GREATER CAMBRIDGE
SHARED PLANNING

Greater Cambridge Shared Planning Service

Scheme of Delegation: Planning and Related Functions Nov 2026

General Delegation

1. The Planning Committee delegates authority to the Joint Director of Planning and Economic Development ("the Director") to exercise the planning, development management and related functions of the Council set out in this Scheme in accordance with South Cambridgeshire District Council and Cambridge City Council Constitutions (as amended).

2. The Director may authorise any officer within the Greater Cambridge Shared Planning Service to exercise these powers on their behalf.

Defined terms

“Application” means any application, consent, notice, approval, certificate, order, notification or other matter made to, served upon or determined by the Council pursuant to the legislation listed in Schedule A.

“Council” means either South Cambridgeshire District Council or Cambridge City Council as the context requires, and “Council” and “Councils” shall be construed accordingly.

"Planning Committee Gateway Meeting" means a meeting convened for the purposes of considering whether a Schedule 2 Application, as defined by the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026, should be referred to Planning Committee in accordance with the National Scheme of Delegation and comprising:

(a) the Joint Director of Planning and Economic Development, acting as the Nominated Officer (being the Chief Planning Officer or equivalent officer for the purposes of the Regulations) or another officer holding an appropriate professional planning qualification and seniority authorised by the Director to act on their behalf; and

(b) the Chair of the relevant Planning Committee, acting as the Nominated Member for the purposes of the Regulations, or in their absence the Vice-Chair

of the relevant Planning Committee, or such other Member appointed in accordance with the Council's Constitution to act in their place

“Director” means the Joint Director of Planning and Economic Development, or such other Director as shall perform the functions of the Joint Director of Planning and Economic Development.

“JDMC” means the Joint Development Management Committee.

“JDMC ToR” means the JDMC terms of reference dated July 2020 as amended from time to time (Appendix 1).

"National Scheme of Delegation" means the scheme established pursuant to Sections 319ZZC to 319ZZF of the Town and Country Planning Act 1990 and implemented through the Regulations.

"Own Interest Application" means an application falling within the definition prescribed by the Regulations.

“Planning Committee” means the Planning Committee of either South Cambridgeshire District Council or Cambridge City Council or the Joint Development Management Committee as the case may be.

“Regulations” means the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026 and any amendment or replacement thereto.

“Schedule 1”: An application prescribed in Schedule 1 to the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026 which must be determined by an authorised officer and may not be referred to Planning Committee except where expressly permitted by the Regulations.

“Schedule 2”: An application prescribed in Schedule 2 to the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026 which is subject to the National Scheme of Delegation and may be referred to Planning Committee only where the statutory committee referral criteria are satisfied

National Scheme of Delegation

3. This Scheme shall be interpreted and applied in accordance with:

- Sections 319ZZC to 319ZZF of the Town and Country Planning Act 1990
- The Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026 (Operational rules for the National Scheme of Delegation);
- Any statutory guidance issued by the Secretary of State in relation to the National Scheme of Delegation;

- Any replacement legislation or guidance.

4. Where any provision of this Scheme conflicts with the National Scheme of Delegation, the requirements of the National Scheme of Delegation shall prevail.

5. Applications within Schedule 1 of the Regulations shall be determined by the Director or an authorised officer and shall not be referred to Planning Committee

6. Applications within Schedule 2 of the Regulations shall be determined in accordance with the requirements of the Regulations and the National Scheme of Delegation.

Delegated Powers

The Director shall have authority:

7. To identify and designate Local Heritage Assets.

8. To investigate and determine matters arising under the Local Land Charges Act 1975.

9. To exercise powers and duties pursuant to Part VIII of the Town and Country Planning Act 1990.

10. To investigate and exercise all planning enforcement functions and powers arising under the following:

- Town and Country Planning Act 1990;
- Planning (Listed Buildings and Conservation Areas) Act 1990;
- Hedgerows Regulations 1997; and
- Any replacement or associated legislation.

11. To discharge functions under Section 16 of the Local Government (Miscellaneous Provisions) Act 1976.

12. To determine complaints pursuant to Part 8 of the Anti-social Behaviour Act 2003.

13. To determine applications relating to Assets of Community Value.

14. To determine, make decisions, respond, investigate or notify on behalf of the Council in respect of any application, consent, approval, certificate, notice or planning function arising under the legislation listed in Schedule A, except where otherwise reserved for planning committee determination by paragraphs 19 to 23 of this scheme.

Applications Expressly Delegated

15. Without limitation, the Director shall determine all applications prescribed for officer determination by the National Scheme of Delegation.

16. Such delegated functions include the following categories of application:

- Householder development
- Minor residential development
- Minor commercial development
- Prior approval
- Permission in principle.
- Certificates of lawful use or development.
- Discharge of conditions.
- Non-Material Amendments: Section 96A of the Town and Country Planning Act 1990.
- Biodiversity Gain Plan approvals.
- Certificates of Appropriate Alternative Development.
- Reserved Matters applications prescribed for officer determination under the Regulations.
- Section 73 applications prescribed for officer determination under the Regulations.
- All applications for modification, discharge or variation of planning obligations unless a schedule 2 application and the Director considers it in the wider public interest to refer the application to Planning Gateway Meeting for consideration by the Planning Committee.

17. The Director shall determine the following applications under delegated powers unless:

- the application forms part of, is directly related to, or is required to be considered in conjunction with an undetermined Schedule 2 Application that has been referred to Planning Committee by the Planning Committee Gateway Meeting;

  or

- Member determination is otherwise required by legislation or the National Scheme of Delegation.

The applications are:

- Listed Building Consent;
- Advertisement Consent;
- Applications for works to trees protected by a Tree Preservation Order and the making, confirmation, modification or revocation of Tree Preservation Orders;

- Notifications of proposed works to trees within Conservation Areas pursuant to Section 211 of the Town and Country Planning Act 1990.

18. For the avoidance of doubt, the existence of public opposition, public support, petitions, representations from a Ward Member, Parish Council or Town Council, or the significance of local interest in an application shall not of itself alter whether an application is capable of determination under delegated powers.

Other Delegated Functions Prescribed to the Director

- To issue Screening and Scoping Opinions
- To undertake Habitats Regulations Assessments and Appropriate Assessments.
- To negotiate, approve and enter into Planning Performance Agreements.
- To negotiate, complete, vary, modify, enforce and discharge planning obligations.
- To exercise all Community Infrastructure Levy functions.
- To exercise functions relating to prior notifications and approvals under Development Orders.
- To undertake all operational matters associated with planning decision-making.
- To determine the Council's position in relation to appeals.
- To determine reasons for refusal in cases of non-determination appeals unless an application is considered by the Director to have otherwise been likely to have been reported to Planning Committee.
- To issue decision notices and associated legal documentation.

Applications Capable of Determination by Planning Committee

19. An application shall be referred to and determined by the Planning Committee only where under the National Scheme of Delegation:

- it falls within Schedule 2 of the Regulations; and
- following consideration at a Planning Committee Gateway Meeting, both the Nominated Officer and the Nominated Member agree that the application satisfies the relevant referral criteria prescribed by the Regulations; and
- it is capable of Member determination under the National Scheme of Delegation.

21. An application shall be referred to Planning Committee where Member determination is required by legislation or the Regulations because the application:

- is made by the Council;
- is an Own Interest Application;
- is made by an elected Member;

- is made by an officer of the Council;
- is made by a close relative or family member of any person listed above.

22. A Regulation 3 application shall be referred to Planning Committee where Member determination is required by legislation, the Regulations or the Constitution. For the avoidance of doubt, a Regulation 3 Application may also constitute an Own Interest Application

23. Any application or planning function expressly reserved to Members by legislation, regulations, Secretary of State direction or the Constitution shall be determined by Planning Committee.

Joint Development Management Committee

24. The Joint Development Management Committee shall determine applications falling within its adopted geographical remit identified in Appendix 1 only where:

- the application is capable of Committee determination under the National Scheme of Delegation; and
- legislation, the Regulations, the Constitution or the Committee's Terms of Reference require determination by Members.

25. Any application prescribed for officer determination by the National Scheme of Delegation shall be determined by the Director or an authorised officer notwithstanding any contrary provision in the JDMC Terms of Reference.

Schedule A

The following legislation as amended from time to time or any replacement legislation**:**

- Local Government Act 1972.
- Local land Charges Act 1975
- Local Government (Miscellaneous Provisions) Act 1976
- Ancient Monuments and Archaeological Areas Act 1979
- Wildlife and Countryside Act 1981
- Town and Country Planning Act 1990
- Planning (Listed Buildings and Conservation areas) Act 1990
- Planning and Compensation Act 1991
- Transport and Works Act 1992
- Environment Act 1995 (including Hedgerow Regulations 1997)
- Anti-social Behaviour Act 2003
- Planning and Compulsory Purchase Act 2004
- Natural Environment and Rural Communities Act 2006
- Planning Act 2008
- Localism Act 2011
- Growth and Infrastructure Act 2013
- Infrastructure Act 2015
- Housing and Planning Act 2016
- Neighbourhood Planning Act 2017
- Countryside and Rights of Way Act 2000
- Environment Act 2021
- Levelling-up and Regeneration Act 2023
- Planning and Infrastructure Act 2025

Including the following Regulations:

- Town and Country Planning (Development Management Procedure) (England) Order 2015
- Town and Country Planning (Environmental Impact Assessment) Regulations 2017
- Conservation of Habitats and Species Regulations 2017
- Town and Country Planning (Tree Preservation) (England) Regulations 2012
- Community Infrastructure Levy Regulations 2010
- Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026
- And any secondary legislation, Orders, Directions and Regulations made thereunder.

Insert Appendix 1, 2, 3 relating to JDMC

Appendix 1: Terms of reference for the Joint Development Management Committee

Appendix 2: Development Control Forum

Appendix 3 – Cost Sharing Protocols for JDMC

Appendix 1 – Terms of reference for the Joint Development Management Committee

1. **Parties**:

Cambridge City Council
South Cambridgeshire District Council
('the Councils')

2. **Status**:

The Joint Development Management Committee ('the Committee') is a joint committee formed by resolutions of the Councils pursuant to section 101(5), Local Government Act, 1972.

3. **Membership**:

6 Members appointed by Cambridge City Council
6 Members appointed by South Cambridgeshire District Council

4. **Terms of reference**:

4.1. The Committee's remit is to discharge the functions ('the functions') set out in Annex 1, the exercise of which have been delegated to the Committee by the parties, subject to the limitation in paragraph 4.2.

4.2. The Committee shall discharge the functions in respect of Major Developments and related matters pursuant to such applications on land that is positively identified in the adopted Local Plans of the two Councils for any purpose and which falls wholly or substantially within the area as shown edged in [blue] on the plans forming Annex 3.

4.3. The Committee may exercise the subsidiary powers authorised pursuant to section 111, Local Government Act 1972 in connection with the discharge of the functions.

4.4. The Committee may exercise the powers of delegation contained in sections 101(2), 101(5) and 102 Local Government Act 1972.

5. Standing Orders

5.1. The Committee shall be governed by the Standing Orders set out in Annex 2, as amended from time to time.

6. Administration

6.1. The Party which is the local planning authority shall receive applications in the usual way and shall be responsible for all consequential administration.

6.2. Cambridge City Council's staff shall be responsible for all matters connected with the administration of the Committee, including the preparation and dispatch of agendas and securing premises at which the committee may meet or providing facilities to enable remote meetings to take place. Decision notices shall be signed by the Joint Director of Planning.

6.3. Costs shall be shared in accordance with the Cost Sharing Protocol set out in Appendix 3 to the Standing Orders.

Notes:

1) A major development is defined by reference to Article 1 of the Town and Country Planning (General Development Procedure) Order 1995 as in force on 1 March 2010 or as subsequently amended or replaced and means development including any one or more of the following:
   a) the mining and working of minerals
   b) waste development;
   c) the provision of dwelling-houses where
   i) the number of dwelling-houses to be provided is 10 or more; or ii) the development is to be carried out on a site having an area of 0.5 hectares or

more and it is not known whether the development falls within paragraph (c)(i);

d) the provision of a building or buildings where the GIA floor space to be created by the development is 1,000m^2 square metres or more; or

e) development carried out on a site having an area of 1 hectare or more

Annex 1 – Functions of the Committee

1. The exercise of each of the Councils' powers and duties in relation to Part III (Control Over Development) of the Town and Country Planning Act 1990 as amended and Chapter II and VI (as appropriate) of the Planning (Listed Buildings and Conservation Areas) Act 1990 in respect of "Major Development" and related applications for approval of details and S106 requests to that permission plus associated Reserved Matters applications including but not limited to:

   i) the determination of planning applications by virtue of Regulation 3 of the Town and Country Planning General Regulations 1992.

   ii) the power to approve authorise and direct the respective Councils to negotiate and enter into agreements regulating the development or use of land pursuant to S106 of the Town and Country Planning Act 1990.

2. The review, change, amendment or modification of the scheme of delegation to Officers.

3. The review, change, amendment or modification of the Standing Orders of the Committee.

4. Any matter related to an application previously determined by the Joint Development Control Committee for Cambridge Fringes and which would continue to form a part of this Committees functions.

5. Such other functions as may be delegated to the Committee by the Councils from time to time.

Annex 2 - JDMC Standing Orders

Joint Development Management Committee Standing Orders Approved on 21 October 2020.

1. Appointment of Chair and Vice-Chair

1.1. The Committee shall, at its first meeting, and as a minimum annually thereafter, elect a Chair and Vice-Chair. The Chair and Vice Chair shall be drawn alternately from each of the two Councils comprising the Committee.

1.2. In the absence from any meeting of the Chair and Vice-Chair, a Chair for that meeting shall be appointed by the meeting, but shall relinquish the chair if the Chair or Vice Chair subsequently arrives at the meeting.

2. Notice of and Summons to Meetings

2.1. The Administrator will give notice to the public of the time and place of any meeting in accordance with the access to information rules applicable to local authorities. At least five clear days before a meeting, the Administrator will send an agenda by post and/or electronically to every member of the Committee. The agenda will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such details as are available.

2.2. The Administrator will take reasonable steps to ensure that a copy of the agenda and accompanying papers are placed on deposit at the offices of each of the councils for public inspection at least five clear days before the meeting. The Administrator will ensure that arrangements are put in place for the inspection of background papers in accordance with section 100D, Local Government Act, 1972 and to ensure compliance with all other provisions of Part VA, of that Act.

2.3. Dates, times and venues for meetings shall be determined by the committee. In the absence of agreement or in cases of urgency, meetings may be called by the Administrator following consultation with the Chair and Vice Chair.

3. Membership

3.1. Committee members shall be appointed by the councils from time to time in accordance with the terms of reference. A council may at any time replace one or more of its nominated members by notice given to the Administrator.

4. Alternate Members

4.1. Each council will, by resolution, appoint two alternate members in respect of each political group which represents their council on the committee, but shall not appoint an alternate member for a political group which declines to nominate an alternate member. Each council will notify the Administrator of alternate members appointed.

4.2. Alternate members will have all the powers and duties of any ordinary member of the committee. For the purposes of briefing meetings and circulation of papers, alternate members shall be treated in the same manner as ordinary members.

4.3. Alternate members may attend meetings in that capacity only to take the place of a member of the same political group who is an ordinary member of the relevant committee or sub-committee. The alternate member should withdraw from participation as a member of that committee or sub-committee in the business at that meeting during any period during which the principal member is in fact in attendance.

5. Quorum

5.1. The quorum of a meeting will be six with no less than: - 3
Member from South Cambridgeshire District Council and
3 Member from Cambridge City Council

6. Public speaking rights

6.1. Members of the public have the public speaking rights set out in Annex A.

7. Voting

7.1. Every question shall be decided by a show of hands or by way of a roll call when the meeting is taking place using arrangements for virtual committee meetings, and subject to Rule 7.2

7.2. If any member demands a vote by roll-call and is supported by two other members, the question shall be determined by a vote by roll-call and the Administrator shall record and enter in the minutes the names of each member present and whether they voted for or against or abstained.

7.3. Any member may, immediately after any vote is taken, require a record to be made in the minutes of whether they voted for or against or abstained.

7.4. If there are equal numbers of votes for and against, the Chair will have a second or casting vote.

8. Minutes

8.1. The Chair will sign the minutes of the committee at the next suitable meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record.

9. Exclusion of Public

9.1. Members of the public and press may only be excluded either in accordance with the Access to Information provisions of the Local Government Act 1972 (consideration of 'exempt information') or Rule 12 (Disturbance by Public).

10. Disorderly Conduct: Misconduct of A Member

10.1. If at any meeting of the committee any member, in the opinion of the Chair, misconducts him/herself by persistently disregarding the ruling of the chair, or by behaving irregularly, improperly or offensively, or by

wilfully obstructing the business of the committee, the Chair or any other member may move "That the member named be not further heard", and the motion if seconded shall be put and determined without discussion.

10.2. If the member named continues his/her misconduct after a motion under the foregoing Rule has been carried, the Chair shall either move "that the member named must leave the meeting" (in which case the motion shall be put and determined without seconding or discussion); or adjourn the meeting of the Council or committee for such period as s/he is in his/her discretion shall consider expedient.

10.3. In the event of a general disturbance which in the opinion of the Chair renders the due and orderly despatch of business impossible, the Chair, in addition to any other power vested in him/her, may adjourn the meeting of the committee for such period as s/he is in his/her discretion shall consider expedient.

11. Disorderly Conduct: Disturbance by members of the public

11.1. If a member of the public interrupts the proceedings at any meeting the Chair shall warn him/her. If s/he continues the interruption the Chair shall order his/her removal from the meeting.

11.2. In case of a general disturbance in any part of the Room open to the public the Chair shall order that part to be cleared.

12. Suspension of Standing Orders

12.1. Any of these Standing Orders may, so far as is lawful, be suspended by motion passed unanimously by those entitled to vote on the application in question. Any motion to suspend any part of these rules shall specify the purpose of their suspension. Any suspension shall only be to the extent and for the length of time necessary to achieve the stated purpose.

13. Attendance at the Committee by other members of the Councils and County Council

13.1. A member of Cambridge City Council, South Cambridgeshire District Council or Cambridgeshire County Council who is not a member of the committee or a member of a parish council (in respect of applications relating to sites in their own parish) may speak at a meeting of the committee at the request or with the permission of that committee or of its Chair made or obtained before the meeting. Such request or permission shall specify the matters in respect of which the member shall be permitted to speak;

[Explanatory note: There might be circumstances in which the Committee may wish to permit a city, district or county councillor to speak on applications even if the application does not relate to her/his ward or division. For instance an executive councillor with relevant strategic responsibility may want to address the committee.]

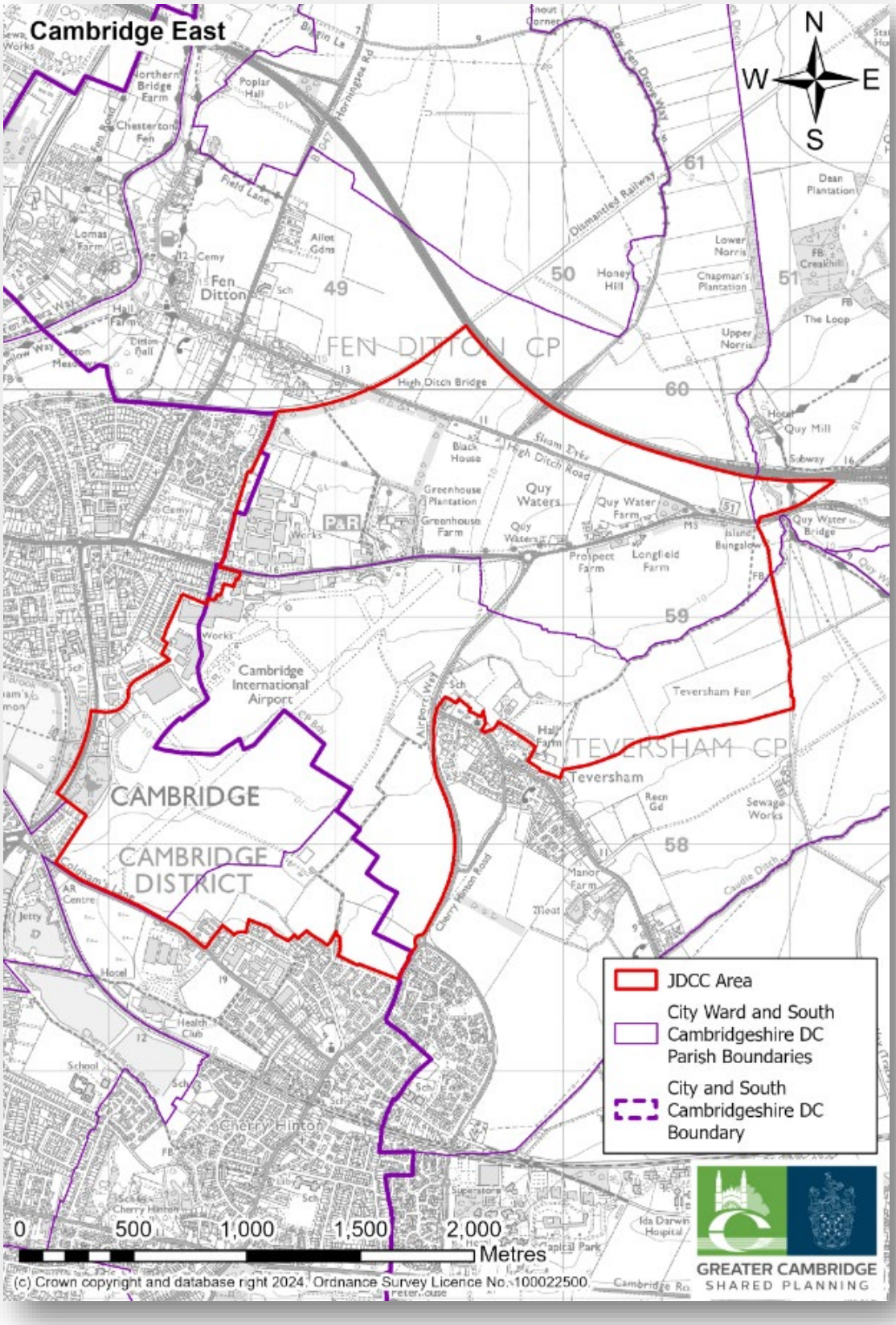
14. Development Control Forums

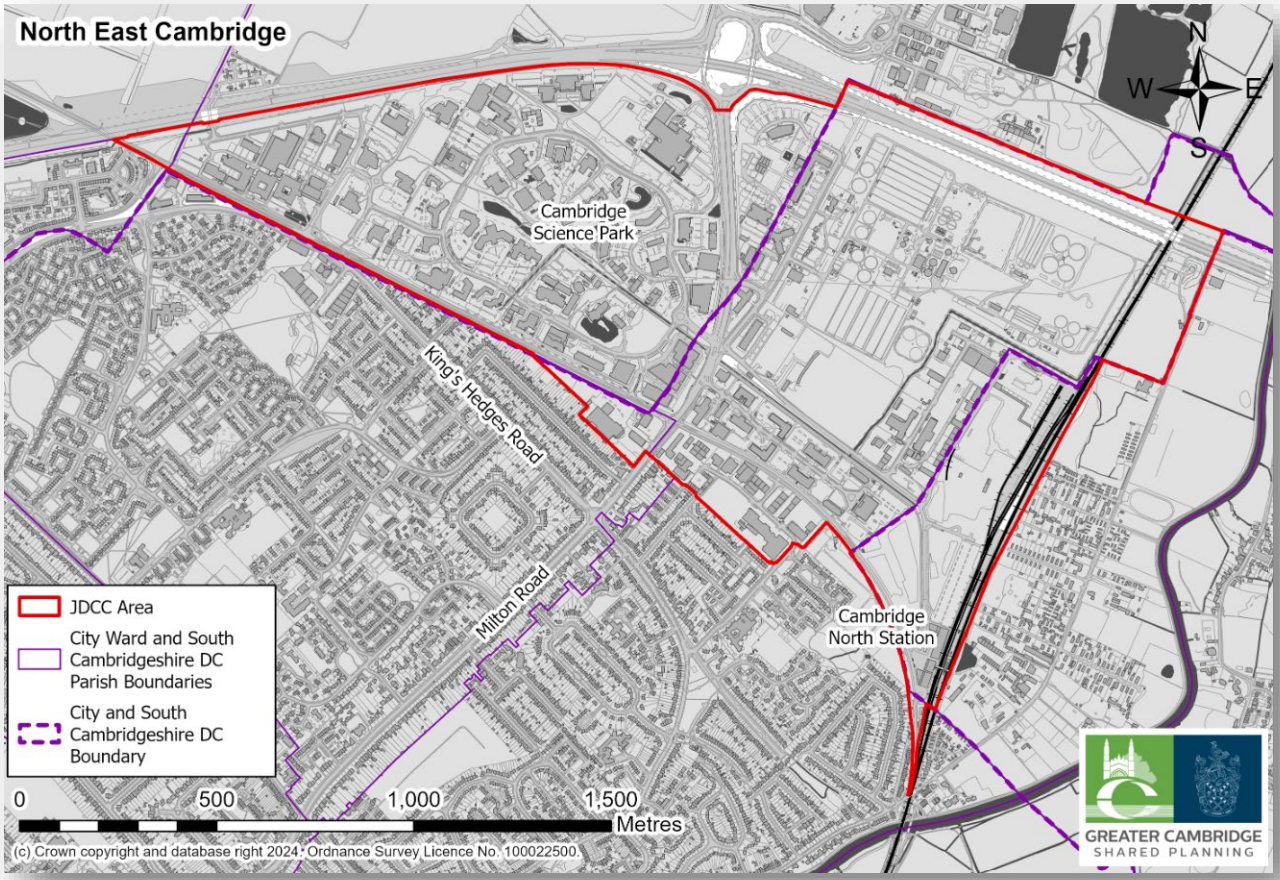
14.1. The Committee will operate a scheme for development control forums in accordance with Appendix 2.

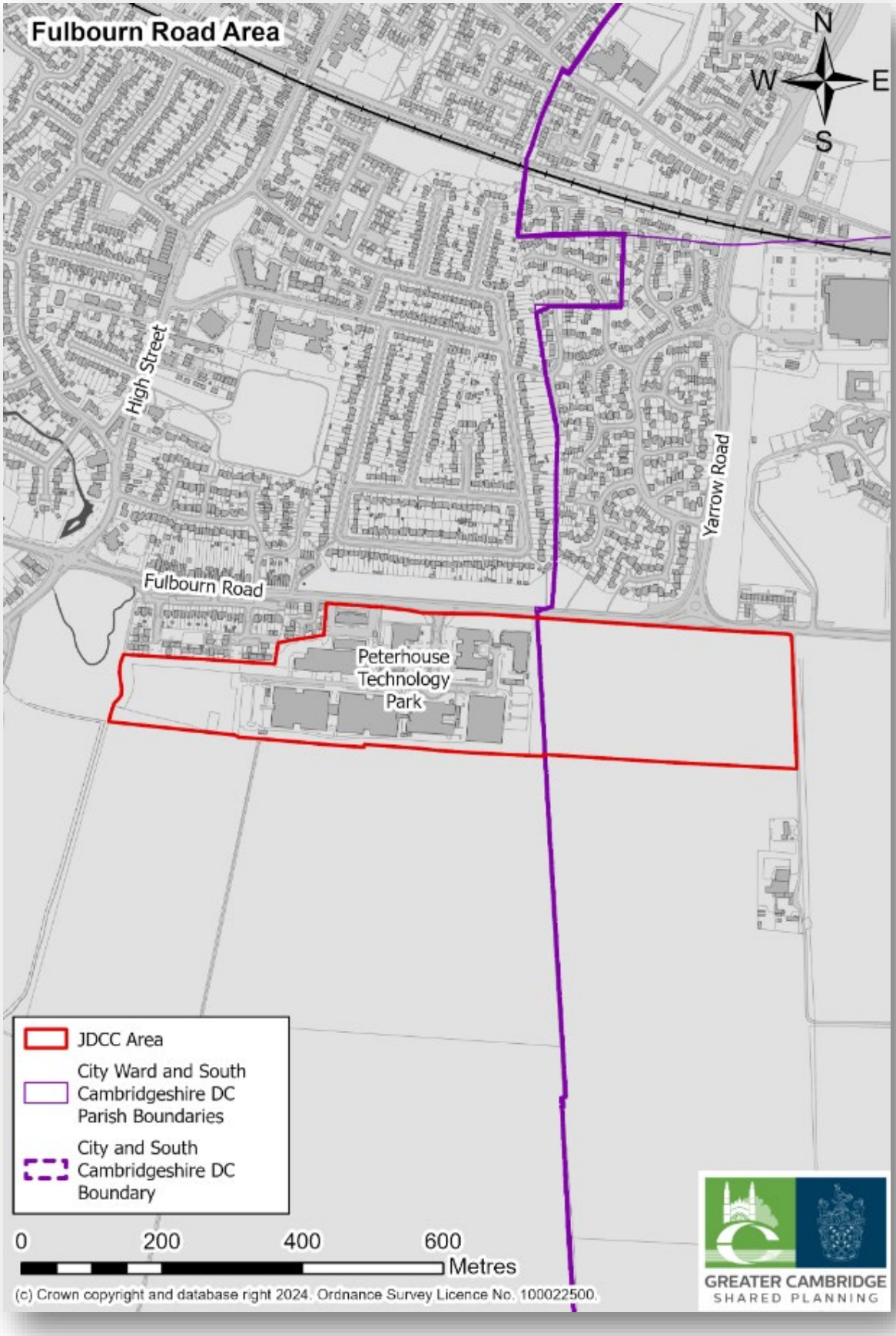
15. Statements of Community Involvement

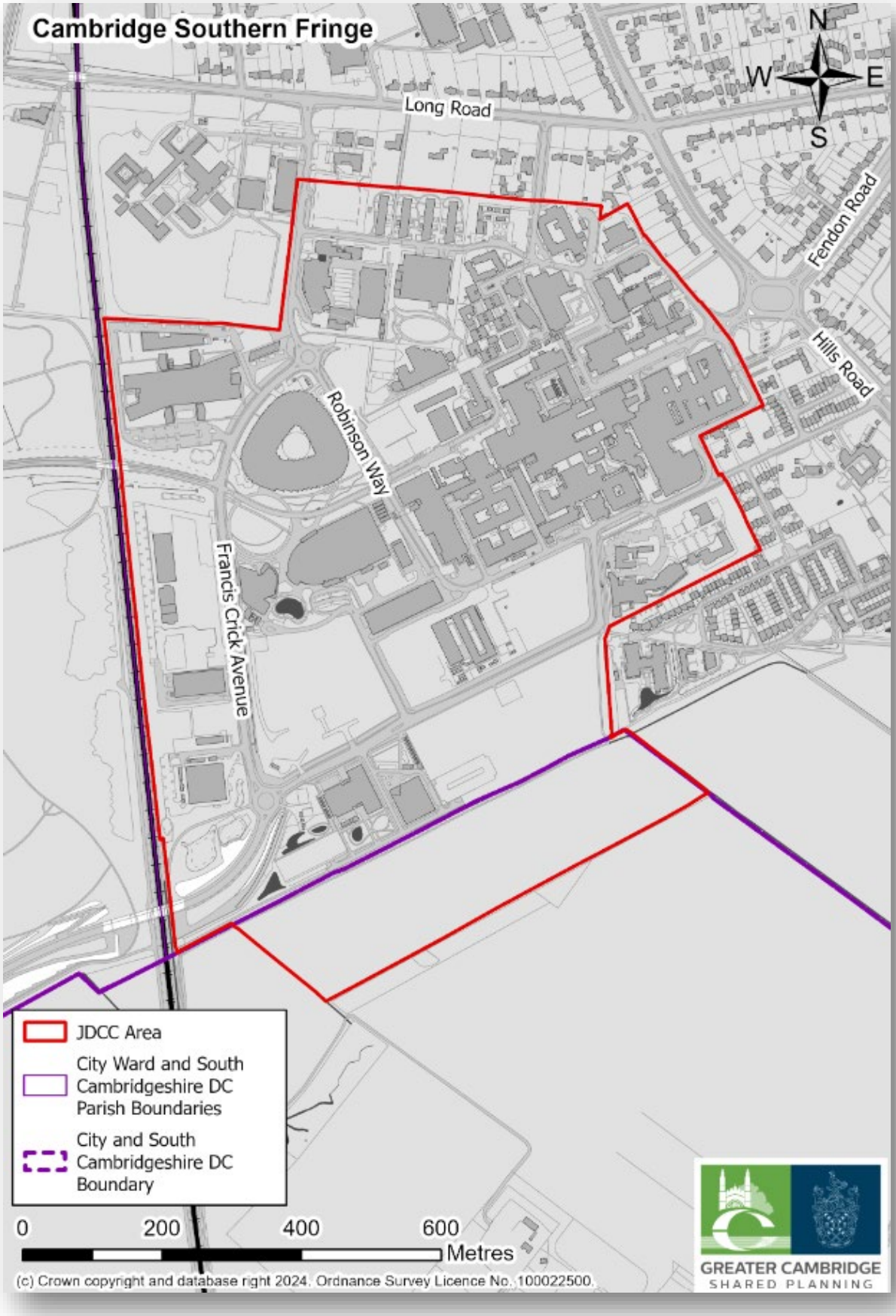
15.1. Public consultation in relation to pre application matters shall be dealt with in accordance with the SCI or other appropriate procedures of the Council responsible for issuing the consent.

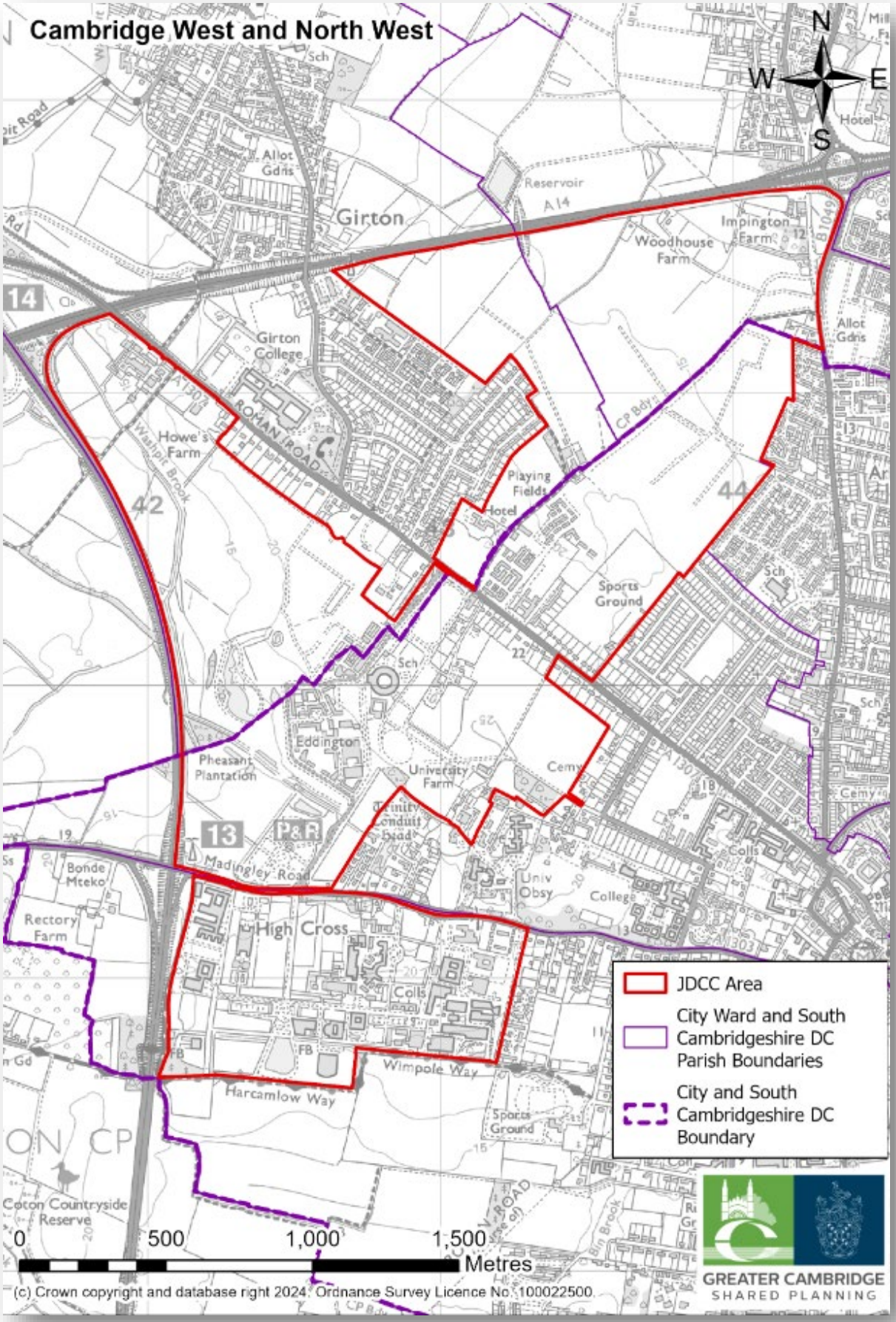
Annex 3 - JDMC plans




North East Cambridge
N
W
E
S
Cambridge Science Park
King's Hedges Road
Milton Road
Cambridge North Station
JDCC Area
City Ward and South Cambridgeshire DC Parish Boundaries
City and South Cambridgeshire DC Boundary
0
500
1,000
1,500
Metres
(c) Crown copyright and database right 2024 Ordnance Survey Licence No. 100022500.
GREATER CAMBRIDGE
SHARED PLANNING


Fulbourn Road Area
N
W
E
S
High Street
Yarrow Road
Fulbourn Road
Peterhouse Technology Park
JDCC Area
City Ward and South Cambridgeshire DC Parish Boundaries
City and South Cambridgeshire DC Boundary
0
200
400
600
Metres
(c) Crown copyright and database right 2024. Ordnance Survey Licence No. 100022500.
GREATER CAMBRIDGE
SHARED PLANNING


Cambridge Southern Fringe
N
W
E
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Long Road
Fendon Road
Hills Road
Robinson Way
Francis Crick Avenue
JDCC Area
City Ward and South Cambridgeshire DC Parish Boundaries
City and South Cambridgeshire DC Boundary
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400
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Metres
(c) Crown copyright and database right 2024. Ordnance Survey Licence No. 100022500.
GREATER CAMBRIDGE
SHARED PLANNING


Cambridge West and North West
N
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Girton
A14
Reservoir
Impington
Woodhouse Farm
Girton College
ROMAN ROAD
Howe's Farm
Washpit Brook
Playing Fields
Hotel
Sports Ground
Eddington
Pheasant Plantation
University Farm
Madingley Road
Bonde Mteko
Rectory Farm
High Cross
Colls
Univ Obsy
College
Wimpole Way
Harcamlow Way
Coton Countryside Reserve
JDCC Area
City Ward and South Cambridgeshire DC Parish Boundaries
City and South Cambridgeshire DC Boundary
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(c) Crown copyright and database right 2024. Ordnance Survey Licence No. 100022500
GREATER CAMBRIDGE
SHARED PLANNING

Appendix 2 – Development Control Forum

Development Control Forums are triggered by receipt of a qualifying petition

Receipt of Petitions and Notification of Development Control Forum

1. Neighbour consultation letters on planning applications within the remit of the committee shall include information about the scheme for development control forums and the relevant consultation period.

2. A Petition should be sent to the Administrator and should identify the matter to which it relates and the grounds of concern.

3. The Administrator will:
   (a) Liaise with the Planning case officer to obtain the following information:
   - The expiry date of the relevant consultation period;
   - The addresses of the applicant and agent.

   (b) Check whether the petition meets the criteria established in the scheme – i.e.:
   - It contains at least 25 signatures of residents and/or business owners in the County;
   - It includes the addresses of those who have signed it;
   - It has been received within 7 working days following the end of the relevant consultation period (in the case of petitions of objection) and no later than 6 working days before a Forum meeting (in the case of petitions of support);
   - The application is not: a householder application; an application for a certificate of lawful use; or an application for advertisement consent.

*[**Note**:*

(i) If any of these criteria are not met, the petitioners should be informed in writing that their petition will be reported to the committee, and that a Development Control Forum will not be held.

(ii) Normally, a Forum will not be convened in the case of petitions relating to amendments to applications, or to applications which have already been the subject of a Forum. However, the Administrator, following consultation with the Chair and Vice Chair, is authorised to decide whether significant new issues are raised, making a Forum appropriate.

(iii) A Forum will not be held to hear a petition of support alone, except where an application, which has not already been subject to a Forum meeting, is resubmitted following an earlier refusal of planning permission.

(iv) Petitions may be submitted by email subject to the following:

- *An e-mail petition must consist of individual e-mails, showing the sender's e-mail address.*
- *An e-mail petition must include the sender's postal address.*
- *The e-mails must be addressed to the organiser (rather than a council or the committee or its members) who must then let the [administrator to be appointed] have print-outs of the requisite number of supporting e-mails. [Random checks will be carried out on petitioners that have used the e-mail procedure.]*

(c) Liaise with the Planning case officer and Chair and spokespersons about the date of the Development Control Forum and fix a date, time and venue. So far as practical at least 10 days (including weekends) notice should be given to all those attending under (d). For the avoidance of doubt dates for possible Development Control Forum meetings may be programmed in advance of receipt of petitions.

(d) Send written invitations to:

- The lead petitioners;
- The applicants and agents;
- Committee members;
- Ward councillors;
- Planning officers;

The press will also be informed.

The invitations to the meeting should include:

- A short summary of the application details (to be provided by the planning case officer);
- The case officer as a contact point for planning enquiries and the Administrator for queries about the petition process;
- An explanation of the fact that up to three representatives of the petitioners and up to three representatives of the applicants may attend and speak;

- Petitioners to be invited to contact the officers for a briefing on the procedures at the Forum.

(e) Inform all other councillors of both councils that the meeting is taking place.

4. If two or more petitions are received relating to the same planning application, the following procedure should be applied:
    - In the case of two or more petitions opposed to the application, or two or more petitions in support of the application, the petitioners will be encouraged to make a joint presentation. If agreement on this is not possible between the petitioners, they would share the time allocations given in paragraph 9.

Development Control Forum Meetings

5. The Press and Public are entitled to attend meetings as observers.

6. The Development Control Advisor or other A senior planning officer (other than one of the case officers involved in dealing with the application) will chair the meeting.

7. The style of the Forum will be informal, but the authority of the Chair must be recognised. The decision of the Chair on any question of procedure will be final. No votes will be taken.

8. The main purpose of Forum meetings is to enable petitioners and applicants to give their views and to provide the means by which consensus can be built between the parties.

9. The format of the Forum will be as follows for each application:

   Presentation of the application by the applicant/agent (up to three representatives) - up to 20 minutes;

   - Presentation of the views of the petitioners against the application (up to three representatives) - up to 20 minutes;
   - Presentation of the views of the petitioners in support of the application (where applicable) (up to three representatives) - up to 20 minutes;
   - Presentation by the case officer - up to 10 minutes;
   - Member questions and issues arising - up to 30 minutes;
   - Summing up by the applicants/agents - up to 5 minutes;
   - Summing up by the petitioners against the application - up to 5 minutes;
   - Summing up by the petitioners in support of the application - up to 5 minutes;
   - Final comments of the Chair.

After the Meeting of the Forum

10. The Administrator will take minutes of the meeting. The minutes will be a summary of the issues raised and should not be taken to express a view or decision which is in any way binding on the committee. The minutes will be circulated in draft to the Chair of the Forum, the Chair and Vice Chair of the committee and the case officer and finalised within 5 working days of the Forum. Copies of the finalised minutes will be sent, for information, to:

    - The petitioners' representatives at the meeting;
    - The applicants' representatives at the meeting;
    - Ward councillors;
    - Committee members
    - the Parish Councils of the areas to which the application relates.

The minutes, and the text of the petition, will also be appended to the report to the committee which invites it to determine the application.

11. The case officer should contact the applicants/agent after the meeting to discuss whether a meeting would be helpful to discuss the issues raised at the Forum and to discuss any changes that may be necessary to the application. The applicant will be encouraged to keep in direct contact with the petitioners and to seek their views on any amendment/s.

12. The case officer will inform the petitioners' representatives of any amendments to the application. Normally, no further Development Control Forum will be held if the planning application is amended - see paragraph 3 (b) (ii).

13. The petitioners' representatives will be informed of the date of the meeting at which the application is to be considered by the committee and will be sent copies of the committee report. The petitioners and applicants will be asked to send any further comments they may have on the report to the planning case officer as soon as possible, so that they can be circulated in good time to members of the committee.

Appendix 3 – Cost Sharing Protocols for JDMC

The ongoing costs incurred in relation to the administration of the Committee, legal support and planning service costs shall be borne by the administering authority and recharged in accordance with the shared service agreement between the two Councils.

Exceptional costs that arise in relation to, for example, appeals and legal proceedings will be borne:

i) from the joint planning budget,
ii) ii) where there are insufficient funds within the joint planning budget, then the costs shall be shared proportionally by the Councils.