

APPENDIX 2

Planning Policy Working Group - Draft Terms of Reference

Main Purpose

A working group that provides support and input to the process of preparing and maintaining the Local Development Plan

Functions

1. The working group will provide guidance and opinion as required on:
 - draft documents prepared by the Planning Policy Service in the process of preparing the Local Development Plan before they proceed to arrangements that lead to seeking public feedback
 - observations by the public and any stakeholder group/forum during periods of public engagement or statutory public consultation when preparing the Plan, deriving messages and potential responses of the Planning Policy Service
 - draft documents in the process of preparing Supplementary Planning Guidance before they proceed to arrangements that lead to seeking public feedback
 - observations by the public and any stakeholder group/forum during periods of public engagement or statutory public consultation when preparing the Guidance, deriving messages and potential responses of the Planning Policy Service
 - The LDP's Annual Monitoring Report
 - Documents that are prepared as part of the process of reviewing the LDP.

Mandate

- Be an internal Working Group of cross-party elected members that is recognised in the Delivery Agreement and contributes towards and supports the process of creating and maintaining the Local Development Plan
- Be a body that takes action based on knowledge and evidence
- A forum that facilitates the work in a supportive and constructive environment

Composition

The Working Group will include:

- A total of 15 elected members appointed based on the Council's political balance from time to time, including the Cabinet Member for Environment.

The Assistant Head of Environment Department and the Planning Manager (Policy) or their deputies will attend the meetings to submit reports and advise the Working Group.

A Chair and Vice-chair will be elected from amongst the elected members on an annual basis.

Support from Officers to the Working Group

Officers from other departments will attend as required in consultation with the Planning Policy Service.

Statutory Officers or their representatives will have the right to be present at the meetings

Quorum

4 Elected Members

Frequency

The Working Group will meet as required to provide feedback and opinion during the key steps in the process of preparing a new LDP, the Annual Monitoring Report, the process of preparing Supplementary Planning Guidance or review the LDP. In order to assist Members in the group, the dates of these meetings will be determined by giving as much notice as possible.

Programmes

The Planning Policy Manager from the Planning Policy Service will be responsible for agreeing on the programme in consultation with the Assistant Head of Environment Department.

With the exception of an urgent situation, it is intended for Working Group Members to receive all papers five clear days before meetings.

Reporting Mechanism

The feedback and opinion of the Working Group will be fed into the processes and work associated with the preparation and monitoring of the Local Development Plan.

The feedback and opinion of the Working Group will be included in the reports that are required to be submitted to the Cabinet.