

Melton Local Plan Reference Groups Draft Terms of Reference

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1. Membership

The Melton Local Plan Reference Groups will consist of Members of the Melton Local Plan Working Group and representatives from the following groups; local residents groups, parish councils and the town committee, Developers and Landowners; Local businesses; young people and special interest groups.

2. Structure

The structure will consist of the Melton Local Plan Working Group chaired by Councillor Wright. Each of the reference groups will be chaired by one of the Members of the Melton Local Plan Working Group.

The Melton Local Plan Working Group will co-ordinate and oversee the activities of the six reference groups.

- Residents Groups – Chair (Cllr D Wright) Officer KM
- Developers/ Landowners – Chair (Cllr J Illingworth) Officer PG
- Parish Councils – Chair (Cllr P Chandler) Officer KM
- Local Businesses- Chair (Cllr E Holmes) Officer PG
- Young People- Chair (Cllr J Simpson) Officer KM
- Special Interest Groups – Chair (Cllr J Moulding) Officer PG

The reference groups will be chaired by a Member of the Melton Local Plan Working Group and will be managed by an appropriate lead officer (identified above). The Lead Officer will Act as the main point of contact for the Reference Group identified but may be replaced or substituted at future stages.

Secretariat and programme management support will be provided by MBC.

3. Purpose

1. To engage with Melton BC as part of the development of the Melton Local Plan.
2. To provide advice and guidance at key stages in the preparation of the Melton Local Plan
3. Support consultation activities and the preparation of the Melton Local Plan

4. Function*

1. Its primary purpose is to engage with Members and officers at key stages of the preparation of the Melton Local Plan.

2. Support with direction and advice related to best practice, knowledge and experience concerning the preparation of the Melton Local Plan
3. Maintain a strategic overview of the concept of the Melton Local Plan rather than individual interests.
4. To offer comments on key evidence base documents
5. To support Melton Borough in the community consultation of the Melton Local Plan
6. To positively support the preparation of the Melton Local Plan.

(*not in order of priority)

5. Key Outcomes

- An adopted Melton Local Plan.
- A consultation statement that demonstrates the community's extensive involvement in the preparation of the Melton Local Plan.

6. Accountability

- Each of the reference groups will be requested to elect a spokesperson to formally address the Melton Local Plan Working Group. Members of the reference groups will formally report through their chairs and lead officer. Recommendations will need to be appropriately evidenced and processes documented.

7. Working Arrangements

Meetings will run for the duration of the preparation of the Melton Local Plan. Meetings will be required on the basis of the needs of the programme (as opposed to pre determined fixed dates) because the activities on which consultation is required are not regularly positioned or evenly spread (please refer to Programme documents)

Secretarial support and project management will be provided by Melton Borough Council.