

Neighbourhood Planning Guidance

Neighbourhood Planning: Maps for Neighbourhood Plans

South Cambridgeshire District Council

September 2017

This document includes hyperlinks to a range of websites, and the hyperlinks can be accessed using the published version of this document, which is available to view via: www.scams.gov.uk/npguidance. Every effort has been made to ensure that these hyperlinks are up-to-date, however as websites change these hyperlinks can become invalid.

Herefordshire Council has kindly given permission for us to provide links to their guidance on neighbourhood planning.

Huntingdonshire District Council has kindly allowed us to take inspiration and wording from their Neighbourhood Planning Guidance.

If you have any queries relating to this document, please contact us via neighbourhood.planning@scams.gov.uk or 01954 713183.

Neighbourhood Planning Mapping Guidance

The use of maps at all stages of the Neighbourhood Planning process will help bring your document or consultation event to life. **People can better relate to maps or pictures**, and express their feelings about an area with the aid of a map easier, than with just the written word.

Maps are necessary within your plan as there is a requirement to include them within your submission document. More information on this requirement is contained throughout this document. **South Cambridgeshire District Council can supply some mapping free of charge**, information on what the Neighbourhood Planning team can supply you with is detailed through this guidance note.

ESSENTIAL INFORMATION

Before we can provide support to your Neighbourhood Plan all the information in the below paragraphs is essential reading. This guidance note will help you to obtain the necessary Ordnance Survey licence requirements.

Licensing

For any data/GIS layers the Neighbourhood Planning Group must ensure they seek and attain the permission and/or rights for the use of all data for mapping purposes. Contact the author of the information.

Ordnance Survey (OS) Mapping

Neighbourhood Planning Group must sign up to the Ordnance Survey's Public Sector Mapping Agreement (PSMA) with the OS to benefit from any of the mapping support.

This will licence your parish council to use a range of Ordnance Survey mapping products for council business and enable South Cambridgeshire District Council to share Ordnance Survey mapping data with you more easily.

It requires your group to sign-up (for free) at this link: [PSMA](#) or find out more information, and sign-up, at:

<https://www.ordnancesurvey.co.uk/business-and-government/public-sector/mapping-agreements/public-sector-mapping-agreement.html>

Ordnance Survey Copyright

A Copyright line must be included whenever mapping is used, written as (year will change):

“© Crown copyright and database right 2017. Ordnance Survey Licence number 100022500”

3rd Party Contractors

If you are using an external supplier to create your mapping using OS data, in addition to the PSMA they will need to sign and send in a 3rd party contractors agreement. Please contact the Neighbourhood Planning team via the contact details: neighbourhood.planning@scambs.gov.uk or 01954 713183.

Aerial Photography

For the 2013 Aerial photography base layer a copyright line must be included to show:

“© Bluesky International Limited.” This data can be used by your Group to create printed maps only

External Data Sources

Data supplied and used by your group from any other sources you find, other than SCDC, may

require you to sign additional consent or user forms/licences, include a copyright line and may incur a charge.

Data Usage

All data/mapping supplied by SCDC is solely for the use of creating the Neighbourhood Plan by your Neighbourhood Planning Group.

When will you require a map?

- Neighbourhood Area:

A map showing your proposed Neighbourhood Area is required as part of the application submitted to SCDC requesting the designation of your neighbourhood area.

- Consultation:

Maps are important when you start exploring the possible options for policies and proposals within your draft plan. Maps are often invaluable during any consultation events and many engagement techniques benefit from the use of maps.

Maps will potentially be needed within draft consultation documents or draft plans, especially those which outline such things as, potential housing, employment or community sites, settlement boundary lines and any areas for protection such as recreation, green space or important local buildings.

- The Plan:

When your plan is submitted it will need several things to support it, one of which is a map identifying the area to which the plan relates the:

- *Designated Neighbourhood Area Map.*

Your Neighbourhood Plan also needs to include a **Policies Map**. A policies map shows:

- Site allocations - areas of land that have been allocated for specific uses, and
- Designations - areas to receive protection from development including local, national and international environmental designations.

Once adopted, the details on your policies map will be used in determining planning applications and other council functions such as land searches.

Mapping will therefore be an important element of developing your plan and there are many ways of obtaining the necessary maps you require.

Other Resources

SCDC can provide you with maps as set out in this guidance document.

Alternatively, **on-line internet mapping sites** can also provide the facility to produce maps of your parish. There may be a subscription or costs to using such sites.

Top Tips

Please bear in mind that some online mapping sites rely on members of the public to keep them updated, and therefore SCDC cannot guarantee that the data on these sites is up to date or valid for Neighbourhood Planning purposes.

Neighbourhood Plan Mapping Offer – inclusive (standard offer)

Create and supply mapping at critical points throughout the lifespan of the Neighbourhood Plan preparation process.

Neighbourhood Area

As part of our standard mapping offer, SCDC can:

1. Provide an Application map (Proposed Neighbourhood Area Map), showing extent of proposed area to be designated, to include:
 - A4, Colour, PDF supply (by email)
 - OS Base mapping
 - Line to delineate the boundary of your Neighbourhood Plan Area, Nb. please let us have an accurate representation of the area boundary to use to create this map.
 - Number of printed copies: maximum of 5
 - [See Example 2](#)
2. One map to show extent of designation area for exhibitions or group meetings, including:
 - Max. Size A0, Colour, printed onto Inkjet paper
 - Using any of the constraint GI layers and those listed in [Appendix 1](#)
 - Maximum Extent of work: 2 hours' work for Policy team (This would be sufficient time to create a base using OS or Aerial photo with a few existing layers overlaying on a current frame layout.
 - Number of printed copies: maximum of 2

Mapping Portal

Within a short time from your Neighbourhood Area being designated you will have access to a mapping portal hosted by SCDC showing a standard set of layers, as listed in [Appendix 1](#), overlaying Ordnance Survey and Aerial base mapping. This will help support you through the process of preparing the Plan. It can be used for research and simple analysis based on the spatial information available. The mapping portal also allows you to add on extra information by drawing shapes or lines. Working quality maps can be saved from the portal as a PDF and then be printed out.

Your Neighbourhood Plan group will have:

- access to the portal for the duration of the making of the neighbourhood plan and onward (this provision is subject to any future review by SCDC of its software, IT policies and provision)
- access through a link on your Parish Council website, also mobile device link (mobile phone)
- access to layers as shown on the Adopted LDF Proposals Map, Local Plan Policies Map and the current Village Service and Facilities Study, as listed at [Appendix 1](#)
- OS base mapping at various scales, and current Aerial photography, as a backdrop layer for South Cambridgeshire
- an option to add-on layers (see Creating New Layers section)

Note:

SCDC will maintain the data layers, updating them on the portal system, as and when we re-publish.

Other Resources:

You may find useful, for reference, the following SCDC website pages which show the 'Adopted LDF Proposals Map' and 'Proposed Submission Local Plan Policies Map (July 2013)':

[Adopted LDF Proposals Map](#)

[Proposed Submission Local Plan Policies Map](#)

[See Example 1](#)

Neighbourhood Plan Preparation (Consultation)

We will be able to provide initial policies map to help you consider the planning issues in your area, please let us know if you require this help.

- Please make yourself aware and refer to the lead times shown later in the document.

Top Tips

Using the mapping portal here will really help work through your requirements. However, if you have added shapes or lines to the mapping portal to illustrate specific policies in your Neighbourhood Plan and you would like these shown on maps to be included in your pre-submission or submission Neighbourhood Plan, please contact us via neighbourhood.planning@scambs.gov.uk or 01954 713183 to discuss how we can help you to create these maps so that they are at a quality suitable for publication.

Maps created & supplied by SCDC:

- File dimensions: A4/ A3, Colour/Mono, PDF printed
- Using any of the SCDC constraint GI layers and those listed in [Appendix 1](#)
- Maximum Extent of work: 8 hours work for Policy team
- Number of printed copies: maximum of 3 of each map
- Bespoke layer mapping – option to create bespoke layers (see Creating New Maps from New Layers section)

Neighbourhood Plan Submission

We can finalise the set of policy maps and provide a map of the Neighbourhood Area required for the submission Neighbourhood Plan.

Maps created and supplied at plan preparation

- Update current layers used, if necessary
- Finalise and check: Maximum of 4 hours work for Policy Team
- Supply: Neighbourhood Area map (Designation Map, as a JPeg)
- Supply: PDF/JPeg final set of maps for you to drop into final plan documents
- [See Example 3](#)

Other Mapping Options

Data only supply

For you to create your own mapping. Choose from any of the constraint GIS layers and those listed in [Appendix 1](#). The data will be supplied as a tab file format (.tab) which needs to be loaded into a GIS package. Many other sources can supply data to use and is readily available, there may be a

charge. See other possible data sources in [Table 1](#).

Raster images

OS mapping – various scales, monochrome or colour is available, we can supply your Neighbourhood Plan area as an image file.

Aerial Photography – a 2013 image file of your Neighbourhood Plan area can be supplied. Please be aware the license allows for the **creation printed mapping only**.

Data is supplied by email. There is no charge for this information. Please let you own if you wish to take this option.

Print only supply

You have created your own mapping but require a print only option. Providing us with PDF files we can print them out at various sizes, colour/mono and on various paper types. We would need sufficient time to produce the prints, ensuring a resource is available to complete the work. There may be a charge for this service, please see the Print Cost [Appendix 2](#). Please let you own if you wish to take this option.

Data Layers

Internal Constraints and Other SCDC Layers

Please refer to [Appendix 1](#).

Externally Sourced Constraint Layers

Only constraint data layers created by SCDC can be supplied to you from SCDC.

These **excluded** layers, can be sourced directly from the “data contact/link” below:

Table 1

LAYERS	OWNER	DATA CONTACT / LINK	INFORMATION
Flood zones 2	Environment Agency	https://data.gov.uk/dataset/flood-map-for-planning-rivers-and-sea-flood-zone-2	download SHP file from link
Flood zones 3	Environment Agency	https://data.gov.uk/dataset/flood-map-for-planning-rivers-and-sea-flood-zone-3	download SHP file from link
Registered (Historic) Parks & Gardens	Historic England	https://services.historicengland.org.uk/NMRDataDownload/default.aspx	register as user & download data
Scheduled Ancient Monuments	Historic England	https://services.historicengland.org.uk/NMRDataDownload/default.aspx	register as user and download data
Ancient Woodland	Natural England	http://environment.data.gov.uk/ds/catalogue/#/catalogue	download SHP file from link
SSSI	Natural England	http://environment.data.gov.uk/ds/catalogue/#/catalogue	download SHP file from link
Cambridgeshire & Peterborough Minerals & Waste Development Plan	Cambridgeshire County Council	Various layers - contact in GI team directly at Cambridgeshire County Council (Tom Parker, GIS Officer)	Thomas.Parke@cambridgeshire.gov.uk

External Web Links: if any of the links included within this document cease to work, please contact us via neighbourhood.planning@scambs.gov.uk

Creation of new data layers – outside standard offer

If you require the creation of **new data layers** to show on either the mapping portal or printed maps we may be able to help. Please contact us via neighbourhood.planning@scambs.gov.uk or 01954 713183. We will deal with each of these requests as bespoke to meet your need. Please be aware **this is outside our standard offer** to support your Neighbourhood plan and may incur a charge.

We advise you to give us as much notice as possible to accommodate your requests and enable resources to be available to meet any demand. We seek to draw on further resources if required to meet the need, complexity of the work or timescales, but this may incur a commercial cost, and delays.

Creation of new maps from new layers – outside standard offer

If you require the **creation of printed maps from your created data, this is outside our standard offer to support your Neighbourhood plan**. Please contact us to see how we can help and provide further information specific to your request via neighbourhood.planning@scambs.gov.uk or 01954 713183.

Timescales / Lead times for Mapping

Please refer to the Support Offer guidance document for SCDC to comment on documents and policies. We need you to keep us informed of your progress, keeping the timeline up to date to ensure we have sufficient time and resources in place. This applies to mapping requests also.

Create and Print 1 Map at a Small/Large Format

Once all criteria agreed upon: Up to 10 working days for small formats (paper size of A4/A3). Multiples may take relatively less increased time but will depend on complexity of request. Each request will be dealt with on an individual basis.

Large Format: Up to 15 working days – additional print time required as these prints are larger than A3 and therefore require being printed using additional resources. Each request will be dealt with on an individual basis.

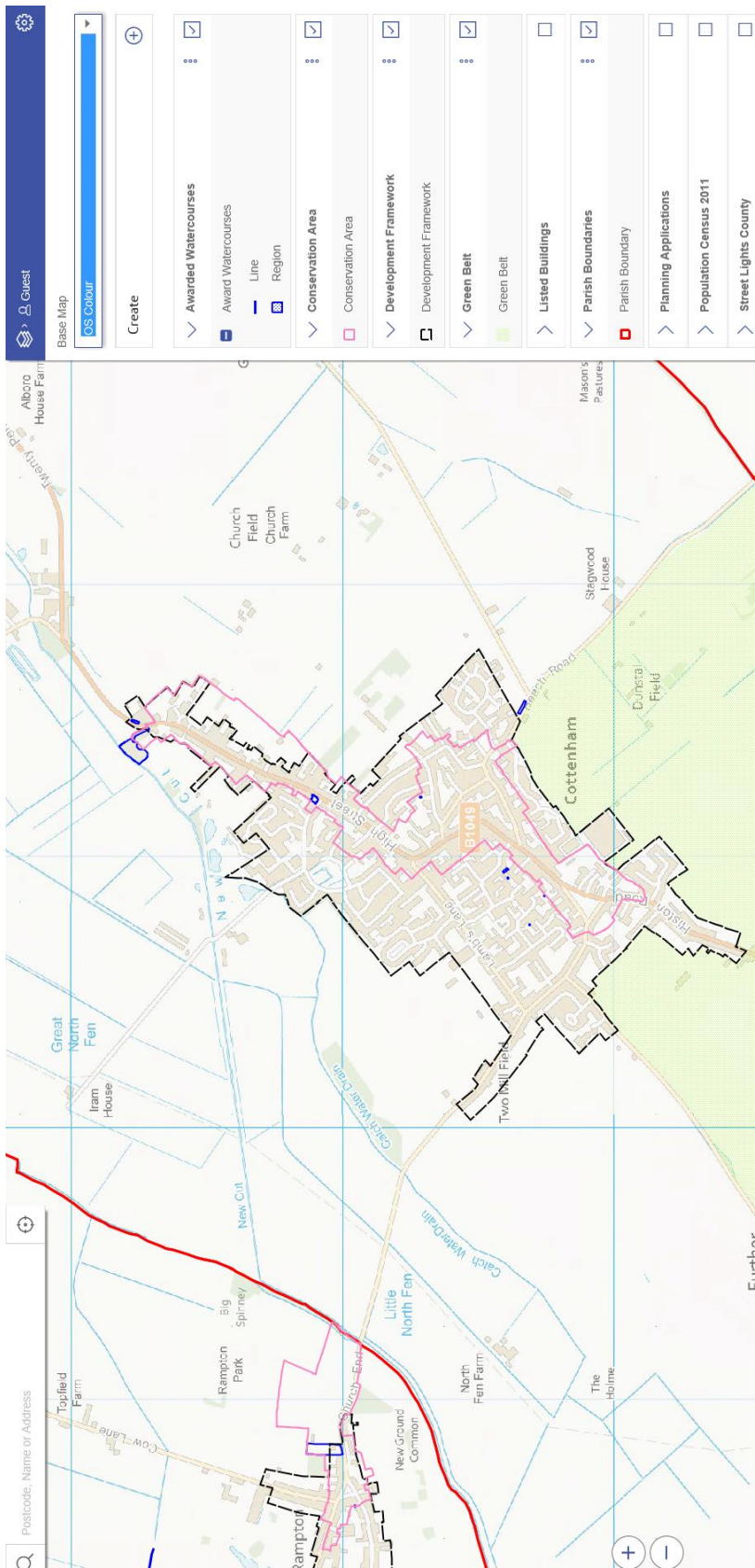
Print only: Turnaround time is up to 7 working days.

Lead times: However, we would need to know in good time for any option when this the work is required to ensure resource availability, in their work schedules, to meet a deadline you may require. In all cases these are maximum standard timescales and we aim to complete the work much sooner.

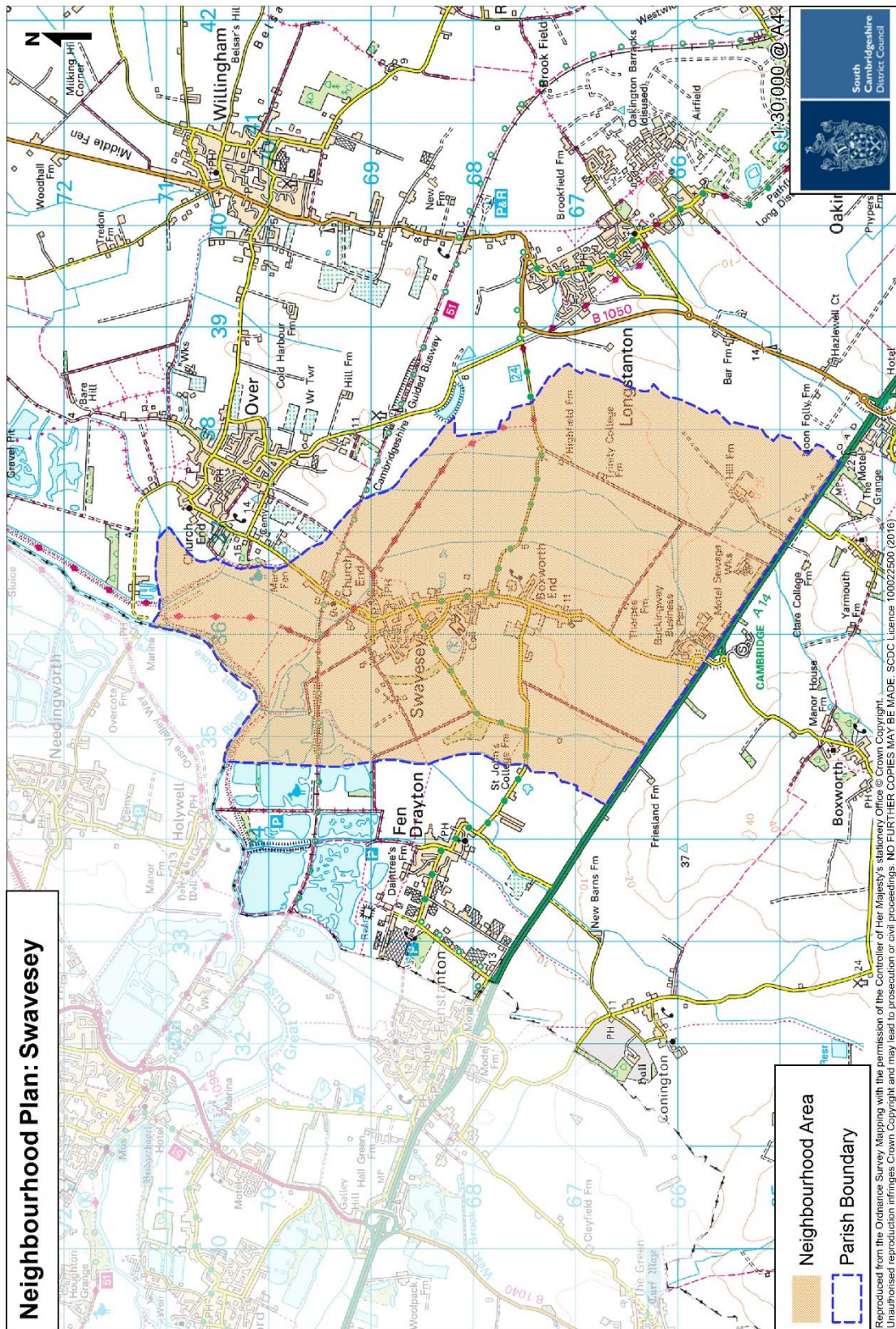
Other Information

- **PDF supply:**
We can supply the above maps as PDF but we have maximum possible file size for email (less than 10MB maximum individual file size) which will mean an alternative method to supply the PDF may be needed, or you may be happy to receive printed maps only. Please let us know if this is the case.
- **Village Services and Facilitates Study 2014:**
GIS Layers: This study was last updated in 2014 and so this is the current study. Due to the sheer volume of research and data capture required for this study completing an updated version is dependent on additional resources of which we do not always have the availability. Any help your Group can give to us in updating any of the information for your parish we encourage you to feedback to us.

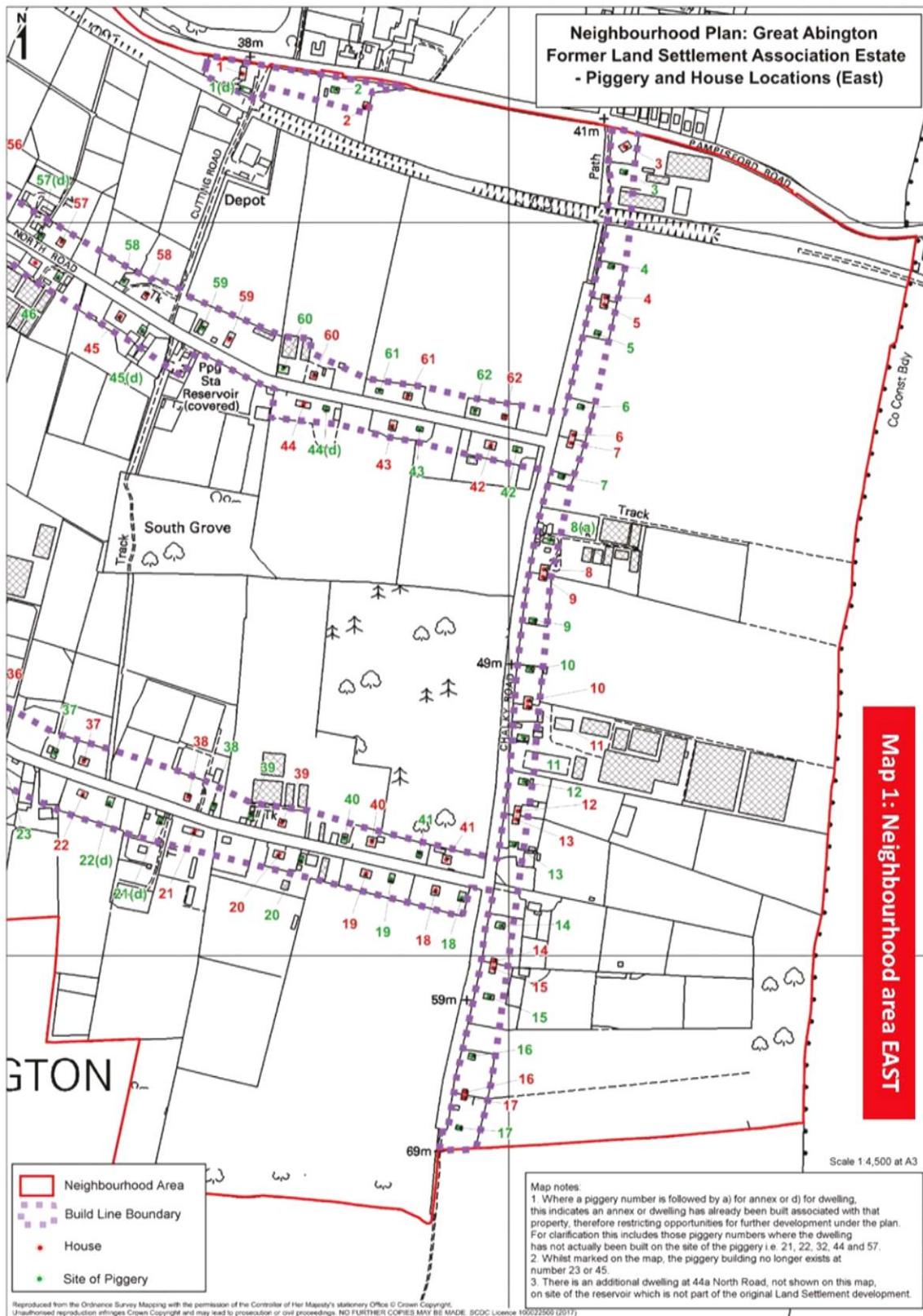
Example 1: Mapping Portal, screenshot view



Example 2: Example Designation Map



Example 3: Example Policies Map



Appendix 1

Adopted Local Plan Layers (Jan 2010)

Area Action Plan Areas (AAP)
Cambridge East (North of Newmarket Rd)

Conservation Areas

Country Park

County Wildlife Sites

Development Frameworks

Employment Allocation

Employment Commitment

Established Employment Areas

Flood Zone 2

Flood Zone 3

Green Belt

Guided Busway

Historic Parks & Gardens

Housing Allocation

Important Countryside Frontage

Improving Landscaping

Landscape Buffer

Local Nature Reserves

Lordsbridge 1 Area

Lordsbridge 2 Area

Lordsbridge Restricted Area

Major Developed Site in Green Belt

Major Development Site

Northstowe Strategic Reserve

Protected Village Amenity Area (PVAA)

Saved Local Plan Policy CNF6

Scheduled Monuments

Special Policy Area

Sites of Special Scientific Interest (SSSI)

Submission Local Plan Layers (July 2013)

Area Action Plan (AAP) Areas

Ancient Woodland

Cambridge East (North of Newmarket Rd)

CE Safeguarded Land

Conservation Areas

Country Park

County Wildlife Sites

Development Frameworks

Employment Allocation

Employment Commitment

Established Employment Areas

Green Belt

Historic Parks & Gardens

Housing Allocation

Important Countryside Frontage

Improved Landscaping

Landscape Buffer

Local Green Spaces

Local Nature Reserve

Lordsbridge 1 Area

Lordsbridge 2 Area

Lordsbridge Restricted Area

Major Development Site

Northstowe Strategic Reserve

Protected Village Amenity Area (PVAA)

Scheduled Monuments

Special Policy Area

Sites of Special Scientific Interest (SSSI)

Cambridgeshire & Peterborough Minerals and Waste Plan

M&W Mineral Safeguarding Areas

M&W Site Specific Policies

M&W Strategic Allocation

Other SCDC available layers

Village Services and Facilities Study 2014
(breakdown of these layers on the page below)

Listed Buildings

Tree Protection Orders (TPO)

Layers highlighted in yellow

All layers in Appendix 1 highlighted in yellow are part of the Policy mapping but not SCDC created layers. As such need to be sourced from their respective owners - please see [Table 1](#).

Adoption of the current Submitted Local Plan

Once the South Cambridgeshire District Local Plan is adopted we will update the Portal Mapping layers and available GIS layers to reflect this change. It means from that point we will only have one set of layers, and all previous version will be removed. The changes will also be reflected on the online views.

Village Services and Facilities Study 2014 layers

Fire Stations	1 Day Bus Service
Food Shop	Babraham Park and Ride Service
General Practitioners	Guided Busway Stops
Library	Guided Busway
Mobile Library	SCDC and City Bus Stops
Other Services – All Other	SCDC and City Cycle routes
Other Services – Community Facility	Train Line
Other Services – Education	Train Stations
Other Services – Health Care	Allotments (Recreation Study 2013)
Other Services – Shopping and Retail (A1)	Burial Grounds (Recreation Study 2013)
Police Stations	Children's Formal Play space (Recreation Study 2013)
Post Office	Community Orchards (Recreation Study 2013)
Primary School	Informal Play space (Recreation Study 2013)
Secondary School	Informal Open space (Recreation Study 2013)
Sports Centre	Outdoor Sport (Recreation Study 2013)
Village Hall – Community Centre	Built Area (Trumpington Meadows)
10 Minute Bus Service	Local Centre (Trumpington Meadows)
20 Minute Bus Service	Open Space Country Park (Trumpington Meadows)
30 Minute Bus Service	
Hourly Bus Service	
Less Than Hourly Bus Service	

Appendix 2

The costs set out below are for single sided printing. For double sided printing, the costs should be multiplied by 2.

Print Costs – Large Format (correct as August 2017)

Paper type		One copy		Three copies		Five copies		Ten copies
A2								
Inkjet paper		15.60		18.00		34.50		54.75
Photo Satin		16.30		20.10		38.00		61.75
Vinyl		20.40		32.40		58.50		102.75
A1								
Inkjet paper		16.30		20.10		38.00		61.75
Photo Satin		17.60		24.00		44.50		74.75
Vinyl		20.60		33.00		59.50		104.75
A0								
Inkjet paper		17.80		24.40		45.00		75.75
Photo Satin		19.80		30.60		55.50		96.75
Vinyl		24.60		45.00		79.50		144.75

Price Guide based on based on paper type/multiples

Print Costs – Small Format (correct as August 2017)

Paper type		Print cost		Paper cost		Total Cost (pence)
A4						
B/W		0.0461		0.00492		0.05102
COLOUR		0.04499		0.00492		0.04991
A3						
B/W		0.0922		0.01038		0.10258
COLOUR		0.998		0.0138		1.0118