

**Bolsover District Council**

**Planning Committee**

**30<sup>th</sup> September 2020**

**Revision to the Name and Terms of Reference of the Local Plan Steering Group**

**Report of the Assistant Director of Development and Planning**

This report is public

**Purpose of the Report**

- To seek approval for the revised Name and Terms of Reference for the Local Plan Steering Group.

**1 Report Details**

**Background**

- 1.1 Members will be aware that the purpose of the Local Plan Steering Group was to oversee the day to day preparation of the Local Plan for Bolsover District and to recommend to Planning Committee on matters relating to the preparation of local development documents and supplementary planning documents.
- 1.2 However, following the adoption of the Local Plan for Bolsover District on 4<sup>th</sup> March 2020 there was a need to review the purpose of the Local Plan Steering Group.
- 1.3 In undertaking this review, the views of the members of the Local Plan Steering Group were sought via an informal virtual meeting held on 16<sup>th</sup> July 2020. At this meeting, the following questions were posed:
  - A. Do Members want to stay involved during the implementation of the Local Plan for Bolsover District and the delivery of its proposals and projects?
  - B. Do Members think the Terms of Reference for the group should be revised to reflect the adoption of the Local Plan for Bolsover District and the current implementation work of the Planning Policy team?
- 1.4 In response, members advised that:
  - A. Yes, Members want to stay involved during the implementation of the Local Plan and the delivery of its proposals and projects. Member involvement, scrutiny and advice on the priority and direction of Local Plan implementation is an important component of an elected member's role.
  - B. Yes, Members think the Terms of Reference for the group should be revised to reflect the greater emphasis on Local Plan implementation and as a consequence

the name of the group should be updated to Local Plan Implementation Advisory Group.

1.5 In light of this member feedback, the group's name has been updated to reflect the view of the Group's Members and its Terms of Reference have been updated to include the following work streams:

- *Transport improvement projects* – this work stream stems from policy ITCR9: Local Transport Improvement Schemes and other site specific policies.
- *Town Centre improvement projects* – this work stream stems from policies WC5, 6, 7 & 8: Town Centres & Edge of Town Centre Allocations in Bolsover, Shirebrook and South Normanton and will include working corporately to deliver town centre strategies and improved town centres.
- *Environmental projects* – this work stream stems from policies SC9: Biodiversity and Geodiversity & SC10: Trees, Woodland and Hedgerows and will include leading work with external partners on improving the health of protected ecological sites, the connectivity of habitats and proposals for tree planting.
- *Supplementary Planning Documents* – this work stream stems from several policies and involves leading on the preparation of:
  - a new Local Parking Standards Supplementary Planning Document;
  - a new Section 106 Planning Contributions Supplementary Planning Document;
  - an updated Successful Places: A Guide to Sustainable Housing Layout and Design Supplementary Planning Document;
  - an updated Historic Environment Supplementary Planning Document.
- *Monitoring* – this work stream includes statutory monitoring, such as preparation of the Authority Monitoring Reports and annual updates to the Brownfield Land Register and Annual Infrastructure Funding Statements.
- *Evidence base monitoring* – this work stream includes informal monitoring, such as reviewing viability evidence to establish whether policy obligations can be justified to deliver low-carbon style homes and health evidence to establish whether policies can be justified to require health impact assessments.

1.6 However, in light of the publication of the Planning White Paper and the Government's current consultation on a package of proposals for reform of the planning system in England, it would seem appropriate to retain a number of the plan-making oversight functions within the Terms of Reference.

1.7 As a result, these have been reviewed and updated slightly to enable the Local Plan Implementation Advisory Group to both endorse the suspension of work on the Local Plan implementation projects and prioritise and dedicate resources to start again plan-making tasks as required.

1.8 The existing Terms of Reference for the Local Plan Steering Group and the proposed new Terms of Reference for the Local Plan Implementation Advisory Group are appended to this report.

## **2 Conclusions and Reasons for Recommendation**

- 2.1 Following the adoption of the Local Plan for Bolsover District, the Council is now focussing on the implementation of the Local Plan and the delivery of a number of work streams and projects that will bring about benefits for the District.
- 2.2 In light of this, Members have advised that they wish the Group to continue and to become more focussed on advising on Local Plan implementation. In addition, following the publication of the Planning White Paper a number of the plan-making oversight functions have been retained within the Terms of Reference to ensure that the purpose of the Group can respond to future national changes to legislation.
- 2.3 Based on this review, the proposed new Terms of Reference for the Local Plan Implementation Advisory Group are recommended for approval.

## **3 Consultation and Equality Impact**

- 3.1 Other officers involved in the preparation of this report were: Principal Planning Officers, Senior Planning Officer and Senior Governance Officer. Members of the Local Plan Steering Group have also been consulted.
- 3.2 Local Plan Steering Group endorsed the revised Terms of Reference at a meeting on 2<sup>nd</sup> September 2020.

## **4 Alternative Options and Reasons for Rejection**

- 4.1 That Local Plan Steering Group continues under its existing Terms of Reference. This alternative option has been rejected as it does not provide sufficient focus on the implementation advisory role that is now needed.

## **5 Implications**

### **5.1 Finance and Risk Implications**

- 5.1.1 There are no specific finance or risk issues arising from this report.

### **5.2 Legal Implications including Data Protection**

- 5.2.2 There are no specific legal or data protection issues arising from this report.

### **5.3 Human Resources Implications**

- 5.3.1 There are no human resources implications arising from this report. Any need for additional staffing and financial resources as a consequence of legislative changes will be addressed at a future date.

## **6 Recommendations**

- 6.1 That the proposed Terms of Reference for the Local Plan Implementation Advisory Group at Appendix 2 to this report be approved.

**7 Document Information**

<p><b>Is the decision a Key Decision?</b>  A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:  <i>BDC: Revenue - £75,000</i> <input type="checkbox"/>  <i>Capital - £150,000</i> <input type="checkbox"/>  <i>NEDDC: Revenue - £100,000</i> <input type="checkbox"/>  <i>Capital - £250,000</i> <input type="checkbox"/>  <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	No
<p><b>Is the decision subject to Call-In?</b>  (Only Key Decisions are subject to Call-In)</p>	No
<p><b>Has the relevant Portfolio Holder been informed</b></p>	Yes
<p><b>District Wards Affected</b></p>	All
<p><b>Links to Corporate Plan priorities or Policy Framework</b></p>	All

**8 Document Information**

Appendix No	Title
1	Existing Terms of Reference for the Local Plan Steering Group
2	Proposed Terms of Reference for the Local Plan Implementation Advisory Group
<p><b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)</p>	
Report Author	Contact Number
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## **APPENDIX 1**

### **Existing Terms of Reference for the Local Plan Steering Group (LPSG)**

#### **Purpose of LPSG:**

To oversee the day to day preparation of the Local Plan and to recommend to Planning Committee on matters relating to the preparation of local development documents and supplementary planning documents, including:

- a) work programmes relating to the preparation of a new Local Plan to inform the preparation of the Local Development Scheme;
- b) findings of evidence base documents;
- c) draft spatial strategy decisions;
- d) Duty to Co-operate issues;
- e) the subject and format of consultation exercises;
- f) the format and content of Statement of Community Involvement and Annual Monitoring Reports;
- g) other plan making matters, including identifying matters requiring wider member engagement.

#### **Frequency of Meetings:**

Meetings will take place quarterly (as a minimum). Further meetings will take place as required with the approval of the Chair of the Local Plan Steering Group.

#### **Membership of LPSG:**

Membership to be drawn so that members of the Cabinet and Planning Committee are both represented and to reflect political make-up of the Council.

## **APPENDIX 2**

### **Proposed Terms of Reference for the Local Plan Implementation Advisory Group (LPIAG)**

#### **Purpose of LPIAG:**

To oversee the implementation of the Local Plan for Bolsover District and to advise on the priority and delivery of Local Plan implementation work streams.

These work streams will include, but are not exclusive to, the following items:

- *Transport improvement projects* – this work stream stems from policy ITCR9: Local Transport Improvement Schemes and other site specific policies.
- *Town Centre improvement projects* – this work stream stems from policies WC5, 6, 7 & 8: Town Centres & Edge of Town Centre Allocations in Bolsover, Shirebrook and South Normanton and will include working corporately to deliver town centre strategies and improved town centres.
- *Environmental projects* – this work stream stems from policies SC9: Biodiversity and Geodiversity & SC10: Trees, Woodland and Hedgerows and will include leading work with external partners on improving the health of protected ecological sites, the connectivity of habitats and proposals for tree planting.
- *Supplementary Planning Documents* – this work stream stems from several policies and involves leading on the preparation of:
  - a new Local Parking Standards Supplementary Planning Document;
  - a new Section 106 Planning Contributions Supplementary Planning Document;
  - an updated Successful Places: A Guide to Sustainable Housing Layout and Design Supplementary Planning Document;
  - an updated Historic Environment Supplementary Planning Document.
- *Monitoring* – this work stream includes statutory monitoring, such as preparation of the Authority Monitoring Reports and annual updates to the Brownfield Land Register and Annual Infrastructure Funding Statements.
- *Evidence base monitoring* – this work stream includes informal monitoring, such as reviewing viability evidence to establish whether policy obligations can be

justified to deliver low-carbon style homes and health evidence to establish whether policies can be justified to require health impact assessments.

In addition, LPIAG will also consider reports and recommend to Planning Committee on matters relating to the Council's plan-making function, including:

- a. work programmes relating to the preparation of new planning policy documents;
- b. findings of evidence base documents;
- c. cross-boundary consultation and co-operation / Duty to Co-operate issues;
- d. draft planning policies;
- e. the subject and format of consultation exercises;
- f. other plan-making matters and national consultations, including identifying matters requiring wider member engagement.

**Frequency of Meetings:**

Meetings will take place quarterly (as a minimum). Further meetings will take place as required with the approval of the Chair of the LPIAG.

**Membership of LPIAG:**

The LPIAG shall have 9 Members, reflecting the political balance of the Council and shall include the Chair and Vice Chair of Planning Committee.