

Terms of Reference

Element	Description	
Name	Local Plan Cabinet Advisory Group (CAG)	
Aims and objectives	What the Board has been established to achieve (our vision)	To advise the Portfolio Holder for Planning and make recommendations on the preparation and review of the Council's statutory Development Plan (Plan:MK, Site Allocations Plan, Minerals Local Plan, Waste Development Plan Document) and related Supplementary Planning Documents.
	How it will achieve the purpose (priorities)	To provide effective communication with key stakeholders to ensure they are actively engaged and their views considered throughout the plan-making process. This will focus on providing advice on: <ul style="list-style-type: none"> The implementation of policies in the Development Plan. The preparation and review of the Development Plan, including emerging evidence and policy approaches.
	Measures of success	Adoption of Development Plan and Supplementary Planning Documents in accordance with the programme set out in the Council's Local Development Scheme.
	Work Programme	Determined by the programme for the preparation and review of Development Plan and Supplementary Planning Documents, as set out in the Local Development Scheme.
Governance	Senior Responsible Officer	Director of Planning and Placemaking
	Lead Cabinet Member	Portfolio Holder for Planning
	Chair	Portfolio Holder for Planning
Meetings	Frequency	Meetings will be held at key stages throughout the preparation and review of the Development Plan or a Supplementary Planning Document. Where relevant, meetings will be held in advance of the Cabinet due to make a decision on a document so that any recommendations by the Group can be considered by the lead Cabinet Member and officers.
	Voting arrangements	Non-binding voting is available to ascertain group consensus.
	Minute taking and distribution arrangements	An agenda will be circulated at least one week (5 working days) in advance of a CAG meeting. Minutes will be taken and circulated to CAG members within 15 working days following a meeting. Meetings will be supported by offices from the Council's Democratic Services Team.

Membership	List of core members or representatives (and their organisation) Substitutions must be: 1. notified in advance of the start of the meeting and agreed by the Chair; and 2. members of the same appointing organisation.	Councillor Jennifer Wilson-Marklew (Portfolio Holder for Climate and Sustainability) / Councillor Pete Marland (Leader of the Council)
		Councillor Mick Legg
		Councillor Jenni Ferrans
		Councillor Paul Trendall
		Councillor Chris Taylor
		Councillor David Hopkins
		Town Councillor Rebecca Kurth - Parishes Forum representative (not an MKC Ward Councillor)
		Hillary Chipping - SEMLEP representative
		Clare Walton - Community Action MK representative
		2 x Youth Cabinet representatives
Public access	Arrangement for public access and participation	Members of the public are not entitled to attend or speak at CAG meetings, except at the Chair's discretion and by invitation only. CAG meetings will not be streamed live, but a recording will be published within 48 hours at: www.youtube.com/user/MiltonKeynesCouncil