

**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.

Decision Taker	Joint Director for Planning and Economic Development
Subject Matter	Designation of Bourn Neighbourhood Area
Ward(s) Affected	Caldecote
Date Taken	Wednesday, 6 December 2023
Contact Officer	Andrew Tyrer, Senior Policy Planner (andrew.tyrer@greatercambridgeplanning.org)
Date Published	Wednesday, 6 December 2023
Call-In Expiry	N/A
Key Decision?	No
In Forward Plan?	No
Urgent?	No

Purpose / Background	
1.	The purpose of this decision is to agree on the proposed designation of the parish of Bourn as a Neighbourhood Area. (See Appendix A – the application submitted by Bourn Parish Council including a map).
	Background
2.	A Neighbourhood Area must be designated before a Parish Council can prepare a Neighbourhood Plan. There is national legislation and regulations guiding how this designation should be carried out.
3.	The national legislation and 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 Parish Council 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' 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.
5. In South Cambridgeshire the relevant body is a Parish Council.

The application from Bourn Parish Council

6. The application from Bourn 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

7. South Cambridgeshire District Council (SCDC) is supportive of Bourn Parish Council preparing a Neighbourhood Plan for its parish and is keen for the two councils to work together in considering the future development of the area.
8. SCDC considers that the application submitted by Bourn Parish Council is valid and therefore that the parish of Bourn should be designated as a neighbourhood area.

Local Development Scheme

9. 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 Bourn Neighbourhood Area 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.

Consultation with the Lead Cabinet Member for Planning: this decision statement, including Appendix A which is the application form and map from the Parish Council, has been shared with and agreed by the Planning Lead Member.

Other Options Considered and Reasons for Rejection

None

Final decision	Reason(s)
<p>It is recommended 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 Bourn as proposed by the Parish Council.</p> <p>b) An amendment to be made to the section about neighbourhood areas within the Local Development Scheme when it is next reviewed so that Bourn can be added to the list of Neighbourhood Areas designated within the district.</p>	<p>The national legislation, regulations and planning guidance for neighbourhood plans state that a local planning authority must designate a neighbourhood area if it receives a valid application from the relevant qualifying body. Where a Parish Council 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>Bourn Parish Council has made a valid application to designate its whole parish. There is therefore no other option but to approve the designation of the Bourn Neighbourhood Area.</p>

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

Further Information
<p>Appendix Appendix A: Application from Bourn Parish Council for the designation of their parish as a neighbourhood area for preparing a neighbourhood plan.</p> <p>Background documents National Planning Practice Guidance on Neighbourhood Planning, in particular Designating a neighbourhood area Localism Act 2011 The Neighbourhood Planning (General) Regulations 2012 The Neighbourhood Planning (General) (Amendment) Regulations 2015 The Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2016 Neighbourhood Planning Act 2017 The Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2017 Cabinet Meeting (July 2018) – Neighbourhood Planning decision making process</p>