



## APPOINTMENTS TO WORKING GROUPS 2024/25

### 1. NSIP Energy Projects Working Group

#### Terms of Reference:

Over-arching role: To act in an advisory/consultative capacity to the Cabinet Member for Energy and Climate Change (as appropriate) through him/her to Cabinet/Full Council.

- To work with officers to provide
  - An overview of the NSIP Energy projects in and affecting East Suffolk
  - To consider the impacts of individual projects on the communities of East Suffolk to inform the submission to formal and informal consultations and to advise the Cabinet Member on possible positions and responses through Examinations.
  - Advise and inform on the delivery of consented NSIP Energy projects and reporting through the associated governance, the mitigation and compensation aspects of each project, to ensure the impacts can be fully considered and reported. This includes appropriate updates on spending grants and delivery of associated mitigation as well as receipt of funds for the council to implement its work requirements.
  - Provide a steer for engaging with national government to ensure there is genuine joined up coordination of all the NSIP Energy Projects affecting East Suffolk
- To scrutinise and advise on the preparation of submission documents and other documents where appropriate to ensure they best promote East Suffolk's position.
- To feed in local knowledge and information to inform the preparation of Local Impact Reports, Relevant Representations submissions and other documents associated with the DCO process where relevant and necessary.
- To consider the findings of evidence base documents (such as a cumulative Tourism Study) to help inform the preparation of documents and submissions.
- To consider representations made to consultation documents (where time allows) and recommend amendments for approval by Cabinet or Full Council, as appropriate.

- To provide views, via the Cabinet Member for Energy and Climate Change into any local authority joint working on NSIP energy projects that have a wider impact than just East Suffolk.
- To act as the focal point for knowledge and information about NSIP Energy projects and related documents both for members and the community at large.

The Working Group will meet bi-monthly on an on-going basis, subject to there being the necessary business.

Additional meetings can be arranged, if necessary, with the agreement of the Chair.

Vice Chair to be elected at the first NSIP Energy Projects Working Group meeting of the municipal year.

Other members can be invited at the discretion of the Chair of the Working Group.

**Membership – 12**

Cabinet Member with responsibility for Energy and Climate Change (Chair)

Councillor Tom Daly

2 x Relevant Cabinet Members

Councillor Paul Ashton  
Councillor Katie Graham

2 x Forum Reps and/or affected Wards

Councillor Sarah Whitelock  
Councillor Sally Noble

2 x Chair of Planning Committees (Vice-Chair to substitute if necessary)

Chair of Planning Committee North –  
Councillor Sarah Plummer (Vice-Chair –  
Councillor Julia Ewart – she is on this working group in her own right)

Chair of Planning Committee South –  
Councillor Mark Packard (Vice-Chair –  
Councillor John Fisher)

5 x Other Ward Cllrs

Councillor Mike Deacon  
Councillor Peter Byatt  
Councillor David Beavan  
Councillor Julia Ewart  
Councillor John Fisher

## 2. Local Plan Working Group

### Terms of Reference:

Over-arching role: To act in an advisory/consultative capacity to the Cabinet Member for Planning and Coastal Management and (as appropriate) through him/her to Cabinet/Full Council.

- To work with officers to prepare and review Local Plan documents and related documents, such as Supplementary Planning Documents, Development Briefs, the Statement of Community Involvement, Local Development Scheme, the Authority Monitoring Report and Community Infrastructure Levy (CIL) Charging Schedule, and on Conservation Area designation, appraisal and review and other planning related guidance documents as appropriate.
- To scrutinise the preparation of Local Plan documents and other documents to ensure they comply with all the regulatory requirements.
- To feed in local knowledge and information to inform the preparation of Local Plan documents and other documents.
- To consider the findings of evidence base documents to inform the preparation of documents.
- To work with officers to agree and publish consultation papers and other draft documents on which to consult the community and other stakeholders.
- To work with officers to determine the appropriate consultation methods at specific plan/document making stages, taking into account the Council's Statement of Community Involvement and resources.
- To consider representations made to documents and recommend amendments for approval by Cabinet or Full Council, as appropriate.
- To provide views, via the Cabinet Member for Planning and Coastal Management, into any Board(s) overseeing local authority joint working on Local Plans and related documents.
- In preparing Local Plans and other related documents, take into account the wider strategic planning issues and collaboration with other local authorities.
- To act in an advisory capacity for any other relevant issues relating to the preparation of Local Plan and other documents.
- To act as a focal point for knowledge and information about the Local Plan and related documents both for members and the community at large.
- To work with officers on Conservation Area designation, appraisal and review including advising on proposals for the commencement of designation/appraisal/review; working with officers to agree and publish draft documents for public consultation; and considering representations made to the draft documents and any appropriate amendments, for provision to the Strategic Planning Committee for approval.
- To work with officers on the creation and review of Article 4 Directions.

To receive progress updates on the preparation of Neighbourhood Plans and other projects, as relevant.

The Working Group will meet monthly on an on-going basis, subject to there being the necessary business.

Additional meetings can be arranged if necessary, with the agreement of the Chair.

Vice Chair to be elected at the first Local Plan Working Group meeting of the municipal year.

No substitutes other than Vice Chairs of the North and South Planning Committees, where necessary. Other members can be invited at the discretion of the Chair of the Working Group.

The Working Group maintains a standing invitation to the Cabinet Member and relevant officers responsible for the Great Yarmouth, Ipswich, and Babergh & Mid Suffolk Local Plans in the interests of strategic planning issues of a cross boundary nature, when necessary. Other local authority representatives, neighbourhood plan groups and organisations may also be invited as and when appropriate, with the agreement of the Chairman.

**Membership – 12**

Cabinet Member with responsibility for Planning and Coastal Management (Chair)

Councillor Kay Yule

2 x Relevant Cabinet Members

Councillor David Beavan, Deputy Leader and Cabinet Member with responsibility for Housing

Councillor Toby Hammond, Cabinet Member with responsibility for Economic Development and Transport

Assistant Cabinet Member with responsibility for the Planning and Coastal Management

Councillor Stephen Molyneux

2 x Chairs of Planning Committees (Vice-Chairman to substitute if necessary)

Chair of Planning Committee North – Councillor Sarah Plummer (Vice-Chair – Councillor Julia Ewart)

Chair of Planning Committee South – Councillor Mark Packard (Vice-Chair – Councillor John Fisher)

2 x Planning Committee Members	Councillor Malcolm Pitchers (North) and Councillor Mike Deacon (South)
Broads Authority Representative	Councillor Andree Gee
3 x Other Members	Councillor Peter Byatt Councillor Rosie Smithson Councillor Paul Ashdown

### 3. Cycling, Walking and Wheeling Working Group

#### Terms of Reference:

**Overarching Purpose** - Promote active travel (cycling, walking, and wheeling) throughout East Suffolk and help facilitate the delivery of the East Suffolk Cycling and Walking Strategy and promote modal shift.

- To Prioritise the recommendations within the Cycling and Walking Strategy.
- To consider and identify opportunities for funding and implementation of the recommendations.
- To work with officers to create cases in support of any recommendation and subsequent funding bid.
- To feed in local knowledge and information into the process.
- To assist with promotion and education of the benefits of active travel improvements to the wider public as appropriate.
- Receive progress updates on the delivery of new cycling and walking infrastructure.
- Work with the Local Plan Working Group on any future reviews of the strategy.
- Monitor the implementation of the strategy to inform future work of the group.

The Working Group will meet approximately every one to two months, subject to business. Additional meetings will be arranged if needed.

A Vice Chair will be elected at the first meeting of the municipal year.

The Working Group maintains a standing invite to relevant officers of the Council and other local authority representatives and organisations will also be invited as and when appropriate.

An officer(s) from Suffolk County Council will be invited to each meeting to provide technical support.

No substitutes. Other Members can only be invited at the discretion of the Chair of the Cycling and Walking Working Group.

#### **Membership**

Councillor Seamus Bennett (Chair)

Councillor Kay Yule (Cabinet Member for Planning and Coastal Management)

Councillor Stephen Molyneux (Assistant Cabinet Member for Planning and Coastal Management)

Councillor Dan Clery

Councillor Tess Gandy

Councillor Edward Back

#### **4. Member Development Steering Group**

The Member Development Steering Group is comprised of Councillors from all political parties. The Group will ordinarily meet on a quarterly basis, subject to business, to agree and review training and development activities for Elected Members.

The purpose of the Steering Group is:

- To establish a comprehensive and robust Member Training and Development process/programme.
- To ensure that Member Development becomes part of the overall mainstream organisational development activities.

#### Terms of Reference:

- To champion and encourage Member development.
- To monitor and review the Strategy and associated documents/processes on an at least an annual basis.
- To shape and prioritise Member Development, e.g. New Member induction Programme, Prospective Councillor Events, training and development needs identified through MDP or other means etc.
- To oversee the development of a comprehensive Member Development Programme, that takes advantage of partnership opportunities with other local authorities and promotes best practice for the delivery of Member Development.
- To ensure that the Council provides Member Development that complies with the principles of the Charter and / or Charter Plus for Member Development.
- To encourage effective Member / officer working relationships and to ensure that all Councillor roles are explained clearly.
- To assist in the development of effective evaluation to ensure the effectiveness of the Member Development Programme and to make best use of resources.
- To maintain a dialogue with national and regional bodies supporting Member Development and to explore external sources of funding for Member Development.
- To receive regular update reports on Member Development within the Council, to review Member attendance at Member Development events and to retain an overview of the Member Development budget.
- To ensure equal access for all Councillors to training and development and to promote the use of information technology for and by Members.



Membership:

Leader of the Council (who will also be  
Chair of the Steering Group)

Councillor Caroline Topping

Main Opposition Group Leaders

Councillor Peter Byatt and Councillor Mark  
Jepson

Four Members  
(3 GLI and 1 Conservative)

Councillor Anthony Specca  
Councillor Sarah Whitelock  
Councillor Julia Ewart  
Councillor Paul Ashdown