

Appendix C

Key Decisions to be made following submission of the neighbourhood plan to the Local Planning Authority

There are 'Key Decisions' that must be made by the Council once a Parish Council/s (as the qualifying body in South Cambridgeshire) has submitted their Neighbourhood Plan to the Council.

Stages in Plan making where South Cambridgeshire District Council has to make decisions	Key Decision to be delegated to the Planning Portfolio Holder (PPH) and other decisions proposed to be delegated to Officer Decision
Submission of NP to South Cambridgeshire District Council	
<p>The Council will check whether the submitted neighbourhood plan complies with relevant legislation. This means that the submitted plan proposal must include:</p> <ul style="list-style-type: none"> • A map or statement identifying the area to which the proposed NP relates • A consultation statement • A proposed NP • A statement on how the plan fulfils the basic conditions • Either an environmental report of a statement of reasons why an environmental assessment is not required. 	<p>It does not require the Council to consider whether the draft neighbourhood plan meets the basic conditions. The Council just needs to be satisfied that a basic condition statement has been submitted</p> <p><u>Proposed to be a delegated officer decision</u></p>
Submission consultation of the draft NP	
<p>If it finds that the plan meets legal requirements this Council will</p> <ul style="list-style-type: none"> • Publicise the NP for a minimum of 6 weeks and invite representations • Notify the consultation bodies referred to in the consultation statement • Appoint an independent examiner (with the agreement of the qualifying body- Parish Council) 	<p><u>Proposed to be a delegated officer decision</u></p>
<p>The Council will consider whether to submit its own representations during the consultation of a neighbourhood plan.</p>	<p>The Council has an opportunity to make comments during the pre-submission consultation carried out by the Parish Council on their draft plan. Further comments can be submitted during the submission stage consultation and would need to be done during the 6 week consultation. Comments made at this stage could arise where concerns the Council has with the</p>

<p>Stages in Plan making where South Cambridgeshire District Council has to make decisions</p>	<p>Key Decision to be delegated to the Planning Portfolio Holder (PPH) and other decisions proposed to be delegated to Officer Decision</p>
	<p>draft plan have not been adequately addressed by the Parish Council. .</p> <p><u>This is a key decision.</u> <u>Proposed Planning Portfolio Holder decision</u></p>
<p>The Council will send the neighbourhood plan and representations to the examiner undertaking the examination who then examines the NP</p>	<p><u>Proposed to be a delegated officer decision</u></p>
<p>Examiner's report</p>	
<p>When the examiner issues the neighbourhood plan report the Council must publish this report on their website.</p>	<p><u>Proposed to be a delegated officer decision</u></p>
<p>The Council will consider the report and decide whether to accept the recommendations proposed by the examiner.</p> <p>The Council will take a formal view on whether the draft neighbourhood plan meets the basic conditions.</p> <p>The Council will take the decision on whether to send the NP to referendum.</p>	<p>The Council will need to consider the examiner's report and decide whether to accept its recommendations.</p> <p>Also at this stage a formal view must be made about the neighbourhood plan and whether it meets the basic conditions. If it is decided that the plan does meet these conditions it can be submitted for referendum.</p> <p><u>These are key decisions.</u> <u>Proposed Planning Portfolio Holder decision</u></p>
<p>If the Council proposes to make a decision which differs from that recommended by the examiner it must carry out a targeted consultation inviting representations.</p> <p>If further consultation is carried out the Council may, if it considers it appropriate to do so, refer the issue to independent examination</p>	<p>Following the consultation there would need to be member involvement in how to respond to any representations received and the next steps regarding the draft plan.</p> <p><u>This is a key decision.</u> <u>Proposed Planning Portfolio Holder decision</u></p>
<p>The Referendum and bringing the NP into legal force</p>	
<p>The Council will organise the referendum</p>	<p><u>Proposed to be a delegated officer decision</u></p>
<p>The Council will declare the results of the</p>	<p>If a majority of those who voted in a</p>

<p>Stages in Plan making where South Cambridgeshire District Council has to make decisions</p>	<p>Key Decision to be delegated to the Planning Portfolio Holder (PPH) and other decisions proposed to be delegated to Officer Decision</p>
<p>referendum and if a majority vote of those who voted are in favour the Council must bring the Neighbourhood Plan into legal force.</p>	<p>referendum are in favour of the draft neighbourhood plan then it must be made (brought into legal force) by the Council within 8 weeks.</p> <p><u>This is a key decision.</u></p>