

# Terms of Reference

Element	Description	
<b>Name</b>	<ul style="list-style-type: none"> <li>The name of the Board</li> </ul>	Local Plan Cabinet Advisory Group (CAG)
<b>Aims and objectives</b>	<ul style="list-style-type: none"> <li>What the Board has been established to achieve (our vision)</li> </ul>	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.
	<ul style="list-style-type: none"> <li>How it will achieve the purpose (priorities)</li> </ul>	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"> <li>The implementation of policies in the Development Plan.</li> <li>The preparation and review of the Development Plan, including emerging evidence and policy approaches.</li> </ul>
	<ul style="list-style-type: none"> <li>Measures of success</li> </ul>	Adoption of Development Plan and Supplementary Planning Documents in accordance with the programme set out in the Council's Local Development Scheme.
	<ul style="list-style-type: none"> <li>Work Programme</li> </ul>	Determined by the programme for the preparation and review of Development Plan and Supplementary Planning Documents, as set out in the Local Development Scheme.
<b>Governance</b>	<ul style="list-style-type: none"> <li>Senior Responsible Officer</li> </ul>	Director of Growth, Economy and Culture
	<ul style="list-style-type: none"> <li>[Lead Cabinet Members]</li> </ul>	Portfolio Holder for Climate and Sustainability
	<ul style="list-style-type: none"> <li>Chairing arrangements</li> </ul>	Chair: Portfolio Holder for Climate and Sustainability
<b>Membership matters (including roles)</b>	<ul style="list-style-type: none"> <li>List of core members or representatives (&amp; their organisation)</li> <li>Roles and responsibilities of individual members of the Board</li> </ul>	Cllr Jennifer Wilson-Marklew (Portfolio Holder for Climate and Sustainability)
		Cllr Mick Legg
		Cllr Jenni Ferrans
		Cllr Paul Trendall
		Cllr John Bint
		Cllr David Hopkins
		Youth Cabinet representative

		SEMLEP representative
		Community Action MK representative
		Homes England representative
		Parishes Forum representative (not an MKC Ward Cllr)
	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.	
	CAG meetings will be held in public with agendas and minutes published on the Council's website.	
<b>Meetings</b>	• 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. A note of meetings and actions will be taken and circulated to CAG members within one week (5 working days) following a meeting. Meetings will be supported by offices from the Council's Planning Service.

Notes: Voting arrangements text amended following decision at Planning CAG meeting on 11 September 2019 to have non-binding voting to ascertain group consensus.