

Planning Position Statement of Jordans Village Ltd

Version

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Jordans Village Ltd (JVL) is a Community Benefit Society registered with the Financial Conduct Authority in England under the Co-Operative & Community Benefit Societies Act 2014 (registration number 7533R).

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1. JVL's planning powers

Jordans Village Ltd (JVL) has the power to control development in the village (the original Estate owned by JVL, and not Jordans Way, Long Wood Drive or Dean Wood Road) through the ownership of certain properties, through being the freeholder of some properties on long leases, or through the Management Scheme for freehold properties. The Management Scheme was instituted following the passage of the Leasehold Reform Act which enabled the holders of long leases to purchase the freehold from JVL and was approved by the High Court in 1980. The owners of properties included in the Management Scheme are required to obtain JVL's approval if they wish to carry out:

1. The erection of any structure on, or in the grounds of a property, including sheds, greenhouses, entrance gate pillars, solar panels, satellite dishes, sign boards etc.
2. Any alteration or additions resulting in a change in the exterior of a property or its fenestration, its boundaries (including hedges) or points of access
3. Any alteration to the Village's verges adjacent to any properties, to include edging, enlarging or surfacing
4. The felling of any tree with a girth in excess of 24 inches measured at a point 4 feet from the ground
5. The excavation or disposal of earth, sand and gravel from any property unless necessary for works already approved by JVL
6. The use of a property for non-residential purposes (unless for professional purposes).

JVL is not a Local Planning Authority under the Town and Country Planning Acts, and persons wishing to undertake developments must also seek planning approval from Buckinghamshire Council as required by these Acts.

2. JVL's planning objectives

JVL aspires to promote sustainability, balancing the need to ensure high standards of construction and the conservation of the village's rural environment. JVL's planning objectives are:

1. To maintain and enhance the rural feel of the village, characterised by a mix of open spaces, fields, woodland, natural boundaries, minimal hard landscaping, and a sense of space around properties which sit comfortably within their plot and location.
2. To ensure that any new buildings and alterations to existing buildings respect the village's unobtrusive design ethos, including complementary modern designs
3. To promote the sustainable use of resources, encourage renewable energy, enhance biodiversity and minimise the emissions of carbon dioxide
4. To ensure that the views of neighbours and the community are considered in JVL's planning decisions.

The objective of JVL's original Building Regulations was to "maintain the unassuming rural character of the Village", and JVL considers that this phrase still encapsulates its intention for today.

In assessing any application, JVL may also give consideration to (but is not limited to) the following:

- Green Belt, Conservation Area, Listed Building and other relevant designations by the Local Planning Authority
- The policies for Jordans in the Chalfont St Giles Neighbourhood Plan which were developed following the Neighbourhood Plan surveys of Jordans residents, and the relevant Local Plan
- Recent developments/applications and known likely future developments in the local area surrounding the site of the application in order to prevent clusters of over-development within the village
- The impact of proposed works on neighbours.

3. Planning policies

JVL will use the following policies to evaluate applications for planning consents, but may vary from them depending on the merits or demerits of particular applications. JVL's previous decisions do not necessarily provide precedents for subsequent decisions because each individual application is different, and because its planning policies evolve over time.

1. JVL will permit the infilling and subdivision of plots only:
 - a. where the resulting plot sizes are similar to those in the local area
 - b. the development does not result in a material change to the character of the local area
 - c. the appearance, size and proportions of the new buildings are similar to those in the local area, and
 - d. the size of the new buildings is not excessive for the size of the new plots.
2. Proposed extensions to existing properties, new buildings or developments should not:
 - a. result in a building that is out of scale, height or proportion in relation to neighbouring buildings, or that is excessive for the size of its plot compared to neighbouring plots
 - b. result in a plot that is over-crowded with buildings
 - c. have a detrimental impact on the character of the street scene or local area, and
 - d. overlook, overshadow or result in a loss of the privacy of neighbouring properties, including noise pollution.
3. New developments and extensions should maintain the views of fields, woods and other natural features between buildings when viewed from a road or footpath.
4. The frontage of any new building (including but not limited to garages) or an extension should not be forward of the building line of neighbouring houses.
5. The demolition of existing properties (in particular those designed by Fred Rowntree) will not be permitted unless there are compelling reasons for the proposed demolition.
6. The conversion of garages to living accommodation must have acceptable proposals for alternative car parking, and JVL will not permit the building of new garages on a site where such a conversion has taken place.
7. Close boarded security gates will be not be permitted.

8. Tree felling is permitted when the tree is likely to be a danger to property or people; the applicant may be required to replace the felled tree with a native sapling.
9. Temporary or permanent advertisement boards or signs will not be permitted.

The application of these policies and the decision of JVL may require the use of some subjective judgements by JVL's Management Committee, assisted as appropriate by the opinions of neighbours. JVL will make its decisions on applications with regard to the merits, facts and circumstances of each case, and does not necessarily regard decisions on previous applications as precedents for other applications. It will not take into account any personal factors mentioned in any application.

JVL may give different weights to policies in its decisions, depending on the location of the application. As shown on the accompanying map, JVL recognises three different zones, characterised by different densities of building and plot sizes:

1. The Conservation Area
2. South - Beech Lane and Copse Lane south of Seer Green Lane
3. North - the rest of the village.

Any approval given by JVL will be subject to the standard conditions set out in Annex 1, plus any other special conditions JVL considers necessary. In particular JVL may decide that a property (including all constructions within its boundaries) is fully developed, and may require the applicant to enter into a covenant for the benefit of JVL preventing further development as an additional condition of approval.

Applicants are responsible for obtaining any necessary planning permissions and other approvals from local and statutory authorities. The granting of permission by other authorities does not oblige JVL to grant consent for that application.

JVL will consider applications for tree felling and tree related works against its Tree Policy, which is available separately from the Estate Office.

The use of traditional greenhouses and timber sheds is in keeping with the rural character of the village. However JVL wishes to ensure that the number, size and location of such structures is appropriate. JVL approval for the construction of such buildings will not be required provided the following conditions are met:

1. The total of such structures on any one plot does not exceed one shed and one greenhouse.
2. The footprint of the proposed structure does not exceed 10 x 8 feet.
3. Its maximum height does not exceed 7 feet 6 inches.
4. Traditional materials (timber for sheds) and unobtrusive colours are to be used.
5. The new structure is not to be sited forward of the building line of the main house.
6. JVL is notified of the intention to install the new structure and is provided with a location plan and certification that neighbours have been consulted and do not object.

JVL's prior permission for the construction of sheds or greenhouses which do not comply with these conditions will still be required. Like for like replacement of existing sheds and greenhouses which have reached the end of their useful life does not require approval.

4. Planning guidelines

JVL encourages residents to follow these guidelines in their applications:

1. Extensions should complement the original character and qualities of the house, its plot and the neighbouring buildings in terms of scale, massing, matching materials, openings and roof form.
2. Extensions should conserve or enhance the overall appearance of the property, improving any previous unsympathetic alterations or extensions.
3. Extensions should be designed with regard to the role played by a house within the overall street scene and must not unbalance the visual symmetry of a pair of houses.
4. Existing structures which are poorly located, of inferior design or beyond economic repair should be removed or renovated.
5. JVL will encourage the removal of garages from the road frontage.
6. JVL encourages roof mounted solar panels, and where possible they should be sited so that their visual impact and the impact on the amenity of the local area is minimised.
7. Satellite dishes should be sited so that their visual impact on the building and impact on the amenity of the local area is minimised.
8. Entrance gates should be in the style of traditional five bar rural gates, and brick or stone pillars are discouraged in order to retain rural nature of the village.
9. To promote biodiversity, plot boundaries should have hedgerows with traditional mixed native hedge species, and the removal of hedges fronting or visible from roads or footpaths is discouraged.
10. Close boarded fences and brick or stone walls are discouraged.
11. Boundary hedges and fences should be of adequate but not excessive height or width.
12. Brick pavements for parking are discouraged, and any parking areas should be permeable to prevent rainwater run-off.
13. JVL discourages the replacement of grass areas and flowerbeds with artificial turf. Hard standing, decking, patios and car parking areas should be minimised.
14. Tree surgery should only be carried out for the health of the tree or for safety reasons, and should be only the minimum necessary.
15. External lighting for safety or security purposes should be controlled so that it is not on for extended periods of time and should not cause unnecessary interference with neighbours. Decorative lighting, such as tree uplighting, is not encouraged outside festive seasons to minimise light pollution.
16. Extensions and new buildings should be insulated to the highest standards, and when work is being undertaken on an extension, the opportunity should be taken to extend these standards to the existing building.
17. Residents are encouraged to minimise energy consumption and improve their home's environmental performance through insulation, upgrading heating, low energy lighting systems, and installing renewable energy technologies.

5. Planning process

JVL's Management Committee (MC) is responsible for making decisions on planning applications. All applications are evaluated its Planning Sub-Committee (PSC), which has delegated powers to decide minor applications and makes recommendations to the MC on the others. The MC meets on the last Friday of every month, with the exception of August and December, and the PSC usually meets the week before the MC meetings. The MC is not duty bound to follow the recommendation of the PSC.

The process for planning applications is as follows:

1. In order to obtain a decision from JVL, applicants should submit two complete sets of drawings in paper and in an electronic format.
2. Plans must:
 - a. Be large enough to show the proposed changes clearly.
 - b. Show the Existing and Proposed floor plans, elevations, and sections.
 - c. Include Site Plans showing how the existing and proposed structures relate to neighbouring properties.
 - d. Include a Location Plan which shows where the property is located in the neighbourhood.
 - e. State the scale of the drawings; please note that the same scale must be used for both Existing and Proposed floor plans, elevations, and sections.
 - f. Scale for building floor plans, elevations, & sections 1:100 max.
 - g. Scale for Site Plans 1:500 (to include whole of existing plot).
 - h. Scale for Location Plans 1:1250 min 1:2500 max.
 - i. Show the actual dimensions in writing.
 - j. Show the existing and proposed floor area (for extensions).
 - k. Contain information about the proposed materials.
 - l. Provide the existing and proposed floor area of living space. If the application includes non-living space (e.g. garages) then the existing and proposed non-living space area should be provided separately.
 - m. Provide the area of the plot.
 - n. Show details of proposed planting, fencing and gates.
 - o. Show any proposed changes in access arrangements.
 - p. Show any trees proposed for felling
 - q. Set out any proposals to improve the energy efficiency of existing buildings on the plot.
3. Applicants should submit these plans, along with the appropriate application fee (see below) to JVL's Estate Office on or before the first day of the month in order to be considered at that month's PSC or MC meeting, or the next month's meeting if there is no meeting scheduled (please note that the MC does not usually meet in August or December). This submission date will be strictly adhered to.
4. A notice of planning applications will be posted at the Estate Office.
5. Applicants are encouraged to discuss their proposals with their neighbours at an early stage and take their views into account. With applications for which a fee is payable, a notice of planning applications will be given to immediate neighbours who must make

their written representations to JVL before the relevant meeting of the PSC. In addition, drawings will be available for inspection by all residents at the Estate Office.

- a. If comments are received in relation to an application, an acknowledgement of receipt will be sent indicating when the matter will be discussed and where the decision can be found.
 - b. JVL will not respond to comments made by neighbours or others on planning applications, but all comments will be considered by the PSC.
 - c. Applicants may view any comments received by JVL on their applications, but any person making comments may ask for them to be made anonymous.
6. The PSC will review each application in the light of JVL's planning objectives and policies, the opinions of neighbours, and any other relevant factors. It may arrange a site visit with the applicant.
 7. The PSC reserves the right to require applicants to peg out the site of the proposed works and to demonstrate their height.
 8. The MC has delegated all planning decisions to the PSC, except:
 - a. All applications for extending houses or for building new houses
 - b. All outbuildings with floorspace over 15 sq m
 - c. Any application where the PSC does not unanimously agree to approve or refuse it.
 - d. Anything else that the PSC considers should be the decision of the MC.
 9. The PSC may recommend a site visit by all members of the MC. Any such visit will be carried out as soon as practically possible but may result in a short delay (typically one month) until a decision is reached by the MC.
 10. The MC requires a minimum of 50% of its total membership (excluding any members subject to a conflict of interest on the application), to support any approval granted on all planning applications not decided by the PSC. In the event that the minimum number of Members is unable to agree, but the application is supported by a majority of those present (excluding any conflicted members), the matter is deferred to a later meeting for reconsideration.
 11. The Estate Office will inform applicants of JVL's decision in writing as soon as is practicable.

Pre-Application Preliminary View

For major proposals, it is possible for applicants to obtain a preliminary view from the Management Committee on their proposal. They should submit as much information as possible, including a site plan showing the footprint and location of the proposed works within the plot together with indicative plan and elevation drawings. These may be hand drawn, but must be clear and to scale, with the scale indicated. The Planning Sub-Committee may wish to visit the site, and will consider the information provided and make a recommendation to the Management Committee, whose views will be communicated to the applicants after the Committee's meeting. While these views will not be a commitment from the Committee to approve or reject the application, they may give the applicant some guidance on how it would apply the Planning Policy to the application and may include any comments or suggestions that the Committee would like the applicant to consider. The applicant will still need to follow the

process for planning applications as set out above in order to obtain JVL's formal decision on their application. There is a charge for obtaining a pre-application preliminary view.

Planning Related Meetings

Applicants may wish to meet representatives of the Planning Sub-Committee, either as part of the Pre-application process above or to discuss an application which has been refused. Any views expressed at such a meeting would not be binding on JVL's subsequent decisions on the application. The procedures by which such meetings will be held are set out in Annex 2.

6. Fees

JVL requires the submission of an Application Fee with each application in order for it to be considered. This fee covers the costs of neighbour notification, correspondence and committee reviews and decisions. If JVL considers that it needs professional advice on the application, it may ask the applicant to pay JVL's reasonable expenses for such advice.

Once an application has been approved, the following fees become payable:

- A one-off Road Maintenance Fee to cover the costs of general wear and tear to village roads and verges by vehicles used by contractors and by transport of materials to and from the works
- A Road Maintenance Deposit against major damage to village roads, hedgerows and verges directly attributable to vehicles used by contractors and by transport of materials to and from the works. This deposit will be returned when the works have been completed, minus any moneys required to repair any specific damage to village roads, verges or other property

If JVL considers that the damage caused by contractors exceeds, or is likely to exceed, the amount of the deposit, it reserves the right to request an additional deposit or payment during or after the completion of the works.

JVL Planning Fees

Proposal	Application Fee	Road Maintenance Fee*	Road Maintenance Deposit*	Notes
Pre-application preliminary view	£125			Half this fee will be offset against the application fee if the proposal progressed to a full application
Tree felling, tree pruning and garden sheds	£0	£0	£0	Work must commence within 12 months from permission and be completed within 24 months from permission
Extensions and buildings under 10 sq m floor area	£65	£300	£600	
Extensions and buildings 10 - 25 sq m floor area	£125	£625	£1,259	
Extensions and buildings over 25 sq m floor area	£250	£1,250	£2,500	Works must commence within 18 months from permission and be completed within 36 months from permission

**For those properties located in Jordans Lane, and those properties located in the parts of Wilton Lane that are only accessible by vehicle via Longbottom Lane or via Jordans Lane, the Road Maintenance Fees are waived, and Road Maintenance Deposit is half that stated above. This is because a contractor's and delivery vehicles do not need to cross land owned by JVL to access those plots.*

7. Easements

In some cases, an applicant may need an easement over land owned by JVL, for example for access over a verge or drainage under land owned by JVL. This is not granted by JVL's planning consent, and a separate agreement is necessary from JVL, which has discretion in whether to grant the easement. A financial consideration and a legal agreement will be required, and any costs of the valuation and the legal agreement incurred by JVL must be met by the applicant.

8. Compliance

JVL's prior agreement is required to any subsequent changes of the plans that it has approved before the changes are implemented.

JVL reserves the right to inspect works, either during construction or after completion, to ensure that the approved plans are implemented, or to investigate complaints of non-compliance from neighbours. Following or during any inspection, JVL will wish to meet the applicant to discuss compliance and agree any remedial action required. If this process fails to resolve the problem, JVL reserves the right to seek suitable legal redress, and to recover any costs it incurs in such actions.

Buckinghamshire Council may also wish to undertake suitable action for any breaches of its planning consents.

JVL reserves its right to amend any part of this document without notice. Normally it will undertake consultation with residents before implementing any material changes to its planning objectives or policies. Any application will be assessed against the planning policies current at the date of application.

Annex 1: Planning conditions

Planning consent (if given) is granted subject to the following standard conditions:

General

1. Any approval granted by JVL is limited to the works described on the approved drawing. Any amendments to them must first receive JVL's written consent prior to the commencement of works.
2. Applicants must start and complete the works within any timescales imposed by JVL. Unless otherwise stated the timescales are as follows. For an extension or minor works, work must commence within 12 months from permission and be completed within 24 months from permission. For major works or a new building, works must commence within 18 months from permission and be completed within 36 months from permission. Amendments making minor changes to a previously approved application have no impact on the timetable originally granted.
3. Applicants must inform JVL and neighbours when work will commence.
4. If the permitted works have not materially commenced within the specified timescale the permission will lapse. For the avoidance of doubt, once a planning permission has lapsed a new full planning application must be submitted to JVL for approval.
5. Applicants must ensure that work only takes place between 8.00am to 5.00pm Monday to Friday and 8.00am to 12.30pm on Saturdays. No work is permitted on Sundays or Public Holidays.
6. Applicants must ensure that no plant or materials associated with the works are stored on Village verges or roads, and that (where possible) contractors' vehicles are parked on their property rather than on village roads.
7. Applicants must ensure that contractors do not erect advertising boards or notices in or around the site.
8. Applicants must cleanse and make good to the satisfaction of JVL any damage to the property of JVL or any resident that results from the proposed works.
9. Applicants must ensure that trees likely to be affected by the works are properly protected.
10. The permission of all relevant statutory authorities must be obtained by applicants prior to the commencement of the works.
11. The Management Committee, at its discretion, may impose additional conditions.
12. JVL will have the ultimate decision regarding responsibility and cost in cases of dispute.

Construction and delivery vehicles

13. Applicants must ensure that there is no obstruction at any time to roads, pathways, public footpaths, bridleways, or driveways caused by construction/delivery vehicles, construction materials, or refuse related to the works.
14. Applicants must ensure that the size and weight of delivery vehicles used by their contractors are suitable for village roads.
15. Applicants must ensure that construction traffic and site deliveries do not take place between the times of 8.30am - 9.30am and 2.30pm - 3.30pm in order to minimise

disruption and ensure the health and safety of people on the school run and commuting to work.

16. The JVL secretary must be informed of the proposed start date of works in advance to allow adequate time to record and agree the condition of verges, roads, pathways, facilities, property etc before building work commences.

Nuisance to Neighbours

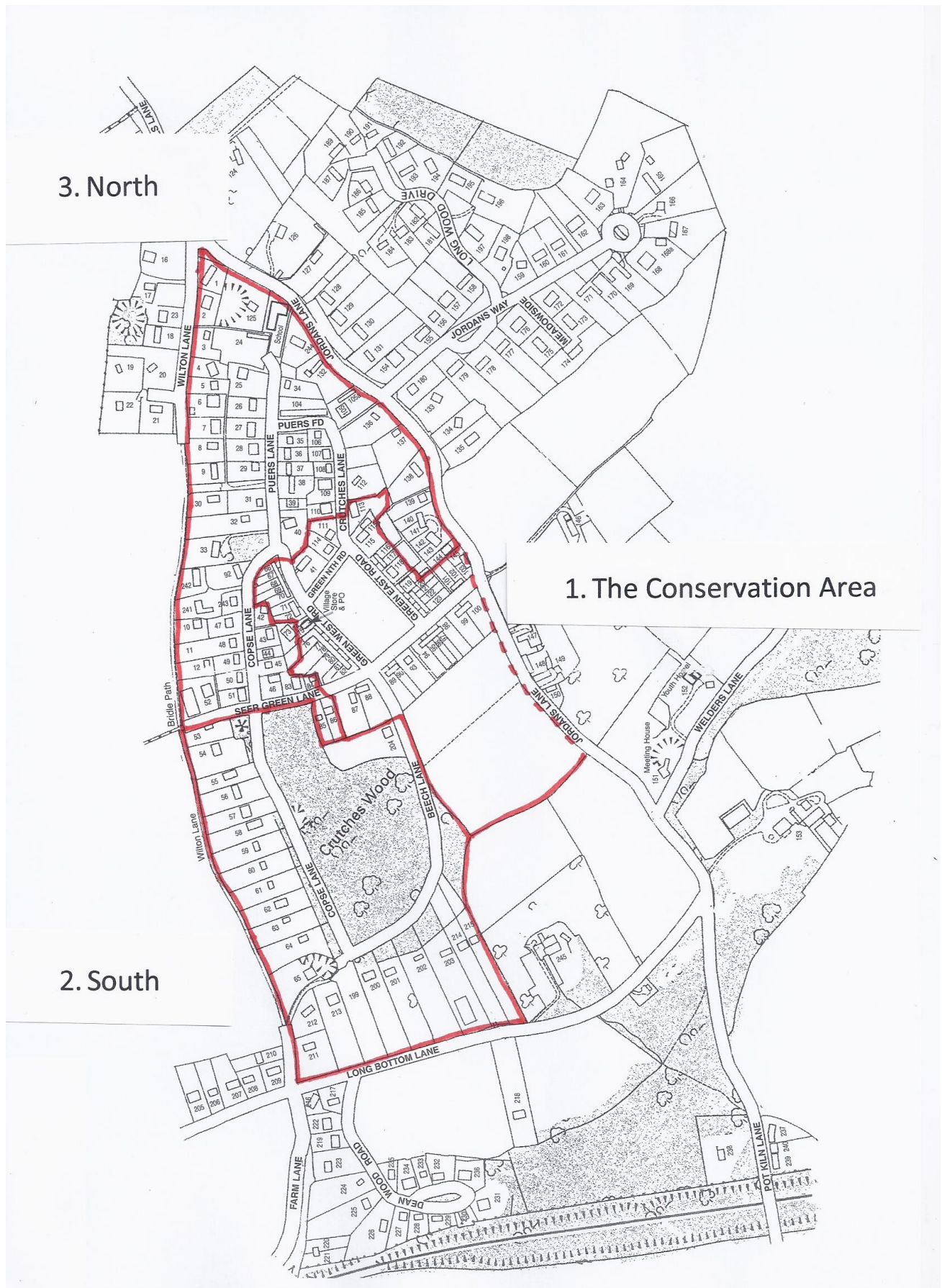
17. Applicants must ensure that noise, especially from radios and electronic equipment, and disturbance to neighbours resulting from the works is kept to a minimum. Applicants must take effective action to reduce noise if it deemed to be inappropriate by JVL or neighbours.
18. Applicants must prevent the burning of rubbish and materials on-site.

Compliance with Planning Policy

19. As part of any approval, JVL requires the applicant to return a signed copy of the planning permission and any associated planning conditions.
20. JVL reserves the right to inspect the building works both during construction as well as after construction is completed to ensure compliance with the approved plans. Applicants will permit access to the building site and works to allow the inspection to take place.
21. Applicants must comply with any reasonable request from JVL to ensure that their works comply with the plans approved by JVL.
22. If requested, applicants shall provide a certificate addressed to JVL from their architects confirming that all works have been completed according to the approved plans.

In the event that JVL consider that the Applicant in carrying out the works for which JVL has given approval has breached the terms of the approval in whole or in part and this issue cannot be resolved by agreement between the Applicant and JVL, JVL reserves the right to take the legal proceedings necessary to prevent continuance of the breach.

Annex 2: Local areas



Annex 3: Meetings between JVL and planning applicants

Any meeting with prospective or unsuccessful applicants

1. Two or more members of the Planning Sub-Committee (PSC) (or other members of JVL if appropriate together being "PSC Representatives") must be present.
2. Such meetings will be minuted by one of the PSC Representatives present, and the minutes will be sent to the JVL Secretary once finalised.

Meetings with prospective applicants to discuss a forthcoming application

In the case of prospective applicants, the purpose of the meeting will be to explain JVL's planning procedures and the background to the Planning Policy (a copy of which will be provided). The following must be noted and countersigned by the applicant prior to any meeting taking place:

1. Decisions on planning applications are only taken at quorate formal JVL Management Committee meetings. JVL is entitled to disregard any recommendation from the Planning Sub-Committee as well as any report of any meeting that has taken place between the applicants and the PSC Representatives.
2. Any opinions on any proposals expressed by any PS-C Representatives at any meeting with an applicant must not be construed as an approval, nor an indication that such proposal would be approved by JVL in a formal Management Committee meeting.
3. The Meeting should be for the purpose of explaining the context of the Planning Policy and no discussions of detailed proposals should take place.
4. It is the sole responsibility of the applicant to decide whether to take forward any comments or views expressed at the meeting and submit a proposal (subject to the procedures detailed in the current JVL Planning Policy). JVL will not be held responsible for any consequences of any decision that the Applicant may make regarding whether an application is submitted nor if an application is submitted its precise form.

Meetings with unsuccessful applicants to discuss a declined application

The purpose of a meeting following the refusal by JVL of an application will be to explain any aspects of the refusal that are unclear. The following must be noted and countersigned by the applicant prior to any meeting taking place:

1. Decisions on planning applications are taken at quorate formal JVL Management Committee meetings. Any meeting with an applicant cannot reverse a JVL decision already made.
2. The PSC representatives may take the opportunity to mention certain aspects of the original application that gave JVL particular cause for concern.
3. It is the sole responsibility of the applicant to decide if they wish to amend the proposal and re-apply for approval (subject to the procedures detailed in the Planning Policy). JVL will not be held responsible for the consequences of any decision that the applicant may make regarding whether a revised application will be submitted nor, if such an application is submitted its precise form.
4. Nothing discussed in any meeting with the PSC representatives should be construed as an approval of any revised application nor that any revised application would be approved by JVL in its formal Management Committee meeting.

Annex 4: JVL's planning mediation process

Applicants who are dissatisfied with JVL's decisions under its Planning Policy may seek a resolution between themselves and JVL through a process of mediation. This is NOT an appeal (whereby a third party makes a decision on the matter after hearing the applicants' case and JVL's case), but an attempt to resolve the matter through a process of finding a common ground that is acceptable to both sides.

JVL's mediation scheme covers applications for which a planning fee has been paid and JVL has made a decision in writing to the applicant to refuse their application or to permit their application with non-standard conditions (the standard conditions are set out in Annex 1). A dissatisfied applicant may notify JVL in writing of their desire to seek mediation within three months of the date of JVL's communication informing the applicant of its decision.

JVL will then implement the following process:

1. JVL will meet the applicant to agree the process and an indicative timetable within two weeks of receiving the applicant's request for mediation. The merits and demerits of the application will not be discussed at this meeting, but the names of mediators who would be acceptable to both sides may be considered. Such persons should be a professional mediator or be familiar with the village of Jordans, have some knowledge of planning or related matters, and command some respect in the community.
2. JVL will approach possible mediators and ask about their willingness to act as a mediator and the associated costs. It will communicate this information to the applicant and agree with them who should act as the Mediator.
3. The Mediator will arrange for a time at which they can meet JVL's representatives and the applicant separately and hear their cases. The Mediator will then decide the process by which they will attempt to resolve the matter, and this may include further meetings with JVL and the applicant, either separately or together, until a common position is found or the Mediator concludes that a common position is not feasible.
4. The Mediator will produce a written report setting out any agreement reached between JVL and the applicant which will be sent to JVL and the applicant. At this stage JVL and the applicant are not formally committed to the agreement reached via the Mediator. If no agreement has been reached, the Mediator may produce their own recommendations on how the matter could be resolved.
5. JVL's Management Committee will consider the Mediator's report at its next meeting, and either request the applicant to submit a new application based on the agreement or recommendations, or affirm its previous decision.
6. JVL's decision on any amended application or an affirmation of its previous decision will not be subject to any further mediation.
7. The Mediator's costs will be met by the applicant, unless the Mediator recommends otherwise.