

Local Plan & Conservation Task Group

Terms of Reference

<p>Purpose</p>	<p>The purpose of the Local Plan & Conservation Task Group is to:</p> <ul style="list-style-type: none"> • Provide governance, oversight, and direction for the North Norfolk Local Plan Review 2026-29. • Make decisions at defined stages of plan preparation within its delegated authority. • Ensure the Local Plan is: <ul style="list-style-type: none"> ○ Sound, legally compliant, and evidence-based ○ Consistent with national policy and legislation ○ Deliverable and aligned with corporate priorities • To oversee and endorse the preparation and adoption of Conservation Area Appraisals and Management Plans and other relevant policy-related issues pertaining to the built and natural environments and relating to the Conservation, Design and Landscape Service.
<p>Composition of the Panel</p>	<p>The Task Group is established by Cabinet. (<i>Constitution Chapter 3, Part 3, S1.</i>)</p> <p>It will consist of 7 members (and 7 substitute members) and will be politically balanced. The quorum will be 4. It will be chaired by the Portfolio Holder for Planning & Enforcement</p>
<p>Officer Support</p>	<p>The following officers will attend Task group meetings: meetings: Planning Policy manager Planning Policy officers (as required) Conservation, Design & Landscape Officers Democratic Servies (Governance and admin support)</p>
<p>Governance & Decision making</p>	<p>The Group will take decisions under delegation from Cabinet.</p> <p>It will meet monthly in public and agendas and accompanying documentation will be circulated in accordance with statutory requirements</p> <p>Minutes will be taken by a member of the Democratic Services Team</p> <p>Decisions should have regard to the following:</p> <ul style="list-style-type: none"> ○ Relevant legislation

	<ul style="list-style-type: none"> ○ National planning policy and guidance ○ Evidence base ○ Officer advice ○ Public consultation feedback <p>Decisions will be on the basis of a simple majority of members at the meeting. The chair will have the casting vote in the case of a tie.</p> <p>The Task Group is able to do the following under delegation from Cabinet:</p> <ul style="list-style-type: none"> ○ Approve draft documents for consultation at key stages under the new plan making system i.e. Scoping Consultation, Local Plan Content & Evidence consultation, and Proposed Plan publication and consultation stages under Regulation 20, 23 & 27 stages of the Local Planning Regulations 2026. ○ Recommend the submission version of the Local Plan for examination to Full Council subject to constitutional requirements. ○ Endorse formal documents produced collaboratively through the Norfolk Strategic Planning Member Forum or subsequent body. ○ Approve the adoption of Conservation Area Appraisals and Management Plans and any other relevant policy-related issues relating to the Conservation, Design and Landscape service and pertaining to the built and natural environment. <p><i>Cabinet retains the right to discharge its delegated functions at any time (Constitution, Chapter3, Part 4, s.1.3 Cabinet Procedure rules)</i></p> <ul style="list-style-type: none"> ○
Scope	<p>The scope of the Group is to make decisions at defined stages of plan preparation (within its delegated authority) against the overall timetable.</p> <p>This will:</p> <ol style="list-style-type: none"> 1) Provide oversight and decisions at key milestones around: <ul style="list-style-type: none"> • Local Plan timetable, milestones and delivery expectations • Vision and objectives development • Spatial strategy development • Policy development • Site assessment process

	<ul style="list-style-type: none"> • Consideration of iterations following consultation and Gateway stages • Community and stakeholder engagement strategy • The preparation and adoption of Supplementary Plans (SPs) as appropriate
Reporting Framework	<p>Minutes and actions from the Task Group will be reported to Cabinet on a regular basis.</p> <p>The Task Group can refer a decision to Cabinet, if a consensus cannot be reached.</p>
Review	<p>These Terms of Reference will be:</p> <ul style="list-style-type: none"> ○ Reviewed by the Planning Policy Manager and Portfolio Holder for Planning and Enforcement annually, or, ○ Updated in response to changes in legislation or national policy. <p>Any amendments require approval by:</p> <ul style="list-style-type: none"> ○ Cabinet