

3. Planning Scheme of Delegation

- 3.1. The terms of reference of the Planning Committee include responsibility to determine the level of delegation to officers. It is important that there is clarity as to which decisions officers can determine and which the Planning Committee must determine.

No	Title of Post Holder	Function Delegated	Date
P1	Head of Planning Policy and Economic Development and Head of Development Management and Planning Enforcement, Planning Policy Manager, Planning Team Leader	Determination of all matters arising from all legislation relating to the use and development of land, subject to the requirements of Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026 ("the Planning Regulations 2026") . Should any of these officers think it necessary or appropriate, they may at their discretion, refer any matter for consideration and / or determination by the Planning Committee, and shall inform the Chair of Planning Committee accordingly.	12 December 2023 FC 1 April 2025 MO 6 May 2025 FC 11 Aug 2025 MO
P2	Chief Executive, Directors, Heads of Service	To authorise, in writing, Officers to enter on to land or to apply for a warrant and thereafter enter land pursuant to sections 196A-196C and 214B-214D of the Town and Country Planning Act 1990 as amended	12 December 2023 FC
P3	Head of Planning Policy and Economic Development and Head of Development Management and Planning Enforcement	Agree the terms of, and variations to, Section 106 agreements under the Town and Country Planning Act 1990 in connection with the grant of planning permission granted under appeal.	12 December 2023 FC 11 Aug 2025 MO
P4	Head of Planning Policy and Economic Development and Head of Development Management and Planning Enforcement	To refuse to enter into a Section 106 agreement if the same has not been completed within 6 months of the Planning Committee having granted planning permission, subject to a Section 106 agreement, without the need to return the matter to the Planning Committee.	12 December 2023 FC 11 Aug 2025 MO

Deleted: A Planning Committee member or ward councillor may call in a matter for determination by the Planning Committee in accordance with the procedure outlined in the Framework (Annex 4.8, Section 8).¶
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The request to "call-in" an application must be on relevant planning grounds and merit intervention to have the application placed before the Planning Committee. Where the "call in" is not made on material planning grounds the "call-in" will be invalid. The decision as to whether the grounds are justifiable will be at the discretion of the Head of Development Management and Planning Enforcement in consultation with the Chair of Planning Committee and the councillors concerned.¶

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Appendix 2-1 – Live Register of Delegations
Date of issue: 17/03/2026

P5	Head of Planning Policy and Economic Development and Head of Development Management and Planning Enforcement, Planning Policy Manager, Planning Team Leader, Principal Planning Officer	Determination of all 'non-major and other' matters arising from all legislation relating to the use and development of land. The definition of 'non-major' and other' applications, shall include the following specific matters as defined within Regulation 3 of the Town and Country Planning (Section 62A Applications) (Amendment) Regulations 2016 – (a) applications for planning permission for the development of land in England which is non-major development other than excluded applications; (b) applications for approval of a matter that, as defined by section 92 of the 1990 Act, is a reserved matter in the case of an outline planning permission for the development of land in England which is non-major development. The definition of 'other' applications, shall include - tree works applications, determining compliance with conditions to existing permissions. Should any of these officers think it necessary or appropriate, they may at their discretion, refer any such matter for consideration and / or determination by the Planning Committee, and shall inform the Chair of Planning Committee accordingly, subject to the requirements of Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026 ("the Planning Regulations 2026").	6 May 2025 FC 11 Aug 2025 MO
P6	Head of Planning Policy and Economic Development in consultation	To invite the examining Inspector(s) to recommend any modifications they consider to be necessary in accordance with section	26 August 2025 UD

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	with the Chair of Licensing and Planning Policy Committee once the Local Plan 2022- 2040 has been submitted for examination	20(7C) of the Planning and Compulsory Purchase Act 2004	
P7	Head of Planning Policy and Economic Development in consultation with the Chair of Licensing and Planning Policy Committee	To propose changes and corrections to the Local Plan (2022-2040) and supporting documents, including policy updates, editorial, typographical and grammatical errors, during and following the publicity period, plan submission and during examination.	26 August 2025 UD
P8	Head of Development Management and Planning Enforcement, Head of Planning Policy and Economic Development, Planning Team Leader	Closure of planning enforcement cases, subject to officers reporting closed enforcement cases to Planning Committee as normal.	10 February 2026 FC
P9	Head of Development Management and Planning Enforcement, Head of Planning Policy and Economic Development, Planning Team Leader	Determination of tree works applications where there is a financial or public interest in doing so, unless there is a significant financial implication for the Council	10 February 2026 FC
P10	Head of Development Management and Planning Enforcement, Head of Planning Policy and Economic Development, Planning Team Leader	Service of dangerous tree notices for trees affected by Ash dieback Relevant legislation: s.23 Local Government (Miscellaneous Provisions) Act 1976	10 February 2026 FC
<u>P11</u>	<u>Head of Development Management and</u>	<u>Role of Nominated Officer, as defined under the Planning Regulations 2026.</u>	

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	<u>Planning Enforcement</u>		
<u>P12</u>	<u>Head of Planning Policy and Economic Development, Planning Team Leader</u>	<u>To deputise for the Nominated Officer, as defined under the Planning Regulations 2026, in the Nominated Officer's absence.</u>	
<u>P13</u>	<u>Head of Planning Policy and Economic Development, Head of Development Management and Planning Enforcement, Planning Team Leader, Principal Planning Officer, Planning Officer</u>	<u>Determination of Schedule 1 applications, as defined under the Planning Regulations 2026.</u>	
<u>P14</u>	<u>Head of Planning Policy and Economic Development, Head of Development Management and Planning Enforcement, Planning Team Leader, Principal Planning Officer, Planning Officer</u>	<u>Determination of a Schedule 2 application, as defined under the Planning Regulations 2026, where such application has been delegated to Officers for determination.</u>	
<u>P15</u>	<u>Head of Planning Policy and Economic Development, Head of Development Management and Planning Enforcement, Planning Team Leader, Principal Planning Officer, Planning Officer</u>	<u>Determination of applications that do not fall under Schedules 1 or 2 of the Planning Regulations 2026</u>	
<u>P16</u>	<u>Head of Development</u>	<u>Having first consulted with the</u>	

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	<u>Management and Planning Enforcement</u>	<u>Nominated Member, determine and put in place appropriate triaging arrangements in relation to 'Schedule 2' and 'Own-Interest' planning applications</u>	
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