

# GRAFTON AREA OF MAJOR CHANGE - MASTERPLAN AND GUIDANCE SPD: CONSULTATION

## Frequently Asked Questions and Guidance on How to Respond

### **What is the Grafton Area of Major Change - Masterplan and Guidance Supplementary Planning Document?**

The Grafton Area of Major Change - Masterplan and Guidance Supplementary Planning Document (SPD) provides a framework to help guide the preparation and assessment of future planning applications and development within the Grafton Area of Major Change (AoMC). The SPD will help guide the development of the area, promoting a number of key strategies for change. These aim to take advantage of the opportunities to provide better streets and space as well as a positive and attractive destination to support the vitality and viability of the centre for retail and associated uses. The SPD envisages a phased approach to ensure the area continues to perform as a City Centre location while ensuring phased improvement will deliver the area's longer-term strategy.

### **Why is development taking place in the Grafton Area of Major Change (AoMC)?**

The Grafton AoMC is the proposed area of major change referred to in Policy 11: Fitzroy/Burleigh Street/Grafton Area of Major Change (as amended) in the emerging Cambridge Local Plan 2014: Proposed Submission<sup>1</sup> (hereafter referred to as the Draft Cambridge Local Plan 2014) and the Schedules of Proposed Changes following Proposed Submission consultation. The site covers the area shown in Figure 3.1 of the Draft Cambridge Local Plan 2014 and can be viewed overleaf.

The Draft Cambridge Local Plan 2014 designates Grafton AoMC - the area around Fitzroy Street, Burleigh Street and the Grafton Centre - as the primary location for providing additional comparison retail in the City Centre along with other mixed uses including leisure uses.

### **What area of land is included in the Grafton Area of Major Change (AoMC)?**

The site is bordered to the west by New Square and includes the retail units along the north and south sides of both Fitzroy Street and Burleigh Street. The SPD area includes all of the Grafton Centre, its car parks and service areas.

The site covers the area shown in Figure 3.1 of the Draft Cambridge Local Plan 2014 and can be viewed overleaf.

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<sup>1</sup> Cambridge City Council Cambridge Local Plan 2014: Proposed Submission. July 2013, submitted to the Secretary of State on the 28 March 2014.

**Figure 3.1: Fitzroy/Burleigh Street/Grafton Area of Major Change**

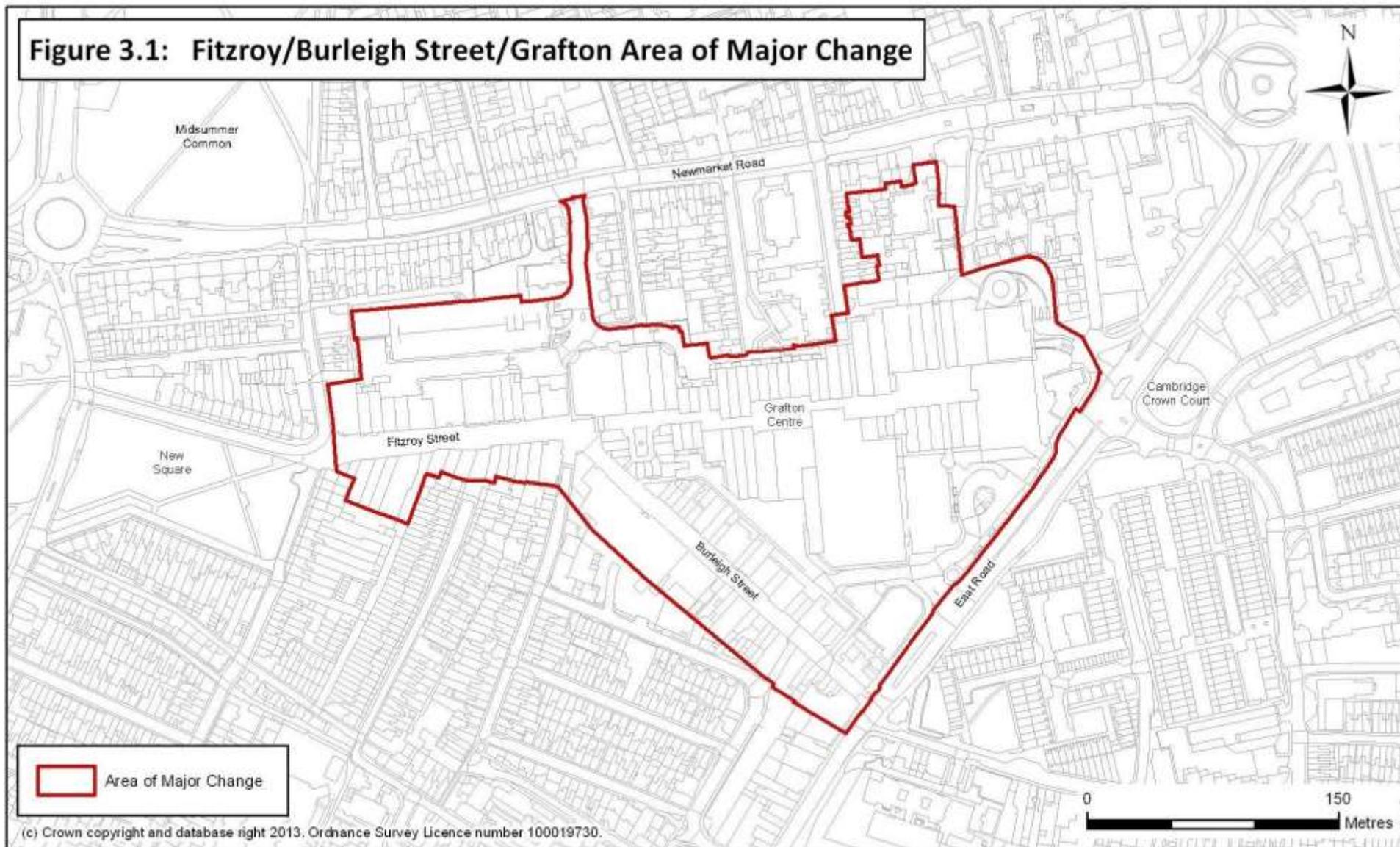


Image not to scale

## **Why are we consulting?**

The Council has already held two workshops with local stakeholders to gather their views. The Council now wants to go out to a wider public consultation to allow for everyone else to give their views on the SPD.

## **How can I have my say on the Grafton Area of Major Change - Masterplan and Guidance SPD?**

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

**9am on 25 September 2017 to 5pm on 6 November 2017.**

## **Using our online consultation system**

The 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. Go to page 6 of this document to read instructions on how to use the online consultation system.

You can access the online consultation system by going to this address:

<http://cambridge.jdi-consult.net/ldf/>

## **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 makes sure that we have all the correct information to register and process your views and to keep you informed of progress on the Local Plan Review.

Forms may be:

- Filled in electronically and emailed to us at [policysurveys@cambridge.gov.uk](mailto:policysurveys@cambridge.gov.uk)
- Downloaded from our website (<http://www.cambridge.gov.uk/Grafton-AOMC-SPD>), filled in by hand and posted to us at Planning Policy, Cambridge City Council, PO Box 700, Cambridge, CB1 0JH.
- Or obtained by contacting Cambridge City Council on 01223 457200 and asking to speak to someone in the Planning Policy team or by visiting the Customer Service Centre at Mandela House, 4 Regent Street, Cambridge CB2 1BY (open from 9am-5.15pm Monday to Friday)

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

For more detailed information on how to complete the form, [click here](#) or go to page 9 of this document.

### **Public Exhibitions**

Two public exhibitions at the **Grafton Shopping Centre** are also scheduled during the consultation period. These will take place:

- Saturday, 30 September 2017 from **11am to 3pm**; and
- Wednesday, 1 November 2017 from **2pm to 8pm**.

### **Data Protection**

The information collected will be processed in accordance with the Data Protection Act 1998. Information from the forms will be stored on a computer database used solely in connection with the Local Plan Review. Representations will be available to view on the Council's website, 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?**

Representations on the consultation documents must be submitted during the ten-week period between:

**9am on 25 September 2017 to 5pm on 6 November 2017.**

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.

## **What will happen to my representation?**

After the end of the consultation period you will be sent an acknowledgement stating your personal identification number and the reference numbers corresponding to your representation(s). These reference numbers must be given on any future correspondence and/or when telephoning the Council. Only valid representations will be acknowledged.

## **What happens next?**

Once the consultation period has finished, we will analyse and consider all the responses that we receive. The Council will then make any appropriate amends to the document.

## **Contacting us**

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

Planning Policy  
Cambridge City Council  
PO Box 700  
Cambridge  
CB1 0JH

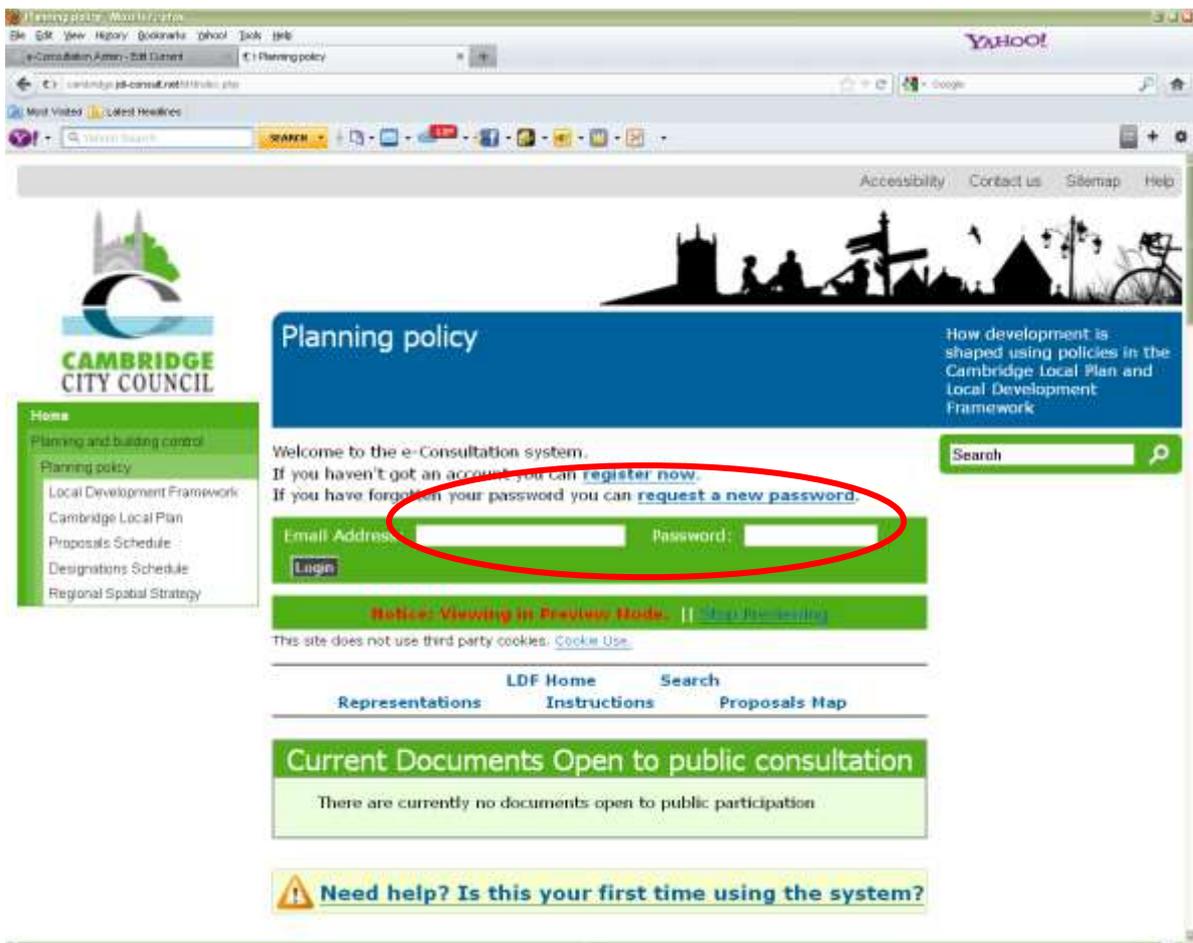
Tel: 01223 457200

Website: <http://www.cambridge.gov.uk/Grafton-AOMC-SPD>

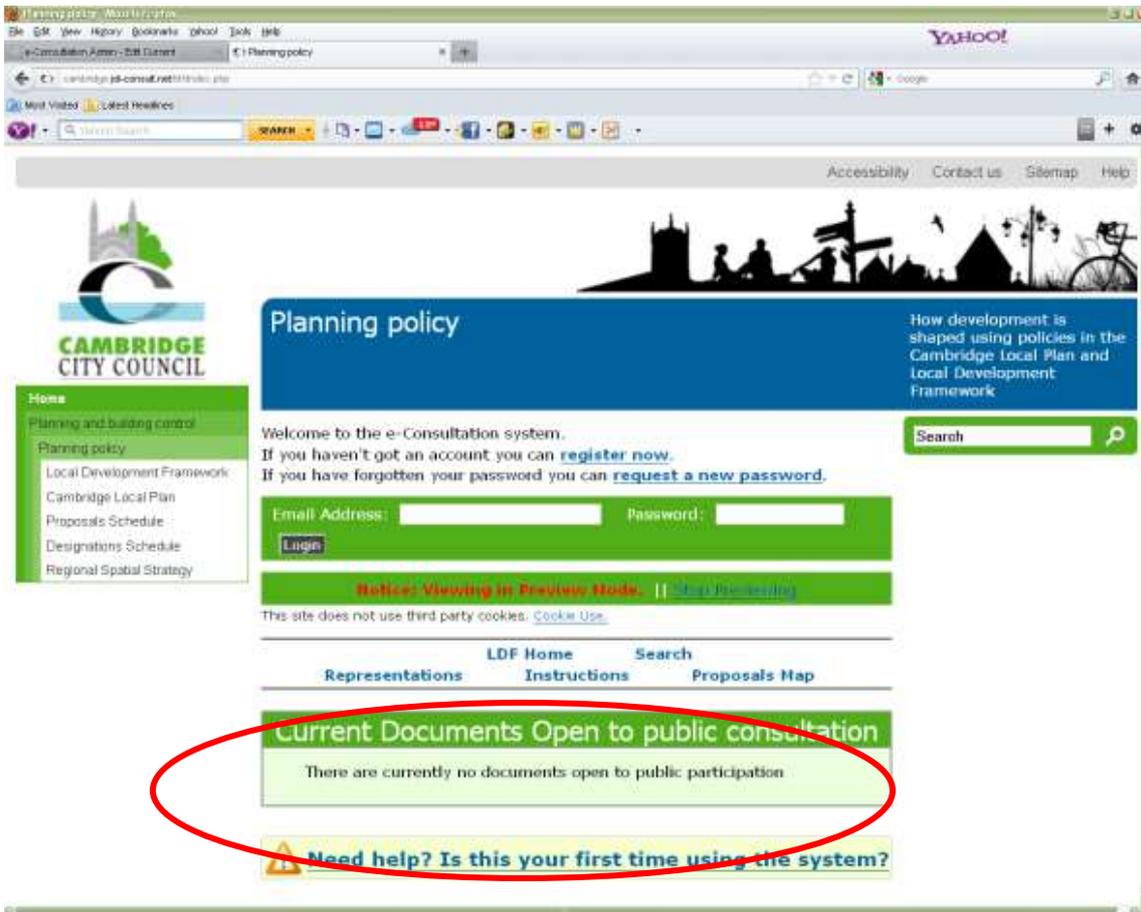
Email: [policysurveys@cambridge.gov.uk](mailto:policysurveys@cambridge.gov.uk)

## How to Use the Online Consultation System

1. You can access the online consultation system by going to this address:  
<http://cambridge.jdi-consult.net/ldf/>
2. If you wish to respond to the consultation and you have never used the system before, you will need to register first. To do this, click the “register now” link at the top of the webpage:



3. You will then need to fill in some details about yourself. This will allow the Council to keep you informed about the progress of the Local Plan Review. You will also need to create a password, which will allow you to return to the site and comment on other consultations in the future.
4. After you have registered, you will be taken back to the main consultation page and your name will appear in the top left of the screen. This means that you are logged into the system and are able to make representations.
5. To make comments on your chosen consultation document, scroll down the page to the section called “Current documents open to public participation” and select the document that you wish to respond to.



6. You can then browse through the document on screen and when you wish to make a comment about a particular piece of text, click the pencil icon next to the text: 
7. Then you put your comments in the box marked "Full Text of Representation." If the text of your representation is over 100 words, you will need to summarise it in the box below entitled "Representation Summary."
8. When you have finished, remember to click the submit button at the bottom of the page. You can then continue making more comments, repeating steps 6 and 7.
9. You will receive an email confirming that we have received your comments.
10. If you leave the site and come back to it and wish to make further representations, you will not need to register again, but you will need to log in. To log into the system, go to <http://cambridge.idi-consult.net/ldf/>. You will need to put your email address and password into the boxes at the top of the page.

- 11.If you have forgotten your password, you can request a temporary replacement that will be emailed to you by clicking the “request temporary replacement” link above the boxes where you log in.
- 12.If you would like further information on this consultation, visit <http://www.cambridge.gov.uk/Grafton-AOMC-SPD>

## **USING THE PAPER REPRESENTATION 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 and whether you are supporting or objecting to the part of the document you have identified

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

**If you support a part of the document:** give any reasons that you would like to give for that support.

**If you object to a part of the document:** please provide information to support your reasons for objecting, as precisely as possible. Please 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 representations are complete, please check that you have completed each form clearly and legibly using **black ink**, or by typing your response, and:

- Provided full and up to date contact details;
- Included information about the section of the report to which you are submitting your representation (for example paragraph number);
- Made it clear whether you are supporting or objecting to the section of the report (Question 4);
- Included a 'Written Justification' for your representation (Question 8);
- Please ensure you have signed and dated the form and returned all completed forms together to the address on this Guidance Note **before 5pm on 6 November 2017**.