



Joint Development Management Committee

Date: Wednesday, 21 October 2026

Time: 10.00 am

Venue: Council Chamber - South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, CB23 6EA

Contact: democratic.services@cambridge.gov.uk, tel 01223 457000

Agenda

- 1 Apologies
- 2 Declarations of interest
- 3 Minutes (PAGES 5 - 10)

Applications

- 4 26/01403/FUL Chapter House, Howes Place, Cambridge, CB3 0UW (PAGES 11 - 40)

General Items

- 5 National Scheme of Delegation (PAGES 41 - 86)

Joint Development Management Committee Members:

Cambridge City Council: Cllrs Porrer (Chair), Fisher, Flaubert, Griffin, Illingworth and Smart, Alternates: Bennett, Blackburn-Horgan, Clough, Grimwood, Nestor and Wade

South Cambridgeshire District Council: Cllrs Bradnam (Vice-Chair), Bostanci, Cahn, Sandford, Sebastian and R.Williams, Alternates: Rixon, Stobart and H.Williams

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[Planning Committee guidance](#)

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JOINT DEVELOPMENT MANAGEMENT COMMITTEE

16 September 2026

10.00 am - 3.20 pm

Present: Councillors Porrer (Chair), Bradnam (Vice-Chair), Flaubert, Griffin, Illingworth, Bostanci, Cahn, Sandford, Sebastian, R.Williams and Clough

Also present (virtually): Councillor Sage

Officers Present:

Delivery Manager (Strategic Sites and NSIP/Major Infrastructure Projects): Philippa Kelly

Team Leader, Delivery: Jonathan Brookes

Principal Planner (Strategic Sites): Janine Richardson

Principal Sustainability Officer: Emma Davies

Principal Urban Designer: Sarah Chubb

Principal Landscape Architect: Helen Sayers

Principal Environmental Health Officer: Greg Kearney

Legal Adviser: Richard Pitt

Committee Manager: Sarah Michael

Meeting Producer: Claire Tunnicliffe

Other Officers Present:

Principal Transport Officer: Linda Blower (Cambridgeshire County Council)

Development Management Engineer: David Lines (Cambridgeshire County Council)

FOR THE INFORMATION OF THE COUNCIL

26/42/JDMC Re-ordering agenda

Under paragraph 4.13.2 of the Council Procedure Rules, the Chair used her discretion to alter the order of the agenda items. However, for ease of the reader, these minutes will follow the order of the published agenda.

26/43/JDMC Apologies

Apologies were received from Councillor Fisher and Councillor Smart. Councillor Clough attended as an Alternate for Councillor Fisher.

Councillor Williams left the meeting before consideration of item 26/46/JDMC and did not return.

26/44/JDMC Declarations of interest

Name	Item	Interest
Councillor Williams	26/46/JDMC	Personal and prejudicial: Cllr Williams is employed by the University of Cambridge. Discretion fettered. Recused himself from the meeting for this item.
Councillor Clough	26/46/JDMC	Personal: Cllr Clough met residents of Conduit Head Road for a walkaround the site in November 2025. He did not express an opinion on the application and has not discussed the matter with them since. Attends committee with an open mind. Discretion unfettered.
Councillor Clough	26/46/JDMC	Personal: Attended a U3A course on GIS software where a participant presented a visualisation of Eddington. Subsequently, Cllr Clough and planning officers met with this person for a demonstration but expressed no opinion on the application. Discretion unfettered.
Councillor Cahn	26/46/JDMC	Personal: Lived on Storey's Way adjoining the site 15 years ago. Discretion unfettered.
Councillor Griffin	26/46/JDMC	Personal: Retired Fellow of King's College.

		Discretion unfettered.
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26/45/JDMC Minutes

The minutes of the meeting held on 19 August 2026 were approved as a correct record and signed by the Chair.

26/46/JDMC 25/03746/OUT & 25/03753/OUT Land between Huntingdon Road and M11 and Madingley Road, Cambridge

Councillor Williams withdrew from the meeting for this item and did not participate in the discussion or decision making.

The Committee received a joint application for outline planning permission (all matters reserved except for means of access to the public highway) for a phased mixed use development, including demolition of existing buildings and structures, such development comprising: Living Uses, comprising residential floorspace (Class C3/C4, up to 3,800 dwellings), student accommodation (Sui Generis), co-living (Sui Generis) and senior living (Class C2), flexible employment floorspace (Class E(g) / Sui Generis research uses), academic floorspace (Class F1), and floorspace for supporting retail, nursery, health and indoor sports and recreation uses (Class E (a) - E (f)), public open space, public realm, sports facilities, amenity space, outdoor play, allotments and hard and soft landscaping works alongside supporting facilities, car and cycle parking, formation of new pedestrian, cyclist and vehicular accesses and means of access and circulation routes within the site, highway works, site clearance, preparation and enabling works, supporting infrastructure, plant, drainage, utility, earthworks and engineering works.

The Principal Planner updated the report by referring to the amendment sheet.

- i. Page 56, Paragraph 8.1 – Sentence amended as indicated: **Councillor Hugh Clough (Cambridge City – Newnham) and** Councillor Dr Peter Rees (Cambridgeshire County Council – Newnham) **hasve** made a representations, objecting to the Applications on the following grounds.

- ii. Amended condition 62 to read:

Prior to the first occupation of either the commercial development dependant on the Huntingdon Road West access or the **4,290th 3,169th** dwelling (private or Key Worker Housing, excluding student accommodation), whichever comes first, the Huntingdon Road access and associated highway general arrangements detailed on submitted

drawings ref: 24067-KMC-HGN-XX-SK-CH-HR21 Rev PL07 and 24067 KMC-HGN-XX-SK-CH-HR22 Rev PL04 (which may be subject to amendment or alteration during the Highway S278 approval stage) shall be fully constructed and open to traffic. The access shall thereafter be retained for its intended purpose.

Dr Geoffrey Levine and Mr Alan Windle, representing Storey's Way Residents' Association, addressed the Committee speaking in objection to the application.

Mr Matt Johnson (Applicant) addressed the Committee in support of the application.

Councillor Alex Sage (Ward Councillor) addressed the Committee regarding the application.

Councillor Cahn proposed an amendment to the Officer's recommendation that an informative be added to consider the need for sheltered and supported housing provision.

This amendment was **carried unanimously**.

Councillor Flaubert proposed an amendment to the Officer's recommendation that an additional condition be added regarding an overheating analysis.

This amendment was **carried unanimously**.

Councillor Porrer proposed an amendment to the Officer's recommendation that an informative be added to encourage the developer to liaise with local residents' groups and Ward Councillors for Girton and Castle wards throughout the build of the development.

This amendment was **carried unanimously**.

Councillor Clough proposed an amendment to Condition 10 on groundwater monitoring and condition 12 on piling, to include specific reference to the impact on Conduit Head Springs.

This amendment was **carried unanimously**.

Councillor Clough proposed an amendment to the Officer's recommendation that an informative be added to encourage engagement with the residents of Conduit Head Road when conditions 10 and 12 progress towards discharge.

This amendment was **carried unanimously**.

Councillor Bradnam proposed an amendment to Condition 34 on allotments and community gardens to include details of the affordable rent and pricing rates for the allotment plots.

This amendment was **carried unanimously**.

Councillor Porrer proposed an amendment to the Officer's recommendation to include a requirement to consult the Chair and Vice-Chair of the Joint Development Management Committee on any amendments to the conditions, and on the progress of the Section 106 Agreement.

This amendment was **carried unanimously**.

The Committee:

Resolved (by 8 votes to 0, with 2 abstentions) to approve application 25/03746/OUT and **resolved (by 9 votes to 0, with 1 abstention)** to approve application 25/03753/OUT subject to:

- i. The planning conditions as set out in Appendix 8 of the officer's report, with delegated authority to officers in consultation with the Chair and Vice-Chair of the Joint Development Management Committee to carry through amendments to those conditions, including additional or revised conditions as appropriate and necessary.
- ii. The prior completion of a Section 106 Agreement under the Town and Country Planning Act 1990 by 16 December 2026, with delegated authority to officers to negotiate, settle and complete such an Agreement as referenced in the Heads of Terms within the report, including any other planning obligations considered acceptable and necessary to make the development acceptable in planning terms and subject to consultation with the Chair and Vice-Chair of the Joint Development Management Committee before completion.
- iii. If the Section 106 Agreement is not completed by 16 December 2026, delegated authority shall be given to the Joint Director of Planning and Economic Development to either refuse the Applications based on a lack of secured mitigation contrary to the adopted Local Plans, or to agree

such an extended period for completion of the Agreement as considered appropriate.

iv. Amended conditions:

- a. 10 on groundwater monitoring and 12 on piling to include a reference to Conduit Head Springs;
- b. 34 on allotments to include reference to affordable rent;
- c. 62 on highway works to remove reference to 4,290th dwelling and replace with 3,169th dwelling.

v. An additional condition regarding an overheating analysis.

vi. Additional informatives regarding:

- a. Sheltered and supported housing provision.
- b. Liaison with Ward Councillors and local residents' groups.
- c. Communication with the residents of Conduit Head Road regarding the discharge of conditions 10 and 12.

26/47/JDMC Progress on S106 agreement for former NIAB site

The Delivery Manager (Strategic Sites and NSIP/Major Infrastructure Projects) delivered an update at the request of JDMC members and confirmed that the S106 agreement had been completed in early September 2026.

The meeting ended at 3.20 pm

CHAIR



26/01403/FUL – Chapter House Howes Place Cambridge Cambridgeshire CB3 0UW

Provision of Postal Lockers (Retrospective)

Report to: Joint Development Management Committee

Lead Officer: Joint Director of Planning and Economic Development

Ward/parish: Castle

Presenting officer: Michael Sexton

Reason presented to committee: Third party representations

Member site visit date: N/A

Key issues: 1. Heritage Impact
2. Highway Safety

Recommendation: Approve subject to:

- The planning conditions as set out below with minor amendments to the conditions as drafted delegated to officers.

Report contents

Table 1: Contents of report

Document Section	Section Heading
1	Executive summary
2	Site description and context
3	The proposal
4	Relevant site history
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9	Local groups / petition
10	Planning background
11	Assessment
12	Principle of development
13	Character Impact
14	Heritage Impact
15	Highway Impact
16	Amenity
17	Biodiversity
18	Water management and flood risk
19	Other matters
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21	Planning balance
22	Recommendation
23	Planning conditions

1. Executive summary

- 1.1 The application seeks retrospective planning permission for the provision of postal lockers at Chapter House, a two and a half storey building comprising 68 studio apartments located on the northern side of Huntingdon Road between Howes Place and Lawrence Weaver Road.
- 1.2 Chapter House is located within Howes Place Conservation Area and is identified as a building of local interest (non-designated heritage asset).
- 1.3 The postal lockers are located within a service area on the south-eastern side of Chapter House, accessed via an existing vehicular and pedestrian entrance. This area benefits from substantial natural screening in the form of boundary planting that extends parallel to Howes Place up to the

service area entrance and alongside the lockers. As a result, views of the lockers from outside the site are limited.

- 1.4 In consultation with the Council's Conservation Team and the County Council Highways Development Management Team, officers are satisfied that the siting of the postal lockers result in no harm to the relevant heritage assets and no harm to highway safety.
- 1.5 Officers recommend that the Planning Committee **approve** the application.

Table 2: Consultee Summary

Consultee	Object / No objection / No comment	Paragraph Reference
Conservation Team	No objection	6.1
County Highways Development Management	No objection	6.2
Environmental Health Team	No objection	6.3
Third Party Representations (67)	54 representations in support 13 representations in objection, including a resident group letter with 29 signatures	7.1 – 7.2

2. Site description and context

- 2.1 Chapter House (the former National Institute of Agricultural Botany (NIAB) offices) is a two and a half storey building located on the northern side of Huntingdon Road between Howes Place and Lawrence Weaver Road.
- 2.2 Chapter House is located within Howes Place Conservation Area and is identified as a building of local interest (non-designated heritage asset). The site is located within flood zone 1 (low risk), with areas of the wider site identified as being at risk from surface water flooding.
- 2.3 Car parking for the residents of Chapter House is located towards the rear of the site and is accessed via Lawrence Weaver Road.
- 2.4 A small 'service area' for Chapter House is located towards the south-east of the site, within the curtilage of the building, and is accessed via Howes Place. This service area contains the postal lockers that are the subject of

this application, alongside cycle parking, pedestrian access, and an electricity sub-station.

- 2.5 Howes Place is a private road accessed from Huntingdon Road (public highway) that serves less than 20 private residential properties. It forms a linear cul-de-sac with a small central green located to the southern side of the street.

3. The proposal

- 3.1 The application seeks retrospective planning permission for the provision of postal lockers.

4. Relevant site history

- 4.1 The following is relevant planning history to the application site:

Table 3: Relevant site history

Reference	Description	Outcome
23/04643/OUT	Outline application (all matters reserved except for layout, scale and access arrangements on to Laurence Weaver Road) for the demolition of all site buildings and structures other than Chapter House and erection of buildings for laboratory / office (Class E (g(i)) and (g(ii))) and café use (class E(b)), and associated facilities and infrastructure, along with the relocation of existing facilities serving the retained Chapter House that are currently accessed from Lawrence Weaver Road including refuse storage, vehicle access, car parking and cycle parking	pending
21/03609/FUL	Retention of the former NIAB Headquarters building, the demolition of all other buildings and structures, and the erection of buildings with basements for 291 Build to Rent units (Use Class C3) including affordable housing and a 202 bed Apart-Hotel (Sui Generis) and associated facilities along with access, car and cycle parking, landscaping and infrastructure works	Approved (02 February 2024)
20/01501/CONDA	Submission of details required by conditions 2 (Pedestrian and cycle	Condition Accepted Not

	linkages) and 3 (Cycle parking facilities) of prior approval application 20/01501/PRI030	Discharged (25 October 2022)
20/01501/COND2	Submission of details required by condition 2 (Pedestrian and Cycle Linkages Plan) of planning permission 20/01501/PRI030	Refused to Discharge Condition (15 March 2022)
20/01501/PRI030	Prior Approval notification of proposed change of use from B1(a) (offices) to Class C3 (dwellinghouses) to create 68 dwellings	Prior Approval Given (20 May 2020)

4.2 The following is relevant planning history adjacent to the application site:

Table 4: Relevant adjacent site history

Reference	Description	Outcome
26/02606/FUL	Demolition of all buildings and structures, and erection of Build to Rent residential units (Use Class C3) including affordable housing, commercial floor space (Use Class E), and associated facilities along with access, car and cycle parking, landscaping, and infrastructure works forming part of a wider masterplan for the site	pending
26/02607/FUL	Erection of 240 co-living residential units (Use Class Sui Generis) and associated facilities along with access, car and cycle parking, landscaping and infrastructure works forming part of a wider masterplan for the site	pending
20/01768/PRI030	Prior Approval notification of proposed change of use from B1(a) (offices) to 81 dwellinghouses (Class C3).	Prior Approval Given (20 May 2020)

5. Policy

5.1 National Policy

National Planning Policy Framework 2026

National Planning Practice Guidance

National Design Guide 2021

Local Transport Note 1/20 (LTN 1/20) Cycle Infrastructure Design

Circular 11/95 (Conditions, Annex A)

Technical Housing Standards – Nationally Described Space Standard (2015)

EIA Directives and Regulations - European Union legislation with regard to environmental assessment and the UK's planning regime remains unchanged despite it leaving the European Union on 31 January 2020

Conservation of Habitats and Species Regulations 2017

Environment Act 2021

ODPM Circular 06/2005 – Protected Species

Equalities Act 2010

- 5.2 The new National Planning Policy Framework (NPPF) which was published on 17 August 2026 and is a material consideration which must be taken into account where it is relevant to a planning application.
- 5.3 National procedural development management policies Policy S3 (presumption in favour of sustainable development) and Policy S4 (principle of development within settlements) of the NPPF (2026) state that development proposals should be approved unless the benefits of doing so would be substantially outweighed by any adverse effects, when assessed against the national decision-making policies in this Framework.
- 5.4 Other thematic development management policies of relevance to the application proposals from the NPPF (2026) include:
- DP3: Key principles for well-designed places
TR6: Assessing transport impacts
HC4: Proposals for new and improved community facilities, public service infrastructure and development providing public health benefits
P3: Living conditions and pollution
N2: Improving the natural environment
HE3: Historic Environment Records
HE4: Securing the conservation of heritage assets
HE5: Assessing effects on heritage assets
HE6: Proposals affecting designated heritage assets
HE7: Decision on non-designated heritage assets
HE9: Conservation areas
- 5.5 **Greater Cambridge Local Plan 2024-2045 (Regulation 19 Proposed Submission)**
- 5.6 The Proposed Submission Greater Cambridge Local Plan represents the latest stage of preparing a new joint Local Plan for Greater Cambridge. Once it is adopted, it will become the statutory development plan for the

Greater Cambridge area, replacing the current (adopted) Local Plans for Cambridge City and South Cambridgeshire District.

- 5.7 The Proposed Submission Local Plan was published for public consultation (under Regulation 19 of The Town and Country Planning (Local Planning) (England) Regulations 2012) between 3 August and 25 September 2026.
- 5.8 In line with Policy DM4 of the National Planning Policy Framework (NPPF, 2026), local planning authorities may give weight to relevant policies in emerging plans according to several factors. The joint Local Plan is at a relatively early stage in the plan making process since. The Proposed Submission Local Plan is consistent with policies in the National Planning Policy Framework 2024.
- 5.9 At this stage, the Proposed Submission Local Plan and its policies can only be afforded very limited weight as a material consideration in decision making.
- 5.10 Submission of the Local Plan to the Secretary of State is anticipated by the end of December 2026.

5.11 **Cambridge Local Plan (2018)**

Policy 1: The presumption in favour of sustainable development
Policy 32: Flood risk
Policy 55: Responding to context
Policy 56: Creating successful places
Policy 58: Altering and extending existing buildings
Policy 61: Conservation and enhancement of Cambridge's historic environment
Policy 62: Local heritage assets
Policy 65: Visual pollution
Policy 70: Protection of priority species and habitats
Policy 80: Supporting sustainable access to development
Policy 81: Mitigating the transport impact of development
Policy 82: Parking management

5.12 **Supplementary Planning Documents (SPD)**

Greater Cambridge Biodiversity – Adopted February 2022
Greater Cambridge Sustainable Design and Construction SPD – Adopted January 2020
Cambridgeshire Flood and Water SPD – Adopted November 2016

5.13 **Other guidance**

Buildings of Local Interest (2005)

Cambridgeshire Design Guide For Streets and Public Realm (2007)

5.14 **Area Guidelines**

Howes Place Conservation Area Appraisal (2024)

6. Consultations

Publicity

Neighbour letters – Yes

Site Notice – Yes

Press Notice – Yes

Conservation Team – No objection

- 6.1 This development preserves or enhance the character of the conservation area and complies with local plan policy 61.

County Highways Development Management – No objection

- 6.2 No significant adverse effect upon the Public Highway.

Environmental Health Team – No objection

- 6.3 No concerns regarding the development in terms of potential Environmental Health impact.

7. Third party representations

- 7.1 13 representations in objection to the application have been received, including a representation from the Residents of Howes Place, which has 29 signatures. The following concerns have been raised:

- Unauthorised development, contrary to information provided in support of the Prior Approval application
- Significant increase in the use of Howes Place by delivery vans, taxis, food delivery two wheelers etc.
- Highway safety impact – Howes Place is unsuitable for high volumes of vehicle and motorcycle movements being a narrow, unlit, poorly constructed and unadopted roadway

- Harm to Howes Place Conservation Area – postal lockers are unsympathetic features, resulting in harm to the character of Chapter House and Howes Place street scene
- Further compliance issues in failing to comply with two pre-occupation planning conditions

7.2 54 representations in support of the application have been received. Comments in support include:

- Experienced no adverse effect on surrounding residential environment
- Safer and more efficient for residents and delivery drivers
- Well managed, unobtrusive, and entirely appropriate for a residential development
- Provide residents with secure, 24-hour access to deliveries, prevent theft, reduce volume of parcels being left within communal areas, reduce repeated attempts at delivery, minimise disturbance to residents by preventing repeated courier call-backs

7.3 The above representations are a summary of the comments that have been received. Full details of the representations are available on the Council's website.

8. Member Representations

8.1 None

9. Local groups / petition

9.1 As stated in paragraph 7.1, a letter from the Residents of Howes Place has been received in objection to the proposal (contains 29 signatures).

9.2 A petition for a Development Control Forum (DCF) was also received (containing 29 signatures). A DCF was held on 21 July 2026. The objections raised mirror those summarised above in paragraph 7.1, namely unauthorised development, increased use of Howes Place, highway safety, and heritage impact.

10. Planning background

Breach of Planning Control

- 10.1 Chapter House comprises 68 studio apartments following prior approval for the change of use from offices to residential in May 2020 (ref. 20/01501/PRI030).
- 10.2 The Local Planning Authority notified the owner of Chapter House in February 2026 that the postal lockers had been on site installed without the benefit of planning permission.
- 10.3 This application has been submitted to regularise the siting of the postal lockers.

Building of Local Interest

- 10.4 Chapter House is identified in the Cambridge Local Plan as a Building of Local Interest (BLI) and is therefore recognised as a non-designated heritage asset. Although it is not statutorily listed and does not benefit from the legal protections afforded to listed buildings, its local heritage significance is a material planning consideration.
- 10.5 Planning Practice Guidance provides the following context for non-designated heritage assets:

What are non-designated heritage assets?

Non-designated heritage assets are buildings, monuments, sites, places, areas or landscapes identified by plan-making bodies as having a degree of heritage significance meriting consideration in planning decisions but which do not meet the criteria for designated heritage assets.

A substantial majority of buildings have little or no heritage significance and thus do not constitute heritage assets. Only a minority have enough heritage significance to merit identification as non-designated heritage assets.

Paragraph: 039 Reference ID: 18a-039-20190723
Revision date: 23 07 2019th

Development Control Forum (DCF)

- 10.6 A DCF was held on 21 July 2026 following a petition from local objectors. A copy of the minutes are appended to this report (**Appendix 1**).
- 10.7 Following the DCF, no changes have been made to the application.

11. Assessment

11.1 From the consultation responses and representations received and from an inspection of the site and the surroundings, the key issues are:

- Heritage (and character) Impact
- Highway Safety

12. Principle of Development

12.1 The application relates to the retention of postal lockers associated to the residential occupation of Chapter House.

12.2 There is no in-principle conflict with any local or national planning policies.

13. Character Impact

13.1 The postal lockers are located within a service area on the south-eastern side of Chapter House, accessed via an existing vehicular and pedestrian entrance. The lockers measure approximately 2 metres in height, 0.6 metres in depth and 2 metres in length. They are constructed from colour-coated aluminium with a grey finish and are positioned approximately 3.5 metres back from Howes Place within the service area.

13.2 The lockers abut a rail fence enclosing an existing cycle parking area. This part of the site benefits from substantial natural screening in the form of boundary planting that extends parallel to Howes Place up to the service area entrance and alongside the lockers. The planting continues along the frontage, with the only significant interruption occurring at the access point.

13.3 As a result, views of the lockers are highly limited. They are not visible when entering Howes Place from Huntingdon Road and cannot be seen from most of the street when travelling towards Huntingdon Road. The lockers only become apparent from a short section of the public realm immediately adjacent to the entrance of Chapter House.

13.4 Where views are available, the lockers are perceived as a simple and functional piece of infrastructure that serves an ancillary purpose associated with the occupation of Chapter House. Their modest scale, finish and screened position ensure that they do not appear visually prominent within the street scene.

- 13.5 Consequently, the lockers have no material adverse impact on the character and appearance of the surrounding area. Given their limited visibility, modest form and the presence of established boundary planting, they do not detract from local visual amenity or the character of Howes Place.
- 13.6 The proposal is compliant with Policies DP3 and P3 of the NPPF and Policies 55, 56, 57, 58 and 65 of the Local Plan.

14. Heritage Impact

- 14.1 The application site is located within Howes Place Conservation Area. Chapter House is identified as a BLI (a non-designated heritage asset) in the Cambridge Local Plan.

- 14.2 The Howes Place Conservation Area Appraisal offers the following summary:

This Appraisal has sought to identify what is special and unique about the NIAB and Howes Place area warranting its designation as a Conservation Area.

The area comprises the former NIAB Headquarters (1920's) building and Howes Place. The buildings were designed and set out within a defined landscape in 1921 by noted architect Percy Morley Horder.

The buildings and landscape retain their essential characteristics and are little altered externally, with the exception of a large extension to the rear of the former NIAB Headquarters (1920's) building. The relationship of the former NIAB Headquarters building with Howes Place is still maintained despite the private sale of properties in Howes Place and the conversion of the former NIAB Headquarters building to provide 68 residential dwellings.

The designation of the Howes Place Conservation Area will preserve and enhance its special character.

- 14.3 Section 72(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 provides the statutory duty for a local planning authority, in the exercise of its planning powers with respect to any buildings or other land within a Conservation Area, to "pay special attention to the desirability of preserving or enhancing the character or appearance of that area".

- 14.4 Policies HE4 to HE9 of the NPPF recognise heritage assets as an irreplaceable resource and require their conservation in a manner appropriate to their significance. Development affecting heritage assets should avoid or minimise harm wherever possible and provide clear and convincing justification where harm arises. Great weight should be given to the conservation of designated heritage assets, and any harm should be balanced against the public benefits of the proposal in accordance with the relevant policy requirement
- 14.5 At a local level, Policy 61 of the Cambridge Local Plan seeks to ensure the conservation and enhancement of Cambridge's historic environment, in line with national policy.
- 14.6 Policy HE5(2) of the NPPF requires assessments of the potential effects of development proposals on the significance of heritage assets (and their setting) to identify whether proposals would be likely to a) have a positive effect; or b) have no effect; or c) result in harm; or d) cause the total loss of the significance of the heritage asset.
- 14.7 The application is supported by a Heritage Statement, which recognises Howes Conservation Area and Chapter House as a BLI and concludes that the retention of the lockers is considered to have no material impact on the conservation area of BLI.
- 14.8 As set out in Section 13 above, views of the lockers are highly limited. As a result, there is very limited intervisibility between the lockers and Chapter House itself.
- 14.9 Where the lockers are visible, they are perceived as a clearly ancillary and functional structure associated with the residential occupation of Chapter House. The lockers are not physically attached to Chapter House and are instead discreetly positioned within its curtilage. They do not alter, obscure or interfere with the architectural form, detailing or appreciation of Chapter House, nor do they result in any significant harmful encroachment into the wider layout, setting or special character of the site.
- 14.10 Consequently, the lockers preserve the setting of Chapter House and do not give rise to any harm to the significance or character of this non-designated heritage asset.
- 14.11 In respect of Howes Place Conservation Area, the lockers preserve its character and appearance for the reasons set out above. Owing to their limited visibility, modest scale and discreet siting, the lockers do not

appear as a prominent or intrusive feature within the public realm and Conservation Area.

14.12 Where they are visible, the lockers read as a functional and ancillary structure associated with the residential occupation of Chapter House. Their location within an area already serving ancillary functions ensures that they sit comfortably within the established pattern of development and do not appear incongruous or out of keeping with the character of the site.

14.13 As such, the lockers do not detract from the significance of Howes Place Conservation Area, nor do they erode those elements that contribute to its special character and appearance. The development therefore preserves the character and appearance of the Conservation Area and gives rise to no harm to its significance.

14.14 The application has been subject to formal consultation with the Council's Conservation Officer, who raises no concerns. It is noted that the Conservation Officer gave their comments prior to the NPPF (2026) update. Nonetheless, those comments stated that:

The overall scale of Chapter House in addition to the planting means that these lockers are not a dominant feature and do not harmfully impact on the character of the conservation area or the setting of Chapter House.

14.15 The assessment of the Council's Conservation Officer would align with the intentions of Policies HE6, HE7 and HE/9 of the updated NPPF. Officers concur with this conclusion and the absence of harm arising from the siting of the lockers in heritage terms.

14.16 The proposal is compliant with Policies HE6, HE7 and HE9 of the NPPF, Policies 61 and 62 of the Local Plan, and Section 72(1) of the Planning (Listed Buildings and Conservation Areas).

14.17 Officers acknowledge where third party objections refer to extracts from Section 10.3 of the Howes Place Conservation Area Appraisal, specifically:

“The importance of the area for its homogeneous architecture designed by an eminent architect as well as its strong formal landscape scheme, coupled with mature informal landscape, is at risk of losing its special character through cumulative impact of minor changes.”

“The building and landscape are potentially at risk of unsympathetic change.”

- 14.18 For the reasons set out above, officers consider the proposal acceptable in heritage terms.

15. Highway Safety

- 15.1 Delivery vehicles would access the postal lockers from an existing point of pedestrian and vehicular access to Chapter House from Howes Place. The access is approximately 34 metres from the Huntingdon Road – Howes Place junction. Residents of Chapter House can access the postal lockers from the internal arrangements of the site and would not need to access the lockers by car.
- 15.2 The application has been subject to formal consultation with the Local Highways Authority, who raise no objections to the siting of the postal lockers, stating that there would be no significant adverse effect upon the Public Highway.
- 15.3 Officers acknowledge that Howes Place is a private road and that the Local Highways Authority would be primarily concerned with any impact on the adopted highway (Huntingdon Road).
- 15.4 Further consideration is therefore given to the potential highway safety impacts on Howes Place.
- 15.5 The service area in which the lockers are located provides sufficient space for a typical delivery vehicle to enter the site and pull clear of Howes Place. An area measuring approximately 9 metres by 3.2 metres is available for a delivery vehicle to park while servicing the lockers.
- 15.6 Whilst there is insufficient space within the service area for a delivery vehicle to turn around, a vehicle entering in a forward gear can reverse out safely. Adequate visibility and manoeuvring space are available to facilitate this movement.
- 15.7 Having regard to the anticipated frequency of deliveries to Chapter House, together with the linear nature of Howes Place as a private cul-de-sac serving a limited number of properties, occasional reversing manoeuvres onto Howes Place would not give rise to significant highway safety concerns. Any resulting impact on residential vehicle movements would be limited and short in duration.

- 15.8 Officers are satisfied that the siting of the postal lockers does not give rise to significant harm to highway safety.
- 15.9 The proposal is compliant with Policy TR6 of the NPPF and Policy 81 of the Local Plan.

16. Amenity

- 16.1 The postal lockers are located within the curtilage of Chapter House, some distance from the nearest residential property on the south-eastern side of Howes Place (approximately 22 metres away). By virtue of their siting, scale, and function, the lockers are not considered to result in any harm to the amenities of neighbouring properties.
- 16.2 In terms of the occupiers of Chapter House, no harm to their amenity is identified. The provision of the postal lockers provides the residents with a facility to manage deliveries to the site, safely and securely.
- 16.3 The proposal is compliant with Policy P3 of the NPPF and Policies 55 and 57 of the Local Plan.

17. Biodiversity

- 17.1 The siting of the postal lockers is below 25sqm of built footprint with no priority habitat impact and is therefore exempt from biodiversity net gain requirements under the 'de minimus' exception.
- 17.2 The proposal is compliant with Policy N2 of the NPPF, Policy 70 of the Local Plan, and the Biodiversity SPD (2022).

18. Water management and flood risk

- 18.1 The postal lockers are located in flood zone 1 (low risk) and are not sited in an area identified as being at risk from surface water flooding.
- 18.2 The siting of the postal lockers is not considered increase the risk of flooding to the site and surrounding area.
- 18.3 The proposal is complaint with Policies 31 and 32 of the Local Plan.

19. Other matters

Prior Approval Conditions

19.1 Third-party objections have referred to conditions imposed as part of Prior Approval application 20/01501/PRI030, which saw Chapter House change use from office to residential, that were not subsequently discharged prior to occupation. Applications submitted to discharge the relevant conditions are noted in paragraphs 4.1 and Table 3 above.

19.2 For the avoidance of doubt, the wording of the Prior Approval conditions is set out below:

Condition 2: Pedestrian and Cycle Linkages

Prior to occupation of any of the dwellings hereby approved, a plan showing additional pedestrian and cycle linkages from the site to the wider network to the north and west shall be submitted to and approved in writing by the Local Planning Authority. The pedestrian and cycle linkages shall be implemented in accordance with the approved details prior to occupation of any of the dwellings hereby approved, and shall remain thereafter.

Reason: for the safe and efficient use of the adopted public highway (Cambridge Local Plan 2018 policy 80).

Condition 3: Cycle Parking

Prior to occupation of any of the dwellings hereby approved, cycle parking facilities shall be provided in accordance with details that have been submitted to and approved in writing by the Local Planning Authority prior to commencement of construction of such facilities. The cycle parking facilities shall remain thereafter for the use of the occupants of the dwellings.

Reason: for the safe and efficient use of the adopted public highway (Cambridge Local Plan 2018 policy 80).

19.3 Application ref. 20/01501/COND approved the details submitted pursuant to Conditions 2 and 3. However, the conditions themselves were not formally discharged. The decision notice specified that the approved details were accepted for a temporary three-year period only, following which a further application would be required to secure a permanent solution.

19.4 The matters reserved by Conditions 2 and 3 are separate from the current application, which relates solely to the retention of the postal lockers. As such, they do not form part of the principal assessment of this application,

nor do they materially affect the planning balance or recommendation in respect of the lockers.

- 19.5 Nevertheless, officers acknowledge that the requirements of Conditions 2 and 3 remain outstanding. In this regard, officers note that a separate planning application currently under consideration by the Local Planning Authority (ref. 26/02606/FUL) includes land adjacent to Chapter House within its red-line boundary and proposes the provision, or reprovision, of parking spaces associated with the occupation Chapter House. That application may provide an opportunity to address the matters reserved by the conditions noted above, but is a separate matter to this application.
- 19.6 Any ongoing failure to comply with the requirements of Conditions 2 and 3 remains a separate planning enforcement matter and may be subject to enforcement action by the Local Planning Authority, should it consider such action to be expedient.

20. Third party representations

- 20.1 The remaining third-party representations not addressed in the preceding paragraphs are summarised and responded to in the table below:

Table 5: Officer response to third party representations

Third party comment	Officer response
Howes Place Access (1): Unauthorised works as part of 20/01501/PRI030 established Howes Place at the main access to Chapter House, contrary to the information provided with the Prior Approval application.	Pedestrian and cycle access to Chapter House is available from Howes Place. There is a gated pedestrian and vehicular access at the service yard, although limited space for vehicles beyond those gates (i.e., no dedicated parking). Vehicular access and car parking for the residents of Chapter House is taken from Lawrence Weaver Road. The site plan submitted with 20/01501/PRI030 showed cycle parking for Chapter House adjacent to Howes Place and provided no indication that an existing access would be physically closed off.
Howes Place Access (2): The establishment of Howes Place as the main access to	The application relates to the retention of the postal lockers only, which have been considered acceptable in highway safety terms.

Chapter House has resulted in a significant increase in the use of Howes Place by parcel delivery vans, taxis, food delivery two wheelers, etc.	Other vehicle movements associated with the service area are acknowledged but are outside the scope of this application (and planning control).
Principal Planning Compliance Officer comments: Has confirmed to the residents of Howes Place that the lockers are harmful to the character of the building and street scene, recommending their removal and that the Local Planning Authority is content to accept the temporary arrangements for pedestrian and cycle linkages until the outcome of the adjacent development.	The application has been submitted to regularise a breach of planning control and has been assessed in accordance with relevant local and national planning policies. The application has been subject to formal consultation with the relevant technical consultees, including the Council's Conservation Team. In consultation with those consultees, officers identify no planning harm to arise from the siting of the lockers. The matter of outstanding conditions is dealt with in Section 19 of this report.
Temporary planning consent: The residents of Howes Place invite the Local Planning Authority to grant temporary planning consent, subject to a positive planning solution.	The application does not propose a temporary planning permission, nor does the assessment of the development conclude that such an approach would be necessary.
Re-location of the Postal Lockers: A positive planning solution would be to relocate lockers to a location adjacent to the proposed replacement car and cycle parking for Chapter House on the land adjoining Chapter House (with reference to adjacent proposals).	The application seeks planning permission for the retention of the lockers in their current location, noting the benefits cited to the occupiers of Chapter House. The application does not seek to relocate the lockers to another location within, or adjacent to the site. The application has been assessed on the planning merits of the current location of the lockers.

21. Planning balance

- 21.1 Planning decisions must be taken in accordance with the development plan unless there are material considerations that indicate otherwise

(section 70(2) of the Town and Country Planning Act 1990 and section 38[6] of the Planning and Compulsory Purchase Act 2004).

Summary of harm

- 21.2 No significant adverse effects have been identified with regard to relevant national and local planning policy.

Summary of benefits

- 21.3 The postal lockers have a clearly defined purpose provide for occupiers of Chapter House, providing a facility to manage deliveries to the site, safely and securely.
- 21.4 Having taken into account the provisions of the development plan, NPPF and NPPG guidance, the views of statutory consultees and wider stakeholders, as well as all other material planning considerations, the proposed development is recommended for approval.

22. Recommendation

- 22.1 **Approve** subject to:

- The planning conditions as set out below with minor amendments to the conditions as drafted delegated to officers.

23. Planning conditions

1. The development hereby permitted shall be carried out in accordance with the approved plans as listed on this decision notice.

Plans to be listed:

Location Plan

Parcel Locker – Site & Block Plans

Parcel Locker – Plan and Elevations

Reason: In the interests of good planning, for the avoidance of doubt and to facilitate any future application to the Local Planning Authority under Section 73 of the Town and Country Planning Act 1990.

Background papers:

The following list contains links to the documents on the Council's website and / or an indication as to where hard copies can be inspected.

- Cambridge Local Plan 2018
- Greater Cambridge SPDs

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JOINT DEVELOPMENT MANAGEMENT COMMITTEE - DEVELOPMENT CONTROL FORUM

21 July 2026
12.00 - 1.30 pm

Present

Committee Members: Bennett, Clough, Illingworth, Porrer, Smart, Bostanci, Bradnam and Sandford

Also present Councillors: Councillor Payne

Officers:

Delivery Manager (Strategic Sites and NSIP/Major Infrastructure Projects):
Philippa Kelly

Team Leader, Strategic Sites: Michael Sexton

Legal Adviser: Vanessa Blane

Committee Manager: Sarah Michael

For Applicant:

Alex Duchesne (Applicant)

Paul Harvey (Agent)

For Petitioners:

Neal Jennion

Jonathan Conder

FOR THE INFORMATION OF THE COUNCIL

26/1/DCF Introduction by Chair to the Forum

The Chair outlined the role and purpose of the Development Control Forum. They stated no decisions would be taken at the meeting.

26/2/DCF Apologies

Apologies were received from Councillors Cahn, Fisher, Flaubert and Griffin.

Councillors Bennett and Clough attended as alternates.

26/3/DCF Declarations of Interest

Name	Item	Interest
Councillor Bradnam	All	Personal: Formerly employed by NIAB and receives a pension from NIAB. Discretion unfettered.

26/4/DCF Application and Petition Details

Case by Applicant

- 1) Prior approval to convert Chapter House from offices to 60 residential apartments had been granted in 2020. The conversion had taken place in May 2022, and the postal lockers had been installed shortly after as part of the facilities for the residents in that building.
- 2) Howes Place Conservation Area received its designation in 2024, after the installation of the postal lockers.
- 3) All statutory consultees had independently reviewed the proposal and had identified no planning harm.
- 4) The Applicant presented usage data showing low and consistent activity at the lockers. The parcel lockers were used solely by residents and had no commercial function.
- 5) The Applicant advised that the Highways Authority had identified no significant adverse impact on the public highway.
- 6) The Conservation Officer had concluded that the lockers were not a dominant feature and did not harm the character or appearance of the conservation area or the setting of Chapter House.
- 7) Environmental Health had raised no objections to the proposal.
- 8) The retrospective application had arisen from an administrative matter rather than evidence of planning harm.
- 9) The lockers provided a secure, CCTV-monitored facility that was particularly beneficial for residents working irregular hours, consolidating deliveries into a single location. Removing the lockers would not stop deliveries and would not change the postal address.

Case by Petitioners in Objection

- 10) Clarified that residents did not object to the provision of parcel lockers but objected to their location within the Howes Place Conservation Area.
- 11) Howes Place Conservation Area had been designated in January 2024 because of its architectural interest, townscape value, formal landscaping and historical significance. The Conservation Area Appraisal had identified risks to the area's special character from cumulative minor changes.
- 12) Howes Place was a private, unadopted and unlit road, The existing footpaths provided limited separation between pedestrians, cyclists and vehicles.
- 13) Transport information submitted with the prior approval application had identified vehicular access to Chapter House via Lawrence Weaver Road.
- 14) The Planning Authority's Compliance Team had described the lockers as harmful to the character of Chapter House and the Howes Place streetscape.
- 15) The location of the lockers had effectively established Howes Place as the principal vehicle access point to Chapter House, which had led to a significant increase in delivery vehicles, taxis and e-scooters. This had harmed the character and amenity of the conservation area and had increased highway safety risks.
- 16) The proposal conflicted with Local Plan Policy 61 and relevant provisions of the National Planning Policy Framework relating to heritage protection, highway safety and street clutter.
- 17) Two pre-occupation planning conditions relating to pedestrian and cycle connections, and covered cycle parking at Chapter House, had not yet been discharged. An agreement had reportedly been reached with the Planning Authority to address those matters as part of a forthcoming adjacent development.
- 18) Presented a proposal to relocate the lockers to land adjacent to Chapter House with access from Lawrence Weaver Road in order to retain the benefits of the lockers while removing harm to the conservation area and directing delivery and visitor traffic to the intended access route.

Case Officer's Comment

- 19) The application was a retrospective full planning application for the provision of postal lockers at Chapter House, Howes Place.
- 20) The application site lay within the Howes Place Conservation Area. Chapter House had been designated as a Building of Local Interest.

- 21) The prior approval process was limited to specific matters, including transport and highway impacts, contamination, flood risk and noise impacts on future occupants. No issues had been identified in relation to those matters at the time the prior approval application was determined.
- 22) Land adjoining the site had been the subject of pre-application discussions and a briefing to the Joint Development Management Committee on 15 April.
- 23) The Local Planning Authority had received two planning applications relating to the adjoining site, which were undergoing validation prior to public consultation.
- 24) 13 individual objections had been received regarding the application under discussion.
- 25) A further letter of objection had been submitted on behalf of Howes Place residents with 29 signatories, together with a DCF petition containing 29 signatories.
- 26) The principal grounds of objection related to heritage impacts and highway safety concerns.
- 27) 54 representations in support of the application had been received, including 51 from residents of Chapter House and 3 from residents of Howes Place.
- 28) The Council's Conservation Team had been consulted and had raised no objection to the proposal on heritage grounds.
- 29) The County Council Local Highways Authority had reviewed the application and had raised no objection on highway safety grounds.

Case by Ward Councillors

Cambridge City Councillor Cheney Payne spoke as a ward councillor on behalf of herself and Cambridgeshire County Councillor Rory Clark to make the following points:

- 30) Supported the petition submitted by Howes Place residents.
- 31) Referred to comments from the Council's Principal Planning Compliance Officer, which concluded that the large-format parcel lockers were harmful to the character of Chapter House and the Howes Place streetscape.
- 32) As a small and narrow residential street, Howes Place was not designed to function as the principal vehicular access point for a development the scale of Chapter House.
- 33) The location of the lockers had effectively established Howes Place as the default access point for deliveries and visitors to Chapter

House. This use was inconsistent with the historic function and character of Howes Place.

- 34) The increased activity had caused harm to the arcadian character and amenity of the conservation area and had increased highway safety risks for residents.
- 35) Residents' concerns were longstanding and had been raised repeatedly with the Applicant.
- 36) Residents had sought the relocation of the lockers to a location accessed from Lawrence Weaver Road via the signal-controlled junction with Huntingdon Road.
- 37) Previous attempts by residents to secure relocation of the lockers through direct engagement with the Applicant had been unsuccessful. Residents had raised the matter with the Planning Authority's Compliance Team only after those attempts had failed.
- 38) There were policy grounds on which the application could be refused, resulting in the removal of the lockers, however, residents were not solely seeking refusal of the application and had proposed a constructive alternative solution.
- 39) Supported the residents' proposal to relocate the lockers and urged both the Applicant and the Planning Authority to engage positively with that option.

Members' Questions and Comments

- 40) Queried what triggered the establishment of the postal address point and whether it could be changed? Requested this information be clarified before the application was brought to JDMC.
- 41) Queried the access arrangements in the original prior approval permission?
 - i. The Planning Case Officer confirmed that vehicular access to the development had been shown from Lawrence Weaver Road to the north. The plans also showed an access route running parallel to Howes Place, for pedestrians.
- 42) Queried whether future development proposals for the adjacent site still included vehicular access from Lawrence Weaver Road?
- 43) Could a physical intervention such as a bollard be installed to prevent vehicles accessing Chapter House via Howes Place?
- 44) Queried whether concerns regarding cycle parking provision and cycle access routes mentioned by the petitioners were pertinent to the application?

- 45) Could a temporary arrangement be secured to allow the parcel lockers to be relocated as part of a future development?
- 46) Could a management condition could be imposed to assist with traffic management?
 - i. The Applicant confirmed that on-site staff were present daily and that the area was monitored by CCTV.
- 47) Queried who had responsibility for the upkeep and maintenance of Howes Place and its verges?
- 48) Queried where residents arriving from the car park would enter the building?
 - i. The Applicant confirmed that there were pedestrian routes linking the parking area to entrance doors on the building's north-western side.
- 49) Could parcel lockers be relocated within the Chapter House site itself, for example on the north-western side of the building close to the existing parking area and access routes?
- 50) Queried whether alternative entrances to the building were equipped with entry-phone systems and whether relocating the parcel lockers would adequately address issues associated with taxis and food deliveries?
- 51) Could the Voi scooters and bicycles being left near the Howes Place entrance be moved?

Summing up by the Applicant

- 52) The DCF was concerned with a standalone planning application that should be assessed on its own merits and not linked to future development proposals or potential outcomes that remain uncertain.
- 53) Statutory consultees had raised no objections.
- 54) The parcel lockers provided an important service for the 68 Chapter House residents, including facilitating the delivery of medication and essential items.
- 55) The lockers were for residential use only, with no commercial operation associated with them.
- 56) The lockers reduced delivery traffic movements to Chapter House.
- 57) The access point from Howes Place had existed and been in continuous use for over 100 years.

Summing up by the Petitioners

- 58) Noted that the current position of the parcel lockers had been identified as a planning compliance issue.

- 59) The Local Planning Authority and the Applicant had agreed that the failure to discharge other pre-commencement conditions around cycle provision could be addressed through the forthcoming development on adjoining land, demonstrating a precedent
- 60) Residents' concerns extended beyond the physical presence of the parcel lockers themselves and related more broadly to the impact on the special arcadian character of the Howes Place Conservation area, and the highway safety.
- 61) The proposal they had put forward was intended to assist the Applicant as it could be a simpler option to integrate the lockers within any forthcoming development, however residents would support relocation of the parcel lockers within the curtilage of Chapter House, if that were viable.

Summing up by the Chair

- 62) The Chair noted the following:
- i. Notes of the Development Control Forum would be made available to relevant parties, published on the council's website and appended to the Planning Officer's report.
 - ii. The Planning Case Officer should contact the Applicant/Agent after the meeting to discuss the outcome of the meeting and to follow up any further action that was necessary.
 - iii. The Applicant would be encouraged to keep in direct contact with the Petitioners and to seek their views on any proposed amendments.
 - iv. The Council would follow its normal neighbour notification procedures on any amendments to the application.
 - v. Application to be considered at a future Joint Development Management Committee.
 - vi. Along with other individuals who may have made representations on the application, the Petitioners' Representatives would be informed of the date of the meeting at which the application is to be considered by Committee and of their public speaking rights. The Committee report would be publicly available five clear days before the Committee meeting.

The meeting ended at 1.30 pm

CHAIR



**GREATER CAMBRIDGE SHARED PLANNING SERVICE
PLANNING COMMITTEE REVIEW
NATIONAL SCHEME OF DELEGATION – 31/10/2026**

Planning Committee Date October 2026

Report to Cambridge City Council Planning Committee
South Cambridgeshire District Council Planning
Committee
Joint Development Management Planning
Committee

Report By Joint Director of Planning and Economic
Development

Ward / Parishes affected All

1.0 Executive Summary

- 1.1 The Planning and Infrastructure Act 2025 included powers for the Secretary of State to be able to set out what planning functions should be delegated to officers, to control the size and composition of planning committees and for members of planning committees to be trained and certified in key elements of planning.
- 1.2 Members will recall that at the June 2026 planning committee meetings, officers provided an update on the Planning Committee Review process. It was noted that a draft National Scheme of Delegation had been published in April 2026, and that this would come into force on 31 October 2026. This report summarises the National Scheme and the mandated changes that will come into effect from this date.
- 1.3 Implementing the National Scheme of Delegation is a legal requirement under The Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026, which come into force on 31 October 2026. Non-compliance poses a high risk of judicial review for any planning committee decisions made after that date.
- 1.4 The key changes are:
- **End of Ward Call-Ins:** Powers for individual ward councillors and parish councils to "call in" applications to planning committee for determination will no longer be permissible.
 - **Representation Triggers:** The threshold for consideration by the Delegation Panel for Planning Committee referral based on the number of representations received (currently 5 representations) will be removed.
 - **Definition of Schedule 1 Applications:** These include householder applications, minor residential schemes (up to 9 dwellings), minor commercial development (Class E), discharge of conditions, certificates of lawfulness, non-material amendments and most prior approval applications. These must ordinarily be determined under delegated

powers and cannot be referred to committee. Limited exceptions apply, such as specified local authority own-interest cases.

- **Definition of Schedule 2 Applications:** These include major residential, major commercial, industrial and mixed-use development, and proposals affecting heritage assets and applications that raise significant policy, environmental or community considerations. The category also includes certain development proposals involving the local authority's own interests. The regulations presume Officer Delegation. Such applications will only be referred to committee if a nominated officer *and* a nominated member agree that the proposal meets strict significance criteria.
- **Committee Size Cap:** Capped at a maximum of 13 members.

2.0 Recommendation

2.1 It is recommended that the Cambridge City Council Planning Committee/ South Cambridgeshire District Council Planning Committee / Joint Development Management Committee notes the contents of this report, including:

- The mandatory statutory changes taking effect on 31 October 2026 relating to the National Scheme of Delegation, and the implications for planning committee delegation across Greater Cambridge.
- The cessation of the current Planning Delegation Meetings with effect from 31 October 2026; and
- The introduction of a Planning Committee Gateway Meeting, to operate from 1 November 2026, in accordance with the arrangements set out in this report.

2.2 Furthermore, it is recommended that the Cambridge City Council Planning Committee/ South Cambridgeshire District Council Planning Committee / Joint Development Management Committee **approves** the revised Nov 2026 Greater Cambridge Scheme of Delegation (SoD) attached at appendix 2. This updated Scheme of Delegation reflects the National Scheme of Delegation and

deals with residual applications and matters not otherwise encompassed by the new regulations.

3.0 The National Scheme of Delegation

- 3.1 In May 2025 the Ministry of Housing, Communities and Local Government (MHCLG) published a technical consultation setting out the proposed reforms and seeking views. The consultation introduced a national scheme of delegation which proposed a ‘two-tier’ system based on a presumption that no planning applications would be automatically referred to planning committee, and some application types would never be heard by planning committee. Alongside the proposed two-tier approach to the determination of applications, the consultation document set out proposals for the size of planning committees and member training.
- 3.2 A further consultation on the draft regulations and guidance was undertaken by MHCLG on 26 March 2026. The consultation emphasised the importance of planning committees in maintaining public trust and ensuring democratic oversight of the planning system but was clear that their time should be focused on the most strategic and complex schemes and that there should be consistency between authorities. It did not introduce new requirements for member training, as had been anticipated by the 2025 consultation.
- 3.3 The March 2026 draft regulations set out the national scheme of delegation and the size threshold for committees (no more than 13 members). The Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026 (‘the 2026 Regulations’) comes into force on 31st October 2026 and establishes a mandatory National Scheme of Delegation (NSoD) for all Local Planning Authorities (LPAs) in England.
- 3.4 The 2026 regulations are supported by guidance, which was published on 1 June 2026, which seeks to assist LPAs in implementing the provisions, including with regard to the NSoD of planning functions and the size of planning committees (‘the 2026 guidance’).

- 3.5 Up until now, each LPA maintains its own scheme of delegation within its constitution. In 2025 the Greater Cambridge Shared Planning Service (GCSPS) introduced a single scheme of delegation, covering both LPAs. The introduction of the NSoD removes this local discretion for certain application types with the aim of ensuring consistency, speeding up decision-making, and modernising the planning system.
- 3.6 The 2025 GCSPS Scheme of Delegation aligns with recommendations identified by the Planning Advisory Service, following their reviews of all three planning committees. This sought to make the most efficient use of officer and member time at Committees by focusing on the most sensitive / complex applications; and to ensure that there is consistency between the three planning committees to aid understanding by users and support transparency and efficiency of decision making. The revised 2026 GCSP Scheme of Delegation incorporates the NSoD and outlines how applications and matters which sit outside of it are to be determined.
- 3.7 The mandatory NSoD aims to create a standardised national framework. It contains two schedules – with technical and minor decisions delegated to officers, allowing planning committees to focus their time and resources on major developments, complex applications and those with strategic importance.
- 3.8 The NSoD divides all planning applications into two distinct categories, and sets out how they must be handled:
- **Schedule 1 Applications (see appendix 1):** These are routine, minor, or technical developments which must be delegated to planning officers for determination. The Planning Committee no longer has the authority to decide these cases.
 - **Schedule 2 Applications (see appendix 1):** These are considered to be more complex applications. There is still a presumption that these will be determined by officers, but they may be referred to the Planning Committee, if they pass the new ‘Gateway Test’.

- **Own Interest applications** - These are applications made by officers, members or the Council and the Council itself which will be referred to Planning Committee for decision.

3.6 From 31 October 2026, all existing triggers/ clauses in individual LPAs constitutions allowing individual Ward Councillor or Parish Councils "call-ins" or automatic triggers based on the number of public representations are removed by the statutory instrument. Any committee decision made via these abolished local mechanisms after this date will be legally void and highly vulnerable to judicial review.

Greater Cambridge approach to National Scheme of Delegation (NSoD)

3.7 Officers are working to introduce processes which ensure the provisions of the 2026 Regulations regarding the NSoD of planning functions and the size of planning committees are followed. This will require amendments to the Council's constitutions, which is currently in progress.

3.8 With regard to the changes made necessary to the updated 2026 GCSP Scheme of Delegation, this includes:

- Removal of ability of individual Ward Councillors or Parish Councils to call in an application.
- Removal of automatic trigger based on the number of public representations.
- Removal of ability for Planning Committee to determine schedule 1 applications.

Outline planning applications

3.9 These are not automatically referred to Planning Committee under the NSoD. Minor outline proposals will generally be determined by officers, whilst major outline applications are likely to fall within Schedule 2 and may be considered for committee referral where they raise significant planning, economic, social or environmental issues.

- 3.10 Reserved matters applications relating to a phase of development within an approved outline permission are also treated as Schedule 1 applications unless they relate to a large outline permission (i.e. one which grants permission for development involving the provision of at least 500 dwellings or a building or buildings where the floorspace to be created by the development is 50,000 square metres or more) and then are treated as a schedule 2 application and may therefore be eligible for committee referral. Reserved matters applications that do not relate to a phased development are generally expected to be determined under delegated powers.

Variation or Modification of S106 Planning Obligations

- 3.11 With regard to the variation or modification of S106 obligations, under the GCSPS June 2026 scheme of delegation these types of applications were considered under delegated powers, unless officers considered referral in the wider public interest. It is therefore proposed that new arrangements replicate this approach. This approach is considered proportionate and consistent with Government guidance because these application types rarely raise strategic planning issues and have historically been determined under the GCSP Scheme of Delegation.

Listed building consent, advertisement consent, consents for works to trees with a Tree Preservation Order or Trees in a Conservation Area

- 3.12 The supporting guidance acknowledges that listed building, advertisement consent and consents for works to protected trees do not in most cases raise issues which would merit committee scrutiny and that the presumption is that they should only be exceptionally referred to committee. Under the GCSPS June 2026 scheme of delegation these types of applications are mostly considered under delegated powers, unless related to a planning application which would trigger referral or would give rise to significant environmental, social and economic impacts. It is therefore proposed that new arrangements replicate this approach.
- 3.13 As such, advertisement consents, consents for works to trees with Tree Preservation Orders or protected trees (such as those within Conservation

Areas), variation and discharge of conditions attached to listed building consent will not be referable to committee.

- 3.14 Listed building consent (LBC) applications will be considered under Schedule 2 only where they are connected to a Schedule 2 planning application that has been referred to Planning Committee by the Planning Gateway Meeting, otherwise LBC applications will not be referable to Planning Committee. This approach is considered proportionate and consistent with Government guidance because these application types rarely raise strategic planning issues capable of meeting the gateway test and have historically been determined under the GCSP Scheme of Delegation.

4.0 The Gateway Test

- 4.1 The 2026 Regulations introduce a formal triage process whereby Schedule 2 applications are assessed against statutory criteria to determine whether they should be referred to Planning Committee. To implement these requirements, it is proposed that applications be assessed against the relevant criteria set out in the guidance and considered through a Planning Committee Gateway Meeting prior to a decision being made on the appropriate route for determination.
- 4.2 Under the 2026 Regulations, a Schedule 2 application can only be referred to planning committee if two nominated individuals set out in the regulations agree to this approach.
- The Nominated Officer (the Chief Planning Officer (CPO) or an equivalent officer who has extensive professional experience.)
 - The Nominated Member (the Chair of the Planning Committee)
- 4.3 If the Nominated Officer and Nominated Member do not come to a mutual agreement to refer the application, it has to remain as an officer-delegated decision.

Planning Committee Gateway Meeting

- 4.4 For the purposes of the GGSPS Gateway Test, it is proposed that the Nominated Officer will be the Director of Planning and Economic Development, with delegation to the GCSPS Delivery Managers and Team Leaders. This ensures that there is appropriate cover at all times, to avoid delays in the referral process or if the CPO or equivalent has an interest in the application.
- 4.5 With regard to the Nominated Member, the 2026 guidance states that this should be the Chair of Planning Committee, with other members to cover if that person is not available or the Chair has an interest in the application. It is proposed that the Nominated Member will be the Chair of Planning Committee, with the Vice Chair acting as a substitute.
- 4.6 The 2026 guidance states that it is for the local planning authority to put in place arrangements for how the consideration of cases for referral to committee will operate in practice. As a minimum there should be a record of the cases considered for referral, the outcome of their consideration and the reason for their decision. This will be reported to Planning Committee on an annual basis and will be made available on the website. These arrangements will be worked up over the coming weeks following the best practice advice from the Planning Officers Society and Planning Advisory Service (PAS).
- 4.7 An application can only be referred to committee for determination through the Planning Committee Gateway Meeting if it raises an issue of economic, social or environmental significance to the local area, or raises a significant planning matter.
- 4.8 The 2026 guidance sets out circumstances that are considered **unlikely** to raise a significant planning matter:
- *where the application for development broadly complies with a detailed site allocation and other relevant policies set out in a local or neighbourhood plan and national decision making policies set out in the National Planning Policy Framework. Significant planning matters may arise if new material considerations are raised by the application*

- *where a specific planning matter (e.g. highways or flood risk) was initially raised by a statutory consultee as a concern, but the development proposal has been modified to make it acceptable in the view of the statutory consultee (unless the nominated officer has compelling reasons to consider otherwise).*

4.9 Examples of schemes that could be referred to committee for a decision in future include:

- *an application for outline planning permission for a large multi-phase residential development not allocated in the local plan*
- *a major application for planning permission and listed building consent for changes to a grade 1 listed building in a town centre*

Greater Cambridge Scheme of Delegation Nov 2026

4.10 The introduction of the National Scheme of Delegation establishes decision-making arrangements for applications falling within Schedules 1 and 2 of the Regulations. However, a number of planning functions and associated matters remain outside the scope of those provisions. These residual matters were previously addressed through the GCSP Scheme of Delegation approved in June 2026 and now require updating to ensure alignment with the new national framework.

4.11 The proposed amendments are principally administrative in nature and are intended to:

- remove provisions superseded by the National Scheme of Delegation;
- clarify responsibility for the determination of matters falling outside the scope of the national arrangements; and
- ensure that the Council's local Scheme operates alongside, and is consistent with, the national framework.

4.12 The proposed revised GCSP Scheme of Delegation is attached at Appendix 2. Whilst updated to reflect the National Scheme of Delegation, it is expressly

intended to operate only insofar as it is consistent with the national regulations. Where any provision of the local Scheme conflicts with the National Scheme of Delegation, the national provisions shall prevail.

- 4.13 Approval of the revised Scheme will ensure that decision-making arrangements remain compliant with the National Scheme of Delegation and provide clarity regarding the determination of matters that fall outside the scope of the national regulations

Size of Planning Committee

- 4.14 The Regulations also provide that a Planning Committee may comprise no more than 13 elected members. SCDC's Planning Committee currently consists of 11 Members, City Planning Committee currently comprises of 9 Members and JDMC currently comprises of 12 Members and therefore all 3 planning committees already comply with this requirement. No amendments are required in relation to the size of the Committee, although future appointments will need to continue to comply with the statutory limit.

5.0 Implications

Financial Implications

- 5.1 The cost of the Planning Committee meetings, reflecting the amount of Member time, but also the significant officer input to prepare, attend and administer a meeting are significant. The Councils existing staff and resources budgets cover these costs. The changes have not amended the frequency of Planning Committee meetings but reduced caseload of items at the committee meetings and made the investment of time and resources more effective. The national scheme of delegation does not introduce additional costs but indirectly supported ongoing work to increase impact and effectiveness the Councils and the Shared Planning Service.

Staffing Implications

- 5.2 There are no staffing implications arising from this report.

Equality and Poverty Implications

- 5.3 An Equality Impact Assessment (EQIA) has not been undertaken in respect of this report, because no material changes are proposed to the fundamental operation of the Committee meetings.

Environmental Implications

- 5.4 None.

Procurement Implications

- 5.5 None.

Community Safety Implications

- 5.6 None.

Legal Implications

- 5.7 The introduction of the National Scheme of Delegation requires the Council's local Scheme of Delegation to be reviewed and updated to ensure consistency with the new legislative framework. Approval of the revised Scheme will provide clarity regarding the determination of matters that remain outside the scope of the national arrangements and help ensure decisions are taken in accordance with the appropriate delegated authority. Where any conflict arises between the local Scheme and the National Scheme of Delegation, the national provisions will prevail.

6.0 Consultation and Communication Considerations

- 6.1 No formal consultation has been undertaken in the preparation of this report.

7.0 Background Papers

- 7.1 Background papers used in the preparation of this report:
- Greater Cambridge Shared Planning Service Scheme of Delegation for Planning Committee
 - SI 2026 No.854 The Town and County Planning (Discharge of Local Authority Functions) (England) Regulations 2026

- Statutory guidance Planning Committees and the National Scheme of Delegation of Planning Functions: Guidance for local planning authorities in England. Published 1 June 2026.

8.0 Report Author

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9.0 Appendixes

Appendix 1 – National Scheme of Delegation of Planning Functions, Schedule 1 and Schedule 2 applications

Appendix 2 – Proposed GCSP Scheme of Delegation

Appendix 1 - National Scheme of Delegation of Planning Functions

Schedule 1

Schedule 1 of the Regulations sets out all the functions which must be delegated to officers for a decision (unless it is an own-interest application). These include a number of categories of applications for planning permission for:

- householder development (as defined in the Town and Country Planning (Development Management Procedure) (England) Order 2015)
- minor commercial development (as defined in the Town and Country Planning (Development Management Procedure) (England) Order 2015)
- minor residential development which is defined in the Regulations as:
 - development that includes only dwellings and development for the purposes incidental to the enjoyment of dwellings, comprises at least one but not more than nine dwellings, and is to be carried out on a site having an area smaller than 0.5 hectares
 - development of a building containing flats, or development within the curtilage of such a building, for any purpose incidental to the enjoyment of the flats or any of them but excludes development in respect of a building containing flats, or development within the curtilage of such a building, that involves either or both of a change of use or change to the number of flats
 - an application for any consent, agreement or approval required by or under a planning permission, development order or local development order for development within paragraph (a) or (b)

It also contains a range of other planning consents:

- to develop land without compliance with conditions previously attached) in respect of which the previous planning permission was a Schedule 1 planning permission (applications under section 73(1) of the Town and Country Planning Act 1990)
- reserved matters approval in respect of an outline planning permission other than a large outline phase permission (i.e. one which grants permission for development involving the provision of at least 500 dwellings or a building or

buildings where the floorspace to be created by the development is 50,000 square metres or more) (applications under Article 6 of the Town and Country Planning (Development Management Procedure) (England) Order 2015)

- discharge of conditions (applications under Article 27(1) of Town and Country Planning (Development Management Procedure) (England) Order 2015)
- prior approval for permitted development rights (applications under Schedule 2 to the Town and Country Planning (General Permitted Development) (England) Order 2015)
- permission in principle (as referred to in section 58A of the Town and Country Planning Act 1990)
- where a local planning authority considers a planning obligation is connected to a Schedule 1 application, requests to agree to modify or discharge a planning obligation (under section 106A(1)(a) of the Town and Country Planning Act 1990)
- where local planning authority considers a planning obligation is connected to a Schedule 1 application, modification or discharge of a planning obligation (applications under section 106A(3) of the Town and Country Planning Act 1990)
- non-material changes to planning permission or permission in principle (applications under section 96A(4) of the Town and Country Planning Act 1990)
- certificates of lawfulness of existing use or development (under section 191(1) of the Town and Country Planning Act 1990)
- certificates of lawfulness of proposed use or development (under section 192(2) of the Town and Country Planning Act 1990)
- certificates of lawfulness for proposed works to listed buildings (under section 26H of the Planning (Listed Buildings and Conservation Areas) Act 1990)
- biodiversity gain plan (duty to approve under paragraph 14 of Schedule 7A to the Town and Country Planning Act 1990)
- certificates of appropriate alternative development (applications under section 17 of the Land Compensation Act 1961)

However, applications which would otherwise fall under Schedule 1, will fall within Schedule 2 where:

- a local authority considers that the application for planning permission is connected to a Schedule 2 application for listed building consent or for the variation or discharge of a condition on a listed building consent
- the application is made under section 73A of the Town and Country Planning Act 1990

Schedule 2

The functions which fall within Schedule 2 of the Regulations are:

- applications for planning permission which are not householder, minor commercial or minor residential applications
- applications for planning permission which would otherwise fall into Schedule 1 but are connected to a Schedule 2 application for listed building consent or for the variation or discharge of a condition on a listed building consent
- applications to develop land without compliance with conditions previously attached in respect of which the previous planning permission was a Schedule 2 planning permission (under section 73(1) of the Town and Country Planning Act 1990)
- applications for development which has already been carried out (under section 73A(1) of the Town and Country Planning Act 1990)
- where it is related to a large outline planning permission, applications for reserved matters approvals (under Article 6 of the Town and Country Planning (Development Management Procedure) (England) Order 2015)
- where a local planning authority considers a planning obligation is connected to a Schedule 2 application, requests to agree to modify or discharge a planning obligation (under section 106A(1)(a) of the Town and Country Planning Act 1990)
- where a local planning authority considers a planning obligation is connected to a Schedule 2 application, application for modification or discharge of a planning obligation (under section 106A(3) of the Town and Country Planning Act 1990)
- applications for listed building consent (under section 10 of the Planning (Listed Buildings and Conservation Areas) Act 1990)

- applications for the variation or discharge of conditions of listed building consent (under section 19 of the Planning (Listed Buildings and Conservation Areas) Act 1990)
- applications for advertisement consent (under regulation 9 of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007)
- applications for consent under tree preservation orders (under regulation 16 of the Town and Country Planning (Tree Preservation) (England) Regulations 2012)



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 1,000m² 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.]

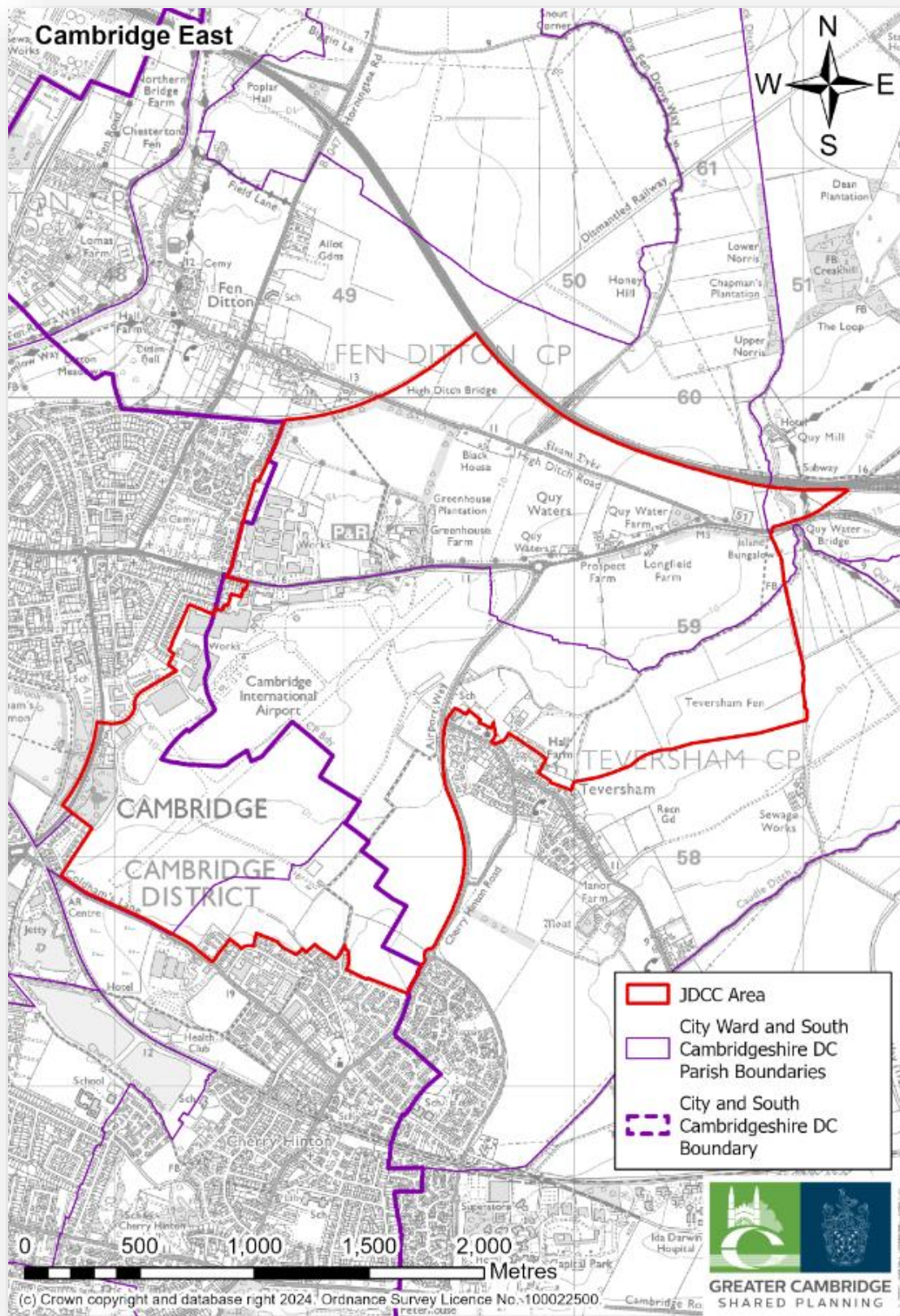
14. Development Control Forums

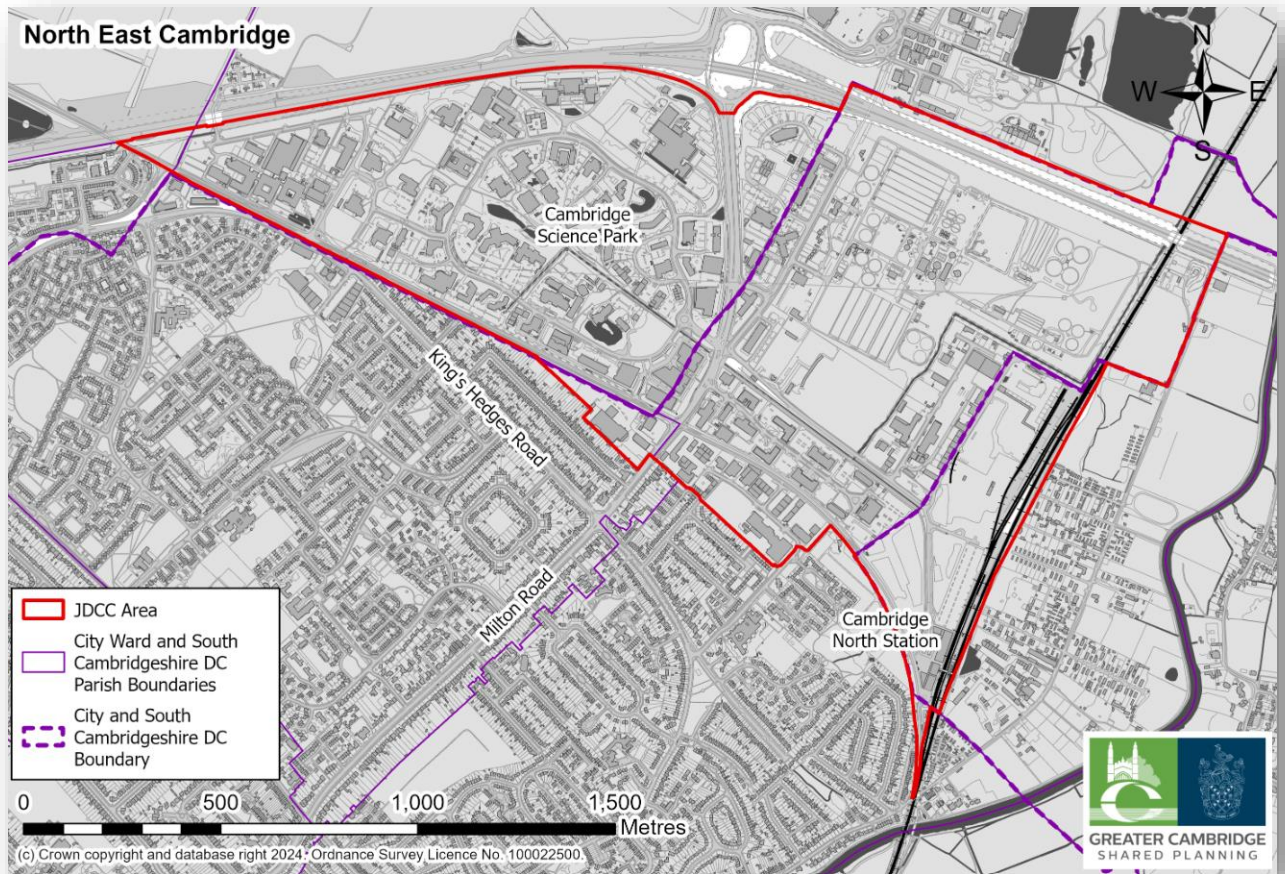
- 14.1. The Committee will operate a scheme for development control forums in accordance with Appendix 2.

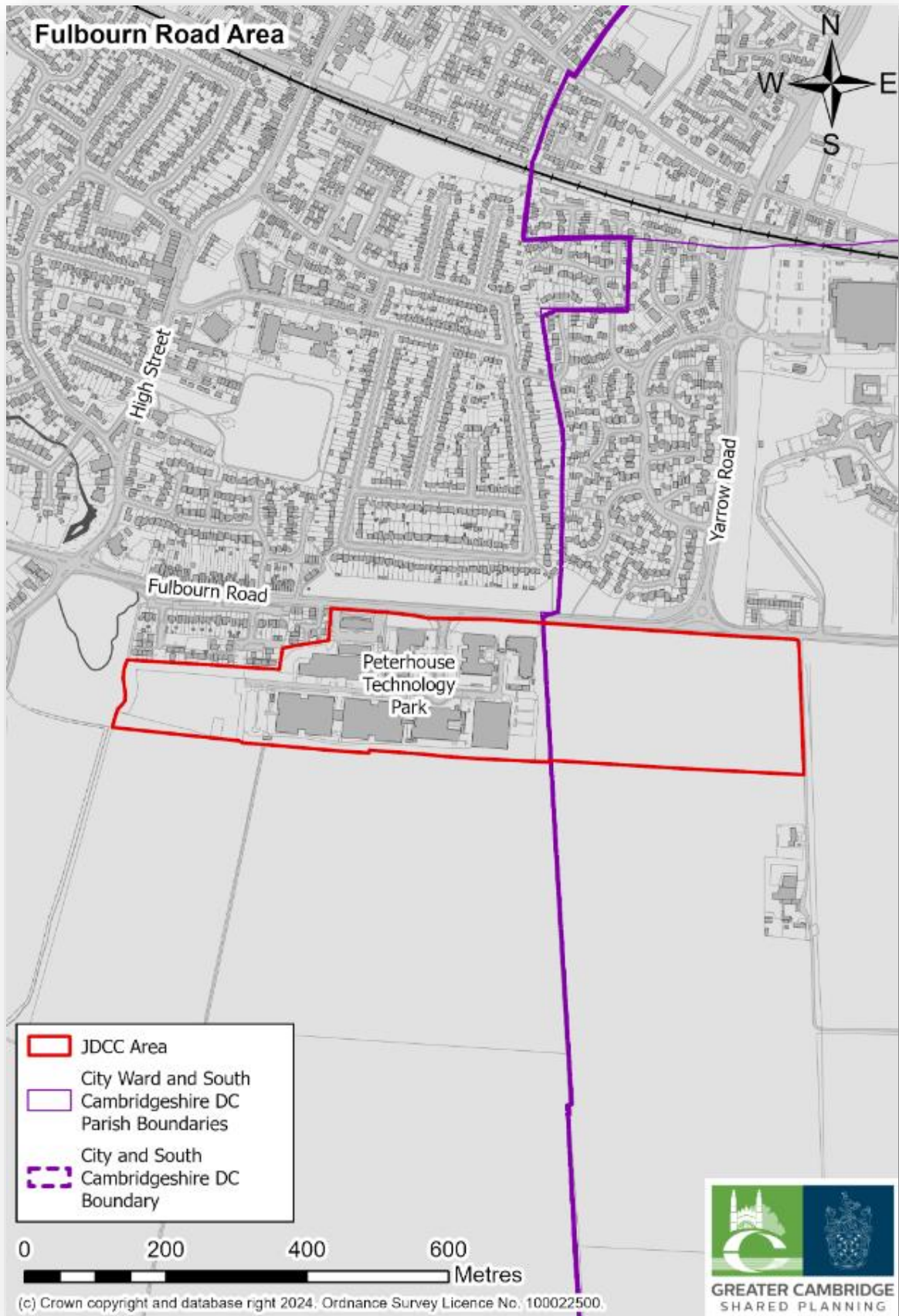
15. Statements of Community Involvement

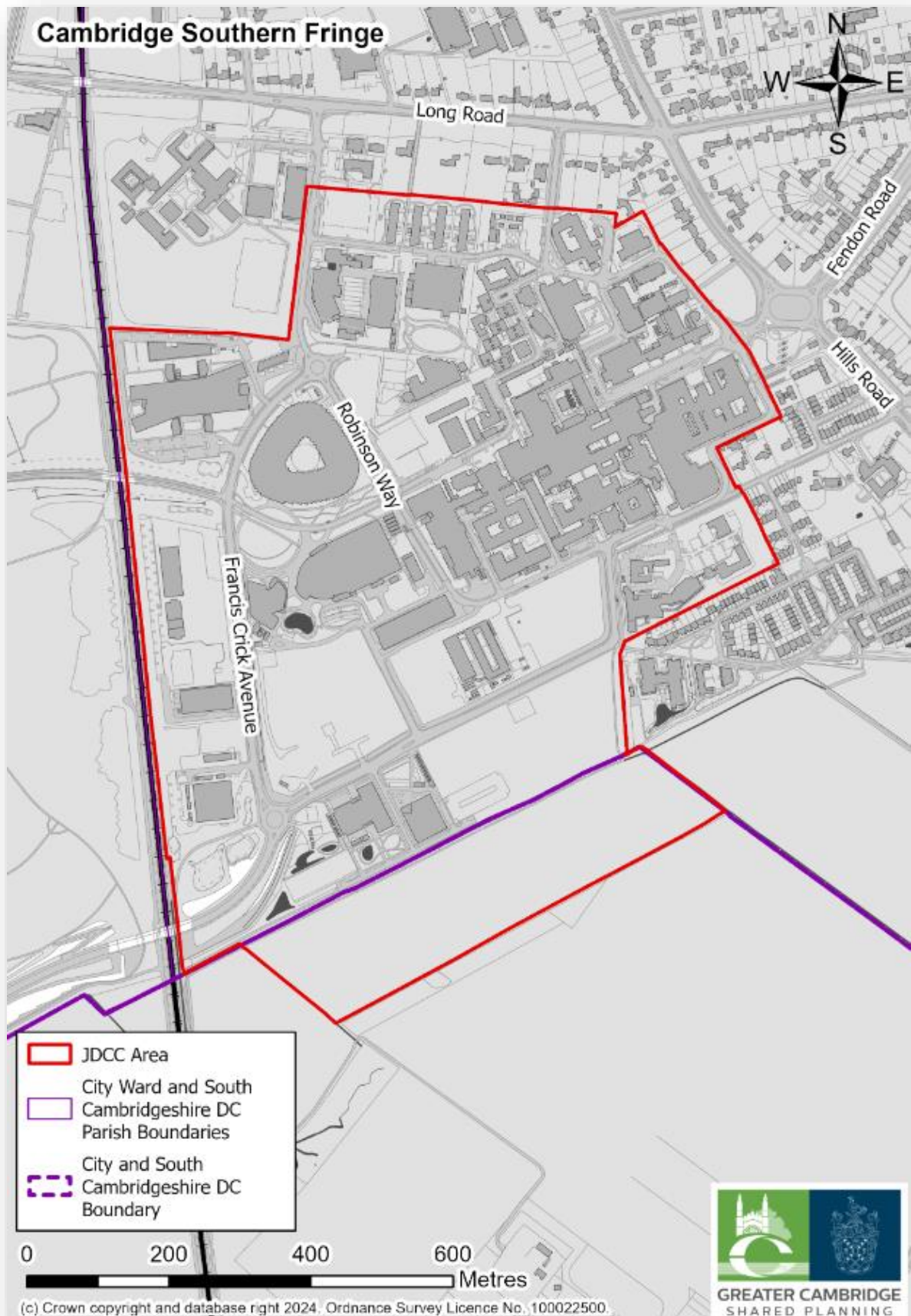
- 15.1. Public consultation in relation to pre application matters shall be dealt with in accordance with the SCI or other appropriate procedures of the Council responsible for issuing the consent.

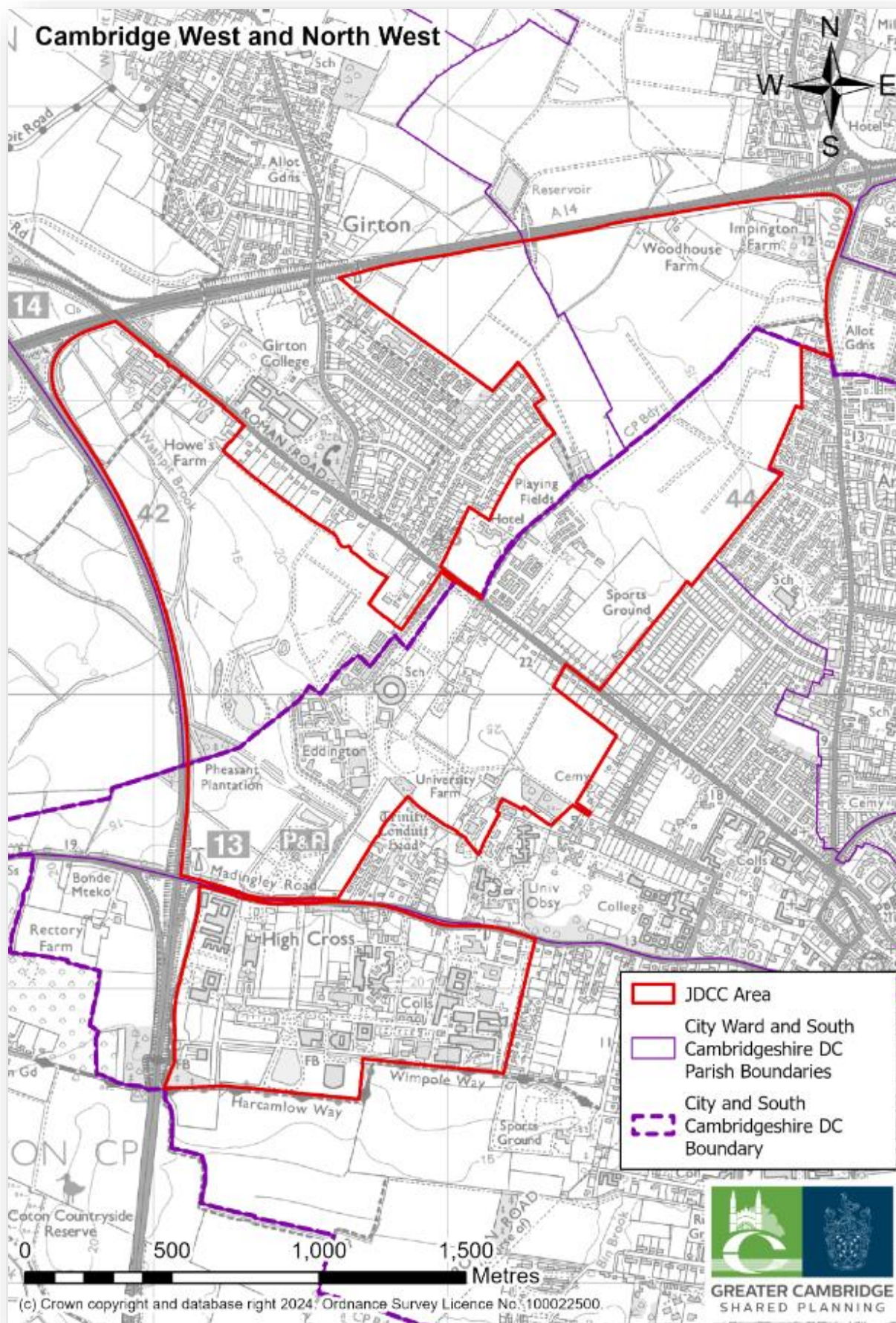
Annex 3 - JDMC plans











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