

Terms of Reference

Element	Description	
Name	The name of the Board	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 Transport 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 Growth, Economy and Culture
	Lead Cabinet Members	Portfolio Holder for Climate and Sustainability / Leader
	Chairing arrangements	Chair: Portfolio Holder for Climate and Sustainability / Leader
Membership matters (including roles)	List of core members or representatives (& their organisation)	Cllr Jennifer Wilson-Marklew (Portfolio Holder for Climate and Sustainability) / Cllr Pete Marland (Leader of the Council)
		Cllr Mick Legg
	Roles and responsibilities of individual members of the Board	Cllr Jenni Ferrans
		Cllr Paul Trendall
		Cllr Alex Walker
		Cllr David Hopkins
		Parishes Forum representative (not an MKC Ward Cllr)

		SEMLEP representative
		Community Action MK representative
		Youth Cabinet representative
	<p>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.</p>	
<p>CAG meetings will be held in public with agendas and minutes published on the Council's website.</p>		
Meetings	Voting arrangements	Non-binding voting is available to ascertain group consensus.
	Minute taking and distribution arrangements	<p>An agenda will be circulated at least one week (5 working days) in advance of a CAG meeting.</p> <p>A note of meetings and actions will be taken and circulated to CAG members within one week (5 working days) following a meeting.</p> <p>Meetings will be supported by offices from the Council's Democratic Services Team.</p>