

## PROPOSED REVISIONS TO LOCAL DEVELOPMENT PLAN STEERING GROUP June 2013

### Terms of Reference

The establishment of this group is intended to replace the Local Development Plan Working Group.

#### **Role and Purpose:**

- The prime role of the LDP Steering Group is to support the delivery of the Plan Strategy.
- The LDP Steering Group will over-see management of delivery of the LDP and the production of the suite of Supplementary Planning Guidance required to ensure that policies are implemented and community benefits achieved.
- The LDP Steering Group will have a non-executive role but will report back and make recommendations to Cabinet and/or Council as appropriate. Regular update reports will be taken to Scrutiny as required.
- To meet periodically as and when required, initially every 2 months
- Papers will normally be passed to members of the Group 1 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 each Member Area Group Meeting Agenda.
- Meeting notes will be produced for each Steering Group meeting and distributed to the group.

#### **Timescale:**

- Following adoption of the LDP, the Steering Group will oversee preparation of the Annual Monitoring Report before formal submission to Welsh Government in October of each year.
- A detailed work programme will be agreed with the Steering Group

#### **Attendance:**

- To maintain continuity all Steering Group Members will be expected to attend all meetings;
- Attendance at meetings will be open to all Members 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 Planning and Public Protection Service.

**Distribution of Papers:**

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

**Membership:**

- The meetings will be chaired by the Lead Member for the LDP, or by a member of the LDP Steering Group nominated by the Lead Member.
- Membership of the Group will comprise 13 Members (2 members from each Member Area Group and the Lead Member). Only those Members of the Steering Group will be able to vote.
- Membership of the Group should ensure a political and geographical balance of Councillors as far as is reasonable and practical.

The Group should comprise 2 members from each Member Area Group, with one reserve nominated from each area:

**2 Rhyl Member Area Group Members**

**2 Prestatyn Member Area Group Members**

**2 Elwy Member Area Group Members**

**2 Denbigh Member Area Group Members**

**2 Ruthin Member Area Group Members**

**2 Dee Valley Member Area Group Members**

The Steering Group will be chaired by the Lead Member for the LDP and membership of the Group should also include:

- Chair of Communities Scrutiny
- Chair of Planning Committee

Meetings will also be attended by:

1. Corporate Director Modernisation and Wellbeing
  2. Head of Planning and Public Protection Service
  3. Head of Housing & Community Development
  4. Planning and Public Protection Policy Manager
  5. Head of Legal Services
- & other officers as required