

## **LOCAL PLAN LEADERSHIP GROUP DRAFT TERMS OF REFERENCE**

### ***(Status)***

- The LPLG is a working group of the Cabinet. It may make recommendations but is not a decision-making body.

### ***(Membership)***

- Twelve members of the Council to be appointed to the LPLG by Cabinet. The Portfolio-holder for Planning and the Local Plan will be invited to attend in a non-voting capacity in order to answer any questions that may arise. Substitutes are not permitted.

### ***(Quorum)***

- The quorum of a meeting will be one quarter of the total number of working group members (three). During any meeting if the Chairman 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 2020 – 2040, and related planning policy documents, in the light of both documents submitted by officers to the Leadership Group for consideration and any other matters as the Group sees fit;
- To enable members of the public to address the Group 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 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, at the chairs discretion this may be extended;
- Meetings shall generally be held in public but may be held in private if the Group considers 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 Group would like to see addressed at the next, or a forthcoming, meeting.

## **LPLG: WORKING ARRANGEMENTS**

### **AS STATED BY THE CHAIR AT THE MEETING HELD ON 29 JULY 2020**

I intend to Chair the Group as follows:-

- As a cross-party working group seeking to ensure the optimum outcome for the district as a whole (as distinct from either an individual or a party-political group seeking to protect any particular area(s) of the district from development, or direct development to any particular area(s));
- In furtherance of the above, I shall look to Members to act as District, rather than Ward, Councillors. This will require:-
  - in accordance with recognised best practice, resignation from membership of any organisation either promoting or opposing development in any particular locality in the district; and
  - In accordance with the National Code of Local Government Conduct, Members declaring a private or personal non-pecuniary interest arising at meetings and deciding whether that interest is clear and substantial. If it is not, then you may continue to take part in the discussion of the matter and may vote on it. If, however, it is a clear and substantial interest, then you should not take any further part in the proceedings and should withdraw from the meeting. In deciding whether such an interest is clear and substantial, you should examine your conscience and ask yourself whether members of the public, knowing the facts of the situation, would reasonably think that you might be influenced by it. If you think that that would be the case, you should regard the interest as clear and substantial and withdraw accordingly;
- Members should feel free, where appropriate:-
  - to question and challenge the guidance and recommendations to our Group from the officers of the local plan team; and
  - to invite consultants undertaking studies on behalf of the council to make a presentation to the Group explaining the overall approach taken, summarise their findings and answer any questions that Members pose;
- All Members are treated fairly and reasonably with regard to the length and, more importantly, frequency with which they are allowed to speak;
- In the event that a Member cannot attend a meeting, no substitute will be allowed;
- I will appoint a Vice-Chair of the Group;
- The Portfolio-holder for Planning and the Local Plan will be invited to all meetings to ask and/or answer any questions that may arise;
- Given that we have a monumental, complicated and vitally important task ahead of us, Members will be encouraged to familiarise themselves with the items on the agenda in order that they may be able to participate fully in the discussion. Neither should Members be afraid to question and ask what they fear might be a 'Wally

question' – because, in the context of preparing a local plan, there's no such thing.....; and

- Members should understand that, in considering the comments and responses of members of the public, interest groups and other Members of the council commenting on various development proposals, it is human nature for people to be either opposed to or, at the very least, wary of development in close proximity to where they live because of concern about their perception of the possible impact on their quality of life and/or the fear of change.