Neighbourhood Planning
Application to designate a neighbourhood area

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

Within West Suffolk, only parish councils and neighbourhood forums (in areas where there is no parish council, parish meetings can either get involved with the neighbourhood planning in an adjoining parish or develop a neighbourhood forum with the authority to lead on their own plan) can apply for neighbourhood area designation. These will be the 'relevant body' in the area – a term used in the regulations for neighbourhood planning. By completing this form you confirm that you represent the parish council and give us permission to publish the form on the local authority's website.

Please complete this form using information we can publish on our website if necessary.

The area which the application falls within is West Suffolk
Name of parish (or lead parish where there is more than one)   **BARTON MILLS**
Contact address   **17 BRIDEWELL CLOSE, MILDENHALL, SUFFOLK, IP28 7RB**
Contact name and position   **JADI COE, CLERK TO THE PARISH COUNCIL**
Telephone number   **07759 263349**
Email   **clerk@bartonmills.net**
Additional parish contact details   If applicable, please list all parishes involved in this application and provide contact details for the clerks of each
Name of neighbourhood area   **BARTON MILLS**   Please give a name by which your neighbourhood area will be formally known. In many cases this will reflect the name of the parish it covers
Consultation   **CONSULTED PARISH COUNCILLORS**   Please provide information about how you have determined the area you are applying to designate and who you have consulted for example residents, landowners, businesses

Extent of area Please attach an ordnance survey plan showing the extent of the proposed neighbourhood area and indicate in the adjacent column the relationship of the proposed area to parish boundaries. If you need help to prepare a map please contact planning policy on neighbourhood.planning@westsuffolk.gov.uk **Does the proposed area cover the whole of a single parish boundary area:** ☒ yes ☐ no **Does the proposed area cover part of a single parish boundary area:** ☐ yes ☒ no **Does the proposed area cover multiple parish boundary areas:** ☐ yes ☒ no **Where the proposed area covers multiple parish boundary areas, please specify below as to whether each of the parishes is included in whole or in part within the proposed area:**	

Proposed neighbourhood area

Please describe why you consider this area is appropriate to be designated as a neighbourhood area (continue on separate sheet if necessary). This is particularly important if it is not the full extent of the parish or includes part of another parish.

The whole boundary has been defined to allow control over all areas of potential development and conservation

Declaration

I or we hereby apply to designate a neighbourhood area as described on this form and accompanying map

Please ensure all parishes involved have signed this application form. Continue on another sheet if necessary

Name: JADI COE

Signature: J Coe

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

Date: 3.3.22

Second signatory if applicable

Name:

Signature:

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

Date:

Supplementary information – optional

Please tell us what you hope to achieve through the development of a neighbourhood plan.

Note: Any information given in this section will in no way influence the decision to designate the proposed area. It will simply help officers understand your objectives as they currently stand. It is expected that your ideas will be subject to change until the formal planning process is complete. However, any information given will help us ensure that a neighbourhood plan is the correct vehicle for you to achieve your objectives.

Guidance notes

Applying for neighbourhood area designation

The first formal step in neighbourhood planning is the submission of the proposed neighbourhood area to the local authority for designation. West Suffolk Council has prepared this form to make it simple to apply for this designation.

Filling out the form

Contact details – the 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@westsuffolk.gov.uk

What happens next?
If the application is for a whole parish area, the local planning authority must designate the area and, upon receipt of the application form and supporting documentation, will issue a designation statement at the earliest opportunity.

If the application relates to more than one parish area or a smaller area within a parish, the council must publicise the area application on its website and in such other manner as they consider is likely to bring it to the attention of people who live, work or carry out business in the area to which the application relates. There will be a period of not less than four weeks of public consultation when the relevant council will invite comments on the application.

The relevant council will decide whether to designate the neighbourhood area as soon as possible after the consultation ends. To do this it will consider:

- if the application is valid. A valid application will:

  o Have a map showing the area.
  o Have a statement explaining why it is considered an appropriate neighbourhood area.
  o Be from the 'relevant body'.

- All representations made during the consultation.
- Whether the proposed area is appropriate and does not overlap with other areas – only one neighbourhood plan is permitted per neighbourhood area.

The relevant council may modify the application with the parish's consent if it is considered the neighbourhood area is not appropriate.

Designation of the area

The relevant council will notify the parish and publish decisions on its website and within the neighbourhood area. Reasons will be given if the application is not successful within the decision document.