

**South Cambridgeshire District Council  
Record of Executive Decision**

This form should be used to record key and other decisions made by individual Lead Cabinet members. The contact officer will ensure that the signed and completed form is given to Democratic Services as soon as reasonably practicable after the decision has been taken.

A key decision shall not be taken unless notice of the item has been published at least 28 days before the decision is to be taken except where:

- a General Exception notice has been published under Rule 15 of the Access to Information Procedure Rules and the Chairman of Scrutiny and Overview Committee has been informed in writing; or
- a Special Urgency notice has been published under Rule 16 of those Rules and the Chairman of Scrutiny and Overview Committee has agreed the decision is urgent.

Unless permission has been obtained from the Chairman of Council and the Chairman of the Scrutiny and Overview Committee that this decision may be treated as a matter of urgency under Rule 12.19 of the Scrutiny and Overview Committee Procedure Rules, this decision will come into force, and may then be implemented, on the expiry of five working days after the publication of the decision, unless called in under Rule 7 of the Budget and Policy Framework Procedure Rules or Rule 12 of the Scrutiny and Overview Committee Procedure Rules. Where consent has been obtained to exempt the decision from call-in, this will be specified below.

<b>Lead Cabinet Member</b>	Lead Cabinet member for Planning
<b>Subject Matter</b>	Addendum to Greater Cambridge Statement of Community Involvement in Light of Covid-19 Restrictions
<b>Ward(s) Affected</b>	All Wards
<b>Date Taken</b>	Wednesday, 16 December 2020
<b>Contact Officer</b>	Jonathan Dixon, Planning Policy Manager, Alison Talkington, Senior Planning Policy Officer (jonathan.dixon@scambs.gov.uk, alison.talkington@scambs.gov.uk)
<b>Date Published</b>	Wednesday, 16 December 2020
<b>Call-In Expiry/Exempt from call-in</b>	Wednesday, 23 December 2020
<b>Key Decision?</b>	No
<b>In Forward Plan?</b>	No
<b>Urgent?</b>	No

<b>Purpose / Background</b>
<p>Purpose</p> <ol style="list-style-type: none"> <li>1. South Cambridgeshire District Council adopted the Greater Cambridge Statement of Community Involvement (SCI) on 1 July 2019, jointly with Cambridge City Council.</li> <li>2. The SCI for planning sets out how and when we will involve the community and key stakeholders in preparing, altering and reviewing our plans and guidance to guide future development. It also explains how we will involve the community in planning applications.</li> <li>3. The Councils are committed to keeping essential services running during the</li> </ol>

Coronavirus outbreak. Planning has an important role to play in supporting our economy and our communities. It is important that we find a way to keep the planning process moving forward. There are a number of ways in which the Councils are having to adapt the approach to planning applications and plan making while movement restrictions are in place.

4. An Addendum to the SCI was agreed in May 2020, to set out which elements were impacted by restrictions, and how the Councils would continue to enable full involvement of people in planning matters. Updating the SCI reflects government advice, and advice from the Planning Advisory Service.
5. As the impact of the Coronavirus pandemic has continued into the autumn it is considered appropriate to agree a further update to the Addendum to the SCI to show how we have adapted our processes during lockdown to involve the local community in planning matters.
6. The update sets out how the public is involved at the planning application stage:
  - Site notices are being displayed
  - Measures are in place to allow officers to make site visits relating to planning applications and to planning enforcement
  - Copies of documents are available to view on our website
  - Planning Committees are being held virtually
7. As the lockdown restrictions upon movement continue into the autumn and our council offices in Cambourne are closed to the general public it has been necessary to consider how we can carry out public consultations relating to neighbourhood planning as the government is keen that the progress of such plans continues during the current Covid-19 pandemic.
8. Each of the changes proposed is explained in the Addendum, included as Appendix 1 to this decision.
9. When the SCI was adopted it was subject to Equalities Impact Assessment (EQIA). An update of this assessment has been undertaken (Appendix 2 to this decision) to consider the impacts of the Addendum. No changes to the impact of the policy were identified each of the protected characteristics identified.
10. A decision is needed through the out of cycle decision process in order that the SCI amendment can be published, to provide greater clarity on the planning process during the Coronavirus outbreak.

**Declaration(s) of Interest**

***Record below any relevant interest declared by any executive Member consulted or by an officer present in relation to the decision.***

None

**Dispensation(s)**

***In respect of any conflict(s) of interest declared above, record below any dispensation(s) granted by the Council's Standards Committee.***

None

<b>Consultation</b> <b><i>Record below all parties consulted in relation to the decision.</i></b>
The equalities officers from both South Cambridgeshire District and Cambridge City Councils have been consulted over the revision to the Equality Assessment Impact carried out on the Addendum to the Statement of Community Involvement.
Legal advice was sought on the wording of the Addendum.

<b>Other Options Considered and Reasons for Rejection</b>
Option 1: to not update the SCI. Reasons for Rejection: Due to restrictions related to Covid-19 it is not possible to meet a number of the SCI requirements. It is important that the SCI is updated to respond to the current situation, and to enable the planning process to continue.

<b>Final decision</b>	<b>Reason(s)</b>
That the Cabinet Member for Planning agrees to adopt the Addendum to the Greater Cambridge Statement of Community Involvement 2019 (Appendix 1 to this decision).	To respond to restrictions related to Covid-19 and to enable the planning process to continue whilst continue to enable full involvement of people in planning matters.

Signed	Name (CAPITALS)	Signature	Date
Lead Cabinet Member	Signed copy available upon request from Democratic Services (democratic.services@scambs.gov.uk)		
Chief Officer			

<b>Further Information</b>
<i>The Greater Cambridge Statement of Community Involvement can be viewed on the Council's website:</i> <a href="http://www.cambridge.gov.uk/SCI">www.cambridge.gov.uk/SCI</a> <a href="http://www.scambs.gov.uk/SCI">www.scambs.gov.uk/SCI</a>