

Draft Terms of Reference

Role and Purpose:

- The prime role of the Strategic Planning Group is to lead the review of the LDP and delivery of the Replacement LDP through providing a Corporate steer and input to support its development.
- The Group will champion the Replacement LDP both through its development and following its adoption
- The Strategic Planning Group will over-see management of delivery of the Replacement LDP and the revision of the suite of Supplementary Planning Guidance required to ensure that policies are implemented and community benefits achieved.
- The Strategic Planning Group will have a non-executive role but will report back and make recommendations to Planning Committee, Cabinet and/or Council as appropriate. Regular update reports will be taken to Scrutiny as required.
- The Strategic Planning Group will also discuss and review major planning proposals with wider corporate and strategic implications
- The Group will meet every 2 months
- Papers will normally be forwarded to members of the Group one week prior to the meeting
- Members will be expected to report back to their political groups and Member Area Groups, to ensure information is shared. LDP update reports will be included as an item on Member Area Group Meeting Agendas, when required.
- Meeting notes will be produced for each Group meeting and will focus on actions to be taken. Notes and agenda will be available to all Councillors.

Timescale:

- A detailed work programme will be agreed with the Group to ensure that the replacement LDP is developed and delivered within the prescribed timescales.
- The Steering Group will oversee preparation of the Annual Monitoring Report before formal submission to Welsh Government in October of each year.

Attendance:

- To maintain continuity all Steering Group Members, or their nominated representatives, will be expected to attend all meetings;
- Regular briefing sessions will be held for all Members, on a 6 monthly basis and there will be opportunities for wider political involvement through Cabinet, Scrutiny and Member Area Groups.
- Members of the public will not be able to attend the meetings.

Support:

- Technical and administrative support for the group will be provided by the Planning and Public Protection Service.

Distribution of Papers:

- To be distributed to all Members/CET/Heads of Service

Membership:

- Membership of the Group will comprise 8 Members, to include the relevant Lead Member with responsibility for the LDP, the Chair of Planning Committee together with 1 member from each Member Area Group.
- Each Member Area Group should also nominate a substitute to attend in the absence of their representative.
- The Group will be chaired by the relevant Lead Member with responsibility for the LDP.

Meetings will also be attended by:

1. Corporate Director Economy & Public Realm
 2. Head of Planning and Public Protection Service
 3. Strategic Planning & Housing Manager
 4. Head of Legal, HR and Democratic Services
- (or their nominated representatives) & other officers as required