

RECORD OF EXECUTIVE DECISION
PUBLISHED ON 31 JANUARY 2024

| Decision maker | Details of Decision | Reasons | Other options considered and rejected | Conflict of interest declared by any Executive member consulted | Contact officer from where the documents can be obtained |
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| Cllr Petrina Lees, Leader of the Council | RESOLVED to approve the terms of reference and membership details for the Local Plan Panel (as attached). | To establish the Local Plan Panel, a working group of Cabinet, and confirm its Terms of Reference and Membership. | None. | None | Dean Hermitage, Strategic Director of Planning dhermitage@uttlesford.gov.uk |

A decision will come into force and may be implemented on the expiry of five working days after the date of publication unless either the Chair or any three members of the Scrutiny Committee objects and calls it in.

LOCAL PLAN PANEL (“LPP”): 2024 TERMS OF REFERENCE

(Status)

- The LPP is a working group of the Cabinet. It may make recommendations but is not a decision-making body. The LPP is a successor body to the Local Plan Leadership Group which stood between 2020 and 2023.

(Membership)

- Nine members of the Council to be appointed to the LPP by Cabinet, including a Chair and Vice Chair. The members shall be as follows:
 - Cllr R Freeman (chair)
 - Cllr R Pavitt (vice chair)
 - Cllr C Criscione
 - Cllr J Evans
 - Cllr R Gooding
 - Cllr J Loughlin
 - Cllr N Reeve
 - Cllr M Taylor
 - Cllr J Emanuel
- Substitutes are not permitted.
- The Leader of the Council will be invited to attend in a non-voting capacity in order to ask and/or answer any questions that may arise. Other Members may similarly be invited at the discretion of the chair.

(Quorum)

- The quorum of a meeting will be three working group members. During any meeting if the Chair counts the number of members present and declares there is not a quorum present, then the meeting will be adjourned immediately.

(Function)

- To assist the Council in the preparation of a local plan which meets the agreed development needs of the district during the course of the plan period in the most appropriate manner;
- To make recommendations to Cabinet as to the preparation of the draft Uttlesford Local Plan 2021 – 2041, and related planning policy documents, in the light of both documents submitted by officers to the LPP for consideration and any other matters as the LPP sees fit;
- To enable members of the public to address the LPP for a maximum of 4 minutes and to provide a copy of their statement, subject to having registered to speak in advance;
- To enable councillors from Uttlesford District Council and Town and Parish Councils to address the Group for a maximum of 5 minutes each and to provide a copy of their statement, subject to having registered to speak in advance;

(Meetings)

- In order to manage the time of the meeting, no more than 10 people shall address the meeting, but at the chair's discretion this may be extended;
- Meetings shall generally be held in public but may be held in private if it is considered that to be either desirable or necessary in the interests of commercial confidentiality, or there were matters arising which might otherwise be considered detrimental to the Local Plan making process, if discussed in public;
- To meet as frequently as necessary in order to enable the preparation of the plan to proceed in accordance with the current timetable;
- To make recommendations to officers as to any particular items the LPP would like to see addressed at the next, or a forthcoming, meeting.