

Derby Local Plan Working Group

Draft Terms of Reference

Governance

The Derby Local Plan Working Group is set up as a task and finish group of Executive Scrutiny Board in response to the need to give Members more ownership and involvement in the preparation of the Local Plan. It may also be used as a forum for discussing and advising on wider planning policy matters.

Role

To oversee and advise on the preparation of the Local Plan for Derby and any other planning policy documents that might be prepared, such as Supplementary Planning Documents and Design Codes; by providing relevant advice and recommendations to Executive Scrutiny Board who can in turn make recommendations to Cabinet

Key Tasks

- To advise on the preparation of the statutory development plan, in particular the Local Plan and other development plan and supporting documents which are of agreed mutual interest;
- To provide input into co-ordinated responses to local, regional and national consultation related to planning policy matters where appropriate
- To input into the development of a non-statutory HMA strategy that will set out the scale and distribution of planned growth across the HMA over the next plan period and agree key policy approaches to issues of strategic importance??
- To input into the preparation of Statements of Common Ground which identify and respond to the key strategic planning issues with neighbouring authorities and key stakeholders where appropriate.

Membership

The Membership of the Derby Local Plan Working Group (DLPWG) is to be made up of 7 members drawn proportionately from the political groups that make up the Council.

The Group will be Chaired on a rotating basis with nominations sought for the position of Chair at the beginning of each meeting. If any member of the Group is unable to attend a meeting, they will be expected to identify an appropriate substitute.

The meeting will be serviced by members of the Planning Policy Team, with relevant officers from other Council teams being called on to attend meetings where appropriate.

Meeting Frequency

The group will meet 3-4 times a year on roughly quarterly basis. Additional meetings may be required to allow the group input into key decision making stages of the Local Plan where these don't fit into the regular schedule of meetings.

An agenda will be sent to members of the Derby Local Plan Working Group in advance of a meeting. Minutes of each meeting will be sent to each member for agreement at the following meeting.

Reporting

The Derby Local Plan Working Group is a task and finish group responsible to the Executive Scrutiny Board (ESB). The DLPMWG may make recommendations to the ESB and the ESB will report back on the action it proposes to take on any recommendations, including that recommendations are referred on to the Council Cabinet.

Amendment & Review

These Terms of Reference will be reviewed occasionally to ensure the effectiveness and smooth running of the Group.