



Greater Cambridge Statement of Community Involvement

Statement of Consultation – Adoption Stage

March 2024

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1. Introduction

1.1 Local Planning Authorities are currently required under Section 18 of the Planning and Compulsory Purchase Act 2004 to prepare and review a Statement of Community Involvement (SCI). The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) requires Local Planning Authorities to review their SCI every five years. It should be noted that the Levelling Up and Regeneration Act 2023 does not include a requirement to produce an SCI in anticipation that setting out consultation approaches will be part of the early stages of the new plan making process when this is commenced.

2. Background

2.1 The Greater Cambridge Statement of Community Involvement sets out how Cambridge City Council and South Cambridgeshire District Councils will consult on planning policy documents, planning applications and advise and support the preparation of neighbourhood plans. The methods of consultation publicity set out in the SCI identifies the minimum standards that the councils will apply when fulfilling their statutory duties.

2.2 The SCI is structured in five chapters:

- Chapter 1 provides an introduction to the SCI, setting out why a new SCI has been prepared and a general overview of the planning system.
- Chapter 2 sets out how residents, businesses and stakeholders can participate in the planning process and sets out the formal planning stages.
- Chapter 3 explains in detail how the community can engage in the plan making process, including setting out how the councils will consult on planning policy documents including Local Plans, Supplementary Planning Documents and neighbourhood plans.
- Chapter 4 explains the development management process and how the community can engage, including how to be involved at pre-application stage, how to submit representations when an application is being consulted on and how to participate in the decision making process or at planning appeals.
- Chapter 5 sets out how in certain circumstances the community can be involved in the allocation of planning obligation funds.
- Chapter 6 provides a high level overview of how the councils will provide advice and support for neighbourhood planning.

- Chapter 7 identifies how the councils will monitor and review public engagement related to planning.

3. Preparation of the draft Statement of Community Involvement

3.1 In preparing the draft SCI, informal consultation was carried out with a range of officers from within the Greater Cambridge Shared Planning Service including representatives from Development Management, Built and Natural Environment, Policy, Strategic Sites, S106, Compliance and Application Support. Once drafted, sections of the SCI were reviewed by relevant technical officers within the service, with suggested amendments incorporated into the draft document.

4. Public consultation on the draft Statement of Community Involvement

4.1 The SCI was approved for public consultation at the Cambridge City Council Planning and Transport Scrutiny Committee on 28 September 2023 and at the South Cambridgeshire District Council Cabinet meeting on 28 September 2023.

4.2 The consultation on the draft SCI took place for six weeks from 18 October to 29 November 2023.

4.3 The Equality Impact Assessment supporting document was made available alongside the draft SCI.

4.4 There are no specific regulations for consulting on a Statement of Community Involvement, however, in order to take a comprehensive approach, the Councils consulted widely on the draft SCI. The consultation followed the approach taken to adopting the 2019 version of the SCI that included directly notifying the Specific Consultation Bodies, other Local Authorities, Parish Councils and Residents' Associations, developers and agents, and a range of other national, regional and local organisations, and other individuals who wish to be kept informed of planning policy consultations.

4.5 To engage more widely with the local community, businesses and stakeholders in the Greater Cambridge area, other methods of notification used were:

- Publicising on the Greater Cambridge Shared Planning [website](#)
- Posts on social media platforms including Twitter, Facebook and LinkedIn

4.6 Two in person events and one online webinar were held during the consultation period, as follows:

- Northstowe Market: 9:30am to 12:30pm on Sunday 22 October 2023 (Northstowe Hub, The Community Centre, 1 The Green, Pathfinder Way, Northstowe CB24 1FD)
- Café Drop in, The Meadows Community Centre: 11am to 2pm on Friday 27 October (299 Arbury Rd, Cambridge CB4 2JL)
- Webinar on Microsoft Teams: 6pm to 7pm on Thursday 16 November 2023.

4.7 A summary of the questions raised at the consultation events include:

- What is the process for neighbourhood plan groups to update or review their plan?
- How can S106 agreements be enforced and what are the trigger points for the Local Planning Authority when residents don't feel that they have been honoured?
- Why isn't it mandatory for developers to engage with communities in the planning process?
- Why don't the community forums cover all areas of Greater Cambridge?

5. Consultation methodology

5.1 During the consultation period (Wednesday 18 October 2023 to Wednesday 29 November 2023) the draft SCI and associated supporting documents were available to view on the Greater Cambridge Shared Planning website at:

www.greatercambridgeplanning.org/about-us/statement-of-community-involvement/ and comments could be submitted using the online consultation system.

5.2 The draft SCI was made available for inspection at the following locations during normal opening hours at:

- Cambridge City Council's Customer Service Centre (Mandela House, 4 Regent Street, Cambridge, CB2 1BY)
- South Cambridgeshire District Council Reception (South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA)
- Cambridge Central Library (7 Lion Yard Cambridge CB2 3QD)

5.3 The following contact email address, telephone number and address for the Planning Policy Team were included on all publicity materials allowing those experiencing difficulties accessing the documents online to seek assistance. Officers were able to facilitate alternative methods for viewing the documents and for comments to be submitted including via email or post.

- Email: local.plan@greatercambridgeplanning.org

- Telephone: 01954 713694
- Address: Planning Policy, Cambridge City Council, PO Box 700, Cambridge, CB1 0JH

6. Representations received

6.1 10 separate individuals or organisations responded to the consultation through the online consultation system. 11 further responses were submitted by email and three were submitted by written response. Therefore, a total of 24 individuals or organisations responded.

6.2 The above respondents provided 52 comments. Overall, the comments supported the intent and requirements set out in the draft SCI. The number of comments received for each chapter of the SCI are set out in Table 1 below:

Chapter	Number of reps received
Chapter 1: Introduction	14
Chapter 2: How can I get involved in the planning process?	8
Chapter 3: Our methods for community engagement in planning policy	4
Chapter 4: Methods for community engagement at the planning application stage	10
Chapter 5: How can the community be involved in the allocation of planning obligation funds?	4
Chapter 6: How the local community can prepare a neighbourhood plan or neighbourhood development order	4
Chapter 7: Monitoring and review	1
Appendix 1: Glossary	0
Appendix 2: Consultation Bodies for Plan-making	4

Appendix 3: Council offices where planning consultation documents will be made available for public inspection	1
Appendix 4: Statutory requirements for consulting on planning applications	0
Appendix 5: Consultation Bodies for a planning application	5
Background documents: Equality Impact Assessment (EqIA)	0

6.3 After the close of the consultation, the key issues raised were considered by the Councils and changes were made to the SCI, where appropriate. These are set out in the following section under each chapter heading of the SCI along with a summary of how they have been addressed.

7. Summary tables of main issues raised during consultation and how they have been addressed

7.1 Introduction

Total representations received: 14

Main issues raised in representations	Councils' assessment	Proposed modifications
General support for the aims and approach of the draft SCI including from Historic England and Natural England. Four 'no comment' responses. National Highways welcome acknowledgement as a statutory consultee.	General support is noted and welcomed.	No proposed modifications.
The SCI shouldn't focus solely on "online" processes. It should consider what should be done for people who are engaging digitally who find it difficult and off-putting.	The SCI supports both online and offline engagement and consultation and this is set out throughout the document.	No proposed modifications.
The digital maps and software are slow, difficult to use and of poor quality so should be upgraded to a high standard to be user-friendly. It would be more useful to refer to the interactive map which	The Council sets out to produce high quality maps that are user-friendly. Paragraph 3.7 refers to the First Proposals consultation and the corresponding map rather than other adopted local plan maps. We are continuing to	No proposed modifications.

includes layers for the adopted local plans rather than just the First Proposals map.	review our digital tools and websites to improve the quality of our mapping facilities.	
The SCI should use less planning jargon. It should define what a SEA/strategic environmental assessment screening is and clarify the meaning of a neighbourhood planning health check.	The SCI minimises where planning jargon or acronyms are used. Appendix 1: Glossary, sets out terms and definitions of any abbreviations used, including SEA. The definitions of strategic environmental assessments and health checks are set out and explained in detail in Chapter 6: How the local community can prepare a neighbourhood plan or neighbourhood development order.	No proposed modifications.
Paragraph 1.4 has a factual error with the date referring to the Covid-19 pandemic.	Paragraph 1.4 reflects correct dates when referring to the Covid- 19 pandemic. Noted that there is a factual error.	Amend paragraph 1.4 to reflect correct dates for the Covid-19 pandemic to read as follows: In June 2020 and December 2020 GCSP published an addendum.
Sustainability should be a thread throughout all planning decisions including conservation and this anomaly should be addressed.	Sustainable development is a thread throughout planning decision making. Paragraphs 8 and 11 of the National Planning Policy Framework (NPPF) set out how planning can contribute to the achievement of sustainable development and in planning decision making and these are referred to in paragraphs 1.12 and 1.13 of the SCI.	Insert reference in paragraph 1.13 of the SCI to paragraph 11 of the NPPF, to read as follows: The Local Planning Authorities are responsible for making decisions to guide where sustainable development takes place

		guided by paragraph 11 of the National Planning Policy Framework (NPPF) and the local development plan.
The right type, mix and design of housing should have much stronger local input. Can developers be mandated to consider the needs of accessibility in providing smaller dwellings.	Housing types and design is an issue that is addressed through the adopted Development Plan policies and the National Planning Policy Framework (NPPF) where relevant. The SCI supports early developer engagement with local communities to understand local needs and aspirations.	No proposed modifications.
There should be an executive summary at the beginning of the document to demonstrate the changes that have been made.	The changes from the adopted 2019 SCI and amendments made to the draft SCI for consultation were set out in the Committee Reports as well as the introduction of the consultation version of the SCI. The purpose of the SCI is to set out how the Councils will engage on planning matters and highlights of the updates to previous versions of the SCI are not appropriate.	No proposed modifications.
The document format is difficult to read online in when scrolling up and down to read the two columns.	The format of the document has been amended to be user friendly for both reading online and in print version.	Amend the format of the document to remove two columns and just have paragraphs in one column.

<p>The consultation system used to consult on the SCI is not very user friendly.</p>	<p>Comments duly noted on the process of submitting representations as part of the consultation on the SCI. The Councils are reviewing how the consultation system can be improved and we welcome user feedback.</p>	<p>No proposed modifications.</p>
<p>It is disappointing that the drop-in events were launched so close to the beginning of the consultation, therefore there was very little notice provided for people who may have been interested in attending. In addition, both were located in the north of the city and nothing really convenient for parishes in more southerly districts.</p>	<p>We set out to engage and consult with our communities and make use of the resources available to the Councils in ensuring a comprehensive consultation. The in person events were launched prior to the start of the consultation and the online webinar was held to facilitate engagement for those who were not able to attend the in person events. The events received positive feedback and a good level of attendance. Comments on the lead in time of our events are duly noted. In future consultations the Councils will seek to give longer lead in times where practical, and we will review the preparation of in person and online events.</p>	<p>No proposed modifications.</p>

7.2 How can I get involved in the planning process?

Total representations received: 8

Main issues raised in representations	Councils' assessment	Proposed modification
Natural England support the principle of meaningful and early engagement with communities, organisations, and statutory bodies in local planning matters.	General support is noted and welcomed.	No proposed modifications.
The forum examples provided in paragraph 2.5 do not make smaller South Cambridgeshire parish councils feel included. Could hubs or joint areas be created to include these small villages or parishes? There is no community forum for the southern edge of Cambridge including the biomedical campus.	We wish to engage with all our parishes. Whilst the areas forums focus on specific areas of major change, we also regularly hold more general district wide parish forums. We note the comments regarding areas that could be addressed by additional areas forums and will consider these with our Communities team colleagues.	No proposed modifications.
It is important to engage with youth in early stages of development to understand their aspirations.	The SCI supports youth engagement and considers the importance of early engagement. Paragraphs 4.14 to 4.16 set out the Greater Cambridge Shared Planning youth engagement	No proposed modifications.

	service that provides opportunities for young people to be involved in planning proposals.	
To reach those without internet access and who may not regularly use outdoor spaces, could notice be given in appropriate newsletters and or through local newspapers.	We are legally required to publish in “a newspaper circulating in the locality in which the land to which the application relates is situated.” Publishing in the Cambridge Independent provides an appropriate area circulation. Having to publish additional notices in local newsletters/papers of each village would incur significant additional costs for the Council with respect to additional time/resources and the actual cost of having to advertise, and is not considered practicable. If local newsletters wish to use the information on planning matters or consultations it is available from our website.	No proposed modifications.
Longer time periods should be allowed for consultations, graduated by size of development. Notification letters take 3 to 5 days of the 21 day period.	The 21 day consultation period is set out by the Development Management Procedure Order (2015). Whilst officer discretion on a case by case basis can allow slightly longer times where it is felt necessary, it would not be appropriate for this to be extended as the norm on all applications. The Council has a duty to meet statutory targets for determining applications within 8 or 13 weeks depending on their size and adding further consultation time beyond	No proposed modifications.

	this as a norm would potentially jeopardise the ability for the Local Planning Authority to meet these targets.	
Unless it is mandated that developers should work with parish councils before submitting plans, the needs of local people will not be met.	The Councils are unable to require developers to undertake engagement, and we follow guidance set out in the National Planning Policy Framework. The Councils strongly encourage developer engagement and paragraph 2.3 recognises the significant role that developers play in engaging with local communities. This paragraph has been amended to identify parish councils and residents associations.	Amend paragraph 2.3 to identify parish councils and residents' associations.
The document talks about 'how I can get involved' but does not talk about how residents can make representations to their parish council prior to applications being received by the Local Planning Authority. The lack of information about the parish council role shows lack of recognition about the role that they play.	The Councils recognise the important role that ward and parish councils play in residents being involved in planning process. Paragraph 2.2 of the SCI sets out how in addition to the formal planning stages, residents can speak with local ward or parish Councillors about planning matters or proposals. Paragraph 4.22 also sets out how residents can present their views to Councillors before a planning application is determined.	No proposed modifications.

The hyperlinks in paragraph 2.5 to Northstowe and Waterbeach forums do not work.	The hyperlinks in paragraph 2.5 to Northstowe and Waterbeach forums have been amended.	Amend the hyperlinks in paragraph 2.5 to Northstowe and Waterbeach forums.
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7.3 Our methods for community engagement in planning policy

Total representations received: 4

Main issues raised in representations	Councils' assessment	Proposed Modification
Historic England welcome the acknowledgement as a statutory consultee under duty to co-operate.	General support is noted and welcomed.	No proposed modifications.
The SCI should use less planning jargon. It should define what is meant by 'local' in the context of a 'local plan' for people who are not familiar with Council processes. It should define what a design code is, an SPD, an NDO, and an Action Plan.	The Councils continue to strive to make our documents more accessible and to minimise jargon where we can. The SCI tries to minimise where planning jargon or acronyms are used. Appendix 1: Glossary, sets out terms and definitions of any abbreviations used, including SPD and NDO. The definition of local plans is set out in paragraph 3.4 where it explains what it means in a local context. Design codes are referenced as an example of an SPD.	Amend Appendix 1: Glossary to insert definitions of all acronyms. Amend text referring to Action Plans in paragraph 3.2 to read clarify definition.

	Explanation of Action Plans are set out in paragraph 3.2.	
The hyperlink in paragraph 3.14 to neighbourhood plans does not work.	The hyperlink in paragraph 3.14 to neighbourhood plans has been amended.	Amend hyperlink in paragraph 3.14 to neighbourhood plans has been amended.
What is the decision criteria for the involvement of people in the process of preparing a local plan document?	As part of preparing local plans, the Councils involve the public in engagement at various consultation stages as set out in the SCI. The Councils will typically engage more than set out in national planning regulations. Paragraphs 3.32 to 3.27 explain how individuals and organisations are involved in the planning process.	No proposed modifications.
How do you know you have been missed during the consultation stages?	The Councils endeavour to engage with our communities and notify them of consultation stages through methods set out in paragraph 3.22. Those who have requested of different stages will be notified at each stage of consultation when preparing the local plan. We encourage our communities to stay informed by signing up to the Greater Cambridge Shared Planning service self search and save facility 'Public Access' that allows you to choose what you are notified of. Later in the year (2024),	No proposed modifications.

	Greater Cambridge Shared Planning will be providing training on the use of Public Access to raise awareness of its use.	
Secondary and tertiary healthcare is not mentioned in paragraphs 3.1. There is no link between hospital provision and the local plan. There is no reference to hospitals in paragraph 3.4.	Services and facilities such as healthcare are generally classed as infrastructure and include primary, secondary and tertiary services so although they are not explicitly referred to, they are included under the term infrastructure.	No proposed modifications.
The Local Development Scheme update in paragraph 3.9 is overdue.	Comment duly noted. It is not appropriate to include it in the SCI. The Local Development Scheme is set out on both Councils websites and an updated report on the emerging Greater Cambridge Local Plan is an item on the agenda at the same meeting that is considering the adoption of the SCI.	No proposed modifications.
In paragraph 3.28, as well as the Local Nature Partnership, the SCI should consider engaging (where appropriate and relevant) with Hobson's Conduit Trust, the Cam Valley Forum and other interest groups.	Paragraph 3.28 has been modified to include local interest groups, forums and Trusts and use the Local Nature Partnership as an example of an independent voice for the natural environment.	Modify paragraph 3.28 to read as follows: The Councils are also committed to cooperating with local interest groups, forums and Trusts and have regard to their activities which are relevant to local plan making.

Has the Council set up an open register of organisations which can be invited for consultations? This will allow for a wider range of responses and make sure all communities are represented.	Anyone is able to register to be notified of our consultations as set out in paragraph 3.29. We encourage all members of our communities to be involved so that they are represented in consultation engagement.	No proposed modifications.
Local community centres can act as local billboards for consultations.	Where appropriate, the Councils would consider advertising a consultation at public locations and buildings, such as community centres, libraries or railway stations.	No proposed modifications.
Can the Councils local social workers recommend on under represented groups?	The Local Planning Authority often works with other Council services to identify under represented groups ahead of site specific or Greater Cambridge wide consultations.	No proposed modifications.
Has there been outreach to religious centres?	Through both in-person and online consultation events we seek to engage with as broader range of people from our local communities as possible. In order to try and encourage community participation, the Councils will often promote consultations in public locations that are largely accessible to all members of the community and online through the Councils social media.	No proposed modifications.

7.4 Methods for community engagement at the planning application stage

Total representations received: 10

Main issues raised in representations	Councils' assessment	Proposed modification
<p>Why is it not mandatory for developers to engage with the local community in pre-application discussions? Engagement should not be an option. Discussions should be mandated varying on the size of the village and parishes would be interested in developments of 5 or more dwellings or 1 or more business units.</p>	<p>The National Planning Policy Framework sets out that developers should, not must, engage with the community on new developments. It doesn't provide any detail of the extent of this engagement or when in the process it should take place. The draft SCI sets out that we feel that early engagement is the most effective way to hear our local community's concerns and aspirations for a scheme so they can inform proposals from the very beginning. Paragraph 4.7 provides examples of good pre-application and early developer engagement with our communities.</p>	<p>No proposed modifications.</p>
<p>It is important to hear feedback from consultations so we know what is happening next in planning decisions.</p>	<p>Paragraph 4.2 sets out that all applications and decisions are available to view online. Paragraph 4.20 explains how notifications of planning applications are published on 'Public Access', that provides a self search and save function that allows you to choose what you are</p>	<p>No proposed modifications.</p>

	notified of. Paragraph 4.30 explains what happens once an application has been determined, with decisions made available to view online through 'Public Access'.	
Pre-application advice and consultation could be expanded to encourage communication between the applicant, Planning Officer and the community. During the pre-application stage there is no joined up communication between these groups leading to applicant bringing forward proposals that area not supported by the local community.	As set out in paragraph 4.4, the SCI encourages early engagement with developers. Local views and concerns can also be addressed in area forums set out in paragraph 2.5, where developers are encouraged to present emerging schemes at an early stage in order to gain local community feedback and to facilitate dialogue with local representatives.	No proposed modifications.
In the map function, it would be useful to include a search button that excludes tree applications. The map should ensure that the City boundary isn't taken as a 'hard edge' when determining who may be interested in planning applications either side of the boundary.	The Council sets out to produce high quality maps that are user-friendly. Comments on the functionality of the maps for planning applications are duly noted.	No proposed modifications.
There should be a Development Control Forum for important applications considered by the JDCC.	There are ongoing reviews of both Council's committee processes currently being undertaken with Councillors from each of the Councils by the Greater Cambridge Shared	No proposed modifications.

	Planning service. The review is considering whether the Development Control Forum should be expanded to JDCC and SCDC or otherwise modified.	
The SCI should specify which Council is responsible for different types of applications. For example, minerals, waste, energy, infrastructure.	Paragraph 1.113 sets out the responsibilities of the Councils and GCSP, including the role in determining applications. It identifies when other infrastructure proposals are dealt with and who by.	No proposed modifications.
What is the threshold to engage in the youth engagement service in paragraph 4.14 to 4.16?	Paragraphs 4.14 to 4.16 identifies that the youth engagement service provides opportunities for young people to be involved in major planning applications.	Amend paragraph 4.15 to identify the threshold for youth engagement to read as follows: '...Giving young people opportunities to be involved in major planning applications'.
How will the councils ensure that developers take all material concerns on board and adapt development to meet local need?	The Councils are unable to require developers to undertake engagement, and we follow guidance set out in the National Planning Policy Framework. The Councils strongly encourage developer engagement and paragraph 2.3 recognises the significant role that developers play in engaging with local communities.	Amend paragraph 2.3 to identify parish councils and residents associations.

	Paragraph 2.3 has been amended to identify parish councils and residents associations.	
Why is the word 'or' rather than 'and' used between 'site notice' and 'neighbour notification'?	Not all schemes require a neighbour notification. We have amended paragraph 4.25 a link to guidance provided which sets out when a site notice is required.	Insert link in paragraph 4.25 to Article 15 of the Development Management Procedure Order (2015) that sets out when a site notice is required.
Tree protection feels as though it is being watered down with Parish Council notification effectively optional. The current tree team not serving TPOs on trees requested for protection by landowners, parishioners and the parish Council.	The approach set out in the SCI has not changed since the previously adopted SCI from 2019. Tree Preservation Orders (TPOs) on trees are managed case by case and go through the scheme of delegation process. They are treated as part of the statutory process and Tree Officers endeavour to work with parish councils and our communities when considering TPOs, however, we make use of the resources available to the Councils and follow national planning regulations and the constitution of the Councils. Feedback will be passed onto the Built and Natural Environment team for consideration.	No proposed modifications.

7.5 How can the community be involved in the allocation of planning obligation funds?

Total representations received: 4

Main issues raised in representations	Councils' assessment	Proposed modifications
How do the Section 106 agreements work? Are they index linked?	Paragraph 5.1 sets out how and when it is required to enter into a planning obligation S106 agreement. It is considered appropriate to have additional detail on planning platters like this and the SCI provides a link to an online guidance video.	No proposed modifications.
Hospitals and related infrastructure must be considered in the context of the allocation of funding raised through development.	References to services and facilities such as healthcare are generally included under the term infrastructure throughout the SCI and are considered in relevant planning applications. Health related infrastructure is also considered through plan making, informed by engagement with health service providers.	No proposed modifications.
Biodiversity Net Gain must be considered within the same Parish boundary as the development before offering off site in one location across the whole of South Cambridgeshire.	The SCI seeks to provide an overview of the issue, but does not determine how the system operates. Biodiversity Net Gain is subject to	No proposed modifications.

	specific national guidance and regulations regarding the approach to off site credits.	
The SCI is not the place to identify Biodiversity Net Gain intentions. It should be established in a planning policy within a Local Plan which is tested through examination.	Paragraph 5.5 sets out the Councils, and indeed national, requirements to deliver 10% Biodiversity Net Gain. It is acknowledged that 20% Biodiversity Net Gain is an aspiration. Further details on these points can be found in the Biodiversity Supplementary Planning Document.	Amend paragraph 5.5 to clarify wording on Biodiversity Net Gain requirements and aspirations.
The document is well meaning, however it doesn't describe what residents can do when they feel they are not being listened to, or have been misunderstood.	Comments duly noted. Paragraph 2.2 sets out how residents can be involved in the planning process and how residents can speak to local ward or parish councillors on planning matters. We will clarify on our website how people can escalate concerns with our Planning Officers.	No proposed modifications.

7.6 How the local community can prepare a neighbourhood plan or neighbourhood development order

Total representations received: 4

Main issues raised in representations	Councils' assessment	Proposed modifications

Historic England welcome notification of proposed neighbourhood planning areas as well as consultation on draft plans.	Comment duly noted. The Councils will continue to consult on draft neighbourhood plans at the appropriate statutory stages.	No proposed modifications.
Paragraph 6.3 could provide an example of where no planning application is required.	Paragraph 6.3 sets out examples of what a neighbourhood development order (NDO) can achieve. Paragraph 6.3 has been amended to provide examples.	Amend paragraph 6.3 to clarify what a neighbourhood development order (NDO) is and provide examples.
For small communities and parish councils with limited resource, it is difficult to produce a neighbourhood plan. There needs to be support packages available as well as funding if they are going to be able to do this.	Comment duly noted. Paragraph 6.4 sets out how the Councils will support communities in preparing a neighbourhood plan. Paragraph 6.4 has been amended to provide additional guidance.	Amend paragraph 6.4 to provide more guidance on how parish councils and neighbourhood forums can seek funding and support from the Local Planning Authority.
Community Led Plans which are recommendation for small communities to create should have a level of statutory recognition.	The SCI sets out guidance on the preparation of neighbourhood plans which hold statutory weighting and once adopted are part of the statutory Development Plan for the area. The Councils encourage communities to consider the options available that are most appropriate to their local area.	No proposed modifications.

The Support Offer says there will be regular workshops and seminars and support from the Council in keeping the momentum going. Leads of neighbourhood plan groups have had to push volunteers and arrange evidence collecting to keep the momentum going.	The SCI sets out the how the Local Planning Authorities will provide advice and support for neighbourhood planning. It sets out the different stages in which the Local Planning Authorities can meet with neighbourhood planning groups to advise on sources of evidence and guidance documents to support groups in the preparation of their plan. The Councils are currently updating the Neighbourhood Plan Toolkit to reflect up to date guidance on each stage of preparing a neighbourhood plan including the officer support offer available at the various Plan making stages.	No proposed modifications.
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7.7 Monitoring and review

Total representations received: 1

Main issues raised in representations	Councils' assessment	Proposed modifications
There is no mention of monitoring of supplementary planning documents, including neighbourhood plans. Inspectors expect parish councils to produce technical monitoring reports which is a burden on parishes. This requires professional planning expertise,	Through the Authority Monitoring Report (which is published annually) we monitor the effectiveness of our planning policies, many of which are supported by SPDs. We do keep the effectiveness of our adopted SPDs under review and update SPDs when required. The Authority Monitoring Review also monitors the	No proposed modifications.

and it is requested that some support be provided by Greater Cambridge Planning to parish councils to fulfil this requirement.	neighbourhood plans that are adopted and those that are being prepared. Neighbourhood plan guidance from Locality advises that it is primarily the responsibility of the parish council or neighbourhood forum to monitor the policies and provides guidance on the issue. The Councils' support groups who are looking to undertake a review of their adopted neighbourhood plan.	
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7.8 Appendix 1: Glossary

Representations received	Main issues raised in representations	Councils' assessment	Proposed modifications
0	No issues raised in representations.	No assessment required.	No proposed modifications.

7.9 Appendix 2: Consultation Bodies for Plan-making

Total representations received: 4

Main issues raised in representations	Councils' assessment	Proposed modifications

<p>The approach and aims set out in the statement of community involvement are supported by the Lead Local Flood Authority (LLFA). From a flood risk perspective community involvement is particularly important to ensure an understanding of local issues and how future development may impact flood risk on a local scale. It is our understanding that we will continue to be consulted as usual.</p>	<p>Comments duly noted. The Councils will continue to consult the Lead Local Flood Authority (LLFA).</p>	<p>No proposed modifications.</p>
<p>Table 5 does not included Central Bedfordshire as a neighbouring Planning Authority and it needs to be added in.</p>	<p>Comment duly noted. Modification proposed to include Central Bedfordshire as a neighbouring Planning Authority.</p>	<p>Amend table 5 to include Central Bedfordshire.</p>
<p>Is the health body list complete and up to date?</p>	<p>The list has been amended to reflect the status of health bodies as statutory and non-statutory health bodies.</p>	<p>Amend the Specific Consultation Bodies list to read as follows: a Primary Care Trust established under section 18 of the National Health Service Act 2006(g) or continued in existence by virtue of that section; (formerly known as Clinical Commissioning Groups, now</p>

		known as Integrated Care Boards (ICBS)).
Should the Cambridgeshire and Peterborough Combined Authority (or the Mayor) be mentioned?	Comment duly noted. Modification proposed to include Cambridgeshire and Peterborough Combined Authority.	Amend the Duty to Co-operate Bodies list to read as follows: Each Integrated Transport Authority (including Cambridgeshire and Peterborough Combined Authority).
Chalk stream-related charities/interest groups should be consulted, where appropriate.	The SCI states that the Local Planning Authorities will also consult with other bodies that are considered appropriate. The list in Appendix 2 under the heading General Consultation Bodies includes 'special interest groups'.	No proposed modifications.
Reference made to the NHS Commissioning Board is out of date and demonstrates ignorance of current NHS structures.	The Council has consulted with the NHS Cambridgeshire & Peterborough Integrated Care Board to ensure the correct references are made in Appendix 2 and 5 to the health care structures.	Amend the Specific Consultation Bodies list in Appendix 2 and insert the additional health bodies into the Statutory Consultees list: Cambridgeshire & Peterborough Integrated Care Board, in Appendix 5.

7.10 Appendix 3: Council offices where planning consultation documents will be made available for public inspection

Total representations received: 1

Main issues raised in representations	Councils' assessment	Proposed modifications
Could documents relating to significant developments just inside of South Cambridgeshire on the south or east sides also be made available at the City Council's offices, where they will be much more conveniently located for inspection?	The SCI sets out how the Councils will consult on documents and make them available for public inspection at both Council offices. Table 8 in Appendix 3 provides contact details for the Councils if people are unable to access the documents and are seeking further guidance.	No proposed modifications.

7.11 Appendix 4: Statutory requirements for consulting on planning applications

Representations received	Main issues raised in reps	Councils' assessment	Proposed modifications
0	No issues raised in representations.	No assessment required.	No proposed modifications.

7.12 Appendix 5: Consultation Bodies for a planning application

Total representations received: 2

Main issues raised in reps	Councils' assessment	Proposed modifications
Anglian Water supports the SCI and welcomes specific reference to Anglian Water with regard to listed consultees for relevant planning applications.	General support is noted and welcomed.	
No healthcare-related bodies are listed in this Appendix as well as chalk-stream related interest groups.	The list has been amended to reflect the status of health bodies as statutory and non-statutory health bodies. The list in Appendix 2 under the heading General Consultation Bodies includes 'special interest groups'.	Insert the additional health bodies into the Non-Statutory Consultees list: Cambridgeshire & Peterborough Integrated Care System (Estates), Public Health (Cambridgeshire County Council), Cambridge University Hospitals NHS Foundation Trust, Cambridgeshire & Peterborough NHS Foundation Trust, Cambridgeshire Community Services NHS Trust, North West Anglia NHS Foundation Trust, Royal Papworth Hospital NHS Foundation Trust, East of England Ambulance Service

		NHS Trust. Interest groups are referenced in Appendix 2.
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7.13 Background documents: Equality Impact Assessment (EqIA)

Representations received	Main issues raised in reps	Councils' assessment	Proposed modifications
0	No issues raised in representations.	No assessment required.	No proposed modifications.

8. Summary tables of additional proposed minor modifications

Paragraph / Section	Proposed modification
Statement of our intention to engage with our communities	Amend the paragraphs to reflect up to date quotes from Cllr. Dr. Tumi Hawkins and Cllr. Katie Thornburrow.
Why is the Statement of Community Involvement being reviewed?	Amend the header to paragraph 1.9 to read as follows: Why has a new Statement of Community Involvement been prepared? Amend text in paragraph 1.9 to reflect the current stage of the SCI rather than consultation version.
Paragraph 1.11	Insert link to PropTech programme.

	Delete text to be consistent with Chapter 6: Updates to our neighbourhood planning support offer reflecting experience gained, including refocusing our funding offer on Strategic Environmental Assessment screening rather than a health check.
Paragraph 1.12	Update link to the latest version of the National Planning Policy Framework 2023.
Paragraph 1.13	Update link to the latest version of the National Planning Policy Framework 2023.
Paragraph 2.5	Amend paragraph to refer to the Communities Team as facilitators of the forums.
Paragraph 3.22	Amend bullet point three to read as follows: Consultation documents will be available to view on the Councils websites, and at our Council offices and can be translated on request, made available in braille, large copy print or audio.
Paragraph 3.29	<p>Delete text and accompanying Figure 1, to read:</p> <p>If you make comments on a planning policy document, we will also offer you the opportunity to opt-in to these updates, which will keep you informed about future stages of the plan making process. Figure 1 and text below shows the layout of the webpage with a preview of the list of topics to receive mailings about.</p>
Paragraph 3.44	Amend bullet point three to read as follows: Consultation documents will be available to view on the Councils websites, and at our Council offices and can be translated on request, made available in braille, large copy print or audio.

Paragraph 3.45	Insert link to Neighbourhood Planning Regulations 2012.
Paragraph 3.46	Amend bullet point six to read as follows: Consultation documents will be available to view on the Councils websites, and at our Council offices and can be translated on request, made available in braille, large copy print or audio.
Paragraph 3.47	Insert link to Neighbourhood Planning Regulations 2012 in bullet point two.
Paragraph 3.47	Amend bullet point four to read as follows: Consultation documents will be available to view on the Councils websites, and at our Council offices and can be translated on request, made available in braille, large copy print or audio.
Paragraph 4.2	Text and accompanying Figure 2 deleted to read: GCSP makes all applications and decisions available to view online through our planning applications page (see Figure 2).
Paragraph 4.11	Amend wording to read as follows: This advice enables the applicant to discuss their proposals with a Conservation Officer and to receive either verbal or written advice as to the suitability of what they hope to do. <u>More information is available on our website.</u>
Paragraph 4.37	Amend wording to include reference to the Councils expectation for applicants to undertake meaningful engagement with local communities.

Paragraph 5.5	<p>Insert link to the GCSP Biodiversity Supplementary Planning Document.</p> <p>Insert link to the Government's 25 Year Environment Plan and the Environment Act 2021.</p> <p>Amend reference to the need to secure biodiversity credits to fund off site improvements across the South Cambridgeshire area. Remove reference to the Lower Farm BNG scheme in Fulbourn.</p>
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