

**LOCAL LEADERSHIP PLAN GROUP
TERMS OF REFERENCE 2022/23**

Please note, the proposed change is to remove the following wording from the Terms of Reference in order to add Councillor Evans as a substantive member of LPLG:

“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.”

Name of Group	Terms of reference	No of Members	Membership
Local Plan Leadership Group	<p>(Status) <input type="checkbox"/> The LPLG is a working group of the Cabinet. It may make recommendations but is not a decision-making body.</p> <p>(Membership) <input type="checkbox"/> 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.</p> <p>(Quorum) <input type="checkbox"/> 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.</p> <p>(Function) <input type="checkbox"/> 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; <input type="checkbox"/> 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</p>	12	G Bagnall (C), M Caton, J Evans, R Freeman J Lodge, B Light, M Lemon, S Merifield, R Pavitt (VC), N Reeve, M Sutton and M Tayler

Name of Group	Terms of reference	No of Members	Membership
	<p>consideration and any other matters as the Group sees fit;</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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; <input type="checkbox"/> 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; <p>(Meetings)</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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; <input type="checkbox"/> 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; <input type="checkbox"/> To meet as frequently as necessary in order to enable the preparation of the plan to proceed in accordance with the current timetable; <input type="checkbox"/> To make recommendations to officers as to any particular items the Group would like to see addressed at the next, or a forthcoming, meeting. 		