

Local Development Plan Member Working Group (LDP MWG)

Terms of Reference 2020-2021

1. Purpose

The purpose of the Local Development Plan Member Working Group (LDP MWG), as originally agreed by the Policy, Projects and Resources Committee on the 19 September 2017, is to consider the draft Local Development Plan and associated documents before they are considered by Ordinary Council and/or Planning and Licensing Committee as appropriate. In May 2019, the work on the Town Centre Design Guide was amalgamated into this group.

The working group may request further work or information to be provided to them to clarify any implications or issues that may affect the Council.

2. Responsibilities

The key responsibilities of the Working Group will be to scrutinise validity of the plan-making process and evidence base in relation to the following (including the Town Centre Design Guide):

- (i) Soundness tests (positively prepared; justified; effective; and consistent with national policy);
- (ii) Duty to co-operate; and
- (iii) Evidence (Housing and Gypsy & Traveller need, employment need, Green Belt assessment, etc) on the following themes, among others:
 - a) Housing;
 - b) Business;
 - c) Infrastructure (including highways);
 - d) Environment;
 - e) Historic environment;
 - f) Health and well-being; and
 - g) Viability and deliverability.

3. Accountability and Decision Making

The LDP MWG is an informal group whose role is to feedback to councillors to provide wider ownership (where information is not confidential) regarding key stages of planning policy document development (i.e. drafting, consultation, response, adoption).

4. Membership

The cross-party working group will consist of four Members of the administration including the Chair (4x Conservative), and four Members from opposition groups (2x Liberal Democrat, 1x Labour, 1x independent).

5. Frequency

Meetings will be programmed to take place bi-monthly, with the option to call additional meetings to address specific issues as required.

6. Documentation and Confidentiality

Agenda and supporting documentation will typically be issued at least one working week before the meetings, unless this is not possible or items are to be tabled at the meeting due to confidentiality, in which case the Chair will advise Members of the Working Group beforehand.

Regular feedback and briefing to the Working Groups constituent members' political groups is the responsibility of member representatives and should be used as a way of ensuring wider ownership and support for the Plan documents as they are developed.

However, papers and discussions on the draft Local Development Plan and associated planning documents are considered confidential and whilst they should be discussed with other Members of the Council, the papers and discussion are not to be raised with anyone outside this remit.

7. Cross Party Working Group Membership

Cllr Bridge, Cllr Keeble, Cllr Kerslake (Chair), Cllr McCheyne, Cllr Morrissey, Cllr Mynott, Cllr Naylor, Cllr Saunders.

8. Support

The LDP MWG will be supported by the Director of Planning and Economy, Strategic Planning Manager and other officers as required.
