

AGENDA ITEM No. 17

Liz Pinchen

From: Neighbourhood Planning <Neighbourhood.Planning@scambs.gov.uk>
Sent: 19 September 2014 11:17
Subject: Neighbourhood Planning – Service Level Agreement Consultation
Attachments: Note about Neighbourhood Planning and South Cambridgeshire.pdf; DRAFT SLA SEPT 2014.pdf; Untitled attachment 00055.txt; Untitled attachment 00058.htm

Dear Parish Council

We are inviting you to take part in a consultation about neighbourhood planning in South Cambridgeshire.

A report about neighbourhood planning was considered by the Planning Portfolio Holder on 9 September 2014 where a draft Service Level Agreement (SLA) was agreed that sets out how South Cambridgeshire proposes to work with parish councils that decide to prepare Neighbourhood Plans. The SLA provides guidance on the type and level of support South Cambridgeshire will offer to a parish council(s) on the preparation of a Neighbourhood Plan and also seeks agreement with the parish council about how it will progress its plan.

We would like to offer Parish Councils in the district the opportunity to comment on this draft SLA as they will be asked to sign up to this agreement if they decide to prepare a Neighbourhood Plan. The draft SLA is attached to this email.

The deadline for comments is 31 October 2014.

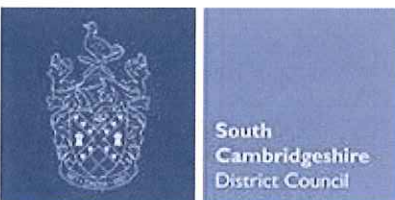
Please send your comments by email to neighbourhood.planning@scambs.gov.uk. Alternatively you can write to the Planning Policy Team at South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA.

A note is attached explaining more about neighbourhood planning and what has been happening in South Cambridgeshire District Council.

We are in the process of organising a free training event about neighbourhood planning which will be run jointly by Locality, The Planning Advisory Service and Planning Aid here in our offices in Cambourne. The proposed date is 1 December 2014. We expect to be able to send out more details on this event soon.

Regards

Caroline Hunt | Planning Policy Manager



South Cambridgeshire Hall | Cambourne Business Park | Cambourne | Cambridge | CB23 6EA
t: 01954 713183 | e: neighbourhood.planning@scambs.gov.uk
www.scambs.gov.uk | facebook.com/south-cambridgeshire | twitter.com/SouthCambs

Note about Neighbourhood Planning and South Cambridgeshire

The link to our website about neighbourhood planning
<https://www.scambs.gov.uk/neighbourhood-planning>

What is neighbourhood planning?

Neighbourhood Plans were introduced by the Localism Act 2011 to provide a planning tool for local people to use to guide the future development, regeneration and conservation of an area. Government policy and practice guidance for neighbourhood planning is set out in the National Planning Policy Framework (NPPF) and in National Planning Practice Guidance (NPPG). The preparation of all such plans must follow specific legal regulations set out in the Neighbourhood Planning (General) Regulations 2012 and the Neighbourhood Planning (Referendums) Regulations 2012.

What can a neighbourhood plan do?

A Neighbourhood Plan (NP) must be in general conformity with the strategic policies of the district Local Plan. Neighbourhood Plans should reflect these policies and neighbourhoods should plan positively to support them.

Neighbourhood Plans should not promote less development than set out in the Local Plan or undermine its strategic policies. (South Cambridgeshire District Council is proposing to bring a report to the November Planning Portfolio Holder meeting to recommend those Local Plan policies that are strategic policies for NP purposes.)

What legal status does a neighbourhood plan have?

Neighbourhood planning is optional, but, if a NP is prepared and adopted by the Council, it has legal force and becomes part of the statutory planning framework for the area (the development plan), and planning decisions must be taken in accordance with the development plan unless material considerations indicate otherwise. Once a NP has demonstrated its general conformity with the strategic policies of the Local Plan and is brought into force, the policies it contains take precedence over existing non-strategic policies in the Local Plan for that neighbourhood, where they are in conflict.

What has been happening in South Cambridgeshire?

Since the introduction of neighbourhood planning there has until recently been limited interest shown by Parish Councils in preparing a NP. South Cambridgeshire District Council (SCDC) has offered Parish Councils the opportunity to put forward proposals within their area through the local plan process as an alternative to the preparation of NPs. Some Parish Council Proposals have as a result been included in the Submission Local Plan, or recommended as Major Modifications to it, but only where there has been clear local support.

Some Parish Councils are now starting to show an interest in neighbourhood planning in South Cambridgeshire. Before a NP can be prepared a neighbourhood area must be designated. There is currently two designated neighbourhood area in South Cambridgeshire –

- Linton and Hildersham - two parishes that have joined together to form a single neighbourhood area and

- Histon & Impington Parish Council which covers the area of the two parishes which is north of the A14.

There are also two applications from parish councils applying to us to designate new neighbourhood areas – these are Gamlingay Parish Council and Whittlesford Parish Council. Consultation on these two areas will start shortly. We have also had initial general discussions with a small number of other parish councils about neighbourhood planning and whether a NP would be the right tool for them to achieve the aspirations they have for the future in their villages.

What role does a Local Planning Authority like South Cambridgeshire District Council have in neighbourhood planning?

A Local Planning Authority (LPA) must take decisions at key stages in the neighbourhood planning process - these stages are set out in the NPPG. The LPA must provide advice or assistance to a parish council that is producing a NP as required by paragraph 3 of Schedule 4B to the Town and Country Planning Act 1990 (as amended).

What is the Service Level Agreement?

There is a need to establish the South Cambridgeshire approach to neighbourhood planning so that Parish Councils are clear about what support the Council will give and what that the Council may expect from them. A Service Level Agreement has been prepared which is the method that has been used by other local planning authorities regarding neighbourhood planning. Such an agreement can provide a clear document that sets out for both parties how the Council will undertake its statutory duties, the level and extent of the technical advice and guidance that the Council will provide and how the parish council will aim to progress the NP. A draft SLA for use in our district was approved for consultation with Parish Councils at the Planning Portfolio Holder meeting on 9 September 2014.

The Planning Advisory Service (PAS) which provides national on-line guidance to planners has an example template which is a combination of best practice used by other local authorities. This template has been used to as the basis for preparing the South Cambs SLA. Our template is designed so that it can be amended to meet local circumstances depending on the nature and scale of the NP proposed by a parish or group of parish councils. It has been adapted to provide clearer guidance on the stages of NP preparation, giving an indication about the timescales for completion of a NP and the level of support that will be provided by the Council at each stage. The SLA would provide a signed commitment between the parish council and the district council. It is the Council's intension that all parish councils in the district that intend to or are currently preparing neighbourhood plans would sign up to the agreement.

Why consult the Parish Councils in the district?

As a parish council preparing a neighbourhood plan will be asked to sign up to the SLA, it is considered appropriate to provide parish councils with an opportunity to give their views on the draft template. It was agreed at the September Planning Portfolio Holder meeting to consult with all the parish councils in the district to invite their comments on the draft SLA and to report back to the next Planning Portfolio Holder Meeting on 18 November and to agree any subsequent amendments to the SLA.

How to make comments

The deadline for comments is 31 October. You can send your comments by email to neighbourhood.planning@scamb.gov.uk. Alternatively you can put your comments in writing to the Planning Policy Team at South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA.

Further help

If you have any further questions about neighbourhood planning in South Cambridgeshire please contact either

Alison Talkington - Planning Policy Team 01954 713182 or

Kathryn Hawkes - Sustainable Communities and Partnerships Team 01954 713290

Model Template for Service Level Agreement between South Cambridgeshire District Council and a parish council for the purposes of producing a Neighbourhood Plan

Service Level Agreement between South Cambridgeshire District Council and XXXX Parish Council(s) for the purpose of producing a Neighbourhood Plan

The Agreement

This **Agreement** is between:-

- a) **South Cambridgeshire District Council, and**
- b) **Parish Council**
- c) [Additional lines to be added if more than one parish council]

Introduction and Purpose

Introduction

The Localism Act 2011 introduced the following provisions into the planning process:-

- Neighbourhood Development Plans
- Neighbourhood Development Orders
- Community Right to Build Orders

In South Cambridgeshire Neighbourhood Plans and Neighbourhood Development Orders can only be undertaken by a Parish Council.

Under the provisions of the Localism Act 2011 South Cambridgeshire District Council is responsible

- a. fulfilling certain statutory requirements and
- b. the provision of advice and assistance to Parish Councils¹

Purpose

The purpose of this agreement is to establish the working relationship between the Parish Council and South Cambridgeshire District Council.

This agreement confirms:

- a. How South Cambridgeshire District Council will undertake its statutory duties
- b. The level and extent of the technical advice and assistance that South Cambridgeshire District Council will provide
- c. How the Parish Council will aim to progress the Neighbourhood Plan
- d. How the Parish Council will engage with South Cambridgeshire District Council.

¹ Parish Council refers to a parish council or group of parish councils that decide to prepare a Neighbourhood Plan.

The Memorandum of Agreement:

This Agreement is between:-

South Cambridgeshire District Council

Signature of Director of Planning and New
Communities

date

and

xxxxx Parish Council

Signature of chairman of the parish council

date

[Additional lines to be added if more than one parish council]

Date and duration of Agreement

This Agreement will commence once the document has been signed and dated by the selected representatives of both parties. It will come into affect once a neighbourhood area has been designated following submission to South Cambridgeshire District Council (SCDC).

Once an application for a neighbourhood area has been submitted to South Cambridgeshire District Council a 6 week consultation period will be undertaken by the Council regarding the appropriateness of the area. A decision about the area will be made by the Planning Portfolio Holder as soon as possible after the end of the consultation.

It is expected that this Agreement will run until the neighbourhood plan is either made or abandoned with a review after 12 months by both parties with respect to its continuation or both parties agree to its abandonment.

Working Relationships

The parties to this agreement seek:

- a. an open and constructive working relationship
- b. to respect each other's views, and where different, after discussion to ensure proper understanding of the reasons for such differences
- c. to have a 'no surprises' policy, based on notifying each other well in advance, where possible, of significant announcements and developments in policy
- d. to minimise duplication of activity wherever possible
- e. to inform other stakeholders about our relationship so as to reduce uncertainty.

Roles and Responsibilities

Background

Neighbourhood Planning was introduced by the Localism Act 2011. The associated Regulations (The Neighbourhood Planning (General) Regulations 2012) require South Cambridgeshire District Council to undertake certain provisions. In addition the Council is also required to provide technical advice and support.

This Agreement sets out how the Council will meet its statutory obligations and the level of assistance it will offer to parish councils.

The Neighbourhood Plan Flow Chart

The statutory obligations for a local planning authority and for a parish council carrying out a neighbourhood plan are set out within the [Neighbourhood Planning \(General\) Regulations 2012](#) and within the Town and Country Planning Act 1990 as amended by the Localism Act 2011.

The following chart sets out the different stages in the preparation of a neighbourhood plan and clearly shows what tasks are the responsibility of SCDC and what tasks are the responsibility of the parish council preparing a neighbourhood plan.

The chart shows what support will be offered by SCDC to parish councils and how the Council will meet its statutory obligations. It also indicates what will be expected from parish councils to enable SCDC to fulfil its obligations. The non statutory stages have a shaded background and the statutory stages are unshaded.

Stages	By South Cambridgeshire District Council (SCDC)	By Parish Council
Making a decision to prepare a neighbourhood plan.	<p>Initial meeting Held once a Parish Council advises SCDC that it has decided to prepare a neighbourhood plan.</p> <p><u>SCDC help and advice</u> SCDC is willing to meet with any Parish Council considering preparing a neighbourhood plan to discuss the requirements of preparing a plan and any other options that might also be available to meet local objectives to ensure the parish council has the necessary information to decide what approach would be best for them.</p>	<p>Initial meeting Once a Parish Council decides to prepare a neighbourhood plan it requests an initial meeting with SCDC to discuss whether a neighbourhood plan is the right option for delivering the Parish Council's vision for their area and then If the decision is taken to start a neighbourhood plan -</p> <p><u>Parish Council commitment</u> To provide SCDC with contact details of local consultees (e.g. local businesses, residents groups, and community organisations) ready for the consultation on the designation of the neighbourhood area.</p>
General neighbourhood planning advice	<p>Provide advice on the SCDC website as first port of call for enquiries about neighbourhood planning - www.scams.gov.uk/neighbourhood.planning</p>	

Stages	By South Cambridgeshire District Council (SCDC)	By Parish Council
	<p>Providing links to on-line resources about neighbourhood planning such as:</p> <ul style="list-style-type: none"> • Government legislation/regulations • PAS (Planning Advisory Service) • Community Led organisations e.g. Locality CPRE • Planning professionals - RTPI; Planning Aid <p>A 'live' Frequently Asked Questions resource based on the Council's up to date experience of preparing neighbourhood plans with other parish councils.</p> <p>Basic templates for posters, and documents – signpost to good examples from other councils.</p>	
Designation of neighbourhood area		<p>Application for designation of neighbourhood area Submission of proposed neighbourhood area to SCDC with map of area and reason for boundary. <i>Regulation 5</i></p>
	<p>Publicising area application SCDC must put the proposed neighbourhood area on its website for not less than six weeks so local people who live and work in area are aware of application and can comment <i>Regulation 6</i></p>	
	<p>Determining the application for neighbourhood area SCDC decides whether to agree area <i>In accordance with Section 61G and H of the TCPA 1990</i></p> <p><u>SCDC's commitment</u> A decision about the area will be made by the Planning Portfolio Holder as soon as possible after the end of the consultation.</p>	
	<p>Publicising designation of neighbourhood area Publish on SCDC website <i>Regulation 7</i></p>	

Stages	By South Cambridgeshire District Council (SCDC)	By Parish Council
	<p><u>SCDC's commitment</u> SCDC will notify the results of the designation to all the consultees that were involved in the consultation.</p>	
<p>After the neighbourhood area is designated</p>	<p>SCDC and the Parish Council sign up to a Service Level Agreement</p> <p><u>SCDC support and advice</u> Professional advice will be provided to the Parish Council as they prepare their neighbourhood plan</p> <ul style="list-style-type: none"> • For advice and technical support on neighbourhood planning contact the Planning Policy Team on Tel: 01954 713183 • For advice on community engagement and grants contact the Partnership Team on Tel 01954 713290 <p>Email – neighbourhood.planning@scambs.gov.uk</p>	<p><u>Parish Council Commitment</u> The Parish Council will establish a Steering Group to develop the Neighbourhood Plan. This group should</p> <ol style="list-style-type: none"> a. Consider including a range of people from the local parish area (not just the Parish Council) to ensure the wider community is involved and that the best use is made of all the skills available in the local community b. Have a clear terms of reference with a clear reporting link to the Parish Council c. Convene as a group on a regular basis throughout the period of preparation of the Neighbourhood Plan and its examination. <p>From the start the Steering Group will need to commit adequate resources to the task.</p>
<p>First Planning Meeting between SCDC and Parish Council</p>	<p><u>SCDC support and advice</u> SCDC will attend and provide an overview on the procedures and issues and answering any questions that the Parish Council may have on neighbourhood planning The advice will be appropriate to the nature of the proposed neighbourhood plan This could include:</p> <ul style="list-style-type: none"> • The scope of a neighbourhood plan • Relationship with the South Cambridgeshire Local Plan • The legal procedures to be followed • Managing the neighbourhood plan project • Methods of consultation and engagement 	<p><u>Parish Council commitment</u> Arrange an initial meeting between SCDC and the Steering Group. An opportunity to ask questions about neighbourhood planning and to understand the SCDC approach.</p>

Stages	By South Cambridgeshire District Council (SCDC)	By Parish Council
	<ul style="list-style-type: none"> • Consultation with the 'Consultation Bodies' • The requirements of other legislation such as Human Rights Act, the Habitats Regulations, Sustainability Appraisals and Environmental Assessments • Update on funding and grants available 	
<p>Preparing a neighbourhood plan</p>	<p>SCDC has a duty to provide advice and assistance to a Parish Council preparing a neighbourhood plan.</p> <p><u>SCDC advice and support</u> SCDC will advice on the following :</p> <ul style="list-style-type: none"> • Assist with methods of community engagement and consultation. Contacts for statutory undertakers or other key consultees. • Provide conformity advice and up to date information on the South Cambridgeshire Local Plan • Provide advice on potential delivery issues • Up to date information on any grant funding available • Advice on any requirement for Environmental Assessment; Sustainability Appraisals and Habitats Regulation Assessment • Provide comments on emerging drafts of the plan • Assist in digitising the final proposals/policy maps • Provide advice in getting the best from any paid support from contracted consultants <p>South Cambridgeshire District Council will not:</p> <ul style="list-style-type: none"> • Write documents • Draft policies • Design and print documents, graphics etc. • Undertake or pay for community survey work • Carry out or pay for statutory and non statutory 	<p>Tasks that a Parish Council needs to do to prepare a neighbourhood plan</p> <ul style="list-style-type: none"> • Build an evidence base. • Community engagement • Decide on vision and objectives • Write the plan • Scope for need for environmental assessment • Carry out sustainability appraisal if appropriate. <p><u>Parish Council commitment</u> Prepare a Project Plan for the preparation of the Neighbourhood Plan. This should include -</p> <ul style="list-style-type: none"> • A indicative timetable for completion of the Neighbourhood Plan • The provision of regular updates on progress to the Council with SCDC • Budget planning <p>PAS neighbourhood plan project management tool link http://www.pas.gov.uk/neighbourhood-planning/-/journal_content/56/332612/4079048/ARTICLE</p>

Stages	By South Cambridgeshire District Council (SCDC)	By Parish Council
	<p>assessments.</p> <ul style="list-style-type: none"> • Carry out Sustainability Appraisals or Environmental Assessments • Attend every meeting • Attend every consultation event • Provide direct financial support 	
Prior to starting the pre-submission consultation.	<p><u>SCDC support and advice</u> Before the Parish Council starts its pre-submission consultation SCDC will provide advice and support about:</p> <ul style="list-style-type: none"> • Conformity of the plan and whether in their view it meets the basic conditions • Suitability of the Consultation Statement • Suitability of any Environmental Assessment; Sustainability Appraisal or Habitats Regulations Assessments undertaken • Conformity with other legislative requirements eg Equality Assessments • Conformity with the OS mapping requirements (including copyright issues) 	<p><u>Parish Council commitment</u> The Parish Council will seek the views of SCDC on the documents that the Parish Council intend to use for the pre-submission consultation. This should be done in a timely manner so no surprises to delay the pre-submission consultation.</p>
Pre-Submission Stage		<p>Consultation by the Parish Council Before submitting the Plan to SCDC there must be a six week period of consultation <i>Regulation 14</i></p> <p><u>Parish Council commitment</u> The Parish Council will provide SCDC with the following:</p> <ul style="list-style-type: none"> • The Pre- Submission Plan in electronic format. • Copies of any Environmental Assessment / Sustainability Appraisals undertaken to date • Consultation Statement highlighting list of statutory bodies consulted

Stages	By South Cambridgeshire District Council (SCDC)	By Parish Council
<p>Submission Stage</p>		<p>Submission of Plan to SCDC A Parish Council submits a plan proposal to SCDC. It must include</p> <ul style="list-style-type: none"> • Map or statement identifying the neighbourhood area • Consultation Statement stating who was consulted; how consulted; main issues and how these were addressed • Proposed Neighbourhood Plan • Statement explaining how the NP meets the basic conditions • Where appropriate – information to enable appropriate environmental assessment if required eg Habitat Reg or Environmental Assessment <p><i>Regulation 15 The Conservation of Habitats and Species Regulations 2010 as amended by Schedule 2 of the Neighbourhood Planning (General Regulations) 2012. i.e Regs 102 and 102A</i></p> <p><u>Parish Council commitment</u> The Parish Council will provide SCDC with the following:</p> <ul style="list-style-type: none"> • An electronic version of the Submission Plan A consultation statement • List of consultees used during pre-submission with contact details • Final copies of any Environmental Statements or Assessments and any Sustainability Appraisals undertaken • Copy of ‘basic condition’ statement • Evidence documents used to inform the Submission Plan

Stages	By South Cambridgeshire District Council (SCDC)	By Parish Council
	<p>Receipt and assessment of submission Plan by SCDC – Decision statement 1</p> <p>SCDC will assess the neighbourhood plan to consider -</p> <ol style="list-style-type: none"> 1. Whether the parish council is authorised to act 2. Whether the proposal and accompanying documents <ol style="list-style-type: none"> a. Comply with the rules for submission to the Council (Regulation 15'), and b. Meet the 'definition of an NP' <p><i>"A plan which sets out policies (however expressed) in relation to the development use and of land in the whole or any part of a particular neighbourhood area specified in the plan"</i></p> <p>and</p> <ol style="list-style-type: none"> c. Meet the 'scope of NP provisions' which are - <ol style="list-style-type: none"> 1. <i>The NP must specify the period for which it is to have effect</i> 2. <i>It cannot include provision about development that is 'excluded development'</i> 3. <i>It cannot relate to more than one neighbourhood area or repeat an existing planning permission</i> <p>and</p> <ol style="list-style-type: none"> 3. Whether the parish council has undertaken the correct procedures in relation to consultation and publicity. <p>SCDC can refuse to take forward a plan if it does not meet all the requirements. <i>TCPA 1990 Act Schedule 4B para 6 38 A and B;</i> <i>Definition of NP - 2004 P & CP Act as amended by</i> <i>Localism Act Section 38 A (2); Scope of NP provisions 2004 Act s 38B (1 & 2) (4)</i></p> <p>SCDC will notify Parish Council of decision and will issue a decision statement.</p>	

Stages	By South Cambridgeshire District Council (SCDC)	By Parish Council
	<p><i>TCPA 1990 Act Schedule 4B para 6 (4)</i> <i>Regulation 19.</i></p> <p><u>SCDC's commitment</u> The Planning Portfolio Holder (PPH) will make a decision as to whether the Council is satisfied that the plan meets the necessary requirements – as this is a key decision there will need to be a minimum of 28 days from the day the Plan is submitted to the Council and then to find the first available PPH meeting after this period for the decision to be made.</p> <p>The decision statement will be sent to the Parish Council within two weeks of the Portfolio Holder decision being made to allow for call in period on the decision.</p>	
	<p>Publicising/ Consultation of the Plan If SCDC accepts the Plan it will publicise the submitted Plan and notify bodies referred to in the submitted consultation document for six week period during which formal representations can be made. <i>Regulation 16</i></p> <p><u>SCDC commitment</u> The Council will start the consultation within four weeks of the Planning Portfolio Holder confirming the submission documents meet the requirements.</p>	
Examination	<p>Arrangements for examination SCDC is responsible for making arrangements for the examination. Once satisfied with Plan SCDC will appoint examiner with consent of parish council. <i>TCPA 1990 Act Schedule 4B para 6</i></p> <p>SCDC will submit the Plan and all supporting documents to the</p>	<p>Parish Council to work with SCDC to agree the appointment of an examiner.</p> <p>Parish Council should keep their local community up to date with the progress of the Plan through the examination process.</p>

Stages	By South Cambridgeshire District Council (SCDC)	By Parish Council
	<p>examiner including representations from the consultation. <i>Regulation 17</i> <i>Regulation 102A Conservation of Habitats and Species Regulations 2010.</i></p> <p><u>SCDC commitment</u> SCDC will appoint an examiner within four weeks of the end of the consultation. Once the examiner is appointed the representations will be sent to the independent examiner.</p>	
<p>Considering the examiner's report</p>	<p>Examiner's report The examiner must make a report with recommendations, the reasons for them and a summary of findings. The examiner's report can recommend that either -</p> <ul style="list-style-type: none"> • the draft NP is submitted for referendum or • modifications specified in the examiner's report are made and the revised draft Plan is submitted to referendum. <p>When SCDC has received the report it will arrange publication of the report as soon as possible.</p> <p>SCDC will consider each recommendation and decide what action to take to respond.</p> <p><u>SCDC commitment</u> Within 1 week of receiving the examiner's report the Council will publish the report on its website. The Council will consult with the Parish Council for its views on the examiner's recommendations before a decision is made by the Planning Portfolio Holder.</p>	

Stages	By South Cambridgeshire District Council (SCDC)	By Parish Council
	<p>When SCDC proposes to make a decision that differs from the examiner’s recommendation and the reason for the difference is (wholly or partly) as a result of new evidence or a new fact or a different view taken by SCDC as to a particular fact</p> <ol style="list-style-type: none"> 1. notifies all those identified on the consultation statement of the parish council and invites representations 2. may refer the issue to an independent examination if they think it appropriate. <p>SCDC cannot make a decision that differs from the examiners’ recommendations about the referendum area. <i>TCPA 1990 Act schedule 4B para13</i></p> <p><u>SCDC commitment</u> If SCDC decides to propose changes to the NP that are different from the examiner they will consult with the Parish Council before the Planning Portfolio Holder formally makes a decision.</p>	
<p>Decision to take Plan forward for referendum</p>	<p>Decision Statement 2 SCDC must make formal decision about whether Plan meets the basic conditions, is compatible with the Convention of rights and meets legal and procedural requirements.</p> <p>SCDC decides whether Plan ready for referendum or needs modifications. It will publish its decision and reasons in a decision statement. If modifications are different from those recommended by the examiner further consultation is required before a referendum can take place.</p> <p>SCDC to send copy of decision statement to the Parish Council.</p>	

Stages	By South Cambridgeshire District Council (SCDC)	By Parish Council
	<p><i>TCPA 1990 Act schedule 4B para 12 (11 & 12)</i> <i>Regulations 18 & 19</i></p> <p><u>SCDC commitment</u> Within 8 weeks of receipt of the examiner's report the Planning Portfolio Holder will decide whether the plan is ready for referendum or if modifications are needed. This is a key decision.</p> <p>The decision statement will be sent to the Parish Council within two weeks of the Portfolio Holder decision being made to allow for call in period on the decision.</p>	
Referendum	<p>Arrangements and publicity of referendum SCDC is responsible for making arrangements for the referendum to take place.</p> <p><i>Regulation 17+4 of the Neighbourhood Planning (Referendums) Regulations 2012- and as amended by the Neighbourhood Planning (Referendums) (Amendment) Regulations 2013</i></p> <p><u>SCDC commitment</u> The referendum to take place within 60 days of the 'Decision Statement 2' upon the Examiner's Report being published. SCDC will publish detailed information about the referendum on its website 28 days before the referendum is to take place</p>	
	<p>Results of referendum – Decision Statement 3 If a referendum results in more than half those voting (i.e. 50% plus 1), voting in favour of the proposal SCDC must 'make' i.e. formally adopt, the Plan as soon as reasonably practical. <i>2004 Act s38A (4) (6)</i></p>	<p>If the referendum results in a 'no' vote for the NP the Parish Council will have to repeat the plan-making process. It cannot simply resubmit the same NP for examination.</p>

Stages	By South Cambridgeshire District Council (SCDC)	By Parish Council
	<p>SCDC must publish a decision statement about the referendum <i>2004 Act s 38A (9)(10) Regulation 19</i></p> <p><u>SCDC Commitment</u> As this is a key decision there will need to be at least a 28 day period before the Plan can be considered and then it will be at the first available meeting of Cabinet/ Council following a positive referendum vote where SCDC will 'make' the Plan.</p>	
<p>Making of Plan</p>	<p>Publicising the Plan As soon as possible after SCDC has decided to make the Plan it will be published, and people notified that it has been made.</p> <p>Also any environmental statements to be published and consultation bodies notified of relevant matters including how significant effects will be monitored.</p> <p>Monitoring results should be published in the Councils monitoring report. <i>Regulation 20 Regulation 16 and 17 of Environmental Assessment of Plans and Programmes Regulations 2004.</i></p> <p><u>SCDC commitment</u> Within two weeks of the Cabinet / Planning Portfolio Holder meeting the Council will publish the neighbourhood plan on its website.</p>	<p><u>Parish Council commitment</u> Following successful examination the Parish Council will provide SCDC with the results of any primary source data which would be helpful to the Local Plan Team.</p>

Progress and Review Process

The progress on the Neighbourhood Plan and success of the support from South Cambridgeshire District Council will be reviewed every 6 months, against this agreement and in a face to face meeting between the Council and the Parish Steering Group.

Dispute settlement

In the unlikely event of a dispute it is expected that these will be resolved at the working level at which they arise. If this is not possible then the relevant signatories to this agreement will discuss the matter and decide on the action to take.



Children's Centre Re-configuration: Stakeholder Briefing

Background

Following an extensive public consultation process, Children's Centres in Cambridgeshire have recently undergone a comprehensive change programme to re-configure the service and achieve savings of £1.3m.

The newly re-modelled Children's Centre service has been informed by the comments that were received during the consultation process. Whilst the significance of the savings cannot be underestimated, we believe that the new Children's Centre model makes the best use of the resources available so that new Children's Centre service is well placed to be able to continue to deliver high quality, co-ordinated services.

Cambridgeshire's Children's Centre Model

The aims of Children's Centres will remain:

- Every child gets the healthiest start in life
- Every child is ready for school
- The needs of the most vulnerable children and their families are met at the earliest opportunity and that
- Pre-school children and their families get the best all round help, through effective delivery of integrated cross-partnership services in the early childhood sector.

Children's Centres will achieve this by:

- Continuing to deliver high quality, coordinated services through an integrated model of delivery which provides a continuum of support for children and families pre-birth to 5 years, and fully linked to the 0-19 Early Help offer for children and young people.
- Providing services that are accessible, reflective and responsive to the changing needs of local communities, including supporting families who may also have older children to access the services that they need.
- Effectively promoting services so that families know what is available and can easily access the right information, advice and support when required, resulting in positive outcomes for children and families.
- Placing children and families at the heart of all that we do, enabling them to have their say and ensuring that every child has a chance to develop, is ready to learn and receives the best start in life.
- Delivering services in an efficient, sustainable and cost effective way and employing a multi-skilled, talented, trained and committed workforce that can offer flexible support to achieve the required outcomes.

The new service will re-launch in September 2014 and will bring the existing 40 individual Children's Centres together for service delivery to create 12 Clusters. Each Cluster will be made up of between two to five Children's Centres. Clusters will work together and with partners, sharing expertise and best practice to maximise skills and capacity, and make best use of resources to deliver a more integrated service offer.

Some key differences and changes include:

- All 40 Children's Centres will remain open but some buildings will have reduced opening hours particularly those in low need areas
- There will be some reduction in the range and number of activities provided by Centres
- There will be some services for everybody as we will continue to offer information, advice and some activities to all families but there will be more of a focus on providing targeted services to families most in need both at Children's Centres and through outreach
- We intend to explore opportunities to develop the way services in Children's Centres can be supported by volunteers
- We will be introducing a small charge for certain services as a way to generate income and maintain services for families

Working with Partners

Partnership working is integral to the expectations for Children's Centres and their success. Children's Centres will continue to work with partners to focus on effective integrated service delivery across the workforce steered by the duty within the Childcare Act 2006 for partners to work together to deliver universal and targeted services to children 0-5 and their families.

We already have clear partnership agreements in place with many early childhood service providers but there are real opportunities as part of the newly reconfigured service to deliver an improved integrated early help offer for 0-5s if we continue to embed and develop our partnership working arrangements.

Further Information

Please do contact your local Children's Centre Manager or Locality Manager to find out more about the new service and changes in your area. Alternatively, please contact a member of the Children's Centre Strategy & Support Management Team.

Children's Centre Strategy & Support Management Team

Jo Sollars: Head of Children's Centres, Jo.Sollars@cambridgeshire.gov.uk

Ashling Bannon: Development Manager, Ashling.Bannon@cambridgeshire.gov.uk

Helen Freeman: Development Manager: Helen.Freeman@cambridgeshire.gov.uk

Tina Summerfield: Development Manager: Tina.Summerfield@cambridgeshire.gov.uk