

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Local Plans Advisory Group (LPAG) Terms of Reference

Meeting/Date: Cabinet – 21 March 2023

Executive Portfolio: Executive Councillor for Planning

Report by: Chief Planning Officer

Ward(s) affected: All

Executive Summary:

The Development Plans Policy Advisory Group (DPPAG) is a formally constituted group of the Council. The Advisory Group was established by the Cabinet in May 2000, with the Terms of Reference established in December 2001, and revised in February 2017.

In January 2023 it was formally agreed to prepare an update to the Huntingdonshire Local Plan 2036. As part of that it was timely to review to that initial Member-level “sounding board” for emerging policy materials associated with the Local Plan. Moving forward this group will be known as the Local Plans Advisory Group (LPAG).

Recommendation:

- (a) that the Cabinet agree the revised Terms of Reference for the Local Plans Advisory Group; and
- (b) approve the membership of the Advisory Group as outlined in paragraph 1.4 of the report.

LOCAL PLANS ADVISORY GROUP PROPOSED TERMS OF REFERENCE

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| Name |
| The group is to be called Local Plans Advisory Group (LPAG). |
| Purpose |
| To advise on preparation and content of the Council's statutory development plan LPAG is the key advisory and recommendation Group to the Cabinet on all Local Plan policy matters, including the testing of its alignment with other Council strategies. |
| Membership |
| LPAG will be politically balanced. Membership will consist of a total of seven Councillors including: <ul style="list-style-type: none">• the Executive Councillor with responsibility for planning policy;• up to six other Members;• Membership of the Group is not restricted to Councillors who have experience of sitting on the Development Management Committee;• at the discretion of the Chairman, other Members may be invited to attend an individual meetings but they would not have voting rights, and• an individual Member who is not a Member of LPAG may address a meeting of the Group where written notice has been given to and prior permission obtained from the Chairman. |
| Chair |
| The Chairman and Vice Chairman will be elected at the first meeting of LPAG within each municipal year. |
| Responsibilities |
| LPAG will have the following primary responsibilities: <ul style="list-style-type: none">• to understand and advise on the significant issues relating to planning policy formulation the District;• to make recommendations to the Executive Councillor with responsibility for oversight of the local plan and for advice on reports being presented for determination through normal decision making process in relation to the content of any draft development plan document covering all or any part of Huntingdonshire;• to inform the public engagement process for preparation of any development plan document, and• to support effective communication with the broader membership of the Council, local communities or stakeholders to facilitate successful preparation of any development plan document. |
| Operations |
| Papers/ briefings will be presented to the Panel to stimulate debate about local options/ opportunities and decisions. Any insights will be gathered on the basis of simple majority, and presented as advice but will not be binding the decision makers. |
| Frequency of Meetings |
| There will be no set schedule of meetings for LPAG. Meetings will be called in response to preparation of draft material for any development plan document or supplementary planning document. |

Confidentiality

All information received by Members arising from participation in LPAG shall be deemed confidential.

1. PURPOSE OF THE REPORT

- 1.1 It was originally envisaged that the Advisory Group could provide an initial Member-level "sounding board" for issues associated with the Local Plan, Structure Plan and Regional Planning Guidance. Emerging policy materials were to be presented to the Advisory Group at an early stage of their development. It was not the intention that the Advisory Group would present any formal reports or recommendations to the Cabinet; their views were to be reflected in reports by officers for presentation to the Cabinet in the normal way.
- 1.2 In January 2023 Cabinet formally endorsed commencement of an update to the HLP2036. It is therefore timely to revisit the Terms of Reference for this group under the new name of Local Plans Advisory Group (LPAG).
- 1.3 The membership of DPPAG for the current year is:
- E R Butler
 - D B Dew
 - P A Jordan
 - J Neish
 - T D Sanderson
 - R A Slade
 - C H Tevlin
 - S Wakeford
- 1.4 The proposed membership of LPAG for the remainder of the year is:
- T D Sanderson
 - D B Dew
 - C H Tevlin
 - C Gleadow
 - J Neish
 - E R Butler
 - S Corney

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 The Local Plans Advisory Group (LPAG) is a very useful forum/group for Members to be fully engaged with the development of planning policies. This group will consider chapters of the Local Plan and these meetings provide useful feedback from members to officers, while also allowing officers to update members on changes to planning legislation and/ or Government Guidance.
- 2.2 This is a formally constituted group of the Council and any changes to the Terms of Reference need to be ratified by the Cabinet.

3. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- 3.1 This Advisory Group will be convened as and when meetings are required to take place.

4. LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND/OR CORPORATE OBJECTIVES

- 4.1 Creating a better Huntingdonshire for future generations; Forward-thinking economic growth (Action 5).
- 4.2 Creating a better Huntingdonshire for future generations; Lowering our Carbon Emissions (Action 5).

5. REASONS FOR THE RECOMMENDED DECISIONS

- Current Terms of Reference have not been updated since 2017.
- Revised Terms of Reference would ensure LPAG is consistent with the Government's planning guidance and current planning legislation.
- Ensure Members are engaged in the evolution of planning policies, including public engagement.
- Improve communication with local communities thus providing better customer engagement.

6. BACKGROUND PAPERS

- Huntingdonshire Local Plan Review and Proposed update. Jan 2023. Report can be found [here](#).
- Statement of Community Involvement. Jan 23. Report can be found [here](#).
- Sustainability Scoping Report. Jan 23. Report can be found [here](#).

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