

Local Plan Advisory Panel

September 2021

These Terms of Reference apply to the suggested Local Plan Advisory Panel. It is recommended that the Panel is established to provide Member advice and oversight of the preparation of the new Local Plan. The suggested Terms of Reference for the group are set out below.

The Local Plan Advisory Panel aims to support officers in preparation of the Local Plan against the challenging timetable of 30 months from Regulation 18 to Submission of the draft Local Plan for Examination, as required by Policy IMR1 in the adopted Local Plan. Key decisions in the Local-Plan Making process (Regulation 18 publication, Regulation 19 publication, submission and adoption) are required to be made by Full Council.

Draft Terms of Reference for Local Plan Advisory Panel (“the Panel”)

1. The Cabinet has established the Panel to provide advice to the Cabinet on the preparation of the Local Plan.
2. The Panel will consist of up to six members of the Council to be proposed by the Leader, of which at least one will be a member of the Cabinet.
3. The Panel will appoint its chairman and vice chairman (if it decides to have a vice chairman) at its first meeting.
4. The quorum of the Panel meetings will be at least one quarter of the total membership of the Panel or three whichever is the greater provided that at least one cabinet member is present.
5. All members of the Council may attend and speak at a meeting of the Panel subject to the criteria set out in paragraph 7 of the Annex to the Executive Procedures Rules dealing with Executive Advisory Panels.
6. Panel meetings will normally be open to the public and press. The Access to Information rules (2- 10) do not apply to the Panel and the Panel may hold its meeting without the public and press in attendance as indicated on the agenda.
7. The agenda will be circulated to members of the Panel and any business of the Panel will be reported via the Chairman of the Panel to the next meeting of the Cabinet following the Panel meeting.
8. The date, time and place of the Panel meetings will be decided by the Chairman, but it is anticipated that meetings will be quarterly.

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