



GREATER CAMBRIDGE
SHARED PLANNING

Greater Cambridge Shared Planning Service Officer Scheme of Delegation in respect of planning and related functions December 2024

This Scheme of Delegation relates to all those matters delegated to the Joint Director of Planning and Economic Development by Part 3 and Part 4 of South Cambridgeshire District Council Constitution dated 8 March 2024 (as amended) and Para 5.7 of Section 9 of Part 3 of Cambridge City Council Constitution dated 06 December 2023 (as amended)

Delegated authority given by South Cambridgeshire District Council and Cambridge City Council Planning Committees to the Joint Director of Planning and Economic Development.

Defined terms

“Application” means any application received by the Council under the Town and Country Planning Act (1990) as amended, The Listed Building and Conservation Areas Act (1990) as amended including any application for the making of a tree preservation order, application for the approval or the modification, variation, revocation of an existing tree preservation order, including any application to undertake any tree works to trees whether or not the trees are within a conservation area, or any other legislation affording the Council a right to exercise its duties and functions as set out under Schedule B.

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

“Delegation Panel” means the panel comprising of the Joint Director of Planning and Economic Development in consultation with the Chair and / or Vice Chair of the relevant Council’s Planning Committee, set up specifically for the purposes of deciding whether a Planning Application is to be determined by the relevant Planning Committee.

Any member in relation to an application within their ward is permitted to make a written representation to the Delegation Panel concerning whether the application should be heard by Planning Committee.

Upon request and with the Chair or Vice Chair’s agreement, any member (or a member on their behalf) in relation to an application within their ward can attend the Delegation Panel to explain the reasoning for calling-in a proposal.

“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).

“Major Development” means any Application which falls within the definition of major development as set out in the Town and Country Planning (Development Management Procedure (England) Order 2015) (As amended) involving any one or more of the following:

- (a) the winning and working of minerals or the use of land for mineral-working deposits;
- (b) waste development;

- (c) the provision of dwellinghouses where:
- (i) the number of dwellinghouses 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 sub-paragraph (c)(i);
- (d) the provision of a building or buildings where the GIA floor space to be created by the development is 1,000 square metres or more; or
- (e) development carried out on a site having an area of 1 hectare or more;

“Minor Development” means any Application which falls outside of the definition of Major Development.

“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.

“Representation” means a written communication(s) received by the Council from a Third-party in response to a public consultation to an Application and which raises material planning considerations. Multiple written communications from a Third-party are to be construed as a singular Representation relative to any referral to the Delegation Panel unless made in the form of a petition.

“Scheme” means this Scheme of Officer Delegation.

“Third-party” means anyone who has made a Representation who is not the applicant or their representative, a parish council or statutory consultee.

Scheme of Delegation

The schedules referred to in this Scheme are Part 3 Table 3 (Responsibility for Council functions (Committee) (As amended) of the South Cambridgeshire District Council's constitution and Part 3, 5.5 (As amended) of the Cambridge City Council's constitution.

Scheme of Officer Delegation in relation to South Cambridgeshire District Council and Cambridge City Council Planning Committees

The Scheme of Delegation: the Planning Committee delegates authority to the Director to exercise at their discretion, the duties, functions and responsibilities of the Council in relation to paragraphs 1-15 below. The Director may authorise any other Officers within the Greater Cambridge Shared Planning Service to exercise these powers on their behalf. Any Officer so authorised by the Director may in turn delegate further. Such delegations must be evidenced in writing:

1. The identification and Designation of Local Heritage Assets
2. The investigation and determination of responses in accordance with the Local Land Charges Act 1975 (as amended)
3. The implementation and operation of provisions under Part VIII of the Town and Country Planning Act 1990
4. The investigation and discharge of all enforcement functions and capabilities contained within the Town and Country Planning Act, Planning (Listed Building and Conservation Areas) Act and The Hedgerows Regulations 1997 Act and The Hedgerows Regulations 1997.
5. The discharge of functions of Local Government (Miscellaneous Provisions) Act 1976, Section 16.
6. The determination of complaints received pursuant to Part 8 of the Anti-social Behaviour Act 2003.
7. The determination of applications for the registration of land or buildings as Assets of Community Value.
8. To determine, make a decision, respond, investigate, or notify on behalf of the Council in the exercise of its responsibilities, duties and functions any Application **as set out in Schedule A**, and made in relation to any of the Acts (as amended) as set out in Schedule B, subject to any Application made under paragraphs 11 – 15 always being required to be reported to Planning Committee.
9. To determine, make a decision, respond, investigate, or notify on behalf of the Council in the exercise of its responsibilities, duties and

functions any Application **not set out in Schedule A**, and made in relation to any of the Acts (as amended) as set out in Schedule B, **except in any of the circumstances set out in paragraphs 10.1 – 15 below:**

- 10.1. Where a local member or Parish / Town Council writes, or emails, a request for a particular Application¹ to be considered by Planning Committee, sound material planning reasons are given for why this is considered necessary, and the request is accepted by the Joint Director of Planning and Economic Development at Delegation Panel, after consultation with the Chair and / or Vice Chair of Planning Committee subject to: the request having been made within twenty-one days of the date of validation of the Application, or within fourteen days of receipt by the relevant Council of any subsequent significant amendment to the Application. Any call-in request must be accompanied by a written statement giving the relevant material planning considerations and why in the opinion of the Parish/ Town Council or Ward Member it is appropriate for the Application to be determined by the Planning Committee; or
- 10.2 Where five or more Third-party Representations on material planning grounds to an Application¹ (that cannot be resolved by way of a condition(s)) are received and following consideration by the Joint Director of Planning and Economic Development at Delegation Panel, having consulted with the Chair and / or Vice Chair of Planning Committee, the Application is decided to be referred to Planning Committee for its determination, subject to: the Third-party Representations having been made within twenty-one days of the date of validation of the Application, or within fourteen days of receipt by the relevant Council of any subsequent significant amendment to the Application; or
- 10.3 Where five or more Third-party Representations on material grounds (that cannot be resolved by way of a condition(s)) to an Application related to the making of a tree preservation order are received which are contrary to the officer recommendation, subject to: the Third-party Representations having been made within twenty-one days of the date of validation of the Application,

or within fourteen days of receipt by the Council of any subsequent significant amendment to the Application; or

11. Where the Officer recommendation is one of approval, but the Application represents a significant departure from the adopted development plan. Significant departures shall include, but are not limited to, development which requires referral to the Secretary of State; or
12. Where the applicant is an elected Member or an Officer of the relevant Council, or close relative or family member of either of such persons or where an Application is made on their behalf; or
13. Where an Application is for the substantial demolition of either a listed building (within the meaning of the Town & Country Planning Act (Listed Buildings & Conservation Areas Act 1990) or a building of local interest; or
14. Where a Regulation 3 Application is made pursuant to the Town and Country Planning General Regulations 1992 (as amended from time to time or replaced); or
15. Where an Application is one which in the opinion of Officers' should be determined by the Planning Committee because of special planning policy considerations or the complexity of the application or it is of significant and / or of strategic importance.

¹: Excluding Applications for Tree Preservation Orders or Tree Works

Note:

For the purposes of considering circumstances described in paras.10.1 and 10.2, the Director in consultation with the Chair and / or Vice Chair of Planning Committee, shall have regard to the following criteria:

1. Relevant material planning considerations raising significant planning concerns.

2. Significant implications for adopted policy.
3. The nature, scale and complexity of the proposed development.
4. Planning history.
5. Degree of public involvement.

Scheme of Officer delegation in relation to the JDMC

The following powers are delegated to the Director in respect of planning and development management matters. The Director may authorise any other Officers within the Greater Cambridge Shared Planning Service to exercise these powers on their behalf. Any Officer so authorised by the Director may in turn delegate further. Such delegations must be evidenced in writing:

- A. To determine and make decisions in connection with the Applications (as set out in the attached Schedule A submitted under the legislation specified in Schedule B) and which falls wholly or substantially within the areas identified within the terms of reference of JDMC as included in Appendix 1 *except* in any of the following circumstances:
 1. where the Application is in respect of:
 - 1.1. the provision of residential units where the number to be provided is one hundred or more;
 - 1.2. the provision of a non-residential building or buildings where the GIA floor space to be created by the Application is 1,000m² or more *or* is for non-residential development to be carried out on a site that is of one hectare or more; or
 2. the Application includes the provision of primary roads, open space or other site-wide infrastructure that fulfils a strategic purpose; or
 3. a Regulation 3 Application made pursuant to the Town and Country Planning General Regulations 1992 (as amended from time to time or replaced); or

4. where the Officer recommendation is one of approval, but the Application represents a significant departure from the adopted development plan. Significant departures shall include, but are not limited to, development which requires referral to the Secretary of State; or
5. where the applicant is an elected Member or an Officer of the relevant Council, or close relative or family member of either of such persons or where an Application is made on their behalf; or
6. the Application is one which in the opinion of Officers should be determined by JDMC because of special planning policy considerations or the complexity of the application or it is significant and / or of strategic importance; or
7. Where a local member or Parish / Town Council writes, or emails, a request for a particular Application¹ to be considered by Planning Committee, sound material planning reasons are given for why this is considered necessary, and the request is accepted by the Joint Director of Planning and Economic Development at Delegation Panel, after consultation with the Chair and / or Vice Chair of Planning Committee subject to: the request having been made within twenty-one days of the date of validation of the Application, or within fourteen days of receipt by the relevant Council of any subsequent significant amendment to the Application. Any call-in request must be accompanied by a written statement giving the relevant material planning considerations and why in the opinion of the Parish/ Town Council or Ward Member it is appropriate for the Application to be determined by the Planning Committee; or
8. Where five or more Third-party Representations on material planning grounds to an Application¹ (that cannot be resolved by way of a condition(s)) are received and following consideration by the Joint Director of Planning and Economic Development at Delegation Panel, having consulted with the Chair and / or Vice Chair of Planning Committee, the Application is decided to be referred to Planning Committee for its determination, subject to: the Third-party Representations having been made within twenty-one days of the date of

validation of the Application, or within fourteen days of receipt by the relevant Council of any subsequent significant amendment to the Application.

¹: Excluding Applications for Tree Preservation Orders or Tree Works

Note:

For the purposes of considering circumstances described in paras 7 and 8 the Director in consultation with the Chair and / or Vice Chair of the Planning Committee shall have regard to the following criteria:

1. Relevant material planning considerations raising significant planning concerns.
2. Significant implications for adopted policy.
3. The nature, scale and complexity of the proposed development.
4. Planning history.
5. Degree of public involvement.

Schedule A: Applications delegated to the Director (not subject to consideration for Committee)

- a) any Application for prior approval, telecommunications, advertisement consent, lawful development certificates, householder development, discharge of conditions, S96 non-material amendment, permission in principle, tree works, or S19 of the Planning (Listed Buildings and Conservation Areas) Act 1990.
- b) to determine the reasons for which any Application would have been refused where this is relevant to appeals against non-determination and, on a without prejudice basis, to suggest appropriate conditions and approve / comment on the terms of Section 106 agreements or Unilateral Undertakings.
- c) negotiating and settling (i) the terms of any planning obligations and/or the discharge of planning obligation/s pursuant to sections 106 and 106A of the Town and Country Planning Act 1990 (as amended) in accordance with the terms of any resolution or decision to grant planning approval by the relevant Planning Committee: and (ii) the authority to enter into any planning obligation for the purposes of acting as the enforcement authority for any planning

obligation imposed on the other Council in the circumstances where it has a legal estate in the Application site.

- d) screening and scoping opinions pursuant to the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011 (as amended from time to time or replaced)
- e) to carry out and adopt Appropriate Assessment under the Habitats Regulations.
- f) negotiating and completing applications for planning performance agreements.
- g) any operational matters and decisions, including its enforcement, relating to the implementation of a Community Infrastructure Levy.
- h) consent for drainage works.
- i) prior notifications and approvals under a Development Order
- j) goods vehicles operating licences

Schedule B: 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
- 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
- Planning Act 2008
- Localism Act 2011
- Growth and Infrastructure Act 2013
- Infrastructure Act 2015
- Housing and Planning Act 2016
- Neighbourhood Planning Act 2017
- Levelling up and Regeneration Act 2023

- The Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019
- Any new legislation that is relevant to the Councils' Planning functions.

Appendices

The Terms of reference for the Joint Development Management Committee (JDMC), Standing Orders and plans are in Appendix 1.

Development Control Forum details are in Appendix 2

The Cost Sharing Protocols for JDMC are in Appendix 3

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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 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 The Public Speaking Rights at Planning Committee.

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

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Appendix 2 – Development Control Forum

Development Control Forums are triggered by receipt of a qualifying petition

Receipt of Petitions and Notification of Development Control Forum

1. Neighbour consultation letters on planning applications within the remit of the committee shall include information about the scheme for development control forums and the relevant consultation period.
2. A Petition should be sent to the Administrator and should identify the matter to which it relates and the grounds of concern.
3. The Administrator will:
 - (a) Liaise with the Planning case officer to obtain the following information:
 - The expiry date of the relevant consultation period;
 - The addresses of the applicant and agent.
 - (b) Check whether the petition meets the criteria established in the scheme – i.e.:
 - It contains at least 25 signatures of residents and/or business owners in the County;
 - It includes the addresses of those who have signed it;
 - It has been received within 7 working days following the end of the relevant consultation period (in the case of petitions of objection) and no later than 6 working days before a Forum meeting (in the case of petitions of support);
 - The application is not: a householder application; an application for a certificate of lawful use; or an application for advertisement consent.

[Note:

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

- (ii) *Normally, a Forum will not be convened in the case of petitions relating to amendments to applications, or to applications which have already been the subject of a Forum. However, the Administrator, following consultation with the Chair and Vice Chair, is authorised to decide whether significant new issues are raised, making a Forum appropriate.*
- (iii) *A Forum will not be held to hear a petition of support alone, except where an application, which has not already been subject to a Forum meeting, is resubmitted following an earlier refusal of planning permission.*
- (iv) *Petitions may be submitted by email subject to the following:*
- *An e-mail petition must consist of individual e-mails, showing the sender's e-mail address.*
 - *An e-mail petition must include the sender's postal address.*
 - *The e-mails must be addressed to the organiser (rather than a council or the committee or its members) who must then let the [administrator to be appointed] have print-outs of the requisite number of supporting e-mails. [Random checks will be carried out on petitioners that have used the e-mail procedure.]*
- (c) Liaise with the Planning case officer and Chair and spokespersons about the date of the Development Control Forum and fix a date, time and venue. So far as practical at least 10 days (including weekends) notice should be given to all those attending under (d). For the avoidance of doubt dates for possible Development Control Forum meetings may be programmed in advance of receipt of petitions.
- (d) Send written invitations to:
- The lead petitioners;
 - The applicants and agents;
 - Committee members;
 - Ward councillors;
 - Planning officers;

The press will also be informed.

The invitations to the meeting should include:

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

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

4. If two or more petitions are received relating to the same planning application, the following procedure should be applied:

- In the case of two or more petitions opposed to the application, or two or more petitions in support of the application, the petitioners will be encouraged to make a joint presentation. If agreement on this is not possible between the petitioners, they would share the time allocations given in paragraph 9.

Development Control Forum Meetings

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

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

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

8. The main purpose of Forum meetings is to enable petitioners and applicants to give their views and to provide the means by which consensus can be built between the parties.
9. The format of the Forum will be as follows for each application:

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

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

After the Meeting of the Forum

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

Copies of the finalised minutes will be sent, for information, to:

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

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

11. The case officer should contact the applicants/agent after the meeting to discuss whether a meeting would be helpful to discuss the issues raised at the Forum and to discuss any changes that may be necessary to the application. The applicant will be encouraged to keep in direct contact with the petitioners and to seek their views on any amendment/s.
12. The case officer will inform the petitioners' representatives of any amendments to the application. Normally, no further Development Control Forum will be held if the planning application is amended - see paragraph 3 (b) (ii).
13. The petitioners' representatives will be informed of the date of the meeting at which the application is to be considered by the committee and will be sent copies of the committee report. The petitioners and applicants will be asked to send any further comments they may have on the report to the planning case officer as soon as possible, so that they can be circulated in good time to members of the committee.

Appendix 3 – Cost Sharing Protocols for JDMC

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

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

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