



**REPORT of
DIRECTOR OF RESOURCES**

to
COUNCIL
8 SEPTEMBER 2016

ADDENDUM – URGENT BUSINESS

**AGENDA ITEM NO. 9 RECOMMENDATIONS OF COMMITTEES FOR
DECISION BY THE COUNCIL**

**1. PLANNING AND LICENSING COMMITTEE – 1 SEPTEMBER 2016
(SPECIAL MEETING)**

- 1.1 A special meeting of the Planning and Licensing Committee was held on Thursday 1 September 2016 to agree the Terms of Reference for proposed new Member Task and Finish Working Groups. Although the Minutes of this meeting have not been finalised for publication the Chairman of the Council has agreed that this matter be brought forward for consideration due to the urgency in setting up the proposed Working Groups.
- 1.2 [Web link to agenda and reports.](#)
- 1.3 The Committee considered and agreed that Member Task and Finish Working Groups be set up to progress the work on the:
- three elements of the Rural Allocations Development Plan Document, namely, Gypsy and Travellers, Rural Housing and Rural Employment.
 - Heybridge and Maldon Central Area Masterplan.
- 1.4 The Committee also considered membership of the Working Groups and concluded that in addition to the Chairman and Vice-Chairman of the Planning and Licensing Committee, membership should include the Leader and/or Deputy Leader of the Council and the relevant Ward Member(s) pertinent to individual sites under discussion on a geographical (ward) or topic / issue basis. As this would involve Members beyond the membership of the Planning and Licensing Committee it was decided that having regard to the constitution the Council should ratification of all the recommendations as set out in paragraph 1.4.1 below on the understanding that the Working Groups would report to the Planning and Licensing Committee.
- 1.4.1 Committee recommendations:
- (i) that Member Task and Finish Working Groups be set up to progress the work on the three elements of the Rural Allocations Development Plan Document, namely, Gypsy and Travellers, Rural Housing and Rural Employment;
 - (ii) that a Member Task and Finish Working Group be set up to progress the work on the Heybridge and Maldon Central Area Masterplan;

- (iii) that the proposed terms of reference (**APPENDIX 1**) for these and subsequent Task and Finish Working Groups to support the progression of work on policy matters with respect to the Local Development Plan, any Development Plan Document, any policy related matter including supplementary planning guidance and action plans and related local issues as identified by the Planning and Licensing Committee requiring an input on a geographical (ward) basis be agreed.
- (iv) that the Council agrees that the Working Groups as set out in (i) and (ii) above will report to the Planning and Licensing Committee.

TERMS OF REFERENCE:

The Task and Finish Working Group(s) will:

1.
 - (a) support the progression of work on policy matters with respect to the Local Development Plan, any Development Plan Document, any policy related matter including any supplementary planning guidance and action plans and related local issues as identified by the Planning and Licensing Committee that requires an input on a geographical (ward) basis.
 - (b) be supported by Officers to bring forward finding and recommendations to the Planning and Licensing Committee in a timely manner having regard to any urgency to meet any necessary timelines in a written report form or in a verbal update.
 - (c) comprise a membership of the Chairman and Vice-Chairman of the Planning and Licensing Committee, Leader and/or Deputy Leader, and, the relevant Ward Member(s) pertinent to individual sites under discussion on a geographical (ward) or topic / issue (e.g. representative on outside body) basis.
2. A written record of all meetings will be taken. A summary of the deliberations and any recommendations on any issue will be included in any subsequent report on that issue to the Planning and Licensing Committee and will be available to all members on the Corporate 'I' drive.
3. For the avoidance of doubt, the obligation on Members to declare any interests in terms of Council's Code of Conduct shall apply to meetings of the Task and Finish groups.
4. That a draft timeline of work be produced for each Task and Finish Working Group.