

Local Plan & Conservation Task Group

Terms of Reference

Purpose	The purpose of the Local Plan & Conservation Task Group is to: • 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: ○ 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.
Composition of the Panel	The Task Group is established by Cabinet. (<i>Constitution Chapter 3, Part 3, S1.</i>) 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
Officer Support	The following officers will attend Task group meetings: Planning Policy manager Planning Policy officers (as required) Conservation, Design & Landscape Officers Democratic Services (Governance and admin support)
Governance & Decision making	The Group will take decisions under delegation from Cabinet. It will meet monthly in public and agendas and accompanying documentation will be circulated in accordance with statutory requirements Minutes will be taken by a member of the Democratic Services Team Decisions should have regard to the following: ○ Relevant legislation

	○ National planning policy and guidance ○ Evidence base ○ Officer advice ○ Public consultation feedback 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. The Task Group is able to do the following under delegation from Cabinet: ○ 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. <i>Cabinet retains the right to discharge its delegated functions at any time (Constitution, Chapter3, Part 4, s.1.3 Cabinet Procedure rules)</i> ○
Scope	The scope of the Group is to make decisions at defined stages of plan preparation (within its delegated authority) against the overall timetable. This will: 1) Provide oversight and decisions at key milestones around: • Local Plan timetable, milestones and delivery expectations • Vision and objectives development • Spatial strategy development • Policy development • Site assessment process

	• 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	Minutes and actions from the Task Group will be reported to Cabinet on a regular basis. The Task Group can refer a decision to Cabinet, if a consensus cannot be reached.
Review	These Terms of Reference will be: ○ 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. Any amendments require approval by: ○ Cabinet