

## Record of individual Cabinet member decision

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

<b>Decision made by</b>	Cllr Debby Hallett
<b>Key decision?</b>	No
<b>Date of decision</b> (same as date form signed)	8/12/2022
<b>Name and job title of officer requesting the decision</b>	Samantha Allen Senior Conservation Officer
<b>Officer contact details</b>	Tel: 07717274692 Email: <a href="mailto:samantha.allen@southandvale.gov.uk">samantha.allen@southandvale.gov.uk</a>
<b>Decision</b>	To commence public consultation on the draft Drayton Conservation Area Appraisal and Management Plan (CAAMP) and Boundary Review. Consultation to commence 18 January and run for 4 weeks accordance with the Council's Statement of Community Involvement.
<b>Reasons for decision</b>	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 CAAMP and Boundary Review fulfils this requirement.
<b>Alternative options rejected</b>	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.
<b>Climate and ecological implications</b>	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.
<b>Legal implications</b>	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.			
<b>Financial implications</b>	Modest costs may arise from the need for Planning Permission in newly included areas and will be met from existing planning budgets.			
<b>Other implications</b>	Hard copy versions of the draft appraisal, boundary review map and consultation survey will be available at the local library and village hall (where appropriate) as well as upon request at the Council Offices (Abbey House) throughout consultation and as electronic versions on the council website.			
<b>Background papers considered</b>	Briefing Note to accompany record of ICMD.			
<b>Declarations/conflict of interest? Declaration of other councillor/officer consulted by the Cabinet member?</b>				
<b>List consultees</b>		<b>Name</b>	<b>Outcome</b>	<b>Date</b>
	Ward councillors	Andy Cooke		
	Legal			
	Finance	Roger McLeod	No implications at this time	29/11/2022
	Human resources	David Fairall	No comments	17/11/2022
	Climate and biodiversity	Dominic Lamb	Happy with impacts identified	18/11/2022
	Diversity and equality	Lynne Mitchell	No comments	17/11/2022
	Health and safety	Deborah Porter	No comments at this time	25/11/2022
	Insurance and risk			
	Communications	Charlotte Westgate, Comms	No comments	21/11/2022
	Senior Management Team	SMT	Approved	7/12/2022
<b>Confidential decision?</b> If so, under which exempt category?	No			
<b>Call-in waived by Scrutiny Committee chairman?</b>	Not applicable			
<b>Has this been discussed by Cabinet members?</b>	No			
<b>Cabinet portfolio holder's signature</b>				

To confirm the decision as set out in this notice.	Signature ____ Councillor Debby Hallett _____
	Date 8 December 2022

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

For Democratic Services office use only		
Form received	Date: 8 December 2022	Time: 16:37
Date published to all councillors	Date: 9 December 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](mailto: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.**