



## **Local Plan Working Group Terms of Reference**

### **Remit**

The Local Plan Working Group is established to support the Town Councils review of the Leeds Local Plan. Its primary role is to consider relevant policies, proposals, and stages of the Local Plan process and to provide informed recommendations to the Planning, Licensing and Transport (PL&T) Committee.

### **Responsibilities**

1. Review and consider the content and implications of the Leeds Local Plan.
2. Assess the policies, objectives, and potential development sites proposed within the Plan.
3. Formulate and agree recommendations to the PL&T Committee regarding any formal comments or responses to consultations related to the Local Plan.
4. Maintain awareness of the Neighbourhood Plan and any other applicable local or national planning policies and documents that may provide context or guidance during the review of the Leeds Local Plan.
5. Monitor and engage with future stages of the Local Plan process, including any subsequent public consultations.
6. Operate in accordance with the agreed Working Group Protocol.
7. Act in an advisory capacity only; the Working Group does not hold decision-making powers regarding expenditure or any other binding commitments.
8. Engage with the community

### **Membership**

Open to all members of the Council.

Non-members may be co-opted but shall have no voting rights.

Membership shall be reviewed annually at the Annual Meeting of the Town Council.

At least one member of the Planning, Licensing & Traffic Committee and Neighbourhood Plan Working Group shall be on the working group.

The lead of the Working Group shall be appointed at the first meeting of the Working Group after the Annual Meeting of the Town Council.

### **Conduct of business**

Business of the Working Group shall be conducted in accordance with the Working group Protocol and Standing Orders.

### **Meetings**

- a. To be called as and when required.
- b. Meetings will be called by the lead or by 2 members of the group.
- c. Where possible, 3 clear days' notice of a meeting will be given but meetings may be convened at shorter notice.
- d. The group lead or the members calling the meeting will issue an agenda to members of the group by email. Where possible, the agenda will be issued 3 clear days before a meeting but may be issued at shorter notice if the meeting is convened at less than 3 clear days' notice.

- e. Members of the group may request the lead to call a meeting. If, within 7 days of a request to call a meeting, the lead does not call a meeting a meeting may be called by the Proper Officer on receipt of a request from 2 members of the group.
- f. A minute taker will be appointed by the group at the start of every meeting. Minutes will be taken at each meeting and reviewed for accuracy at the following meeting.
- g. Minutes of the group will be submitted to PL&T for information.
- h. At least 3 members of the group must be present at any meeting in order for it to proceed.
- i. Members who are unable to attend a meeting are asked to give their apologies with reasons to both the lead and to the Clerk.
- j. Guests may be invited to the meetings but will be unable to vote on any matter.

#### Reporting

The Working group will report to Planning, Licensing and Traffic Committee/Full Council.

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Adopted: 17<sup>th</sup> July 2025

Review Date: May 2026