

# Neighbourhood Planning

## Application to designate a Neighbourhood Area



Town and Country Planning Act 1990  
 Neighbourhood Planning (General) Regulations 2012, (Amendments)  
 Regulations 2015 and 2016

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

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

### Data Protection and Freedom of Information

Information in this form will be used solely for statutory Neighbourhood Planning consultations. Information, including names and contact information, will be available to view on the Council's website.

By submitting this response form you are agreeing to these conditions.

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

**PLEASE COMPLETE THIS FORM USING INFORMATION AND CONTACT DETAILS WE CAN PUBLISH ON OUR WEBSITE**

1	Name of parish (or lead parish where there is more than one). Where there is no parish council in place to make this application, please contact the Council for assistance in applying to designate a Neighbourhood Forum	Orwell
2	Address	Orwell Parish Council The Sheltered Housing Communal Building, Elin Way, Meldreth, Royston SG8 6LX
3	Contact name & position	Judy Damant, Parish Clerk, Orwell Parish Council
4	Telephone number	01763 269928
5	E-mail	clerk@orwellparishcouncil.co.uk
6	Additional parish contact details If applicable, please list all parishes involved in this application and provide contact details for the clerks of each.	n/a

7	<p>Name of Neighbourhood Area In many cases this will reflect the name of the parish/es it covers</p>	Orwell
8	<p>Proposed Neighbourhood Area The parish boundary might provide a good basis for a Neighbourhood Area but this is not obligatory. You must state why you consider the boundary you have proposed appropriate for designation. Without this information, your application cannot be processed.</p> <p>Also, you must provide an Ordnance Survey Map showing clearly the boundary of the proposed Neighbourhood Area. Your application cannot be processed without a map. If you need help to prepare a map please contact <a href="mailto:Neighbourhood.Planning@scambs.gov.uk">Neighbourhood.Planning@scambs.gov.uk</a> or call 01954 713182</p>	<p>The Proposed Neighbourhood Area is the whole Parish of Orwell.</p> <p>The Parish Council considered this to be appropriate as the essential character of the village is not limited by the area where housing and developments exist but it is linked to the enjoyment of, and access to, the surrounding countryside within the Parish Boundary; including chalk streams, hills, woodland and arable land. Footpaths from the village extend in all directions from the existing built-up area-linking the community with the wider landscape.</p>
9	<p>Local publicity about your proposal to prepare a Neighbourhood Plan Please tell us what you have done so far to let your local community (e.g. residents, landowners, businesses) know you are considering preparing a Neighbourhood Plan for the proposed neighbourhood area. For example have you run public events, placed articles in the local press, made efforts to reach isolated residents?</p>	<p>An information stand was presented at Orwell's monthly Pannier market (Sept 2021) which is widely promoted in Orwell and neighbouring villages. The stand presented what a Neighbourhood plan might mean to the village, and a map with the proposed Neighbourhood Area showing the full area within the Parish Boundary. There was great interest from the public and, of those visiting, 14 individuals also offered to volunteer in supporting the development of a NP for Orwell.</p> <p>An article describing what a Neighbourhood Plan is, and what it might entail, was published in the September 2021 edition of the quarterly Orwell bulletin, issued free of charge to every household in the village. An email went out at the same time via the 'Orwell News' to mirror the messages.</p> <p>An online survey was issued via the Orwell News (which is sent to over 500 people), to which we had 60 responses. Of these, 95% were in favour of Orwell creating a Neighbourhood Plan and 98% were in favour of the NP covering the entire parish of Orwell (as per the Parish Council's proposal &amp; highlighted in a map highlighting the Parish Boundary)</p> <p>The online survey results were published in the December 2021 bulletin to update the community and publicise an 'open' Neighbourhood Plan meeting to be held in Jan 2022.</p> <p>In January 2022 approximately 40 people attended a meeting to learn more about Neighbourhood Plans in general, have the opportunity to ask</p>

		<p>questions/comment the proposals to develop a Neighbourhood Plan for Orwell and Orwells proposed Neighbourhood Area designation (whole parish)</p> <p>The March 2022 Orwell Bulletin included an article to update all residents on 'Orwell Past, Present and Future' (the banner under which all Neighbourhood Planning communications are issued).</p> <p>Orwell Parish Council has included the 'Neighbourhood Plan' as a Agenda item for all council meetings held since Jan 2020 and individuals can read the latest news on the N.Plan via the minutes which are publicly available on the Orwell village website</p>
10	<p><b>Declaration</b></p> <p>I/we hereby declare that this parish council is a constituted parish council and is the qualifying body to act in this context. Local contact information is enclosed and/or being sent electronically</p> <p>Where relevant, please ensure all other parishes involved have signed this application form. Continue on another sheet if necessary</p>	<p>Name: Judy Damant</p> <p>Signature: [redacted]</p> <p>Parish (lead parish where there is more than one): Orwell</p> <p>Date (dd/mm/yy): 14/06/22</p>

**Note – please read Guidance note 4 in our Planning Toolkit about ‘Getting a neighbourhood area designated’ before completing this form:**

<https://www.greatercambridgeplanning.org/media/2299/neighbourhood-planning-toolkit-getting-a-neighbourhood-area-designated-december-2017.pdf>

### **Application for Neighbourhood Area designation**

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

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

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

Applications must include a statement confirming that the parish council is the qualifying body.

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

### **Areas with no parish council**

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

### **Filling out the form**

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

### **Map of the Area**

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

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

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

- Signed the declaration
- Included a map of the nominated Neighbourhood Area

### **Completed forms should be returned**

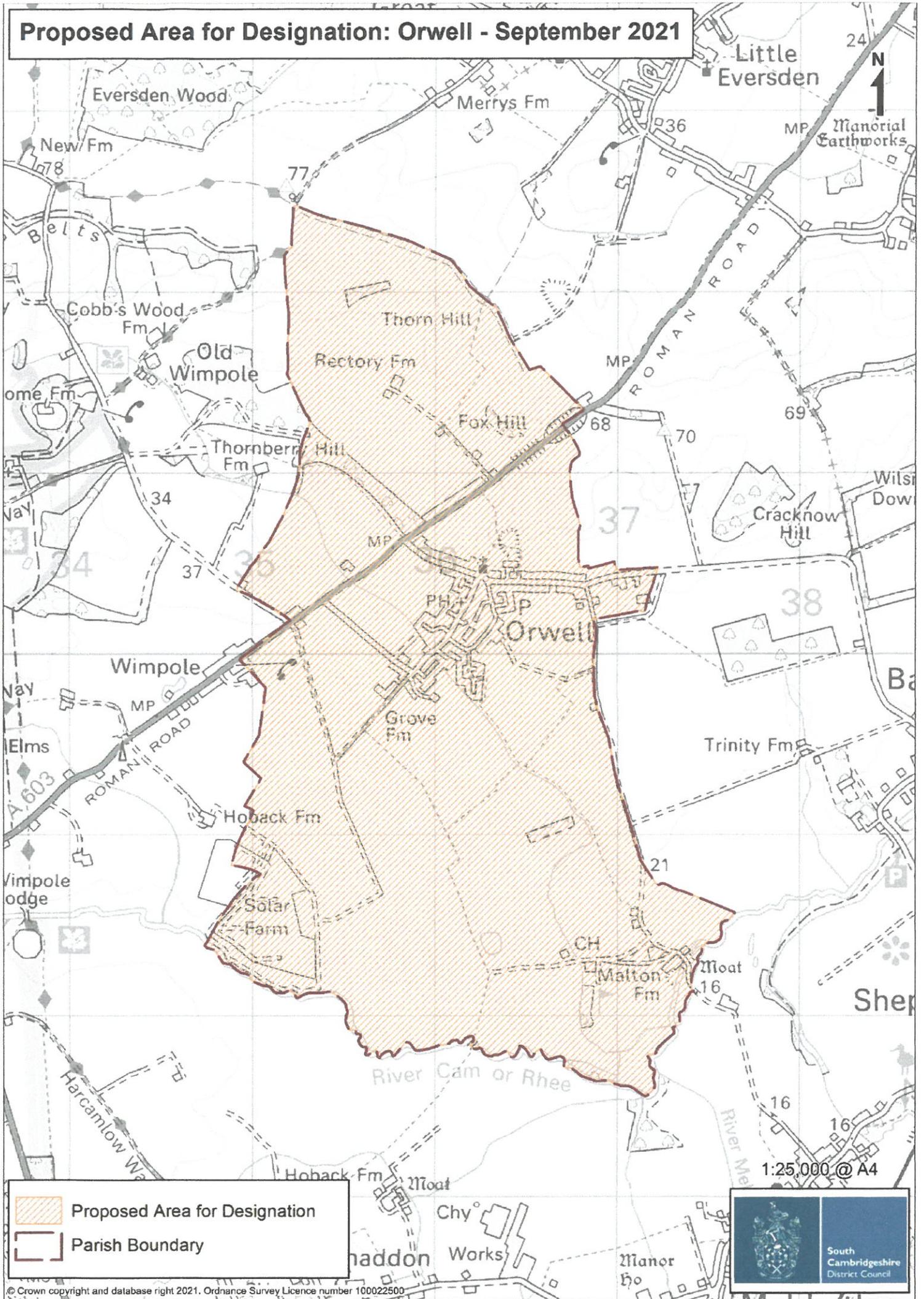
#### **Via email**

[neighbourhood.planning@greatercambridgeplanning.org](mailto:neighbourhood.planning@greatercambridgeplanning.org)

#### **Or sent to –**

Neighbourhood Planning  
Planning Policy Team  
Greater Cambridge Shared Planning Service  
South Cambridgeshire District Council  
South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridgeshire  
CB23 6EA

# Proposed Area for Designation: Orwell - September 2021



-  Proposed Area for Designation
-  Parish Boundary

