

## Appendix 1: Draft Terms of Reference and Scope of the Member Local Plan Review Working Group

### 1. Purpose and Composition of the Working Group

a) The Local Plan Review Working Group is an informal group whose purpose is to advise Officers and Members in reaching any decisions to moving forward planning policy.

b) To comprise 13 Members as follows:

- Portfolio Holder for Environment and Place (lab)
- Chair and vice chair of the Environment Scrutiny committee (lab and green)
- Chair and vice chair of the Communities Scrutiny committee (lab and lab)
- Chair and vice chair of the Services Scrutiny committee (lab and con)
- Chair and vice chair of the Business Scrutiny committee (lab and con)
- Chair and vice chair of Planning Committee (lab and lab)
- 1 Liberal Democrat Member and 1 Independent Member

4 Members of planning committee in the above

c) The meeting will be chaired by the Portfolio Holder for Environment and Place or in their absence the Chair of the Environment Scrutiny committee;

d) The Working Group has no decision making powers but its recommendations (albeit of a majority) will be reported directly to Cabinet;

e) Should allow full participation from other Members – quarterly reports to each of the Scrutiny committees and Cabinet and an annual update to Full Council. Additional consultation with Cabinet and Full Council as deemed appropriate;

f) Should welcome input and advice from Officers as appropriate.

### 2. TERMS OF REFERENCE

The terms of reference of the group are to:

- Oversee the process for reviewing the Local Plan and the progress made on individual work streams;
- Provide the core officer team (Assistant Director Planning, Planning Policy and Environment Manager, Development Manager and member of those teams) with a Member perspective on issues raised;
- Ensure integration/complementarity of the vision, objectives and policies of the Local Plan with those of the Corporate Plan and any relevant adopted policies
- Advise on other key decisions on matters relating to Local Plan production including: resources, scope of documents, evidence base, identification of alternative development options, content of the local development scheme, sustainability appraisal/appropriate assessment, and consultation methods;
- Provide a critical friend role to advise Council on the extent of the Local Plan review;

Officer recommendations to the working group on the strategic direction of the Local Plan will have the benefit of external and independent expert advice.

### 3. NEED FOR THE REVIEW

The current Local Plan was adopted in November 2021. The Government requires local planning authorities to review Local Plans at least once every 5 years from their adoption date and update them as necessary, to ensure that policies remain relevant and effectively address the needs of the local community<sup>1</sup>.

Officers are committed to working closely with Members during the review of the current Local Plan and so it is proposed that a Member Working Group is established to work with others throughout all stages of the review timetable.

### 4. DRAFT WORK PROGRAMME

The updating of the Local Development Scheme (LDS) is the first key task as that will provide some detail in terms of the timetable and tasks required to be undertaken each year of the review process.

The LDS will be reviewed by the Working Group before being presented to the Cabinet.

A programme to deliver the key milestones within the LDS will be developed in conjunction with the Working Group once it has been adopted and published

5. OUTCOMES In carrying out its task, the Working Group should have regard to the key principles that underpin the ways of working at the Council:

We plan together  
We experiment together  
We deliver together  
We create together.

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<sup>1</sup> [Regulation 10A of The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(as amended\)](#)