

**South Cambridgeshire District Council
Record of Chief Officer/Head of Service Decision**

This form should be used to record key and other decisions made by Chief Officers and Heads of Service. 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
- where 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 a key decision may be treated as a matter of urgency under Rule 12.19 of the Scrutiny and Overview Committee Procedure Rules, any key 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. Only key decisions of an officer are subject to call-in.

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|-------------------------|---|
| Decision Taker | Joint Director for Planning and Economic Development |
| Subject Matter | West Wickham Neighbourhood Plan - response to consultation on the pre-submission plan |
| Ward(s) Affected | Balsham |
| Date Taken | Monday, 28 June 2021 |
| Contact Officer | Alison Talkington, Senior Planning Policy Officer 01954 713182 / 07514 926521 (alison.talkington@scambs.gov.uk) |
| Date Published | Monday, 28 June 2021 |
| Call-In Expiry | N/A |
| Key Decision? | No |
| In Forward Plan? | No |
| Urgent? | No |

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|---|
| Purpose / Background |
| <ol style="list-style-type: none"> 1. West Wickham Parish Council is preparing a Neighbourhood Plan and has reached the stage of pre-submission consultation (Regulation 14 in the national guidance). At this stage it is the responsibility of the parish council to carry out a public consultation on the neighbourhood plan for their area. We congratulate the Neighbourhood Plan team and recognise the hard work has been put into the preparation of this plan for West Wickham by the parish council and local community. 2. Officers have considered the contents of the West Wickham Neighbourhood Plan |

against the basic condition tests that all neighbourhood plans are assessed against by an independent examiner (these tests include such matters as general conformity with national planning policy and the policies of the adopted Local Plan).

3. Through this consideration several comments have been identified.
4. Cabinet agreed on the 26th July 2018 that the submission of such comments be delegated to officers at this stage of plan preparation.
5. The proposed comments include both general and specific matters and are attached at Appendix A. They include such matters as
 - Clear unambiguous policies
 - Mapping
 - Comments on all the policies and proposals of the plan itself
6. The comments are intended to enable the group taking forward the Neighbourhood Plan to consider the need to amend it to improve the likelihood that a NP examiner would be able to recommend that it proceed to referendum and to help ensure that the plan is capable of effective implementation through the development management process.
7. While there are several comments set out in Appendix A we hope that these comments are seen, not as unhelpful criticism of the plan, but rather a genuine attempt by officers to support the NP team by identifying a number of areas where the plan could be further refined so that it is successful at examination. We wish the parish council well for the next steps in the plan making

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

Consultation

Record below all parties consulted in relation to the decision.

a) Consultation between officers within the Council

The opportunity has been provided for specialist officers within the Council to comment on the pre-submission draft of the neighbourhood plan in particular officers in the Development Management Team and the Consultancy Unit who at a future date may be required to use the policies within a made plan for determining planning applications in the parish of West Wickham .

b) Consultation with the Lead Cabinet Member for Planning

The response set out in Appendix A has been shared with and agreed by the Planning

Lead Member.

Other Options Considered and Reasons for Rejection

The Council could choose to not respond to the pre-submission consultation, but the Council has a duty to support parish councils in their plan-making. If no response is made the parish council would not be made aware of the Council's view of how some of the policies should be amended so that the Plan will be successful at examination.

| Final decision | Reason(s) |
|---|---|
| That the Joint Director for Planning and Economic, having liaised with the Lead Cabinet Member for Planning agrees the response to the pre- submission consultation on the West Wickham Neighbourhood Plan by South Cambridgeshire District Council as set out in Appendix. | The Council has a duty to support parish councils preparing neighbourhood plans and is keen to support these local communities so that their plan is successful at examination. |

| Signed | Name (CAPITALS) | Signature | Date |
|--|--|------------------|-------------|
| Lead Cabinet Member (where required by the Constitution) | Signed copy available upon request from Democratic Services (democratic.services@scamb.gov.uk) | | |
| Chief Officer | | | |

Further Information

Appendices

Appendix A: The response by South Cambridgeshire District Council to the pre-submission consultation on the West Wickham Neighbourhood Plan.

Background Papers

- West Wickham Neighbourhood Plan – Information is available on the [West Wickham neighbourhood plan website](#)*
- Neighbourhood Planning Toolkit [Guidance Note 11](#) – What are the Basic Conditions and How to Meet Them*