

Local Development Plan Member Working Group Terms of Reference 2021/22

Agreed: 14 July 2021

Purpose

1. 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.
2. In May 2019, work on the Town Centre Design Guide was amalgamated into this group. In addition, there is a separate Dunton Hills Garden Village Governance Framework that may cross-over with the working group.
3. 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.

Responsibilities

4. The key responsibilities of the working group will be to scrutinise the validity of the plan-making process and evidence base in relation to the following:
 - a) Soundness tests (positively prepared; justified; effective; and consistent with national policy);
 - b) Duty to cooperate; and
 - c) Themes (such as housing needs & delivery (including specialist needs such as Gypsies & Travellers); employment needs & delivery; Green Belt; transport infrastructure; other infrastructure; health & wellbeing; natural & built environments; and viability & deliverability).

Accountability

5. The working group is an informal group. Those on the working group should provide feedback to all councillors (where information is not confidential), providing wider ownership on key stages of the plan-making process (i.e. drafting, consultation, response, adoption).

Membership

6. The working group is cross-party, consisting of three Members of the administration including the Chair (3x Conservative), and three Members from opposition groups (2x Liberal Democrat, 1x Labour).
7. For 2021/22 membership is made up of: Cllr T. Barrett, Cllr Bridge, Cllr J. Cloke (Chair), Cllr Mynott, Cllr Naylor, and Cllr Sanders.

Frequency

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

Documentation and Confidentiality

9. Agenda and supporting documentation will typically be issued at least one week before the meeting, 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.
10. 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.
11. 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.

Support

12. The working group will be supported by the Corporate Director of Planning and Economy, Strategic Planning Manager and other officers as required.