



# 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):*

**WEST HILL PARISH COUNCIL,**  
Gorsecroft, West Hill Road, West Hill EX11 1TU  
Contact Parish Clerk at clerk@westhillparishcouncil.gov.uk

- b. *If more than one Town or Parish Council are working in partnership for a joint neighbourhood area designation, 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:*

**See Q.3**

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:**

**WEST HILL**

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

For details of the West Hill Parish Boundary:

- a. OS based map – West Hill Parish Boundary (see appendix A)
- b. West Hill Parish borders the parishes of Whimble, Ottery St Mary, Aylesbeare & Rockbeare



**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?**

- Yes

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

A Neighbourhood Area (with a made neighbourhood Plan) exists jointly across the whole of West Hill parish and the adjoining parish of Ottery St Mary. This application seeks to create a new neighbourhood area for the parish area of West Hill only, and removing this from the joint neighbourhood area.

There have been discussions between OSMTC and WHPC about the need for a NP review, and the relative merits of a joint plan, or splitting the neighbourhood areas and each parish preparing its own plan. It is agreed between the two councils that each parish has its own needs and priorities, but that there are areas of mutual interest where it would be advantageous to have some joint working and discussion, e.g. potential green wedge between Ottery & West Hill. Currently the agreement between the two councils is that each should apply for a separate neighbourhood area, but there will be joint discussions on areas of mutual interest.

**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)*

West Hill 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:**

A joint Ottery St Mary + West Hill Neighbourhood Plan is currently in place. West Hill Parish Council considers it appropriate to designate a neighbourhood area, focussed on the West Hill Parish Boundary, for the following reasons:

The Ottery St Mary & West Hill NP was started in 2014, and work on it progressed with input from Ottery and West Hill residents in a joint Neighbourhood Plan Working Group. The Neighbourhood Plan Area covered the whole of the then Ottery St Mary Parish, and included all of what is now West Hill Parish.

The Order to create a separate West Hill Parish Council was made in December 2016, and West Hill Parish Council came into being on 1st April 2017. By that time, development of the Neighbourhood Plan was well advanced, and the Regulation 14 consultation was launched in May 2017. It was agreed that the most efficient way to proceed was for Ottery St Mary Town Council and West Hill Parish Council to work together towards completion of the Plan, which was Made in July 2018.

As it is now over 4 years since the NP was made, it is timely to consider a review, which can also be in conformity with the emerging Local Plan 2020-2040.

A review of the Neighbourhood Plan by West Hill Parish Council has shown that the interests and priorities of the two councils (Ottery St Mary and West Hill) have diverged. There are some policies in the NP which are working well and others which could be strengthened and made more specific for West Hill, and some new policies are needed. For these reasons, West Hill Parish Council's decision is that they wish to re-define the Neighbourhood Plan Area and work on a separate Neighbourhood Plan for West Hill.

As established during the process of creating the new parish of West Hill, the two settlements have separate and distinct identities and demographics. The priorities for a revised NP are different for the two settlements. It is agreed between the two councils that there will be joint discussions over matters of mutual interest, e.g. the green wedge, and that there may be a need for mirror policies in the two new NPs.

The proposal to proceed with an NP review was discussed with residents during the consultation event for the Local Plan Review organised by WHPC. Residents were supportive of the proposal to proceed with a separate new NP for West Hill.

*(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)*

## DECLARATION

### **Please confirm as appropriate:**

- 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**

Alison Carr

**Signature**

**Date**

**Organisation**

West Hill Parish Council

**Position in organisation**

Chairman

**Email address**

Alison.carr@westhillparishcouncil.gov.uk

**Phone number**

Second / Alternative Contact Details (optional):

Name	Anne Oliver
Organisation	West Hill Parish Council
Role/Position	Parish Clerk
Email address	clerk@westhillparishcouncil.gov.uk
Phone number	01404 232100

## 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:

West Hill Parish Council distributes a newsletter to all village households on a quarterly basis or as required.

A bi-monthly village magazine, The Messenger, is also organized by the local Church, St Michael's, and is distributed to all households as an A5 booklet. Contact details

- [St Michaels West Hill magazine](#)
- The Messenger is published six times a year on 1st April, 1st June, 1st August, 1st October, 1st December and 1st February. Copy deadlines are generally the 1st of the preceding month.
- Email westhillpcc@gmail.com

The application could also be published in Ottery St Mary via the Ottery Gazette. Contact details

- The Ottery Gazette
- [The Old Town Hall, The Flexton, Ottery St Mary](#), Devon England, EX11 1DJ
- [www.otterygazette.co.uk](http://www.otterygazette.co.uk)

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

Yes. Please contact the Parish Clerk email [clerk@westhillparishcouncil.gov.uk](mailto:clerk@westhillparishcouncil.gov.uk)

- 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:

[West Hill Parish Council website](#). Please contact the Parish Clerk, [clerk@westhillparishcouncil.gov.uk](mailto:clerk@westhillparishcouncil.gov.uk)

## 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](mailto:planningpolicy@eastdevon.gov.uk)
- Telephone: 01395 571740
- [www.eastdevon.gov.uk](http://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](#)