



Application for Designation of a Neighbourhood Area

Under the Neighbourhood Planning (General) Regulations 2012 (as amended)

Instructions for Completion

Please read the appended Guidance Notes before completing this form.

Answer all questions, stating not applicable where relevant. Please continue on a separate sheet(s) if necessary.

Please sign and date the form, ensuring you have appropriate authority to act on behalf of the applicant body.

If possible include the requested Supplementary Information (a – c) with your application or as soon as possible after to help us to process it effectively.

Please be aware that the information you provide is intended to assist the Local Planning Authority in making a decision but please note that further information may be required.

For assistance with completing your application and for application submission please contact the Planning Policy Service (see Guidance Notes for details)

APPLICANT

1. Which Town or Parish Council is applying to designate a Neighbourhood Area?

- a. *Please state the name and address of the applicant parish/town council (or the lead parish if more than one Town or Parish Council are working in partnership):*

Plymtree Parish Council

- b. *If more than one Town or Parish Council are working in partnership, please give names and contact details of all parties.*

Not applicable

- c. *Please advise if all the parishes listed above agree to the application and give details of any discussions which have taken place with a view to joint working:*

Not applicable

EXTENT OF AREA

2. Does the proposed Neighbourhood Area cover the whole of a single parish only, and exactly follow the administrative parish boundary?

- Yes

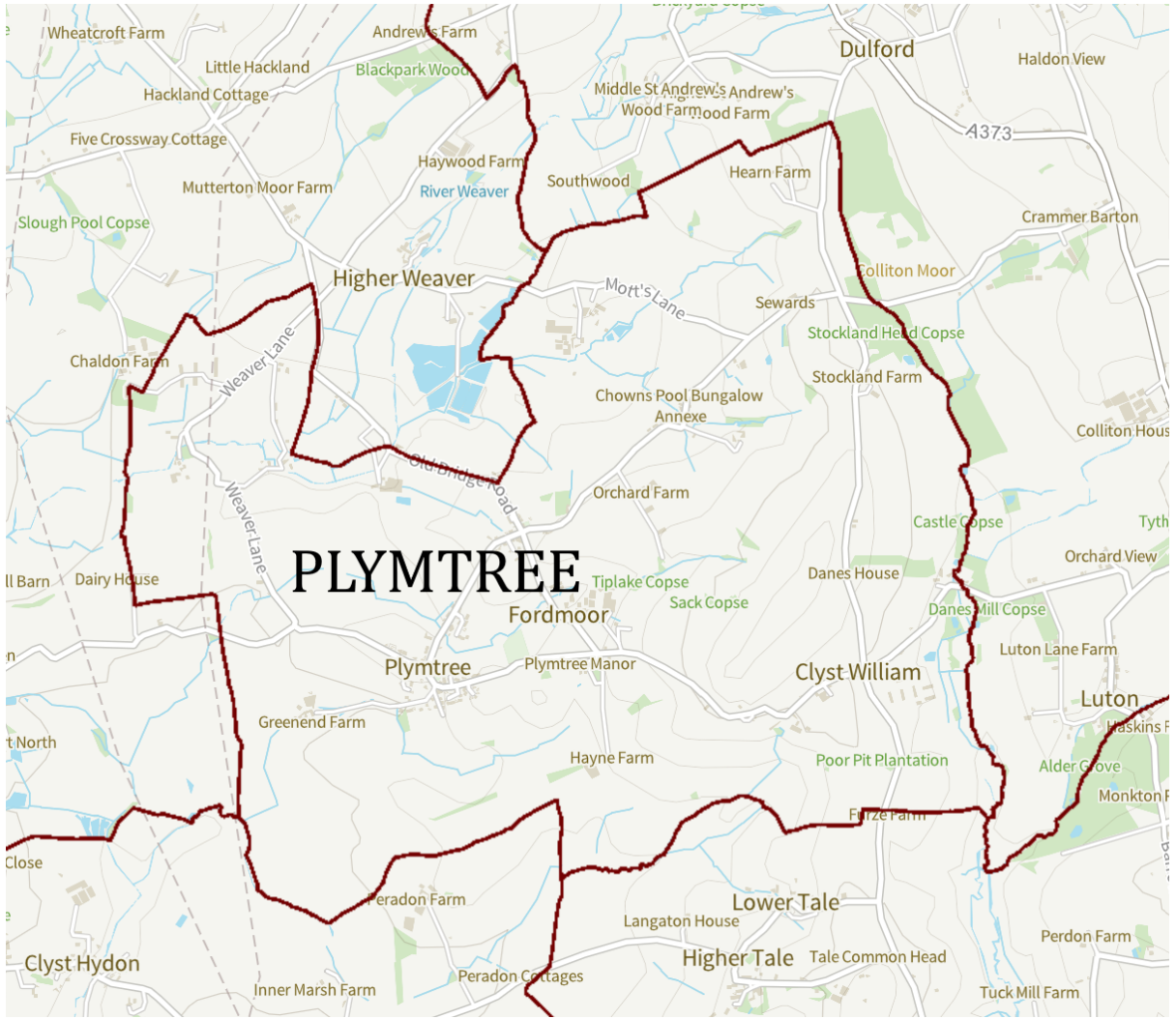
If Yes, please confirm the name of the parish to be designated:

Plymtree

If No, please give details below explaining how and whether this extends into other areas and/or does not cover all areas within a parish. (Note: Where applications include sites in adjoining parishes, their agreement must be sought)

Please include an OS base map with your application clearly identifying the extent of the proposed neighbourhood area (*Note: This should also show the relationship with all relevant administrative parish boundaries. Assistance with mapping is available if required*)

See overleaf.



3. Is this an application to amend an existing designated Neighbourhood Area, and/or is any part of the area applied for within an existing designated Neighbourhood Area?

- No

If yes, please give details, including of any discussions with relevant parties who might be affected, for example adjoining parish/town councils:

4. Please state the proposed preferred name for the new (or modified) Neighbourhood Area:

(Note: this will normally be the name of the parish/es it will cover)

Plymtree Neighbourhood Area

SUPPORTING STATEMENT

5. Please provide a short statement in support of your application, explaining why you consider this area is appropriate for designation as a neighbourhood area:

(Note: This is particularly important if it is not the full extent of the parish or includes part(s) of other parish(es).

You may wish to refer to Section C of the Guidance Notes at the end of this application form and include the reasons why the boundaries were chosen, and any evidence or commentary demonstrating that the community (residents or businesses) identify with this as a neighbourhood and any consultation that has taken place locally to inform your application)

There has been debate in Plymtree over several years about the effort required versus the potential benefit of creating a Neighbourhood Plan (NP). Recent planning applications have increased awareness of the potential benefit of a NP so, after taking advice on the process from the EDDC NP Officer, a consultation meeting was held in the village. Attendance was good and the parish council concluded that it should move ahead and initiate the formulation of a NP. See [Parish Council Minutes 12 March 2024 | Plymtree Village](#) item 27/24.

This “Application for Designation of a Neighbourhood Area” is to cover the whole area of the parish of Plymtree. The parish is bounded to the west by Cullompton in Mid Devon, and on other sides by East Devon parishes:

1. East is Broadhembury which is marked as having a draft NP.
2. South east is Payhembury which has a ‘made’ plan.
3. South west is Clyst Hydon which appears not to have a NP.

As there is no administrative or functional overlap with adjoining parishes, it is not thought that there is any advantage to seeking to include parts of other parishes in a Plymtree Neighbourhood Plan.

DECLARATION

- i) Confirmation that the organisation or body(ies) making the area application is a relevant body for the purposes of [section 61G of the 1990 Town and Country Planning Act](#).
(Note: In East Devon, a relevant body is a Parish or Town Council)

Yes



- ii) Agreement to the application of all other Town or Parish Council(s) identified as working in partnership with you:

Not applicable

- iii) Agreement to the proposed Neighbourhood Area from adjoining parish(es) if any land within it is situated within their administrative boundaries:

Not applicable

Please sign the form and provide your contact details below:

Name	William Lines
Signature	
Date	04 April 2024
Organisation	Plymtree Parish Council
Position in organisation	Clerk
Email address	parishclerk@plymtree.org.uk
Phone number	

Second / Alternative Contact Details (optional):

Name	
Organisation	
Role/Position	
Email address	
Phone number	

SUPPLEMENTARY INFORMATION

In addition, to help us meet the consultation and/or publicity requirements:

- a) Please advise if we are able to publicise the application in any widely available local newsletters/magazines? If so, please give contact details and advise how often the newsletter/magazine is published:

Plymtree Parish News – (published monthly – contact via Parish Clerk – ParishClerk@plymtree.org.uk / Clyst Hayes, Plymtree, Cullompton, EX15 2LQ)

- b) Do you have Parish Noticeboards? If so, please give contact details of the person responsible for their content:

Yes – via Parish Clerk

- c) Are there any other means of communication which could be used to advertise the proposals e.g. local website, social media, local interest groups? Please provide brief details and contact information for the person(s) responsible for their content:

Website (<https://plymtree.org.uk/>) and Facebook – via Parish Clerk

GUIDANCE NOTES

A. Application Process

It will be the responsibility of the applying Parish / Town Council to complete the application form and seek agreement from adjoining parishes, if the proposed area extends into their administrative area. As required, Officers can provide basic informal comment on proposals for neighbourhood areas and on the draft wording of applications as well as the provision of a relevant map.

On receipt of your application, Officers will check the form is complete and can be accepted for processing and will send you an acknowledgement of your application (typically within 3-5 working days). This will include checking that the organisation or body making the area application is a relevant body for the purposes of [section 61G of the 1990 Town and Country Planning Act](#) which in East Devon, is a Parish or Town Council. We will also check there are no other pending neighbourhood area applications relating to the proposed area, and that if the application includes areas beyond the applicant parish/town council boundary, that adjoining parish councils are in agreement.

B. Consultation and Determination

Generally, where a Town/Parish Council applies for the whole Parish to be designated as a neighbourhood area we must designate it and it does not need to be advertised.

If a different area is applied for, or any part of the area applied for is within an existing neighbourhood area that extends outside the parish, then we must, as local planning authority, publicise and consult on the application for a minimum of 6 weeks.

We must determine the application within 13 weeks of it first being publicised.

We will publish the following on our website and in any other manner that we consider is likely to bring the application to the attention of people who live, work or carry out business in the area to which it relates:

- a) a copy of the area application;
- b) details of how to make representations; and
- c) the date by which those representations must be received, being not less than 6 weeks from the date on which the area application is first publicised.

C. Considerations for deciding neighbourhood area boundaries

As set out in [National Planning Policy Guidance](#), considerations other than administrative boundaries may be relevant when proposing and determining boundaries for a neighbourhood area. These could include:

- village or settlement boundaries, which could reflect areas of planned expansion
- the catchment area for walking to local services such as shops, primary schools, doctors' surgery, parks or other facilities
- the area where formal or informal networks of community based groups operate
- the physical appearance or characteristics of the neighbourhood, for example buildings that may be of a consistent scale or style
- whether the area forms all or part of a coherent estate either for businesses or residents
- whether the area is wholly or predominantly a business area
- whether infrastructure or physical features define a natural boundary, for example a major road or railway line or waterway
- the natural setting or features in an area
- size of the population (living and working) in the area

D. Publicising Designation of a Neighbourhood Area

As soon as possible **after designating a neighbourhood area**, we must publish the following on our website and in any other manner that we consider is likely to bring the application to the attention of people who live, work or carry out business in the area:

- a) the name of the neighbourhood area;
- b) a map which identifies the area; and
- c) the name of the relevant body who applied for the designation.

If we **refuse to designate a neighbourhood area**, we must publish the following on our website and in any other manner that we consider is likely to bring the application to the attention of people who live, work or carry out business in the area:

- a) a document setting out the decision and a statement of our reasons for making that decision ("the decision document"); and
- b) details of where and when the decision document may be inspected.

E. Declaration, Data Protection and Future Correspondence

Please note that by completing this application form you confirm that you represent the relevant body (Town/Parish Council) and give us permission to publish the form on our website. In accordance with data protection rules, signature and personal contact details will be redacted. The signatory to this application will be used as the main point of contact for this application.

F. Application Submission and Further Information

For assistance and to submit an application for designation of a neighbourhood area, please contact the Planning Policy service:

- Planning Policy Team, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ
- E-mail: planningpolicy@eastdevon.gov.uk
- Telephone: 01395 571740
- www.eastdevon.gov.uk

Further information:

- The [Neighbourhood Planning \(General\) Regulations 2012 \(amended 2015\)](#)
- East Devon District Council [Protocol for Dealing with Neighbourhood Plans](#)
- East Devon District Council [Neighbourhood Planning webpages](#)