision	An abstract aspiration statement set at a future time.
G24	Objectives	The objectives set so as to achieve the vision.
G25	Policies	Evidenced, deliverable and politically acceptable ways by which the plan’s objectives can be met.
G26	Action Plan	Specific actions supporting the plan’s policies.
G27	Enventure	A market research consultancy.
G28	Village Design Statement (VDS)	Village Design Statement - a Supplementary Planning Document (SPD) providing additional guidance in planning decisions affecting Cottenham.
G29	Village Centre & Core	Central areas of the village defined in the plan.
G30	s.106	Usually referring to an agreement under Section 106 of the Town & Country Planning Act 1990 that embodies a number of conditions and obligations related to the planning application into a legal agreement.
G31	CIL	Community Infrastructure Levy, introduced by the Planning Act 2008 to replace the Section 106 “payment by category” obligations.

Reference	Term	Explanation
G32	Listed Buildings	Designated heritage assets classified as Grades, I, II* or II.
G33	Scheduled Monuments	Scheduled heritage assets, usually ancient monuments.
G34	Tower Mill	A Grade II Listed Building with significant historical interest in Cottenham.
G35	Moreton 1853 Almshouses	A distinctive terrace of terrace of Grade II listed almshouses.
G36	Open Spaces	Undeveloped spaces which may include sports pavilions etc.
G37	Cemeteries	Cottenham has three open cemeteries, two in the precincts of All Saints' Church and the separate Dissenters' Cemetery in Lambs Lane.
G38	Medical Centre	Health facility incorporating interview and treatment facilities.
G39	Day Centre	Wellbeing Centre providing a hot meal and social networking.
G40	GP Practices	NHS facilities delivering primary care.
G41	Community Bus Service	Locally-operated public transport service incorporating both scheduled and ad-hoc services.
G42	Multi-purpose Village Hall	Halls, Meeting Rooms and Social spaces with modern safeguarding.
G43	Cottenham United Sports & Social Club	Sport-focused Social Club.
G44	Ladybird Pre-school	Pre-school care for 2-4 year-old children.
G45	Cambridge Kids Club	Out-of-school club for primary age children.
G46	2011 census	UK National census carried out in 2011.
G47	Cottenham Salvation Army	Cottenham branch of the Salvation Army.
G48	Community Centre	Former Methodist Church, now operating as a Community Centre.
G49	Cottenham Club	Former Conservative Club, now operating as a Social Club.
G50	All Saints' Church Hall	Church Hall associated with All Saints' Church.
G51	Cottenham Village College	Secondary state education venue.
G52	Cottenham Primary School	Primary state education venue.
G53	Rural Centre	A relatively-sustainable village within the SCDC Local Plan.
G54	Nursery	Generic term for facility offering child-care to pre-school children.
G55	MUGA	Multi-Use Games Area – typically an enclosed floodlit hard court marked out for basketball, 5-a-side football, netball and, possibly, tennis.
G56	Sports pavilion	Facility with changing rooms, showers and social space
G57	Fields in Trust	Fields in Trust - Successor to the National Playing Fields Association and King George V Fields.
G58	LEAP	Local Equipped Area for Play.
G59	NEAP	Neighbourhood Equipped Area for Play.
G60	Supermarket	Store selling most household items for weekly shop.
G61	Burial Ground	See Cemeteries above (G37).
G62	Community Land Trust	Locally affordable housing trust.
G63	CIHT	Chartered Institution of Highways & Transportation – usually as source of 800 metres being within easy walking distance for able-bodied adults.
G64	NP survey	A parish-wide survey of all residences within Cottenham; there were 973 responses. (see B1).
G65	Local Green Space	Areas having similar protection to Green Belt.
G66	Protected Village Amenity Areas	Protected amenity areas within the development framework.
G67	Cottenham CLT Limited	Charitable Community Land Trust in Cottenham.
G68	"7 issues" survey	A parish-wide survey focused on seven NP topics.
G69	Event Management Plan	A plan to ensure safe movements of pedestrian and vehicular traffic during events.
G70	Village development framework	A notional line around the village, identifying two planning regimes – village framework and open countryside.
G71	Drop in & Chat Centre	Somewhere for the lonely to "drop in and chat" over a cuppa.
G72	Market signals	Various factors which increase or decrease local housing demand away from national trend.
G73	SUDS	Sustainable Urban Drainage System for surface water management.

Appendix B: Bibliography

Reference	Paper
B1	Cottenham Neighbourhood Plan Survey – Final Report (NPS)
B2	Cottenham draft Pre-submission Neighbourhood Plan v2.1
B3	Cottenham draft Pre-submission Neighbourhood Plan v3.1
B4	AECOM Housing Needs Assessment
B5	AECOM Site Assessment
B6	AECOM Heritage & Character Assessment
B7	Evidence Paper E1 Housing need and supply
B8	Evidence Paper E2 Brownfield sites
B9	Evidence Paper E3 Rural Exception Sites and Community Land Trust
B10	Evidence Paper E4 Recreation Ground
B11	Evidence Paper E5 Village Hall
B12	Evidence Paper E6 Nursery
B13	Evidence Paper E7 Medical and Drop-in & Chat Centre
B14	Evidence Paper E8 Village heritage and character
B15	Evidence Paper E9 NP Golden thread
B16	Evidence Paper E10 Burial ground extensions
B17	Evidence Paper E11 Drainage & Flooding
B18	Evidence Paper E12 Village Design Statement 2007
B19	Evidence Paper E13 Traffic & Transport Strategy
B20	Evidence paper E14: Community Transport
B21	Evidence paper E15: Play
B22	Evidence Paper E16: Open Space
B23	Cottenham draft Pre-submission Neighbourhood Plan v4.2
B24	Strategic Environment Screening Opinion
B25	Consultation Statement
B26	Cottenham Submission Neighbourhood Plan v5
B27	Strategic Environmental Assessment
B28	Basic Conditions Statement
B29	Cottenham NP Examiner's Report
B30	South Cambridgeshire Local Plan (also referred to as "LP")
B31	Cottenham Post Examination draft Neighbourhood Development Plan v6.2
B32	Cottenham Referendum Neighbourhood Plan
B33	National Planning Policy Framework (2012)

Appendix C: Drainage & Flooding

Cottenham, as can be seen from the topology and hydrology chart in figure C1, is prone to flooding. Much of Cottenham parish is less than 5 metres above sea level and below the water level in the two embanked rivers that take surface water away to the sea.

Surface water from most of the village flows into the network of drains in the surrounding countryside which route it northwards to one or other of the pumps managed by the Old West Internal Drainage Board which lift the water into the Great Ouse, a.k.a. the Old West River. Surface water from the higher ground of Tenison Manor and Victory Way flows via open ditches into the Cottenham Lode joining water that has been collected from many villages to the south west, including developments in Bar Hill and West Cambridge and from Northstowe, except under emergency conditions.

All development hardens the ground, accelerating run-off downwards throughout the area. It is imperative that new development - from hardening a driveway (urban creep – as much as 0.4 to 1.1 m² per house per annum) to adding a residential neighbourhood - does not overload the network. Use of adequately sized sustainable drainage systems, incorporating measures to retain water on-site and reduce run-off rates back to the pre-development rate after a worst-case sustained storm, with suitable arrangements for their long-term maintenance, is imperative.

The Environment Agency, responsible for the Cottenham Lode and Great Ouse, generally applies a maximum design run-off rate of 2 litres / second / hectare of developed land where the run-off is gravity-assisted. The pumped networks managed by the various Internal Drainage Boards require the tighter 1.1 litres / second / hectare design limit of their pumping systems. Cottenham Parish Council, along with Anglian Water, will shortly assume responsibility for the Tenison Manor surface water drainage up to its discharge into Cottenham Lode.

The Tenison Manor development includes surface water run-off by gravity via open ditches which channel water to the retention pond on the Broad Lane Amenity Area. The pond absorbs storm flows and a hydrobrake and flap valve limit release of water into the Catchwater Drain and, via another flap valve, into the Cottenham Lode and hence to the Old West River (a.k.a. Great Ouse). Additional Sustainable Urban Drainage schemes (SUDs) are being introduced on more recent developments in the village.

Development, in Cottenham and upstream, is increasing the amount of surface water that the drains and the Lode are expected to drain away, increasing the consequences of any system failure. The main vulnerabilities are failure of Drainage Board pumps to maintain low surface water levels around Cottenham, inundation from rising sea levels that force the downstream sluices to be closed, a breach of the embanked sections or a breach between the Lode and either of the under-Lode culverts that take water underneath the Lode to the Ouse.

To maintain safety, in the absence of work to increase Lode capacity by dredging or increasing bank height, new developments need planning conditions or obligations to ensure:

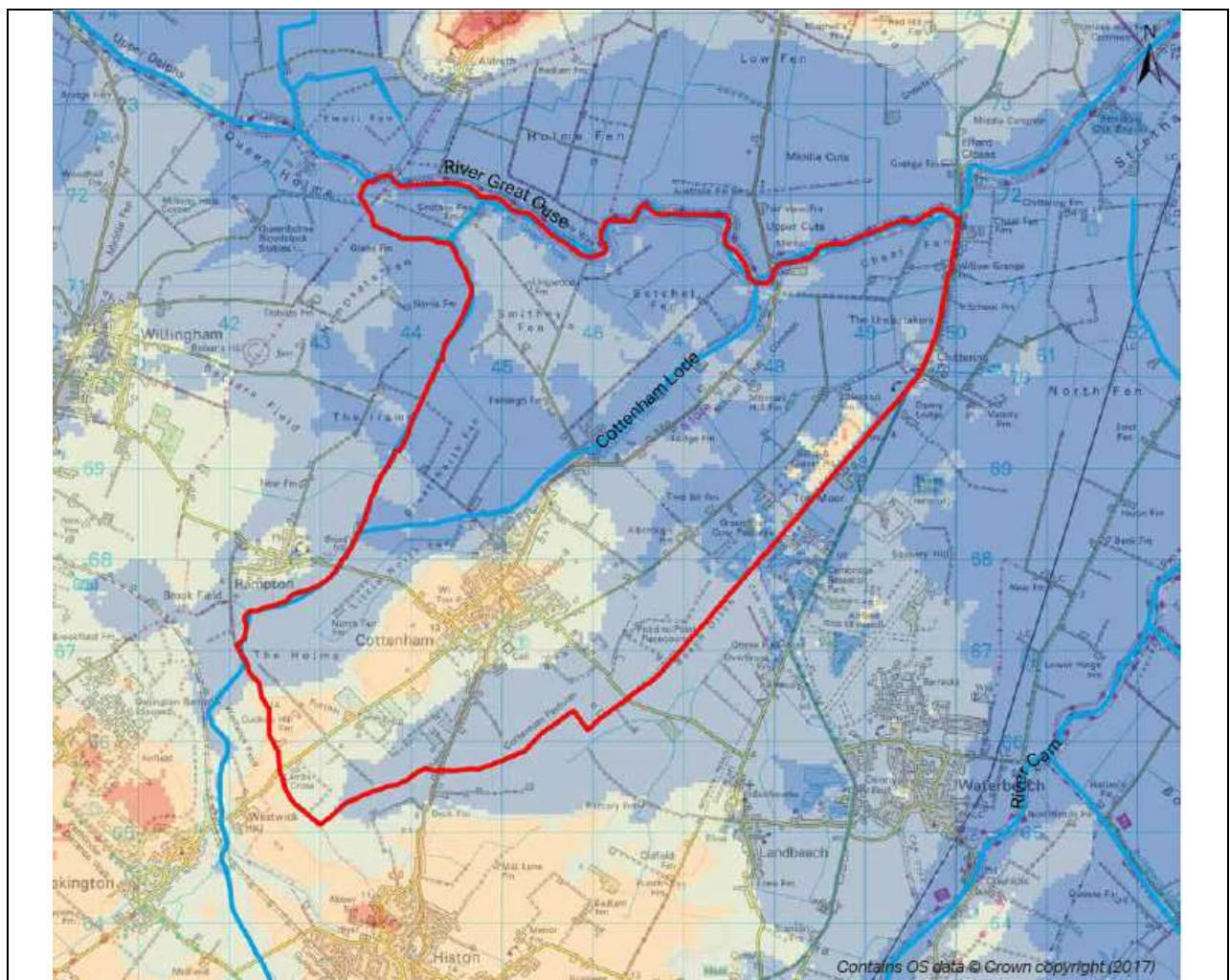
- 1) adequate surface water is retained on-site so that run-off rates do not exceed 1.1 litres / second / hectare of developed land

- 2) further hardening of the site under future permitted development is either prevented, or allowed for by using a, say, 10% uplift in the assumption of area developed
- 3) the technical design should be approved independently by the Chief Engineer of the Internal Drainage Board before any works start
- 4) an “enduring party” is contracted and funded to maintain the system in perpetuity, before any development starts.

Work is also needed with the Internal Drainage Board to ensure that their pumping capacity remains adequate to cope with changing conditions.

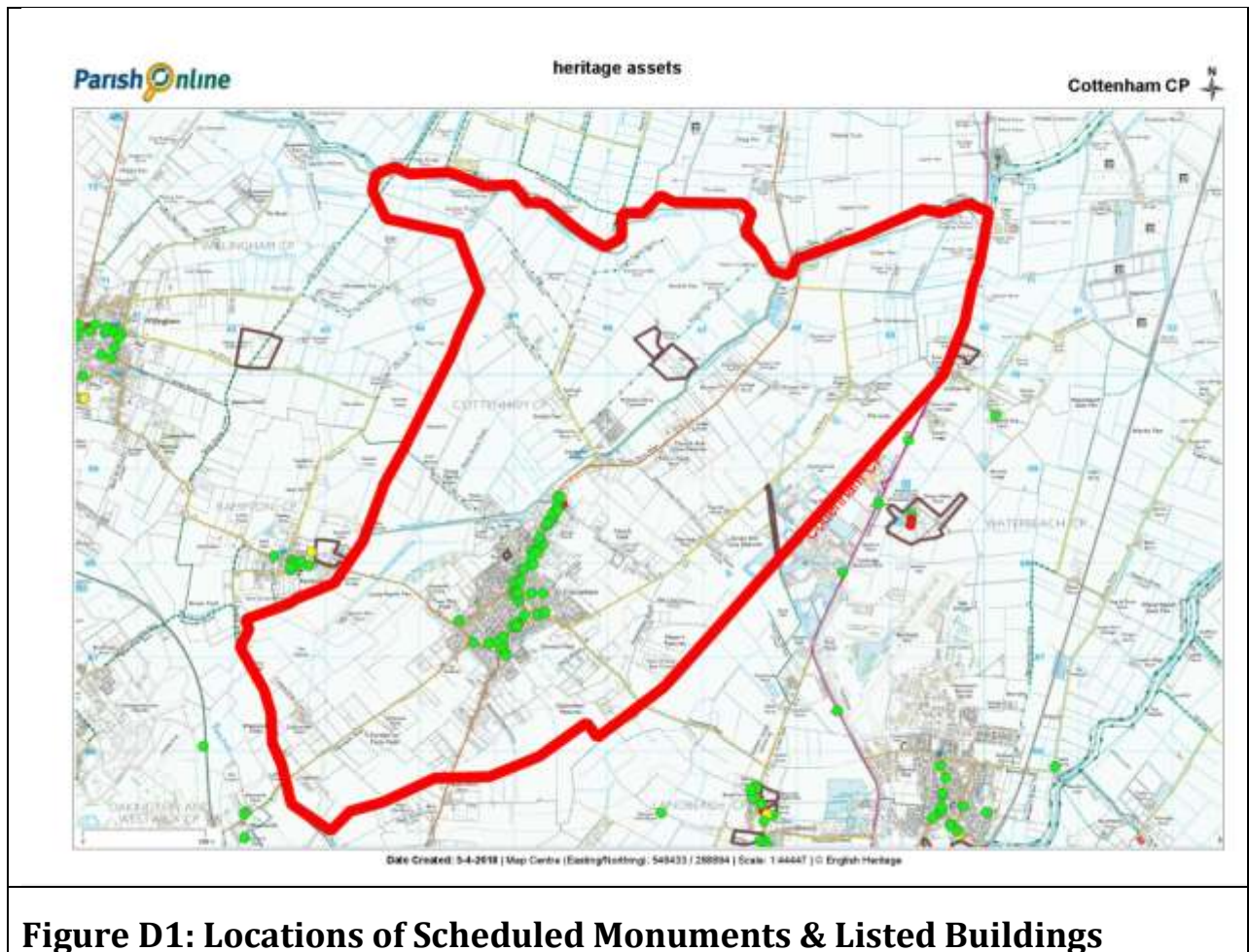
Residents of individual properties should also take steps to protect themselves from the effects of a flood, should it occur.

Whether using extensive soakaways, tree belts or retention ponds with hydrobrakes, these systems must be designed and maintained effectively by “enduring” partners.



Appendix D: Cottenham's heritage assets (2017)

Heritage assets are identified in the AECOM Heritage and Character Assessment^{B6}.



Scheduled Monuments (outlined in brown on Figure D1)

There are three scheduled monuments within the parish

- Car Dyke segment - in east of parish between Green End and Top Moor
- Crowlands Moat - within village, off Broad Lane.
- Romano-British settlement - adjacent to Cottenham Lode north of the village



Listed Buildings (marked as green disks on Figure D1)

Broad Lane

No. 4, Oaslands

Corbett Street

No. 17, No. 44

Denmark Road

No. 56, No. 60, Olde Thatch No. 41

High Street

No. 1 Church of All Saints (Grade I)

No. 7 No. 11 No. 13 No. 27, Fenway No. 29 No. 35 No. 41

No. 87, Sunnyholme Barn rear of 87

No. 101 No. 109, King Smith Cottage

No. 135, The Three Horseshoes Gig House and Stables

No. 185, Mitchell House Wall, gates and gatepiers to No. 185

Nos. 191 & 193 Nos. 219 & 221

No. 223, Rose Villa (& 223a & 9 & 10 Beagle Court) No. 279

No. 297, The Chequers Public House;

War Memorial

No. 307 No. 309 No. 331

No. 333, The Limes, Curtilage barn rear of No. 333 (now 4 Bramley Close)

No. 337 & 339

Barns rear of No. 343 (1, 2 & 3 Elm Barns)

No. 2, The Old Rectory

No. 10,

No. 28, Mulberry Cottage

No. 30 No. 32 No. 46, The Lindens No. 48, Dorset House No. 52 No. 60

No. 82, White Cottage

No. 86 Office adjoining No. 86

No. 120, Pond Farmhouse

Nos. 156 & 158 Old Meeting Baptist Church

No. 160, No. 188

No. 190, Abletts House

No. 214 No. 216, Pelham House No. 218

No. 220, Gothic House Nos. 226 & 228 No. 284 No. 290 No. 316 No. 318 No. 324

No. 332 Barn rear of No. 344 (3 Manor Farm Court)

Rampton Road

Nos. 25-41 (odds) Moreton's Charity Almshouses,

Tower Mill



Non-designated heritage assets

- a) **354 High Street** is a well-preserved house, constructed of gault brick, built before the 1887 Ordnance Survey map. The house has notable architectural features, including overhanging eaves and four tall pairs of chimney stacks. The house faces onto The Green and enhances the visual interest of this key focal area of the village.
- b) **Cottenham Methodist Church** was constructed in 1864 for Wesleyan Methodists. The chapel's Gothic Revival style, constructed of gault brick with red brick dressings, is architecturally distinct from most structures within the Neighbourhood Area and holds a prominent location on a bend of the High Street. The chapel also holds historic value in its representation of non-conformist beliefs in Cottenham from the mid-19th century to the present.
- c) The neighbouring **250 High Street**, was built in 1866 and shares the Gothic Revival style of the historically associated Cottenham Methodist Church. Architectural interest is derived from its style, while the greatest interest is derived from the group value with the church.
- d) The former **Ebenezer Baptist chapel** on Rooks Street was built in 1856, on the site of an earlier chapel. The building is typical of non-conformist chapel architecture, with a parapet gable facing onto Rooks Street but otherwise is modest architecturally. The chapel is of historic interest to the diversity of non-conformist beliefs in the village.
- e) **Manor Farmhouse** (344 High Street) is a red brick house with blue brick and stone dressings constructed in the latter half of the 19th century in a Tudor revival style. The farmhouse faces onto The Green and is distinct.
- f) The **Hop Bind** public house (212 High Street) was constructed in the 19th century, prior to 1887. Although not architecturally distinct from other structures in Cottenham, the public house has historically represented a social amenity to the village, and continues as such.
- g) The **Cottenham Club**, built in 1904, is white rendered with a mock timbered second storey gable. Originally the Victoria Institute, a private club which remained until 1911 when finances forced its closure and replacement by a Conservative Club for some years. The building is located on a prominent site at the junction of Lambs Lane and High Street and enhances the sense of diversity in the built environment of Cottenham's historic core. The club is also of value to the village's modern social history.
- h) The **Salvation Army Community Church** on High Street was built in 1937 and is constructed of light red brick with concrete coping and roof tiles. The building is of a modernist inspired style, with reference to non-conformist chapel architecture in its street facing parapet gable.
- i) **327 High Street** is a 19th century house, built before 1887, constructed of gault brick, with stone and timber dressings. Notable features include a projecting eaves cornice and ornate door case. The house marks the northern boundary of The Green area, and the visual interest derived from the building enhances the setting of the key open area.

Appendix E: Open Spaces

- E1.1 Cottenham has a generous amount of open space (see Figure E1), mostly accessible to the public, although more use could be made of each, by encouraging greenway interconnections, especially alongside footpaths, to extend the habitat opportunities for wildlife and create off-road links within the village and to the outlying rural spaces.
- E1.2 Wherever possible, Cottenham’s larger public open spaces will be maintained as Local Green Space^{G65} or Protected Village Amenity Areas^{G66} to encourage public use while nurturing Cottenham’s collection of trees.
- E1.3 Trees form an important part of Cottenham’s heritage. Particular protection should be afforded to:
- Horse Chestnut and Lime trees on the Village Green
 - Monkey Puzzle trees within the Dissenters’ cemetery
- E1.4 Additional planting of native tree species around public open spaces^{G36} will be encouraged to replace the gradual loss over time.
- E1.5 The Village Design Statement^{B18} advised “Landowners, community groups and individuals should be encouraged to plant native tree species to retain landscape character and to benefit wildlife within the village.”

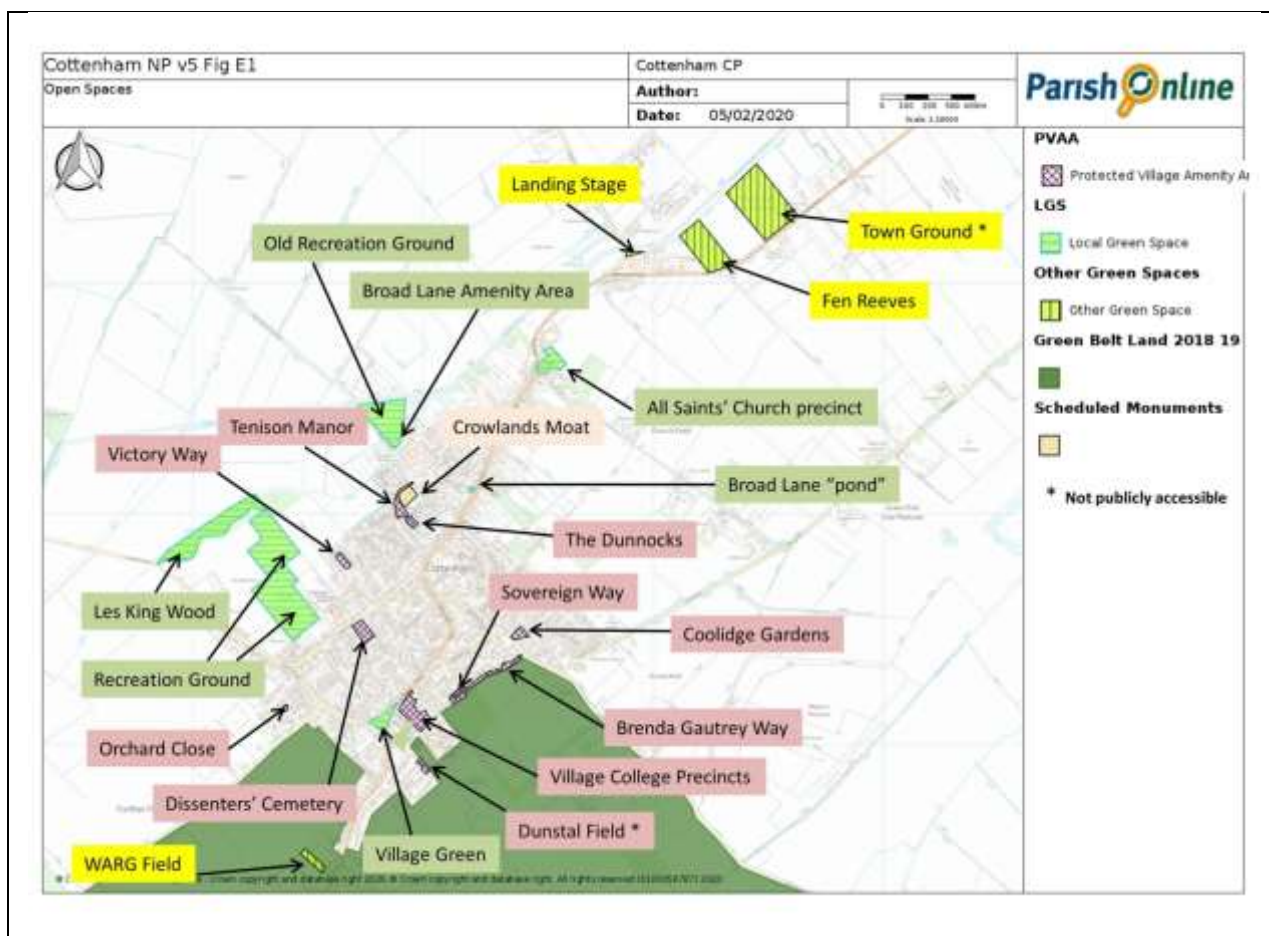


Figure E1: Cottenham’s Open Spaces showing LGS and PVAA



- E1.6 Cottenham's open space (see Figure E1), not all of which are accessible to the public:
- a) The **Village Green** (0.59ha) will be conserved as a focal point of the village to:
 - i. encourage a variety of shared activities for the benefit of all age groups
 - ii. maintain a central green space planted with protected mature indigenous trees
 - b) The **Recreation Ground**, including the **King George V Playing Field** (total 8.34 ha) will be conserved as the village's principal hub for formal sports and informal play, recreation and community activity. The aim of the plan is to:
 - i. broaden the range of sports activities supported
 - ii. interconnect the grounds with other village green spaces using off-road pathways wherever possible
 - iii. nurture the benefits of proximity to the primary school by supporting provision of nursery and out-of-school care
 - c) The **Broad Lane Recreation Ground** (1.77 ha) and neighbouring **Amenity Area** (0.85 ha) will be developed to:
 - i. increase the stock of native English trees
 - ii. provide a mix of recreational opportunities including play areas and informal recreation space
 - iii. interconnect the grounds with other village green spaces using off-road pathways wherever possible
 - iv. create safe dog-walking opportunities
 - d) The **Broad Lane "Pond"** (0.05 ha) will be conserved as a small green wooded area.
 - e) The **Crowlands Moat** (1.25 ha) will be conserved as an ancient monument and habitat for the established population of Great Crested Newt
 - i. maintain the space, its ditches and trees in accordance with the agreed plan
 - ii. provide informal dog-walking area and informal recreation facilities
 - f) Trustees of Cottenham's three **Cemeteries**^{G37} will be encouraged to develop them as peaceful open spaces with new plantings of indigenous trees supplementing the established trees.
 - g) **Fen Reeves, Les King Wood and the Tenison Manor** tree belts will be conserved and made more accessible to residents.
 - h) The **WARG field** (0.33 ha) will be conserved as an open space in the south end of the village with appropriate tree plantings over time
 - i) The **Landing Stage**, and the **Town Ground** will continue to be leased to local businesses.
 - j) Smaller open spaces in residential areas – **Brenda Gautrey Way, Coolidge Gardens, Dunstal Field, Orchard Close, Tenison Manor, Victory Way.**



E1.7 Designated Local Green Spaces^{G65} in the SCDC Local Plan are:

- All Saints Church precincts (0.83 ha - ref. NH/12-39)
- Broad Lane "Pond" (0.05 ha - ref. NH/12-40)
- Broad Lane Amenity Area (0.85 ha - ref. NH/12-48b)
- Old Recreation Ground (1.77 ha - ref. NH/12-48a)
- Recreation Ground (8.34 ha - ref. NH/12-49a)
- Village Green (0.59 ha - ref. NH/12-53)

E1.8 Designated Protected Village Amenity Areas^{G66} in the SCDC Local Plan are

- a) The Dissenters' Cemetery, (0.51 ha - ref. NH/12-42)
- b) Brenda Gautrey Way (0.65 ha - ref. NH/12-45)
- c) Coolidge Gardens (0.27 ha - ref. NH/12-44)
- d) Dunstal Field (0.17 ha - ref. NH/12-46)
- e) Orchard Close (0.07 ha - ref. NH/12-43)
- f) Sovereign Way (0.1 ha - ref. NH/12-47)
- g) Victory Way (0.24 ha - ref. NH/12-41)

E1.9 Addition of play areas or individual items of fitness equipment are appropriate if of a suitable size not to dominate the space.

E1.10 Carefully-sited plantings of native tree species can enhance the landscape but village edge placements need particular care to balance the need for screening of the development when looking inwards against creation and retention of vistas when looking outward.

**Appendix 3 –
Basic Conditions and Legal Compliance Check – ‘For Referendum’ Neighbourhood Plan**

Cottenham Neighbourhood Plan – February 2020

a. Basic Conditions Check



Requirements	Local Planning Authority Comments	Basic Condition met?
<p>The Neighbourhood Plan has regard to national policies and advice contained in guidance issued by the Secretary of State and it is appropriate to make the Neighbourhood Plan.</p>	<p>The Council considers that the Neighbourhood Plan is consistent with national policies and advice in that the core land use planning principles set out in the National Planning Policy Framework (2012)¹ have been embodied in the Neighbourhood Plan.</p> <p>This conclusion is consistent with the examiner’s conclusions² that the Neighbourhood Plan has had regard to national planning policies and guidance, in that it sets out a positive vision for the future of the neighbourhood area and provides clarity and consistency on the shape of future development within the parish. The examiner has recommended a series of modifications to provide clarity and precision to the policies to ensure that the Neighbourhood Plan fully accords with national policy and guidance. South Cambridgeshire District Council and Cottenham Parish Council have agreed each of</p>	<p>Yes</p>

¹ Paragraph 214 of the National Planning Policy Framework (2018) confirms that for the purposes of examining a Neighbourhood Plan, the policies in the previous National Planning Policy Framework (2012) will apply where the Neighbourhood Plan was submitted to the local planning authority before 24 January 2019. The Cottenham Neighbourhood Plan was submitted to South Cambridgeshire District Council on 15 January 2019, and therefore references to the National Planning Policy Framework refer to the National Planning Policy Framework 2012 and not the National Planning Policy Framework 2018.

² Examiner’s Report on the Cottenham Neighbourhood Plan (see paragraph 6.23): <https://www.scambs.gov.uk/media/14231/cottenham-neighbourhood-development-plan-examiners-report-final-101219.pdf>

Requirements	Local Planning Authority Comments	Basic Condition met?
	the recommended modifications and the modifications are included in the 'For Referendum' version of the Neighbourhood Plan.	
The making of the Neighbourhood Plan contributes to the achievement of sustainable development.	<p>The Council considers that the Neighbourhood Plan contributes to the achievement of sustainable development, specifically by:</p> <ul style="list-style-type: none"> • including policies for both housing and employment within the Plan; • seeking to secure new community facilities through the Plan with policies for a new village hall, nursery and sports facilities and • including policies for the protection of the natural, built and historic environment of the parish. <p>This conclusion is consistent with the examiner's conclusion³ that the Neighbourhood Plan has set out to achieve sustainable development in the neighbourhood area:</p> <ul style="list-style-type: none"> • in the economic dimension through policies for housing and employment development (Policies COH/2-1 to 2-3 and COH/5.1 to 5.2 respectively) • in the social role it includes a policy on a village hall (Policy COH/4-2, a nursery (COH/4.3) and sports facilities(COH/4-4). • in the environmental dimension the Plan seeks to protect its natural, built and historic environment. It has a specific batch of policies in the village character part of the Plan (Policies COH/1-1 to 1-8). 	Yes

³ Examiner's Report on the Cottenham Neighbourhood Plan (see paragraph 6.11): <https://www.scambs.gov.uk/media/14231/cottenham-neighbourhood-development-plan-examiners-report-final-101219.pdf>

Requirements	Local Planning Authority Comments	Basic Condition met?
<p>The Neighbourhood Plan is in general conformity with the strategic policies contained in the development plan for the area.</p>	<p>The development plan for South Cambridgeshire consists of the adopted South Cambridgeshire Local Plan 2011-2031, and a list of strategic policies is included in Appendix E of the Local Plan. The Basic Conditions Statement, submitted by Cottenham Parish Council, considers whether the Neighbourhood Plan is in general conformity with these strategic policies.</p> <p>The Council considers that Policies of the Neighbourhood Plan are in general conformity with the strategic policies in the adopted South Cambridgeshire Local Plan.</p> <p>The examiner in his report concludes⁴ that the Neighbourhood Plan delivers a local dimension and supplements the detail already included in the adopted Local Plan, and on that basis is satisfied that the Neighbourhood Plan is in general conformity with the strategic policies in the development plan (see paragraph 6.12 -6.13 of the examiner's report)</p>	<p>Yes</p>
<p>The making of the Neighbourhood Plan does not breach, and is otherwise compatible with, European Union obligations.</p> <p>Prescribed conditions are met in relation to the Neighbourhood Plan, including that the making of the neighbourhood plan is not likely to have a significant effect on a European wildlife site or a European</p>	<p>The Council considers that the Neighbourhood Plan does not breach and is compatible with European Union Obligations.</p> <p><u>Strategic Environmental Assessment and Habitats Regulations Assessment</u>: a Strategic Environmental Assessment screening has been undertaken that determines that the Neighbourhood Plan is likely to result in significant environmental impacts and therefore does requires a Strategic Environmental Assessment. A Strategic</p>	<p>Yes</p>

⁴ Examiner's Report on the Cottenham Neighbourhood Plan (see paragraph 6.13.): <https://www.scambs.gov.uk/media/14231/cottenham-neighbourhood-development-plan-examiners-report-final-101219.pdf>

Requirements	Local Planning Authority Comments	Basic Condition met?
<p>offshore marine site either alone or in combination with other plans or projects.</p>	<p>Environmental Assessment was carried out in October 2018 to accompany the submission version of the Neighbourhood Plan. This was consulted upon from 7 December 2018 until 11 January 2019.</p> <p>A Habitat Regulations Assessment screening has also been undertaken that indicates that the Neighbourhood Plan is not predicted to have significant effects on any European site, either alone or in conjunction with other plans and projects. These conclusions are supported by the responses from the statutory bodies.</p> <p>During the course of the preparation of the Neighbourhood Plan, a case in the European Court (People Over Wind and Peter Sweetman, April 2018) changed the basis on which competent authorities are required to undertake Habitats Regulations Assessments. In September 2018, Essex Place Services, on behalf of South Cambridgeshire District Council, undertook a review of the screening determination from March 2018. The review concluded that the earlier Habitats Regulations Assessment screening determination was properly reached without regard to measures intended to avoid or reduce harmful effects on any European protected site either alone or in combination. The review also concluded that there was no need to progress to an Appropriate Assessment.</p> <p>As the modifications made to the Cottenham Neighbourhood Plan following its examination do not change the essence of its planning policies, the Strategic Environmental Assessment</p>	

Requirements	Local Planning Authority Comments	Basic Condition met?
	<p>and Habitats Regulations Assessment screening undertaken on a draft version of the Neighbourhood Plan in March and September 2018, and the screening determination published in September 2018 remain valid. As does the Strategic Environmental Assessment carried out in October 2018.</p> <p>This conclusion is consistent with the examiner's conclusion⁵ that a proportionate process has been undertaken in accordance with the various regulations and the Neighbourhood Plan is compatible with European obligations.</p> <p><u>Human Rights:</u> these issues have been considered in the preparation of the Neighbourhood Plan, as to meet the Basic Conditions a Neighbourhood Plan must not breach, and is otherwise compatible with, European Union obligations, including Human Rights. The Examiner in his report is satisfied that the submitted Plan has had regard to the fundamental rights and freedoms guaranteed under the European Convention on Human Rights and that it complies with the Human Rights Act. There is no evidence that has been submitted to suggest otherwise. (see paragraph 6.22 of the Examiners Report)</p>	

⁵ Examiner's Report on the Cottenham Neighbourhood Plan (see paragraph 6.14-6.22.): <https://www.scamb.gov.uk/media/14231/cottenham-neighbourhood-development-plan-examiners-report-final-101219.pdf>

b. Legal Compliance Check

Requirements and relevant legislation* and/or guidance	Local Planning Authority Comments	Legally compliant?
<p>The body submitting the neighbourhood plan is authorised to act (Planning and Compulsory Purchase Act 2004, as amended by the Localism Act 2011 s38A(1,2), S38C(2)(a) and 1990 Act schedule 4B, 6(2), as it applies 61F).</p> <p>In a designated neighbourhood area which contains all or part of the administrative area of a town or parish council, the town or parish council is responsible for neighbourhood planning. The relationship between any steering group and the town or parish council should be transparent to the wider public. For example, it should be clear whether a steering group 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.</p>	<p>The qualifying body is Cottenham Parish Council.</p> <p>The neighbourhood area was designated on 17 November 2015.</p> <p>Early in 2015 Cottenham Parish Council delegated two parish councillors and a district councillor to investigate the potential value of a Neighbourhood Development Plan for Cottenham. There were further discussions at the Annual Parish Meeting in 2015. The Parish Council allocated funding to the neighbourhood plan working party to start preparing a plan. (See paragraph 2.1-2.4 of the Consultation Statement). This working group has reported regularly on the progress of the plan to the parish council.</p>	<p>Yes</p>
<p>Section 38A of the Town and Country Planning Act 1990 as amended (by the Planning and Compulsory Purchase Act 2004 and the Localism Act 2011) defines a neighbourhood development plan as “a plan which sets out policies (however expressed) in relation to the development and use of land in the whole or any part of a particular neighbourhood area specified in the plan.”</p>	<p>The ‘for referendum’ version of the Cottenham Neighbourhood Plan meets this definition of a neighbourhood plan.</p>	<p>Yes</p>
<p>SI 2012/637 The Neighbourhood Planning (General) Regulations 2012, Regulation 15 – A qualifying body is required to submit:</p>	<p>The designated neighbourhood area is shown in Figure 1 of the ‘for referendum’ version the Cottenham Neighbourhood Plan.</p>	<p>Yes</p>

Requirements and relevant legislation* and/or guidance	Local Planning Authority Comments	Legally compliant?
<i>(a) A map or statement which identifies the area to which the proposed neighbourhood development plan relates.</i>		
<p><i>(b) A consultation statement.</i></p> <p>The statement should contain details of those consulted, how they were consulted, summarises the main issues and concerns raised and how these have been considered, and where relevant, addressed in the proposed Neighbourhood Plan.</p>	<p>A Consultation Statement accompanied the submission Neighbourhood Plan. The Consultation Statement includes:</p> <ul style="list-style-type: none"> • information on how the community have been kept informed throughout the production of the neighbourhood plan; • the details of those consulted and how they were consulted; • a summary of the issues and concerns raised; and • details on how the issues and concerns have been considered and where relevant, addressed. 	Yes
<i>(c) The proposed neighbourhood development plan.</i>	<p>The Local Planning Authority received the submission Neighbourhood Plan on 15 January 2019.</p> <p>The independent examiner appointed to examine the Neighbourhood Plan has concluded that subject to a series of recommended modifications set out in his report that the submitted Neighbourhood Plan meets all the necessary legal requirements and should proceed to referendum. A 'for referendum' version of the Neighbourhood Plan has been prepared taking account of the Examiner's recommended modifications. The 'for referendum' version of the plan also includes some additional minor modifications to update the Plan. .</p>	Yes
<i>(d) A Statement explaining how the proposed neighbourhood development plan meets the requirements of paragraph 8 of Schedule 4B to the</i>	A Basic Conditions Statement accompanied the submission Neighbourhood Plan.	Yes

Requirements and relevant legislation* and/or guidance	Local Planning Authority Comments	Legally compliant?
<p><i>1990 Act as revised by s38C of the Planning and Compulsory Purchase Act 2004, (as amended).</i></p> <p>The local planning authority has to be satisfied that a basic condition statement has been submitted.</p>	<p>The statement clearly demonstrates how Cottenham Parish Council considers that each of the Basic Conditions have been met. The legislation and planning policies referred to in the statement are correct at the time of submission.</p> <p>The 'for referendum' version of the Neighbourhood Plan includes some minor modifications to update the Plan.</p>	
<p><i>(e) The Plan needs to be submitted with one of the following i) a statement of reasons for a determination under regulation 9(1) of the Environmental Assessment of Plans and Programmes Regulations 2004 that the proposal is unlikely to have significant environmental effects OR ii) an environmental report in accordance with paragraphs (2) and (3) of regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 (as set out in the Neighbourhood Planning (General Amendment) Regulations 2015, (which amends Regulation 15 of the Neighbourhood Planning (General) Regulations 2012)).</i></p> <p>If an Environmental Report is required, then this needs to have been subject to the required level of consultation, and should comply with the government's Strategic Environmental Assessment guidance. In terms of consultation, the 'consultation bodies' (Environment Agency, Natural England and Historic England) must have been consulted at scoping stage (for 5 weeks). There is no requirement</p>	<p>In September 2018, South Cambridgeshire District Council and Cottenham Parish Council published a Strategic Environmental Assessment Screening Determination Statement. This statement sets out the reasons for the determination that the Cottenham Neighbourhood Plan is likely to result in significant environmental effects and therefore requires a Strategic Environmental Assessment. This was carried out in October 2018.</p> <p>The Screening Determination Statement was underpinned by a Strategic Environmental Assessment Screening Report undertaken by Essex Place Services on behalf of South Cambridgeshire District Council and Cottenham Parish Council, and the opinions of the three statutory bodies. Consultation with the three statutory bodies (Environment Agency, Natural England and Historic England) on the draft screening report for the Cottenham Neighbourhood Plan started on 19 March 2018. The consultation responses received are included in Appendix 2 of the Screening Determination Statement. The statutory bodies agreed with the conclusion reached.</p>	Yes

Requirements and relevant legislation* and/or guidance	Local Planning Authority Comments	Legally compliant?
<p>for public consultation on the scoping report. The draft Environmental Report on the pre-submission neighbourhood plan will need to be subject to public consultation for 6 weeks. The draft Environmental Report must be made available at the same time as the draft plan, as an integral part of the consultation process, and the relationship between the two documents clearly indicated.</p>	<p>The Strategic Environmental Assessment Screening Determination Statement (including the Strategic Environmental Assessment and Habitats Regulations Assessment screening reports) and the Strategic Environmental Assessment was submitted by Cottenham Parish Council alongside the Neighbourhood Plan.</p> <p>As the modifications made to the Cottenham Neighbourhood Plan following its examination do not change the essence of its planning policies, the Strategic Environmental Assessment screening undertaken on a draft version of the Neighbourhood Plan in March and September 2018, and the screening determination published in September 2018 and Strategic Environmental Assessment published in October 2018 remain valid.</p>	
<p>The Neighbourhood Plan and accompanying documents meet the scope of neighbourhood plan provisions i.e. specifies the period for which it covers, does not include provision about development that is 'excluded development' (as set out in section 61K of the 1990 Act - s38B(6) Planning and Compulsory Purchase Act) and does not relate to more than one neighbourhood area (2004 Acts 38B (1 & 2) (4)).</p>	<p>The 'for referendum' version of the Neighbourhood Plan covers the period 2018-2031, mirroring the adopted South Cambridgeshire Local Plan.</p> <p>The 'for referendum' version of the Neighbourhood Plan does not contain policies relating to 'excluded development'.</p> <p>The Neighbourhood Plan does not relate to more than one neighbourhood area.</p> <p>There is not more than one Neighbourhood Plan in existence in Cottenham</p>	Yes
<p>The Qualifying Body has undertaken the correct procedures in relation to consultation and publicity.</p>	<p>The Parish Council submitted a Consultation Statement, alongside the submission version of the Neighbourhood Plan, that demonstrates compliance with SI 2012/637 The</p>	Yes

Requirements and relevant legislation* and/or guidance	Local Planning Authority Comments	Legally compliant?
	Neighbourhood Planning (General) Regulations 2012, Regulation s15(2).	
The draft Neighbourhood Plan should be checked to ensure it is not a 'repeat' proposal. If so, the Local Planning Authority can decline to consider the plan (Town and Country Planning Act 1990 Act Schedule 4B s5 and s18 as varied by s38C of the Planning and Compulsory Purchase Act 2004).	The 'for referendum' version of the Cottenham Neighbourhood Plan is not a repeat proposal.	Yes
<p>The pre-submission consultation requirements need to have been satisfied. Before submission to the Local Planning Authority the qualifying body should:</p> <ol style="list-style-type: none"> 1. publicise (but this does not have to be on a web site) in a way that is likely to bring to the attention of people who live work or carry on business in the area details of: <ol style="list-style-type: none"> a. the proposals b. when and where they can be inspected c. how to make representations, and d. the deadline for making representations – not less than 6 weeks from first publicised. 2. consult any consultation body whose interests they consider may be affected by the proposals for a Neighbourhood Plan. 3. send a copy of the Neighbourhood Plan to the Local Planning Authority. (Regulation 14 of the Neighbourhood Planning (General) Regulations 2012. 	<p>Cottenham Parish Council has complied with the requirements of the regulations in respect of the scope of their pre-submission consultation and this is evidenced within Section 6 of their submitted Consultation Statement.</p> <p>The parish council carried out two pre-submission consultations – one in 2017 followed by one in 2018.</p> <p>The consultation period for the latest pre-submission Neighbourhood Plan was 19 June to 7 August 2018. The statutory consultation bodies consulted are listed in Appendix C of the Consultation Statement.</p> <p>A copy of the pre-submission Neighbourhood Plan was provided to the Local Planning Authority.</p>	Yes
Are there any conflicts in the Neighbourhood Plan between policies and other statements or information? (s38B(3) Planning and Compulsory	No, there are no conflicts.	Yes

Requirements and relevant legislation* and/or guidance	Local Planning Authority Comments	Legally compliant?
Purchase Act 2004.)		
<p>The Conservation of Habitats and Species Regulations 2010 as amended by Schedule 2 of the Neighbourhood Planning (General Regulations) 2012, i.e. Regulations 102 and 102A, Assessment of implications for European site: <i>A qualifying body which submits a proposal for a neighbourhood development plan must provide such information as the competent authority may reasonably require for the purposes of the assessment under regulation 102 or to enable them to determine whether that assessment is required.</i></p>	<p>In September 2018, South Cambridgeshire District Council and Cottenham Parish Council published a Strategic Environmental Assessment Screening Determination Statement. This statement determines that the making of the Cottenham Neighbourhood Plan is not likely to have a significant effect on a European site, either alone or in combination with other plans and projects. This Screening Determination Statement was underpinned by a Habitats Regulations Assessment Screening Report undertaken by Essex Place Services on behalf of South Cambridgeshire District Council and Cottenham Parish Council, and the opinions of the three statutory bodies. Consultation with the three statutory bodies (Environment Agency, Natural England and Historic England) on the draft screening report for the Cottenham Neighbourhood Plan started on 19 March 2018. The consultation responses received are included in Appendix 2 of the Screening Determination Statement. The statutory bodies agreed with the conclusion reached.</p> <p>The Strategic Environmental Assessment Screening Determination Statement (including the Strategic Environmental Assessment and Habitats Regulations Assessment screening reports) and the Strategic Environmental Assessment was submitted by Cottenham Parish Council alongside the Neighbourhood Plan.</p> <p>During the course of the preparation of the Neighbourhood Plan, a case in the European Court (People Over Wind and Peter Sweetman, April 2018) changed the basis on which</p>	<p>Yes</p>

Requirements and relevant legislation* and/or guidance	Local Planning Authority Comments	Legally compliant?
	<p>competent authorities are required to undertake Habitats Regulations Assessments. In September 2018, Essex Place Services, on behalf of South Cambridgeshire District Council, undertook a review of the screening determination from March 2018. The review concluded that the earlier Habitats Regulations Assessment screening determination was properly reached without regard to measures intended to avoid or reduce harmful effects on any European protected site either alone or in combination. The review also concluded that there was no need to progress to an Appropriate Assessment.</p> <p>As the modifications made to the Cottenham Neighbourhood Plan following its examination do not change the essence of its planning policies, the Habitats Regulations Assessment screening undertaken on a draft version of the Neighbourhood Plan in March 2018, and the screening determination published in September 2018 along with the Strategic Environmental Assessment carried out in October 2018 remain valid.</p>	

CONCLUSION: South Cambridgeshire District Council has confirmed that the ‘For Referendum’ version of the Cottenham Neighbourhood Plan meets the legislative requirements.

The draft Cottenham Neighbourhood Plan submitted to South Cambridgeshire District Council met the requirements in the legislation, and South Cambridgeshire District Council publicised the neighbourhood plan for a minimum of 6 weeks, invited comments, notified any consultation body referred to in the consultation statement and sent the draft neighbourhood plan to independent examination. Following examination, South Cambridgeshire District Council has determined that the ‘For Referendum’ version of the Cottenham Neighbourhood Plan is ready for a public referendum (Schedule 4B of the Town and Country Planning Act 1990 (as varied by s38A & 38C of the Town and Country Planning Act)).

* Please note that all references to primary and secondary legislation are to those enactments as amended.