

**BRECKLAND COUNCIL**  
**DELEGATED DECISION AUTHORISATION RECORD (Blue Form)**

|  |   |  |  |
|--|---|--|--|
| <b>PORTFOLIO:</b>  | Strategic & Operational Planning  |  |  |
| <b>REPORT TITLE:</b>   | Carbrooke – Designation of Neighbourhood Area   |  |  |
| <b>AUTHOR:</b>   | James Faulkner: Apprentice Planning Policy Officer  |  |  |
| <b>URGENCY -</b>   | <i>None</i> – 5-day Scrutiny Delay  |  |  |
|  | <b>CHECKLIST – Please Tick</b>  |  | <b>KEY DECISION – Tick as appropriate</b>  |
| 1.   | Financial Report Considered and/or Proforma B included  |  | This <i>IS NOT</i> a Key Decision X  |
| 2.   | VAT Implications have been considered   |  | This <i>IS</i> a Key Decision <i>already included in Forward Plan</i>  |
| 3.   | Legal Advice included   |  | This <i>IS</i> a Key Decision <i>NOT</i> in Forward Plan, <i>BUT PUBLICISED FIVE DAYS PREVIOUSLY</i> or agreed by Chairman of Overview & Scrutiny Commission – Form over |
| 4.   | Within Policy Framework   |  |  |
| 5.   | Risk Assessment statement included.   |  |  |
| 6.   | Crime & Disorder, Equalities, Human Rights, S40 Environment and other assessments are addressed in the report   |  | Delegation under:  |
| <b>CONFIDENTIALITY:</b>  | No confidential or exempt information to be excluded from the Press and Public  |  |  |
| <b>Decision: Wording for Decision Record</b>                     |   |  |  |
| <b>ACTION AGREED</b>   | To agree on the proposed designation of the parish of Carbrooke as a Neighbourhood Area   |  |  |
| <b>REASON(S)</b>   | The first stage of preparing a neighbourhood plan is agreeing what area the plan will cover. This is usually the parish boundary.   |  |  |
| <b>Signatures: Authority for Action</b>                          |   |  |  |
| <b>Chief Officer Comments:</b>                                   | Recommendation:<br>Signature and date .....   |  |  |
| 1.   | <b>I agree the above decision as a matter falling within my delegated powers.</b><br>Executive Member: ..... Date: .....  |  |  |
| 2.   | <b>Does this have political sensitivity or strategic importance? NO</b><br><b>If Yes:</b> Leader (Please delete * as appropriate): *I agree above decision/*Refer to Cabinet<br>Signed: ..... Date: ..... |  |  |
| <b>Additional Options Considered and/or Reasons for Decision</b> |   |  |  |
| <b>1.0 Purpose</b>   | The purpose of this decision is to agree on the proposed designation of the parish of Carbrooke as a Neighbourhood Area. (See the application submitted by Carbrooke including a map).                    |  |  |

## 2.0 Background

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.

- 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.
- 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.

The application from Carbrooke 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 Breckland Council

Breckland Council is supportive of Carbrooke preparing a Neighbourhood Plan for its parish.

Breckland Council considers that the application submitted by Carbrooke is valid and therefore that the parish of Carbrooke should be designated as a neighbourhood area.

Alternative options considered:

None

### Exceptional Urgency

I certify that this matter is so urgent that the normal five-day scrutiny delay on action should not apply.  
(NOT APPLICABLE)

.....  
Chief Officer

Dated: .....

.....  
Executive Member

Dated:

.....  
Leader

Dated:

| KEY DECISION not on the Forward Plan or publicised.  | TO BE COMPLETED BY COMMITTEE STAFF:   |
|--|---|
| <p>I agree to the Decision proceeding:</p> <p>.....</p> <p><b>Joint Director for Planning and Economic Development</b></p> <p>Dated: .....</p> | <p>Decision Record Ref No.:</p> <p>.....</p> <p>Entry on Decision Record:</p> <p>Confirmed:</p> <p>.....</p> <p>Date of Entry:</p> <p>.....</p> <p>For action on:</p> <p>.....</p> <p>Passed to:</p> <p>.....</p> |