

LOCAL PLANNING EXECUTIVE ADVISORY PANEL

TERMS OF REFERENCE

Extracts from minutes of Executive Meeting, held on 18th February 2013:

“LOCAL PLANNING EXECUTIVE ADVISORY PANEL – REVISED TERMS OF REFERENCE

Consideration was given to the revision of terms of reference for the Local Planning Executive Advisory Panel. The terms of reference have been reviewed taking into account the scope of the work of each Panel to date and expected work in the period to 2015. The following draft terms of reference for a new Task Panel were proposed. These would take effect from April 2013 as there were some important matters for each Panel to consider during the end of February and March and it is considered that the current membership of each Panel should be retained during this period. The new membership will need to reflect the quorum arrangements for such Panels which is to ensure one member who is a member of the Executive Committee and three non Executive members.

Proposed new Terms of Reference

Name: *Local Planning Executive Advisory Panel*

Role:

- 1. To advise the Executive and Portfolio Holder in carrying out duties and functions regarding the preparation of a new Local Plan, Neighbourhood Planning and provision of Community Infrastructure.*
- 2. To enable cross party and Council member support for Local Planning documents, by providing a forum within which members can be informed and involved.*
- 3. To form the Project Board to manage the delivery of the Local Plan, monitor progress in achieving the delivery of milestones and timescales as agreed in the Local Development Scheme and associated project plans, steer the Project and seek to ensure it delivers to time.*

4. *To consider evidence documents, background reports and monitoring statements relating to Local Planning and Infrastructure provision to ensure that Councillors are informed prior to publication of such reports.*
5. *To enable members of the Panel to brief and champion emerging policy within the wider Council membership and work with officers in carrying out specific briefing and community consultation/ workshop events as needed.*

RESOLVED that the work of the Local Planning and Community Infrastructure Advisory Panels be combined with the terms of reference as set out in the report.

Summary of Reasons

To combine the duties of the Panels for Community Infrastructure and Local Planning

To achieve efficiencies and effectiveness as the subject matter of both Panels is related and cost efficiencies can be gained from the meeting of a single Panel.”