

APPENDIX A

AN AGREEMENT BETWEEN LOCAL PLANNING AUTHORITIES TO PROVIDE AND SUPPORT A JOINT PLANNING POLICY COMMITTEE FOR GWYNEDD COUNCIL AND THE ISLE OF ANGLESEY COUNTY COUNCIL

STATUS OF THIS AGREEMENT

This Agreement is made on ***** between Gwynedd Council (GC) of Council Offices, Shirehall Street, Caernarfon, Gwynedd and The Isle of Anglesey County Council (IACC) of Council Offices, Llangefni, Anglesey (both hereinafter referred to as the Partner Local Planning Authorities (PLPAs)) in their respective capacities as Local Planning Authorities..

(A) PREAMBLE

A1. The PLPAs agreed on the 15 June 2010 to establish a joint working arrangement for the provision a Joint Planning Policy Service for the PLPAs. It is agreed that:

- i) a Joint Planning Policy Unit (JPPU) is created to deliver the Planning Policy Service for the PLPAs.
- ii) That the JPPU commences work on a single Local Development Plan (LDP) for the PLPAs.
- iii) That a Joint Planning Policy Committee (the Committee) is formed as a formal cross boundary decision making body.

A2. This Agreement establishes the arrangements for the provision, responsibilities and operation of the Committee and the division of its liabilities (if any) between the PLPAs.

A4. There is a separate agreement between both PLPAs for the support and provision of the JPPU and its scope of work is included in **Appendix A**

(B) ESTABLISHMENT OF THE JOINT PLANNING POLICY COMMITTEE (THE COMMITTEE)

B1. The Committee is established in accordance with requirements set out in the Local Government Act 1972 under section 101, section 102(1) (b) (power for two or more authorities to appoint a joint committee), section 103 (expenses incurred by a joint committee defrayed between the authorities), section 104 (disqualification for membership of a joint committee as per normal local authority rules) and section 105 (disability for voting on account of interests in contracts etc.)

B2. Gwynedd Council shall be responsible for the administration of the Committee.

(C) FUNCTIONS OF THE JOINT PLANNING POLICY COMMITTEE

C1. On behalf of the PLPAs, the Committee will have the following functions:-

- (i) To agree and finalise the Gwynedd and Môn Deposit Local Development Plan
- (ii) To agree and finalise report on consultation responses and (where appropriate) amendments to the Gwynedd and Môn Deposit Local Development Plan
- (iii) To adopt Supplementary Planning Guidance in respect of an Adopted Local Development Plan for Gwynedd and Môn.
- (iv) To advise upon the formulation of the Gwynedd and Môn Delivery Agreement, Strategic Options and Preferred Strategy.
- (vi) To formulate the Gwynedd and Môn Deposit Local Development Plan
- (vii) To formulate and consider Consultation Responses to the Deposit Local Development Plan
- (viii) To receive and accept the Planning Inspector's Report.
- (ix) To have responsibility for the monitoring and review of the Local Development Plan for Gwynedd and Môn
- (x) To have responsibility for advising on oversight and review of externally funded programmes not within the remit of the Committee but material to the work undertaken by or on behalf of the Committee and shared resources. This will include (but is not limited to) providing responses to Local Development plans in neighbouring Planning Authorities and consultation documents in respect of National Planning Policy and advice documents.
- (xi) To oversee and receive reports on the Joint Planning Policy Unit
- (xii) To formulate Supplementary Planning Guidance in respect of an Adopted Local Development Plan for Gwynedd and Môn.
- (xiii) To appoint any panel or working group in order to assist the Committee to fulfill its functions.

C2. The table in **Appendix B** of this Agreement indicates the role of the Committee in the context of the reporting and decisions at key stages in the production of the single Local Development Plan.

C3. Development Control is not a function of the Committee and remains a function of the individual PLPAs.

(D) MEMBERSHIP OF THE COMMITTEE

D1. The Committee shall have a total of 14 Members, including the Chairman.

D2. Each PLPA shall appoint Members to the Committee as per the following quotas:-

GC = 7 Members of GC

IACC = 7 Members of YMC

D3. PLPA Members appointed to the Committee shall follow Gwynedd's Members' Code of Conduct in all respects

D4 Each PLPA shall appoint one Member as reserve in case of casual vacancy or inability of appointed Members to attend, but otherwise there shall be no substitute Members allowed

(E) VOTING RIGHTS

E1. Only duly appointed Members of PLPAs shall have voting rights on the Committee and be known as "Joint Planning Policy Committee Members".

(F). APPOINTMENT OF MEMBERS TO THE COMMITTEE

F1. Each PLPA shall appoint its quota of Members to the Committee in accordance with its own constitutional arrangements for appointments to committees.

F2. Tenure of appointment shall be 4 years, unless the Member ceases to be a Member of the PLPA in which case a fresh appointment is to be made by that PLPA.

(G) EXPENSES OF THE COMMITTEE

G1. Any expenses payable to Members as a result of their membership of the Joint Planning Policy Committee will be reimbursed by the individual PLPAs in accordance with their own Constitutions.

G2. The PLPAs shall meet the costs of servicing the Committee equally.

(H) MEETINGS OF THE COMMITTEE

H1. The Committee shall in every year hold an Annual Meeting with the first meeting held after each of the PLPAs have held their respective annual Council meetings. At the Annual Meeting ordinary meetings shall be scheduled for the ensuing year.

H2. Ordinary meetings of the Committee will be held at least quarterly

H3. Extraordinary meetings may be called in addition to ordinary meetings by the senior committee administrator at the request of the Chairman, or where any 3 Members of the Committee request such a meeting and have signed a requisition presented to the Chairman of the Committee and he/she has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.

H4. Notice and summons to meetings will be given at least 5 clear working days before a meeting.

(I) QUORUM FOR MEETINGS OF THE COMMITTEE

I1. The quorum for a meeting of the Committee will be four of its Members.

(J) CHAIRMANSHIP OF MEETINGS OF THE COMMITTEE

J1. The Annual Meeting of the Committee shall appoint a Chairman and Vice-Chairman from amongst the membership of the Committee. The term of service of the Chairman and Vice Chairman of the Committee shall be 2 years.

J2 A member of one of the PLPAs shall be appointed Chairman and a member of the other PLPA vice chairman. The chairmanship and vice chairmanship shall alternate between Members of the PLPAs from one term to another..

J3 If the role of Chairman or Vice-Chairman becomes vacant during the term of office; the next meeting of the Committee shall appoint a replacement. Provided that the new appointment shall be a Member of the same PLPA as the Member he replaces.

J4. The Chairman shall preside at meetings and in his absence it shall be the Vice-Chairman. If both are absent, another Member chosen by the Committee shall preside.

(K) PROCEDURES OF MEETINGS OF THE COMMITTEE

K1. Procedures of meetings of the Committee shall be in accordance with the standing orders of Gwynedd Council.

K2. All business items shall be open to public participation, except those items that are declared confidential or exempt under relevant legislation.

K3. In all cases, minutes of Committee meetings shall be taken and the identity of those Members and Officers attending shall be recorded together with declarations of personal or prejudicial interests.

K4. All issues before a meeting shall be decided upon by a simple majority of those Members voting and present in the room at the time the question is put. Unless a recorded vote is demanded, the Chairman will take the vote by show of hands or, if there is no dissent, by the affirmation of the meeting. If there are an equal number

of votes for and against a motion, the person chairing the meeting will have a second or casting vote.

K5 All procedures of the Committee shall be in accordance with Gwynedd Council's Constitution unless this Agreement states otherwise.

(L) VENUE AND ADMINISTRATION OF MEETINGS OF THE COMMITTEE

L1. Meetings will take place at the Offices of each of the PLPAs alternatively. The cost of accommodating these meetings will be borne equally by the PLPAs.

L2. A senior committee administrator(s) will be provided by Gwynedd Council, supporting all meetings of the Committee by dealing with procedural matters associated with the arranging, calling and running of meetings, including the taking and producing of minutes and the collation, copying and distribution of agendas for meetings and by providing advice on points of procedure and the responsibilities of the Committee as necessary.

(M) OVERVIEW AND SCRUTINY OF THE COMMITTEE

M1. Formal overview and scrutiny of the Joint Planning Policy Committee's deliberations shall be exercised by the PLPAs' existing arrangements as they see fit.

(N) MODIFICATIONS AND TERMINATION OF AGREEMENT

N1. Amendments or modifications to this Agreement will require the consent of both PLPAs

N2. This Agreement shall continue in force until 2016.

APPENDIX A

The Scope of Work of the Joint Planning Policy Unit

Main duties:

1. Producing a single Local Development Plan for the Gwynedd Council and The Isle of Anglesey County Council Local Planning Authority areas in accordance with the Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 (or as amended)
2. Monitoring the adopted Gwynedd Unitary Development

3. Producing Supplementary Planning Guidance
4. Providing specialist advice (including advice on planning applications, proposals, enforcement issue, appeals) and consultation responses on Planning Policy issues to the PLPAs, external organisations and the general public
5. Undertaking Housing Land Availability Surveys on a yearly basis
6. Contributing to the production of Development Briefs and Development Strategies for the PLPAs

Other Duties :

1. Advise and / or participate in regional, sub-regional and cross boundary planning issues such as transport, waste, minerals, renewable energy.
2. All work involved in the preparation of the single Local Development plan.
3. Provide evidence and appear as expert witness at the Independent Examination into the single Local Development Plan for Gwynedd Council and The Isle of Anglesey County Council Local Planning Authority areas.
4. Provide evidence and appear as expert witness on policy issues in planning and or enforcement appeals when required.
5. Represent the interests of the Committee with the press or other media and with other external organisations.
6. Respond to other relevant land use planning issues that arise.

APPENDIX B

INDICATION OF REPORTING AND DECISIONS AT KEY STAGES OF LDP

	1	2	3	4	5	6
	DELIVERY AGREEMENT	STRATEGIC OPTIONS AND PREFERRED STRATEGY	DEPOSIT LDP	REPORT ON CONSULTATION RESPONSES TO DEPOSIT LDP	PLANNING INSPECTOR'S REPORT	ADOPTION OF LDP
Gwynedd Scrutiny Committee & Anglesey Scrutiny Committee	To scrutinise	To scrutinise	To scrutinise			
Gwynedd Council Board & Anglesey Executive	To recommend agreement	To agree				
Joint Planning Policy Committee*	Advise upon	Advise upon	To agree	To agree	To receive **	
Gwynedd Full Council & Anglesey Full Council	To agree					To adopt

**Joint LDP Panel and Joint Planning Policy Committee will be made up of Members from Gwynedd and Anglesey Local Planning Authorities.*

*** The Planning Inspector's Report is final*

Signed on behalf of Gwynedd Council:

Name:

Position:

Date:

Signed on behalf of The Isle of Anglesey County Council
/ Cyngor Sir Ynys Môn:

Name:

Position:

Date: