

## CONSULTATION ON PROPOSED MODIFICATIONS TO THE CAMBRIDGE AND SOUTH CAMBRIDGESHIRE LOCAL PLANS

### Frequently Asked Questions and Guidance on How to Respond

#### What is the Local Plan?

The Cambridge and South Cambridgeshire Local Plans set out where future development will take place and identifies land for new housing, community facilities, shops and employment. They also identify land to be protected from development such as the Green Belt and open space. They are key documents that will be used to determine planning applications in the City and South Cambridgeshire.

#### What is the Proposed Modifications Consultation about?

The Cambridge Local Plan 2014: Proposed Submission and the Submission South Cambridgeshire Local Plan 2014 were submitted to the Secretary of State on 28 March 2014 for examination together with supporting documentation.

Joint examination hearings on strategic issues were held between November 2014 and April 2015, including housing and employment needs, development strategy, Green Belt, transport, infrastructure and housing supply. The Inspectors wrote to the Councils on [20 May 2015](#)<sup>1</sup> in relation to three main issues and invited the Councils to undertake additional work to address those issues before the examinations progress further. The issues are in relation to:

- Objectively Assessed Need for new housing – whether the Councils have identified enough housing to meet local needs;
- Development Strategy – including whether the right balance has been struck between allocating new sites for development on the edge of Cambridge (including within the Cambridge Green Belt) and in New Settlements
- Conformity with National Planning Policy<sup>2</sup> (contained in the National Planning Policy Framework and Planning Practice Guidance);

The Councils commissioned new independent evidence relating to the inner green belt, transport, infrastructure delivery and viability. These supporting documents are listed below and are also available to view on the Councils' websites (see the Proposed Modifications Consultation pages<sup>3</sup> for more details):

- Cambridge Inner Green Belt Boundary Study, November 2015 (RD/MC/030): [Main Report & Appendices](#) | [Figures](#)
- [Objectively Assessed Housing Need: Further Evidence](#), November 2015 (RD/MC/040)
- [Housing Land Supply Update](#), November 2015 (RD/MC/050)
- [Cambridge and South Cambridgeshire Development Strategy Update](#), November 2015 (RD/MC/060)

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<sup>1</sup> <https://www.cambridge.gov.uk/sites/default/files/documents/RD-GEN-170.pdf>

<sup>2</sup> <http://planningguidance.communities.gov.uk/>

<sup>3</sup> <https://www.cambridge.gov.uk/proposed-modifications-consultation> or <https://www.scambs.gov.uk/localplanmods-dec2015>

- [Local Plans CSRM – Cambridge and South Cambridgeshire Local Plans Transport Report](#), November 2015 (RD/MC/070)
- [CSRM Technical Modelling Summary Report for Cambridge and South Cambridgeshire Local Plans - Supplementary Technical Note November 2015 relating to Matter 7 Statement of Common Ground](#) (RD/MC/071)
- [CSRM Technical Modelling Summary Report for Cambridge and South Cambridgeshire Local Plans - Supplementary Technical Note May 2015 relating to Matter 7 Statement of Common Ground](#) (RD/MC/072)
- [Cambridge and South Cambridgeshire Infrastructure Delivery Study](#), November 2015 (RD/MC/080)
- [Local Plans Viability Update](#), November 2015 (RD/MC/090)
- [Proposed Modifications arising from the Government's Written Ministerial Statements](#), November 2015 (RD/MC/100)

This work has now been completed and has resulted in a small number of proposed modifications to both the Cambridge Local Plan 2014: Proposed Submission and the Submission South Cambridgeshire Local Plan 2014. The modifications have been subject to Sustainability Appraisal.

The Councils are now seeking views on the Cambridge and South Cambridgeshire Modifications Consultation Report and the associated Sustainability Appraisal Addendum Report.

**The consultation is running from 2 December 2015 to 5pm on 25 January 2016.**

### **What can I comment on?**

This consultation relates specifically to the Proposed Modifications to the Local Plans, proposed as a result of the additional work undertaken in response to the Inspectors' letter of 20 May 2015. You can also comment on the Sustainability Appraisal Addendum which accompanies the consultation.

Only comments relating to the changes to be made by the Proposed Modifications should be submitted in response to this consultation. This approach is consistent with guidance from the Planning Inspectorate (Examining Local Plans Procedural Practice, December 2013<sup>4</sup>, paragraph 8.17<sup>5</sup>). If you made an objection or a comment in support of the submitted plans in Summer 2013, but want to add new points arising from the proposed changes, then you should also do so in response to this consultation.

### **What can't I comment on?**

This is not intended as a process to repeat the formal consultation already carried out on the Local Plans in Summer 2013. Comments made at that time remain in front of the Inspectors and there is no need to repeat them.

This is not a consultation on the Local Plans as a whole, just about the changes proposed by the Councils as Modifications in response to the Inspectors. It is not possible to make comments at this stage in the process that relate to any other aspects of the Local Plans.

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<sup>4</sup> <https://www.gov.uk/guidance/local-plans>

<sup>5</sup> Paragraph 8.17 says: "If the Plan has been changed, it may have to undergo another consultation period so that interested persons have the opportunity to make representations about the changes".

This consultation document responding to the Inspectors' letter has been informed by a number of new evidence base documents. They are available to view in the Examination Library<sup>6</sup> and on Councils' websites, but the Councils are not inviting comments on them.

### **Why are we consulting?**

As part of Local Plan examination, National Planning Policy Guidance requires local planning authorities to consult upon all proposed main modifications.

### **What are main modifications?**

Main modifications are those that materially affect the policies in the submitted Local Plans, which are required to ensure that the plans are 'sound' and 'legally compliant' (see page 5 of this document).

Modifications are considered to be minor where they will not impact upon the intent or interpretation of the plans, or go to the heart of whether the plan is 'sound' or not. The minor changes outlined in the Proposed Modifications Joint Consultation Report are changes such as typographical errors and factual updates.

The Proposed Modifications Joint Consultation Report sets out the proposed modifications to each Local Plan in the following Appendices:

Cambridge Local Plan:

- Appendix A - Main Modifications
- Appendix B - Minor Modifications

South Cambridgeshire Local Plan:

- Appendix C - Main Modifications
- Appendix D - Minor Modifications.
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Each Appendix includes a schedule of Modifications in Local Plan order and includes the reason why the Modifications are being proposed.

Where possible, comments should be made on the Main Modifications to each Local Plan (Appendices A and C), as these will be considered by the Inspectors.

Please note that you do not need to submit comments to restate the same concern against multiple sections of the document, unless you are commenting on the specific wording of each modification. Where possible, it would be best to attach your comment to a Policy change where one is being proposed.

### **How can I have my say on the Proposed Modifications consultation?**

You can respond to our consultation in a number of ways. We have provided further information for you below:

#### **Using our online consultation system**

The interactive online consultation system is our preferred means of receiving comments as it ensures that your comments are summarised and recorded accurately and are processed quickly. We would especially encourage all statutory consultees, agents and landowners to use the online consultation system.

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<sup>6</sup> <https://www.cambridge.gov.uk/local-plan-core-documents-library>

Instructions on how to use the online consultation system can be found here: <http://scams.jdi-consult.net/localplan/instructions.php>.

You can respond online using the Councils' interactive online consultation system: <http://scams.jdi-consult.net/localplan/index.php>. This link will direct you to the South Cambridgeshire District Council consultation pages where all related consultation documents are available to view for both Councils.

### **Responding in writing**

If you cannot reply to the consultation using the online consultation system, it would be helpful if you could fill in our response form. This ensures we have all the correct information to register and process your views and to keep you informed of future progress on the Local Plans.

Forms may be:

- Downloaded from the Councils' websites ([www.cambridge.gov.uk/proposed-modification-consultation](http://www.cambridge.gov.uk/proposed-modification-consultation) or [www.scams.gov.uk/localplanmods-dec2015](http://www.scams.gov.uk/localplanmods-dec2015)), filled in electronically and emailed to us at [policysurveys@cambridge.gov.uk](mailto:policysurveys@cambridge.gov.uk) or [ldf@scams.gov.uk](mailto:ldf@scams.gov.uk);
- Downloaded from the Councils' websites ([www.cambridge.gov.uk/proposed-modification-consultation](http://www.cambridge.gov.uk/proposed-modification-consultation) or [www.scams.gov.uk/localplanmods-dec2015](http://www.scams.gov.uk/localplanmods-dec2015)), filled in by hand and posted to either Council at:
  - Proposed Modifications Consultation, Planning Policy, Cambridge City Council, PO Box 700, Cambridge, CB1 0JH; or
  - Jo Mills, Director of Planning and New Communities, South Cambridgeshire District Council, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA.
  - Or obtained by contacting the City Council on 01223 457200 or South Cambridgeshire District Council on 01954 713183 and asking to speak to someone in the Planning Policy team. Alternatively you can visit the City Council's Customer Service Centre at Mandela House, 4 Regent Street, Cambridge CB2 1BY (open from the following times : Monday: 8am to 5.15pm; Tuesday to Friday : 9am to 5.15pm).

Please fill in a separate form for each comment that you make.

For more detailed information on how to complete the Response Form see page 7 of this document.

### **Data Protection**

The information collected will be processed in accordance with the Data Protection Act 1998. Information from the response forms will be stored on a computer database used solely in connection with the Local Plans. Representations will be available to view on Cambridge City and South Cambridgeshire District Councils' websites, although address and contact details will not be included. However, as copies of representations must be made available for public inspection, they cannot be treated as confidential and will be available for inspection in full.

### **When Can I Comment?**

Comments on the consultation documents must be submitted between:

**2 December 2015 and 5pm on 25 January 2016**

Comments received after this deadline will not be accepted.

Sending emails or replying by using the online consultation system may be difficult on the last day of the consultation as electronic services may get very busy. Please try to reply before the last day to guarantee that your reply gets to us in good time.

### **Legal Requirements and Test of Soundness**

To meet the legal requirements both the response form and the online consultation system will ask you a series of questions. These questions are a requirement of the National Planning Policy Framework. We are asking you to assess the proposed modification that you are responding to by asking you whether you think that the modification is:

- **Legal** – complies with the law
- **Positively prepared** - the plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities, where it is reasonable to do so, and consistent with achieving sustainable development;
- **Justified** - the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence;
- **Effective** - the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities;
- **Consistent with National Policy** - the plan should enable the delivery of sustainable development in accordance with the policies in the National Planning Policy Framework.

On the online system, these questions will appear if you object to a modification.

On the response form, these questions are covered by question 5 (as illustrated below) and laid out in the same order as the bulleted list above.

### **5. If you object, why?**

Tick which options apply	
It doesn't comply with the law	← Legal
It is not positively prepared i.e. strategy will not meet development needs	← Positively Prepared
It isn't justified i.e. there is no evidence to justify the modification	← Justified
It won't work i.e. not effective	← Effective
It isn't consistent with national policy	← Consistent with National Policy

## **Verbally expressing your views to an Independent Inspector and Next Steps**

When objecting to the consultation, you will be asked if you wish to verbally express your views to an independent inspector at the examination into the plans.

On the response form, this is question 7.

On the online consultation system, this question will appear at the bottom of your response form if you object to a policy or paragraph.

The results of the public consultation will be considered by the Councils who will decide if any further modifications need to be made. The Councils will then submit the consultation responses, evidence base documents and proposed modifications to the Planning Inspectors.

It is for the Inspectors running the examination to decide whether they will hold additional hearings in relation to the issues covered in this modifications consultation; they may consider the written comments sufficient for their purposes. It is therefore advisable to submit all the evidence you want the Inspectors to consider with your comments during this consultation.

## **Contacting us**

We are here to help. If you have any queries, please contact us at:

<b>Cambridge City Council</b>	<b>South Cambridgeshire District Council</b>
Proposed Modifications Consultation	South Cambridgeshire Hall
Planning Policy	Cambourne Business Park
Cambridge City Council	Cambourne
PO Box 700	<b>Cambridge</b>
Cambridge	CB23 6EA
CB1 0JH	
Tel: 01223 457200	Tel: 01954 713183
Website: <a href="http://www.cambridge.gov.uk/proposed-modification-consultation">www.cambridge.gov.uk/proposed-modification-consultation</a> Email: <a href="mailto:policysurveys@cambridge.gov.uk">policysurveys@cambridge.gov.uk</a>	Website: <a href="http://www.scambs.gov.uk/localplanmods-dec2015">www.scambs.gov.uk/localplanmods-dec2015</a> Email: <a href="mailto:ldf@scambs.gov.uk">ldf@scambs.gov.uk</a>

**The deadline for receipt of completed forms is 5pm on 25 January 2016.**

## **Using the Response Form**

Please ensure you provide all the contact details requested on the form. This information will be used for correspondence. If we are advised that an agent is acting on behalf of a client, the agent will be the point of contact for all future correspondence.

You must make clear which document you are responding to (the Proposed Modifications Joint Consultation Report or Sustainability Appraisal Addendum Report) and which part of the document (e.g. Proposed Modification number) you are supporting or objecting to.

Question 5 deals with the issue of Legality and Soundness. See page 5- [Legal Requirements and Test of Soundness](#) for more details on the subject.

Question 7 asks whether you wish to verbally express your views to an independent inspector see page 6 - [Verbally expressing your views to an Independent Inspector](#) for further details on this.

### **Written justification for Objection or Support – Question 8**

**If you support:** please provide any reasons that you would like to give for that support.

**If you object:** please provide information to support your reasons for objecting, including any changes to the Proposed Modification to the Local Plan which would address your concern.

Please be as concise as possible. Continue on separate A4 sheet(s) if necessary.

### **Summary Checklist for Completing the Response Form**

The following is a checklist for all those completing the Response Form.

#### **CHECKLIST**

Once your comments are complete, please check that you have completed each form clearly and legibly using **black ink**, or by typing your response, and:

- Provide full and up to date contact details, including email address;
- Include information about the section of the document to which you are submitting your representation (for example modification number);
- Make it clear whether you are supporting or objecting to the section of the report (Question 4);
- Include a written justification for your representation (Question 8), including an outline of any change(s) needed to the document to address your concerns;
- Please ensure you have signed and dated the form and returned all completed forms to either Council **before 5pm on 25 January 2016** (details are provided on the front of the form).
- Please use a separate form for each modification that you wish to comment on.