

Membership	<p>Fourteen Members of North Norfolk District Council (politically balanced)</p> <p>All members to be invited to contribute as and when required.</p>
Purpose	<p>To ensure that the requirements of the Plan Making Regulations for Local and Neighbourhood Plans are met, that the legal Duty to Cooperate when preparing Development Plans is effectively discharged, that Conservation Areas, Listed Buildings and designated landscapes and wildlife are subject to appropriate policy protection and that the Council retains an effective policy basis for managing the impacts of all types of land use and built development in the District.</p>
Actions	<ul style="list-style-type: none"> • Commission and prepare a proportionate evidence base to support the development of land use policies and ensure this is kept up to date. • Appraise the reasonable options which are available to address growth needs of the District in a sustainable way. • Prepare suitable materials and undertake effective public engagement in the preparation of land use policies. • Prepare a draft Local Plan, Sustainability Appraisal, Habitat Regulations Assessment, Equalities and Duty to Co-operate Statements for independent examination. • Oversee the completion of an agreed program of Conservation Area Appraisals. • Oversee the maintenance of the list of Locally Listed Buildings. • Ensure that the impacts of policies are effectively monitored and are subject to periodic review. • Help shape positive change management through the media and other communication channels.
Reporting Framework	<p>The Working Party will produce an annual report to be submitted to the Overview & Scrutiny Committee outlining progress.</p>
Administration	<ul style="list-style-type: none"> • Published timetable of meetings. Meetings to be held in public. • Preparation and publication of meeting Agenda's at least five working days before each meeting. • Publication of Minutes • Progress chasing
Risk & Mitigation	<p>Sign off risk analysis for the corporate and service risk registers.</p>

Governance	<ul style="list-style-type: none">• Periodic reports and updates to the Overview & Scrutiny Committee• Confidentiality of information will be ensured where necessary
Housekeeping	All work to be undertaken within the framework of the corporate policies of the Council.