

**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.

<b>Decision Taker</b>	Joint Director for Planning and Economic Development
<b>Subject Matter</b>	Designation of Girton Neighbourhood Area
<b>Ward(s) Affected</b>	Girton
<b>Date Taken</b>	Thursday, 6 July 2023
<b>Contact Officer</b>	Lizzie Wood, Senior Planning Policy Officer Lizzie.Wood@greatercambridgeplanning.org / 07563 421045 (lizzie.wood@greatercambridgeplanning.org)
<b>Date Published</b>	Thursday, 6 July 2023
<b>Call-In Expiry</b>	
<b>Key Decision?</b>	No
<b>In Forward Plan?</b>	No
<b>Urgent?</b>	No

<b>Purpose / Background</b>	
1.	The purpose of this decision is to agree on the proposed designation of the parish of Girton as a Neighbourhood Area (NA). (See Appendix A – the application submitted by Girton Parish Council (PC)).
	<b>Background</b>
2.	A NA must be designated before a PC can prepare a Neighbourhood Plan (NP). There are national regulations guiding how this designation should be carried out which were revised in February 2015 and in October 2016.
3.	The 2016 revision to the regulations state that a local planning authority must designate a Neighbourhood Area if it receives a valid application and some or all of the area has not yet been designated (see section 61G(5) of the Town and Country Planning Act 1990 Act as applied to Neighbourhood plans by section 38A of the Planning and Compulsory Purchase Act 2004). Where a PC has

applied for the whole of their parish to be designated the local planning authority must designate all of the area applied for.

4. A valid Neighbourhood Area application is one where a 'relevant body<sup>1</sup>' has submitted an application to the local planning authority that must include:
- a map which identifies the area to which the area application relates
  - a statement explaining why this area is considered appropriate to be designated as a neighbourhood area; and
  - a statement that the organisation or body making the area application is a relevant body for the purposes of section 61G of the 1990 Act.

**The application from Girton Parish Council**

5. The application from Girton Parish Council is for the whole of their parish to be designated as a Neighbourhood Area. None of this area has been previously designated for neighbourhood planning purposes and the application includes all the information required.

**Consideration by South Cambridgeshire District Council**

6. South Cambridgeshire District Council (SCDC) is supportive of Girton PC preparing a NP for its parish and keen for the two councils to work together in considering the future development of the area. SCDC recognises that by preparing a NP the PC aims to play a key role alongside SCDC in shaping the future of the village.
7. SCDC considers that the application submitted by Girton Parish Council is valid and therefore that the parish of Girton should be designated as a Neighbourhood Area.

**Local Development Scheme**

8. The Local Development Scheme (LDS) sets out the planning documents that SCDC and Cambridge City Council proposes to prepare. A section in the LDS lists the Neighbourhood Areas designated within the Greater Cambridge area. As Girton NA is being recommended for designation it is proposed that an amendment be made to the section of the LDS when it is next reviewed.

**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.*

None

<b>Other Options Considered and Reasons for Rejection</b>
None

<b>Final decision</b>	<b>Reason(s)</b>
<p>That the Joint Director for Planning and Economic Development, having consulted with the Planning Lead Member, approves:</p> <p>a) The designation of a Neighbourhood Area for Girton as proposed by the Parish Council.</p> <p>b) An amendment to be made to the section about Neighbourhood Areas of the Local Development Scheme when the LDS is next reviewed so that Girton can be added to the list of Neighbourhood Areas designated within the District.</p>	<p>The national regulations and planning guidance for neighbourhood plans states that a local planning authority must designate a Neighbourhood Area if it receives a valid application from the relevant qualifying body. Where a PC has applied for the whole of their parish to be designated the local planning authority must designate all of the area applied for.</p> <p>Girton PC has made a valid application to designate its whole parish. There is therefore no other option but to approve the designation of the Girton Neighbourhood Area.</p>

<b>Signed</b>	<b>Name (CAPITALS)</b>	<b>Signature</b>	<b>Date</b>
Lead Cabinet Member (where required by the Constitution)	Signed copy available upon request from Democratic Services (democratic.services@scams.gov.uk)		
Chief Officer			

<b>Further Information</b>
<p><b>Appendix</b></p> <p>Appendix A: Application from Girton Parish Council for the designation of their parish as a Neighbourhood Area for preparing a Neighbourhood Plan.</p> <p><b>Background documents</b></p> <p><a href="#">National Planning Practice Guidance</a> – Neighbourhood Planning;</p> <ul style="list-style-type: none"> <li>• <a href="#">Designating a neighbourhood area</a></li> </ul> <p><a href="#">Cabinet Meeting (July 2018) – Neighbourhood Planning decision making process:</a>  <a href="http://scams.moderngov.co.uk/ieListDocuments.aspx?CId=293&amp;MId=7343">http://scams.moderngov.co.uk/ieListDocuments.aspx?CId=293&amp;MId=7343</a></p>