

Appendix 2

LOCAL PLAN MEMBER REFERENCE GROUP – DRAFT TERMS OF REFERENCE

General remit of the Group

- An informal reference group of elected members established to support the preparation of the Council's Local Plan, providing a sounding board on key issues which the Local Plan must consider, and the reasonable options that exist to address those issues.
- The Group will not make formal decisions, which will be responsibility of the Environment and Communities Committee or Council.

Main tasks

- To consider and provide informal feedback to officers about matters related to the preparation of the Local Plan, including emerging evidence, issues and policy options.
- To contribute to proposals for stakeholder and community involvement in the Local Plan.

Membership

- To comprise 7 members reflecting the political make-up of the Council:
 - Two Labour members
 - Two Independent Group members
 - Two Conservative Group members
 - One Liberal Democrat members
- Membership to be reviewed on an annual basis (or post-election as appropriate).
- A Chair will be selected by the Group from amongst its number

Meetings

- Member Reference Group meetings will not be open to the public.
- Meetings to be held as and when necessary.
- Agendas to be sent to attendees 5 days prior to each meeting

Confidentiality

The way in which the Member Reference Group operates (not having decision-making powers and not open to the public or press) is intended to encourage members to have a free and frank debate, in which they may test concepts and ideas at a formative state. These ideas may not be subsequently taken forward. Papers will therefore (minutes, reports etc) be treated as confidential.