

## Appendix A: Responsibilities and Delegations for Neighbourhood Plans in Cambridge

The responsibilities and delegations set out in this table reflect the scheme of delegation for decisions on any neighbourhood plans (as set out in the report) and existing officer, Member and committee structures in relation to procedures and decisions for neighbourhood plan making. In the event that there are any changes to those structures such that responsibilities change, then those changes shall be applied to the responsibilities and delegations set out in this table.

<b>Stage</b>	<b>Officer Responsibility</b>	<b>Joint Director for Planning and Economic Development Responsibility</b>	<b>Executive Councillor for Planning, Building Control and Infrastructure Responsibility</b>	<b>Full Council Responsibility</b>
Application received for Neighbourhood Forum designation	<ul style="list-style-type: none"> <li>Consider whether application is valid and meets national regulations.</li> <li>Public consultation organised and carried out.</li> </ul>	Consulted on the decision for designation, ahead of agreement by the Executive Councillor for Planning, Building Control and Infrastructure.	Makes decision on the designation in the most efficient way, which will normally be an out-of-meeting decision (in consultation with the Chair and Spokes of	n/a

Stage	Officer Responsibility	Joint Director for Planning and Economic Development Responsibility	Executive Councillor for Planning, Building Control and Infrastructure Responsibility	Full Council Responsibility
	<ul style="list-style-type: none"> <li>• Publication of decision on the Council's website.</li> <li>• Notify those specified by national regulations of the decision.</li> </ul>		Planning and Transport Scrutiny Committee).	
Application received for Neighbourhood Area designation	<ul style="list-style-type: none"> <li>• Consider whether application is valid and meets national regulations.</li> <li>• Public consultation organised and carried out.</li> </ul>	Consulted on the decision for designation, ahead of agreement by the Executive Councillor for Planning, Building Control and Infrastructure.	Makes decision on the designation in the most efficient way, which will normally be an out-of-meeting decision (in consultation with the Chair and Spokes of Planning and Transport Scrutiny Committee).	n/a

<b>Stage</b>	<b>Officer Responsibility</b>	<b>Joint Director for Planning and Economic Development Responsibility</b>	<b>Executive Councillor for Planning, Building Control and Infrastructure Responsibility</b>	<b>Full Council Responsibility</b>
	<ul style="list-style-type: none"> <li>• Publication of decision on the Council's website.</li> <li>• Notify those specified by national regulations of the decision.</li> </ul>			
Consultation on pre-submission Neighbourhood Plan	Draft the response providing comments on the pre-submission neighbourhood plan.	Makes decision on the response providing comments on the pre-submission neighbourhood plan, in consultation with the Executive Councillor for Planning, Building	Consulted on the response providing comments on the pre-submission neighbourhood plan, ahead of agreement by the Joint Director for Planning and Economic Development.	n/a

<b>Stage</b>	<b>Officer Responsibility</b>	<b>Joint Director for Planning and Economic Development Responsibility</b>	<b>Executive Councillor for Planning, Building Control and Infrastructure Responsibility</b>	<b>Full Council Responsibility</b>
		Control and Infrastructure.		
Submission of the Neighbourhood Plan to the local planning authority	<ul style="list-style-type: none"> <li>• Consider whether the submitted neighbourhood plan and its supporting documents are legally compliant.</li> <li>• Public consultation organised and carried out.</li> <li>• Draft the response providing comments on the submission neighbourhood plan.</li> </ul>	Consulted on the response providing comments on the submission neighbourhood plan, ahead of agreement by the Executive Councillor for Planning, Building Control and Infrastructure.	Makes decision on the response providing comments on the submission neighbourhood plan in the most efficient way, which will normally be an out-of-meeting decision (in consultation with the Chair and Spokes of Planning and Transport Scrutiny Committee).	n/a

Stage	Officer Responsibility	Joint Director for Planning and Economic Development Responsibility	Executive Councillor for Planning, Building Control and Infrastructure Responsibility	Full Council Responsibility
	<ul style="list-style-type: none"> <li>Collate the comments received through the public consultation and share with the Examiner.</li> </ul>			
Examination	<ul style="list-style-type: none"> <li>Seek an Examiner to undertake the examination of the neighbourhood plan.</li> <li>Makes a decision on the Examiner to appoint in consultation with the neighbourhood forum.</li> </ul>	For decisions where an Examiner has recommended that the neighbourhood plan (with any necessary modifications) <b>can proceed to referendum:</b> makes decision on whether to send the neighbourhood plan to referendum, in	For decisions where the Examiner has recommended that the neighbourhood plan <b>does not proceed to referendum:</b> makes decision on the way forward for the Neighbourhood Plan in the most efficient way, which will normally be an	n/a

<b>Stage</b>	<b>Officer Responsibility</b>	<b>Joint Director for Planning and Economic Development Responsibility</b>	<b>Executive Councillor for Planning, Building Control and Infrastructure Responsibility</b>	<b>Full Council Responsibility</b>
	<ul style="list-style-type: none"> <li>• Liaise with the Examiner and the neighbourhood forum.</li> <li>• Publish any examination documents, including the Examiner's Report, on the Council's website.</li> </ul>	consultation with the Executive Councillor for Planning, Building Control and Infrastructure.	out-of-meeting decision (in consultation with the Chair and Spokes of Planning and Transport Scrutiny Committee).	
Referendum	Organised and carried out by Electoral Services Team, with support from other officers.	n/a	n/a	n/a

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Making (adopting) the Neighbourhood Plan	<ul style="list-style-type: none"> <li>• Publication of decision notice on the Council's website.</li> <li>• Notify those specified by national regulations of the decision.</li> </ul>	Recommends to full Council the making (adoption) of the neighbourhood plan, in consultation with the Executive Councillor for Planning, Building Control and Infrastructure.	Consulted on the recommendation to full Council, ahead of being proposed by the Joint Director for Planning and Economic Development.	Makes (adopts) the neighbourhood plan, in accordance with the recommendation from the Joint Director for Planning and Economic Development.