

Record of individual Cabinet member decision

Local Government Act 2000 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Decision made by	Cllr Debby Hallett
Key decision?	No
Date of decision (same as date form signed)	16 March 2022
Name and job title of officer requesting the decision	Samantha Allen Senior Conservation Officer
Officer contact details	Tel: 07717274692 Email: samantha.allen@southandvale.gov.uk
Decision	To commence public consultation on the draft Great Coxwell Conservation Area Appraisal and Management Plan (CAAMP) and Boundary Review. Consultation to commence 6 April and run for 8 weeks (added time for the Easter public holidays) in accordance with the Council's Statement of Community Involvement.
Reasons for decision	Under Sections 69 & 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990 local authorities have a duty to designate conservation areas and from time to time to review the boundaries. The Great Coxwell Conservation Area has been reviewed by the Parish Council, following on from Neighbourhood Plan work in 2015 and the 2020 review. The document has been compiled by members of the NP working group with desktop publishing and peer review by the Conservation Team. We are satisfied that it is an accurate appraisal of the area and conforms to best practice guidelines for producing these documents.
Alternative options rejected	There are no other relevant alternative options. Not carrying out public consultation would be contrary to the Council's Statement of Community Involvement and regulations for SPD adoption. The final boundary and document must be adopted at a public meeting according to the tests of the Planning(LB&CA) Act. It is proposed this is done via Cabinet decision following public consultation.
Climate and ecological implications	None anticipated – conservation area designation does not directly cause any additional climate or ecological impacts and should not be considered a hinderance to achieving improvements.

Legal implications	A conservation Area is recorded as a local land charge and planning permission is required for certain works where some permitted development rights are removed as a result of designation. This would newly affect areas proposed for inclusion as outlined in the draft appraisal document.			
Financial implications	Modest costs may arise from the need for Planning Permission in newly included areas and will be met from existing planning budgets.			
Other implications	Hard copy versions of the draft appraisal, boundary review map and consultation survey will be available in Great Coxwell Reading Room and nearby public library (Faringdon) throughout consultation as well as electronic versions on the council website.			
Background papers considered	CMB: Briefing Note to accompany record of ICMD. Draft Great Coxwell Conservation Area Appraisal and Management Plan			
Declarations/conflict of interest? Declaration of other councillor/officer consulted by the Cabinet member?				
List consultees		Name	Outcome	Date
	Ward councillors	Elaine Ware Simon Howell	Signed off by email	11/03/2022
	Legal		No response	
	Finance		No response	
	Human resources	David Fairall	Signed off by email	11/03/2022
	Climate and biodiversity	Dominic Lamb	Signed off by email	09/03/2022
	Diversity and equality	Lynne Mitchell	Changes made to make map instructions more accessible. Signed off by email	10/03/2022
	Health and safety	Deborah Porter	D. Fairall agreed unlikely any H&S issues in Deborah's absence	10/03/2022
	Insurance and risk	Yvonne Cutler-Greaves	Signed off by email	09/03/2022
	Communications	Andy Roberts	Signed off by email	09/03/2022
	Senior Management Team	SMT	Signed off at SMT meeting	16/03/2022

Confidential decision? If so, under which exempt category?	No
Call-in waived by Scrutiny Committee chairman?	Not applicable
Has this been discussed by Cabinet members?	
Cabinet portfolio holder's signature To confirm the decision as set out in this notice.	Signature <u></u> Date <u>16 March 2022</u>

ONCE SIGNED, THIS FORM MUST BE HANDED TO DEMOCRATIC SERVICES IMMEDIATELY.

For Democratic Services office use only		
Form received	Date: 17 March 2022	Time: 09:18
Date published to all councillors	Date: 17 March 2022	
Call-in deadline	Not applicable as this is not a key decision.	

Guidance notes

1. This form must be completed by the lead officer who becomes the contact officer. The lead officer is responsible for ensuring that the necessary internal consultees have signed it off, including the chief executive. The lead officer must then seek the Cabinet portfolio holder's agreement and signature.
2. Once satisfied with the decision, the Cabinet portfolio holder must hand-sign and date the form and return it to the lead officer who should send it to Democratic Services immediately to allow the call-in period to commence.
Tel. 01235 422520 or extension 2520.
Email: democratic.services@southandvale.gov.uk
3. Democratic Services will then publish the decision to the website (unless it is confidential) and send it to all councillors to commence the call-in period (five clear working days) if it is a 'key' decision (see the definition of a 'key' decision below). A key decision cannot be implemented until the call-in period expires. The call-in procedure can be found in the council's constitution, part 4, under the Scrutiny Committee procedure rules.
4. Before implementing a key decision, the lead officer is responsible for checking with Democratic Services that the decision has not been called in.
5. If a key decision has been called in, Democratic Services will notify the lead officer and decision-maker. This call-in puts the decision on hold.
6. Democratic Services will liaise with the Scrutiny Committee chairman over the date of the call-in debate. The Cabinet portfolio holder will be requested to attend the Scrutiny Committee meeting to answer the committee's questions.
7. The Scrutiny Committee may:
 - refer the decision back to the Cabinet portfolio holder for reconsideration or
 - refer the matter to Council with an alternative set of proposals (where the final decision rests with full Council) or
 - accept the Cabinet portfolio holder's decision, in which case it can be implemented immediately.

Key decisions: assessing whether a decision should be classified as 'key'

The South Oxfordshire and Vale of White Horse District Councils' Constitutions now have the same definition of a key decision:

A key decision is a decision of the Cabinet, an individual Cabinet member, or an officer acting under delegated powers, which is likely:

- (a) to incur expenditure, make savings or to receive income of more than £75,000;**

- (b) to award a revenue or capital grant of over £25,000; or**
- (c) to agree an action that, in the view of the chief executive or relevant head of service, would be significant in terms of its effects on communities living or working in an area comprising more than one ward in the area of the council.**

Key decisions are subject to the scrutiny call-in procedure; non-key decisions are not and can be implemented immediately.

In assessing whether a decision should be classified as 'key', you should consider:

- (a) Will the expenditure, savings or income total more than £75,000 across all financial years?
- (b) Will the grant award to one person or organisation be more than £25,000 across all financial years?
- (c) Does the decision impact on more than one district council ward? And if so, is the impact significant? If residents or property affected by the decision is in one ward but is close to the border of an adjacent ward, it may have a significant impact on that second ward, e.g. through additional traffic, noise, light pollution, odour. Examples of significant impacts on two or more wards are:
 - Decisions to spend Didcot Garden Town funds (significant impact on more than one ward)
 - Changes to the household waste collection policy (affects all households in the district)
 - Reviewing a housing strategy (could have a significant impact on residents in many wards)
 - Adopting a supplementary planning document for a redevelopment site (could significantly affect more than one ward) or a new design guide (affects all wards)
 - Decisions to build new or improve existing leisure facilities (used by residents of more than one ward)

The overriding principle is that before 'key' decisions are made, they must be published in the Cabinet Work Programme for 28 calendar days. Classifying a decision as non-key when it should be a key decision could expose the decision to challenge and delay its implementation.