

## **Planning Policy Committee - Draft Terms of Reference**

### **1.0 Main Purpose**

1.1 A committee that provides support and input to the process of preparing and maintaining the Local Development Plan

### **2.0 Functions**

2.1 The committee will provide guidance and opinion as required on:

- draft documents prepared by the Planning Policy Team 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 Team;
- 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 Team;
- the LDP's Annual Monitoring Report; and
- documents that are prepared as part of the process of reviewing the LDP.

### **3.0 Mandate**

3.1 The Committee will be:

- a Committee 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;
- a body that takes action based on knowledge and evidence; and
- a forum that facilitates the work in a supportive and constructive environment.

### **4.0 Composition**

4.1 The Committee will comprise of:

- a total of 11 elected members appointed based on the Council's political balance from time to time, including the Portfolio Holder for Planning, Public Protection and Climate Change;
- the Chief Planning Officer and Planning Policy Manager or their deputies will attend the meetings to submit reports and advise the Committee; and
- a Chair and Vice-chair will be elected from amongst the elected members on an annual basis.

## **5.0 Support from Officers to the Working Group**

5.1 Officers from other departments will attend as required in consultation with the Planning Policy Team. Statutory Officers or their representatives will have the right to be present at the meetings.

## **6.0 Quorum**

6.1 In terms of decision making, a quorum of five will be the minimum number of members required to be present.

## **7.0 Frequency**

7.1 The Committee will meet monthly/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.

## **8.0 Programmes**

8.1 The Planning Policy Manager from the Planning Policy Team will be responsible for agreeing on the programme in consultation with the Chief Planning Officer.

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

## **9.0 Reporting Mechanism**

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

9.2 The feedback and opinion of the Committee will be included in the reports that are required to be submitted to the Executive.