



## APPOINTMENTS TO WORKING GROUPS 2023/24

### 1. 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 Cabinet for approval.

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 Chairman.

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

No substitutes other than Vice Chairmen of the North and South Planning Committees, where necessary. Other members can be invited at the discretion of the Chairman 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 (Chairman)

Councillor Kay Yule

3 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  
 Councillor Rachel Smith-Lyte, Cabinet Member with responsibility for the Environment

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

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

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

2 x Planning Committee Members

Councillor Malcolm Pitchers (North) and  
Councillor Mike Deacon (South)

Broads Authority Representative

Councillor Keith Patience  
Councillor Andree Gee

3 x Other Members

Councillor Peter Byatt  
Councillor Rosie Smithson  
Councillor Paul Ashdown

## **2. 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  
Chairman of the Steering Group)

Councillor Caroline Topping

Main Opposition Group Leaders

Councillor Peter Byatt and Councillor Craig  
Rivett

Four Members  
(3 GLI and 1 Conservative)

Councillor xxx  
Councillor xxx  
Councillor xxx  
Councillor Paul Ashdown