

Local Plan Panel
Terms of Reference
February 2024

Membership:

- The Local Plan Panel is an Executive Working Group comprising a cross-party group of councillors. One or two external representatives may be invited on an ad hoc basis when it is considered beneficial to gather feedback from a wider audience.
- The Panel will be chaired by Councillor Fiona White (Lead Councillor for Planning) and shall comprise of one councillor from each opposition group on the Council (each of whom shall be nominated by their group), plus the Chairman and Vice-Chairman of the Planning Committee.
- Any member of the Panel who is unable to attend a meeting of the Panel may be substituted by any councillor from within their political group.

Role:

- The Panel's principal role is to provide support and feedback to the Planning Policy team and Executive. They are to act as a sounding board to support progress on a range of planning policy documents including the Local Plan and Supplementary Planning Documents.

Responsibilities:

- Any confidentiality rules will need to be adhered to by all Panel members; however, there may also be instances when Panel members will be expected to share documents with their respective political groups and collate/feedback any comments.

Officer Support

- The Panel will have officer support from the Policy Planning Team. Other officers will be invited to attend meetings as appropriate.

Administration and frequency of meetings:

- Meetings are to be informal with no minutes taken; however, notes will be taken of any pre agreed items to record the general discussion and any resulting action points. These will be reported back upon at later meetings.
- The group will meet as and when required to consider and discuss all Local Plan related documents on their way to the Executive (including Supplementary Planning Documents) and, where appropriate, to Full Council.