

Local Plan Working Group Terms of Reference

Introduction

The Local Plan will be a statutory planning document, setting out the policies and allocations to manage future development for the period 2020 to 2040. It will be prepared in two parts: Local Plan Part 1 (Quality as Standard) will be prepared on a two year programme and will set policies to manage how development takes place; Local Plan Part 2 (Creating Quality Places) will follow on a four year programme and will make allocations for where development will take place.

Local Plan Working Group (LPWG) Membership

Membership will be comprised of 9 councillors as follows (with deputies permitted if necessary):

- Portfolio Holder for Planning
- Portfolio Holder for Housing and Climate Change
- Chair of Planning Committee
- Vice Chair of Planning Committee
- Chair of Overview and Scrutiny
- 4 other Members nominated by the council's political groups to bring the Working Group into political proportionality overall

The meetings will be an open forum for all District Councillors to attend if they wish and all Members will be notified when meetings are held. However, the 9 named Members will be the primary advisors and their involvement will ensure continuity throughout the process of preparing the Local Plan.

The LPWG meetings will be attended by council planning and other officers. Other specialists may be invited to attend as and when necessary to advise the LPWG on specific matters.

Chairing

The LPWG Chair and Vice Chair will be elected annually by the members of the group, at the first LPWG meeting following the annual meetings of the Council.

Roles and responsibilities

The purpose of the LPWG is to provide cross-party Councillor involvement in the preparation of the Local Plan. It will act in the capacity of an informal 'sounding board', giving opinions, advice and guidance to officers to progress updates to the Local Plan and other associated planning guidance and infrastructure proposals. The LPWG will not have decision-making powers.

The LPWG will be expected to consider a range of Local Plan matters and provide advice on matters such as:

- Timetable and process

- The implications of evidence and other information
- Consultation and engagement
- Draft policies and proposals
- Any other matter which bears on Local Plan preparation and contents

Decision-making

The LPWG is not a decision-making body. It will seek agreement and consensus on Local Plan matters and advise officers as appropriate.

It will sometimes be necessary to compromise in order to achieve agreement. A form of collective responsibility should apply to LPWG agreements, in order to support the progress of the Local Plan through the formal decision-making processes within the council.

There may be instances where a vote will be required by the nine members of the LPWG to check that there is broad consensus on a particular local plan matter. This will not constitute a decision but will provide officers with an indication of the likely level of support or objection on a particular issue.

Administration and support

The LPWG will generally meet at least 6 times per year but this may vary depending on Local Plan workload.

The Spatial Planning and Delivery team will organise and administer the LPWG including room bookings, meeting invites, preparation of reports and meeting notes.

Written notice of meetings, along with the agenda and associated papers, will be sent to members of the Local Plan Working Group five days in advance of any meeting. Other Members will be notified of the meetings via the Members Newsletter and can obtain papers on request via the Spatial Planning Team.

Agenda items can be requested by the Elected Members of the LPWG. Other Members not on the LPWG wishing for items to be discussed should request they are added to the agenda via their Group representatives on the LPWG.

If any Elected Member of the LPWG wishes to submit papers for a meeting these should be sent to the Chair at least 7 working days in advance of the meeting and copied to forwardplanning@teignbridge.gov.uk.

Papers will be marked as confidential where necessary and these should not be circulated outside of the Council. Late items may be distributed when considered appropriate by the Chair.

Meetings will be held as required to ensure the timely progress of the Local Plan. The meetings will be held at the Council Offices.

Reporting

There will be no formal minutes of the group but a note will be taken of the subject matters discussed, witnesses invited and any broad points of agreement or matters to be considered further.

The notes will be available to Councillors and council officers but should not be made public as they may contain sensitive information in advance of formal publication of committee reports.

A summary of the discussions and how they have informed Local Plan preparation will be appended to formal reports taken to O&S and the Executive committees alongside the statutory stages of the Plans' preparation.