

APPLICATION FORM

Neighbourhood Plan Area Designation

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

The designation of a Neighbourhood Area is the first formal stage in preparing a Neighbourhood Development Plan. This form should only be completed once you have met and agreed with your District Council that for what you are proposing, a neighbourhood plan is the appropriate tool.

This application form may also be used if you are proposing Neighbourhood Development Order or Community Right to Build Order. Guidance on how to complete the application is provided at the end of the form.

Completed forms should be sent by email or post to:

Suffolk Coastal applications

suffolkcoastallocalplan@eastsoffolk.gov.uk

Suffolk Coastal District Council
Planning Policy and Delivery Team
East Suffolk House
Riduna Park
Station Road
Melton
Suffolk
IP12 3RT

☎ 01394 444567

Waveney applications

waveneylocalplan@eastsoffolk.gov.uk

Waveney District Council
Planning Policy and Delivery Team
Riverside
4 Canning Road
Lowestoft
Suffolk
NR33 0EQ

☎ 01502 523043

Data Protection Statement:

The information you have supplied may be processed by computer or form the basis of manual records. Suffolk Coastal District Council and Waveney District Council will use the data for purposes relevant to the Neighbourhood Planning (General) Regulations 2012 (as amended) and for no other purpose. Neighbourhood planning purposes will require data to be shared between the Council in its role as Local Planning Authority and the town/parish council as the relevant Qualifying Body. Please note: this form will be published online in its entirety.

Suffolk Coastal & Waveney District Councils



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eastsoffolk.gov.uk

How to complete the application form

The Neighbourhood Area is the area to which the proposed Neighbourhood Development Plan or Neighbourhood Development Order will relate. In most cases Neighbourhood Areas will follow parish or town boundaries. Waveney and Suffolk Coastal districts are now fully parished. However, a Neighbourhood Area may only be part of these areas or may combine more than one parish.

Name of Neighbourhood Area

What would you like your Neighbourhood Area to be known as? Please enter the name.

Relevant body

Only the relevant body can undertake neighbourhood planning (i.e. the Parish or Town Council or designated Neighbourhood Forum). Please confirm that you are the relevant body for the Neighbourhood Area you are applying for. If a joint application is being made please provide details of all relevant parish councils. Note – a Parish Meeting would not qualify as a relevant body.

Intention of Neighbourhood Area

What type of plan are you going to prepare for your Neighbourhood Area? Please indicate in the box.

Applicant details

Please give the contact details of the person representing the relevant body (i.e. the Parish Council, Town Council or Neighbourhood Forum) undertaking neighbourhood planning.

Additional contact

Provide details of the key contact of the group (i.e. the steering or project group) undertaking production of the plan, if different to Applicant Details. The person named as the applicant will remain the principle contact for all correspondence.

Extent of the area

In most cases Neighbourhood Areas will follow parish or ward boundaries. However, they can be smaller or extend beyond boundaries to include other parishes or wards. The extent of your Neighbourhood Area should be outlined in RED on an Ordnance Survey plan. A short statement should be made to explain why this area is considered appropriate to be designated as a Neighbourhood Area.

Additional joint parish details

If the proposed Neighbourhood Area covers more than one parish, this must be a joint application with agreement from each of the affected Parish Councils. Please provide details of each Parish Clerk for parishes listed as Relevant Body. You will also need to provide a copy of the relevant town/parish council minute confirming agreement to undertaking a joint neighbourhood plan.

Declaration

Sign and date this section and make sure that any joint applicants listed in Additional Joint Parish Details also sign and date this section.

How the District Council will determine the application

The District Council will:

- Check that the application is valid and made by a relevant body,
- Consider whether the proposed neighbourhood area is appropriate,
- Check that the neighbourhood area does not overlap with any other neighbourhood area.

The decision will be made in accordance with the timetable set out below which is defined in regulation.

Application Type	Timeframe ¹
Single parish area	As soon as possible. No consultation is required. The Council will determine the area within 3 weeks (5 weeks if the area also forms part of the Broads Authority area).
More than one parish	Within 13 weeks. Minimum 6 week consultation required.
More than one Local Planning Authority (multi parish)	Within 20 weeks. Minimum 6 week consultation period required. Note a small number of parishes also fall within the Broads Authority.

To avoid any unnecessary delay, authority to designate a neighbourhood area is operated under delegated powers.

In the majority of cases, the area applied for will be granted without amendment. In a minority of cases, and with the consent of the Parish or Town Council or Neighbourhood Forum, the Council may make modifications to the Neighbourhood Area if considered appropriate/necessary. The Council will notify the applicant and publish its decision on the website. The decision notice will specify why the area originally applied for is considered unsuitable as well as defining and designating a revised area. The Martlesham Neighbourhood Plan area is one such exception.

¹ Where a proposed Neighbourhood Area overlaps with an existing Neighbourhood Area which extends outside of the area of the Parish Council(s) applying for it, the above timescales do not apply.

Name of Neighbourhood Area

Please give the name by which your Neighbourhood Area will formally be known:

CARLTON COLVILLE

Name of Parish / Town Council / Neighbourhood Forum

Please give the name of the Parish / Town Council / Neighbourhood Forum that will be undertaking neighbourhood planning in the area:

CARLTON COLVILLE NEIGHBOURHOOD PLAN STEERING COMMITTEE

Relevant body

Please confirm that you are the relevant body to undertake neighbourhood planning in your area in accordance with Section 61G of the 1990 Town and Country Planning Act and Section 5C of the Neighbourhood Planning (General) Regulations 2012:

Yes

No

Intention of Neighbourhood Area

Please indicate which of the following you intend to undertake within your Neighbourhood Area:

Neighbourhood Development Plan

Neighbourhood Development Order

Community Right to Build Order

Applicant details

Title

MRS

Name

ALISON AHERS

Position
(e.g. Clerk, Chairman)

CLERK

Address

7 CHESTNUT AVENUE
LOWESTOFT
SUFFOLK
NR32 3JA

Email

clerk.cctc@gmail.com

Additional contact

Title

MR

Name

JASON RODWELL

Position
(e.g. Clerk, Chairman)

COUNCILLOR

Address

102 BECCLES ROAD
LOWESTOFT
SUFFOLK
NR33 8QY

Email

jasonrodwell.cctc@gmail.com

Extent of area

Whole single Parish Part of Parish + PART OF GISLEHAM
 Joint Parish Ward area WHICH BORDERS THE
 PROPOSED DEVELOPMENT
 WLP2.15

Please describe below why you consider the extent of the area is appropriate:

THE PLAN SHOULD COVER THE WHOLE OF THE PARISH AREA + THE SMALL PART OF GISLEHAM WHICH IS INCLUDED IN A POTENTIAL FUTURE DEVELOPMENT AS ANY DEVELOPMENT WILL HAVE ECONOMIC, SOCIAL AND ENVIRONMENTAL IMPACTS ON THE WHOLE PARISH

(Use continuation sheet if necessary)

Additional joint Parish Council details

If your neighbourhood plan is intended to cover more than one parish area, please give the parish clerk details for each parish. A copy of the relevant town/parish council minute confirming their agreement to a joint neighbourhood plan should accompany this application form.

GISLEHAM PARISH COUNCIL
 DEREK WARD - CLERK

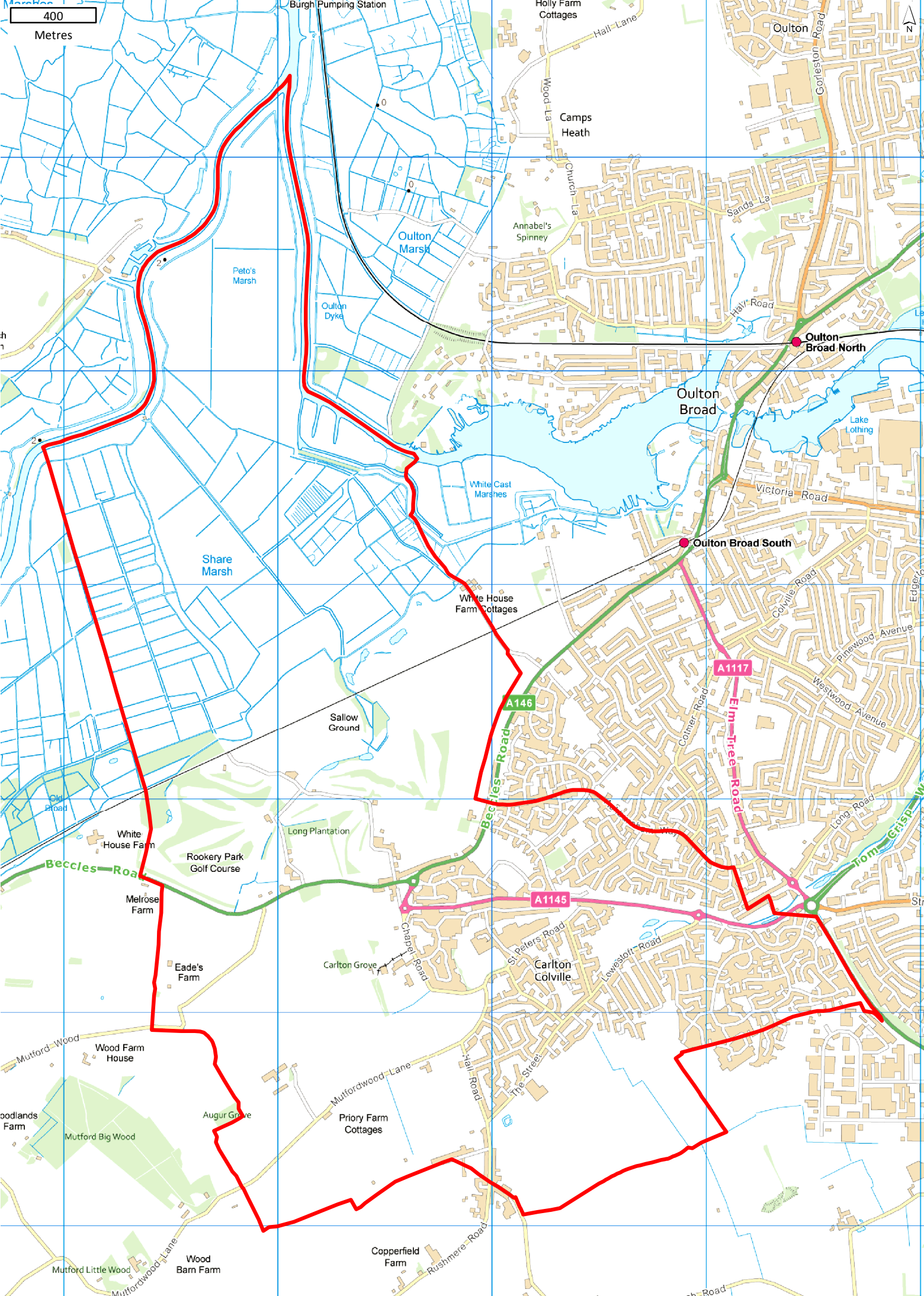
ATTACHED MINUTES ITEM 9.2. (ONLY PART OF PARISH)

Declaration

I/we hereby apply to designate an area as described in this form and shown on the accompanying map. In the case of joint parish applications, names from each parish would be required.

Name (block capitals)	<input type="text" value="ALISON AYERS"/>	Date	<input type="text"/>
Name (block capitals)	<input type="text" value="DEREK WARD"/>	Date	<input type="text"/>
Name (block capitals)	<input type="text"/>	Date	<input type="text"/>

400 Metres



GISLEHAM PARISH COUNCIL

PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held at The Village Hall, Gisleham on
Monday 7th January 2019 at 7.30 pm

Present: Mr G Hunt (Chair), Mrs M Boon, Mr B Collen, Mr I Gilbert, Mrs S Gilbert, Mr P Gillott and Miss R Moffatt.
In attendance: Mr D Ward (Parish Clerk), Cllrs. P Light and A Robertson (Carlton Colville Town Council), Tree Warden -
J Peak and one parishioner.

The Chair welcomed those present.

1. Apologies for absence.

Were received from, County Councillor M Ladd and District Councillor B Provan.

2. Declarations of pecuniary or other interest relevant to items on the agenda.

No interests declared.

3. Minutes of the Council Meeting held on 5th November and Planning Meeting on 17th December 2018.

It was proposed by Miss R Moffatt, and seconded by Mrs M Boon, that the Minutes that were presented for both meetings, were a true record of the proceedings and they were duly signed by the Chair and Clerk.

4. Matters Arising.

Thanks were extended to Mr Collen for trimming the hedge on Black Street, following the last meeting.

Miss Moffatt reported having attended the Boundary meeting with representatives of Carlton Colville Town Council and Mutford Parish Council.

The Tree Warden advised that he will attend a meeting of the Tree Warden Group at Woodbridge in February.

5. To receive report from County Councillor.

Having sent apologies for the meeting, updates regarding outstanding Highways issues were unavailable, these are:

1. Relocation of the 'Gisleham' sign from Gisleham Road to Snab Hill.

2. Pedestrian crossing on A12 at Pontins Holiday Centre.

3. Refixing footpath sign on Black Street.

3. Flooding outside Church Farm on Gisleham Road.

The Clerk advised that he has had several discussions with County Highways and that they will make further site visits to locate, and assess, the problem.

6. To receive report from District Councillor.

Nothing received.

7. To receive questions from Parishioners regarding Matters for Discussion.

A question was raised about the recent fly tipping that has occurred on the field on the South side of the entrance to the Traveller's site in Kessingland., particular concern about the horses that are grazing this field. Agreed concerns should be reported by the Clerk.

8. Matters Discussed:

1. **May Elections:** - Waveney District Council Electoral Services have advised that estimated costs for a Gisleham Parish Council election are £1220. In the event that this is uncontested, charges will be limited to administrative costs only.

Signed.....ChairmanClerk

Date.....

2. **Parish Precept:** - The Precept payment received this year was £1,495.56. The Clerk tabled details of the Parish current annual expenditure at £3,100. This figure includes Clerk salary, stationery, insurance and annual subscriptions. It does NOT include cost of elections or other, non-regular, expenditure. In previous years, considerations included the balance of the Community account. This now stands at £4,600.
After considerable discussion, Mrs M Boon proposed that the Precept be set at £3,000 for 2019 – 2020. This was seconded by Miss R Moffatt and agreed by all.
3. **Morrisons Notice Board** – The Store has advised that the Notice Board has not been found. The Clerk was asked to write to Morrisons in the hope that they will offer a replacement, and advise a suitable location for its position, now that the alterations have been completed.
4. **Fly Tipping:** -Councillors continue to be concerned about the increasing incidents of fly-tipping in the Parish. The recent discovery of cannabis root stock, dumped in ditches, was reported both to the Police and Waveney Norse.

9. Clerk's Recent correspondence

1. Rosedale Patient Group are offering to organize a 'Heartstart' CPR course for Gisleham residents, paid for by Suffolk County Councillor Michael Ladd. Clerk to put poster on Notice boards to gauge interest.
2. Request from Carlton Colville Town Council that, in preparing their Neighbourhood Plan, the whole of the proposed development be included, although half of it is within Gisleham Parish boundary. This would ensure that all agreed policies would cover the whole site. Councillors agreed, in principle, to this request, subject to continued discussion and input, prior to completion of the Plan proposals.
3. Suggestion that a 'Central Group' of Parish Councils be formed to discuss issues and share ideas as the new District Council is formed and moves forward. A provisional date for the first meeting, to be held at Carlton Colville Town Council offices, is Wednesday 27th February at a time to be agreed. Councillors agreed to attend at whatever time decided.
4. A newsletter from Inspector Liz Casey, Police Safer Neighbourhood Team
5. Invitation to attend the Annual Town and Parish Budget Review Meeting at 6pm on Tuesday 8th January at Waveney District Council's offices
6. Invitation to attend Waveney Town and Parish Council' Forum from 9.15am – 1.15pm on Friday 25th January at Hamilton House, Battery Green Road, Lowestoft.
7. Invitation to attend the First Meeting of the Sunrise Coast Heritage Guild. On Thursday 7th February at 1.00pm at Hamilton House, Battery Green Road, Lowestoft.

10. Finance:

To approve the following payments:

1. **Hire of Meeting Room:** Receipt of Invoice from Gisleham Parish Room Trustees for hire of room for Council meeting in the sum of £12.00.
2. **Office Administration:** For October, November and December
3. **H M Revenue and Customs:** PAYE submission

Hire of Village Hall for meeting – 07.01.19	Cheque 100453	£ 12.00
Office administration – October, November, December	Cheque 100454	£ 487.06
HMRC	Cheque 100455	£ 112.80

Councillors approved the payments and issued the cheques.

The Clerk provided details of the accounts to date, together with Bank Statements.

11. Planning:

No Planning Applications have been received for consideration

13. Gisleham Parish Council: The next meeting will be on Monday 4th March 2019 at 7.30 pm.

Signed.....ChairmanClerk Date.....