

North Devon and Torridge Local Plan Working Group – Terms of Reference

The North Devon and Torridge Local Plan Working Group, is a group of elected members who meet periodically to facilitate and promote efficient joint working on planning documents that affect North Devon and Torridge District Councils.

Scope and role of the Working Group

- 1) to have oversight of the joint delivery of development plan documents set out in the North Devon and Torridge Local Development Scheme, which would embrace any future review of the Local Plan;
- 2) to support the drafting of Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs) and consider subsequent consultation outcomes to inform the decision making structures of the respective Councils;
- 3) to consider outcomes from policy performance monitoring and the need to undertake any resultant actions, on such matters as the maintenance of housing delivery rates and a joint five year land supply to required levels; and
- 4) as considered appropriate, to respond on a joint basis to external consultations, such as from neighbouring local planning authorities or the Ministry of Housing Communities and Local Government.

Membership

- 5) The Working Group will comprise 8 Members; 4 from North Devon Council and 4 from Torridge District Council.
- 6) The Working Group membership will include at least from North Devon Council: Lead Members for Planning, Regeneration and the Environment; and from Torridge, the Lead Members for Planning, Economy and the Environment.
- 7) The Chairman will be appointed annually and should alternate between the two district councils unless otherwise agreed by the Working Group as a whole.

Attendance

- 8) Officers and Members from Devon County Council are invited to attend the Working Group on an informal basis through the participation of the Locality Member for northern Devon.
- 9) Other Members from the District Councils are invited to attend the Working Group on an informal basis and to participate in discussions (but not vote) at the Chairman's discretion.
- 10) Relevant Ward Members will be invited to attend the Working Group when agenda items relate to a specific area within their ward.

Authority

- 11) The Working Group is advisory and has no delegated decision making powers.

The operation of the Working Group

- 12) Meetings will generally be held on an ad-hoc basis and arranged as and when required with the agreement of the Chairman of the Working Group.
- 13) Meetings will be held in private in view of the informal status of the Working Group.
- 14) Materials will be circulated to the Working Group on a confidential basis.
- 15) Members will receive agendas in an electronic format at least five working days prior a Working Group meeting.

- 16) Minutes and action notes will be recorded for all meetings.
- 17) The Working Group will be supported by Officers in the Planning Services of North Devon Council and Torrington District Council.

Terms of Reference review

- 18) The Working Group will review its terms of reference periodically, at least once every 4 years.