

Meeting:	<b>Joint Committee on Strategic Planning and Transport</b>
Date:	10 September 2018
From:	Joint Officer Steering Group

## **Joint Committee Terms of Reference**

### **1 Summary**

- 1.1 This report presents the existing terms of reference for the Joint Committee for the Committee to review.

### **2 Background**

- 2.1 The Joint Committee on Strategic Planning and Transport was formed in 1998 to provide a forum for Nottingham City Council and Nottinghamshire County Council to meet together to discuss planning and transport matters of mutual interest. The present terms of reference were last updated in December 2018 and the protocol which underpins the Joint Committee requires a review of the Terms of Reference every two years.
- 2.2 Whilst it is considered that the Terms of Reference remain broadly fit for purpose, it is timely to review the role and responsibilities of the Joint Committee. Committee Members are therefore invited to review the existing Terms of Reference and make comment on aspects they may wish to alter or add. It is recommended that officers then discuss any further changes needed and an updated Terms of Reference be presented to the next meeting of the Joint Committee

### **3 Recommendation(s)**

- 3.1 That the Joint Committee note the existing Terms of Reference as appended to this report, and considers whether any amendments are required.
- 3.2 If amendments are required, officers be requested to re-draft the Terms of Reference and present back to the next meeting for consideration and approval.
- 3.3 If no amendments are required, the existing Terms of Reference be approved.

### **4 Background papers referred to in compiling this report**

- 4.1 None

### **Contact Officer**

Stephen Pointer,  
Team Manager Planning Policy,  
Nottinghamshire County Council  
Email: [stephen.pointer@nottscc.gov.uk](mailto:stephen.pointer@nottscc.gov.uk)

Matt Gregory  
Head of Planning Strategy and Building Control  
Nottingham City Council  
[matt.gregory@nottinghamcity.gov.uk](mailto:matt.gregory@nottinghamcity.gov.uk)

# **Protocol for the Operation of a Joint Committee on Strategic Planning and Transport In Greater Nottingham**

**(Reviewed December 2018)**

1. Nottinghamshire County Council and Nottingham City Council established a Joint Committee between the two Authorities to advise on strategic planning and transport matters in Greater Nottingham in April 1998.
2. This protocol agreed between the two Authorities on the establishment and operation of the Joint Committee requires a two yearly review, to ensure it remains relevant to the needs of the Joint Committee.

## **Role**

3. The role of the Joint Committee is to advise the County Council and City Council on strategic planning and transport matters of mutual concern which cross administrative boundaries in order to facilitate the sustainable development and growth of Greater Nottingham and to assist in meeting the Duty to Cooperate (S110 of the Localism Act).

## **Responsibilities**

4. The Joint Committee will be responsible for providing advice on strategic planning and transport matters, including advice in relation to the following:
  - (a) The preparation of coordinated and aligned Local Plans to provide a coherent and consistent planning framework across Greater Nottingham, including consideration of significant evidence base studies, such as Strategic Housing Market Assessments and Economic/Employment Land reports;
  - (b) The preparation and content of statements of common ground which seek to demonstrate effective and ongoing joint working between strategic policy making authorities
  - (c) Local Plans/Development Plan Documents and Strategies prepared by other Local Planning Authorities;
  - (d) The approach to, and use of, planning contributions arising from development in Greater Nottingham where this is of strategic importance;
  - (e) Liaison with statutory bodies;
  - (f) Liaison with the D2N2 Local Enterprise Partnership and Local Nature Partnership;
  - (g) Co-ordination of planning policies for minerals and waste matters, including the Local Aggregates Assessment and a Joint Waste Local Plan ;
  - (h) The provision of infrastructure, including transport, social and green infrastructure, to support future growth, particularly where this has cross boundary implications;

- (i) Nottinghamshire Local Transport Plan (2011 – 2026) Strategy and Implementation Plan
  - (j) Nottingham Local Transport Plan (2011 – 2026) – Strategy and Implementation Plan;
  - (k) Strategic issues arising from the management of the Traffic Control Centre;
  - (l) Strategic issues arising from public transport operations, including rail services and High Speed 2, Bus Quality Partnerships and the development of the Nottingham Express Transit;
  - (m) Strategic issues arising from air quality reviews and assessments within or impacting on Greater Nottingham.
5. To assist the Joint Committee in carrying out the responsibilities in paragraph 4 above, they shall be entitled to receive information and to comment where they deem appropriate on other relevant matters including:
- (a) Planning applications within and adjacent to Greater Nottingham subject to the statutory timetable;
  - (b) Major development proposals in areas within and surrounding Greater Nottingham;
  - (c) Significant developments in the highway and transport networks;
  - (d) Major strategic initiatives of either Authority in Greater Nottingham e.g. tackling climate change.
  - (e) Economic strategies for Greater Nottingham;
  - (f) Government legislation, regulations, guidance and initiatives affecting strategic planning and transport matters.
6. The Joint Committee will have regard to the views and resolutions of the Greater Nottingham Joint Planning Advisory Board.

### **Area of Responsibility**

7. The Joint Committee will be responsible for advising on strategic planning and transport matters across the whole area known as Greater Nottingham. Greater Nottingham is defined as the Nottingham Core Housing Market Area and Hucknall. It comprises the local authority areas of Broxtowe, Erewash, Gedling, Nottingham City and Rushcliffe, plus the Hucknall part of Ashfield and the relevant parts of Derbyshire and Nottinghamshire County Councils, however, the remit of this Committee excludes Erewash Borough in Derbyshire.

### **Relationship to Parent Authorities**

8. The views of the Joint Committee will be communicated to the appropriate executive or other body or bodies of the County and City Councils as soon as possible following a resolution by the Joint Committee. Where the Joint Committee has expressed a view on particular matters that is the

subject of a report to any of the parent executive bodies, the recommendation of the Joint Committee will be included in the report.

## **Membership**

9. The Joint Committee will be composed of four (4) members from each authority. Member substitutes are allowed.
10. With the agreement of the Chair and Vice Chair, other members may be co-opted onto the Committee from time to time to assist the Joint Committee in carrying out the responsibilities in paragraphs 4 to 7 above. Such members will not have voting rights.
11. The appropriateness of co-opted members will be reviewed in accordance with paragraph 18.

## **Chair and Vice Chair**

12. The Chair and Vice Chair will be appointed every two years and alternate between each Authority. The Vice Chair will always be appointed by the Authority not holding the Chair.

## **Frequency of Meetings**

13. The Joint Committee will meet at least 4 times a year unless otherwise agreed by the Chair and Vice Chair.

## **Organisation and Conduct of Meetings**

14. Notice of meetings, circulation of papers, conduct of business at meetings and voting arrangements will follow the Standing Orders of the Authority which holds the Chair, or such Standing Orders which may be approved by the parent Authorities. Meetings will be open to members of the public.

## **Officer Support**

15. The secretariat of the Joint Committee will alternate every two years between the two Authorities with the Chair. The costs of operating the Joint Committee will be met by the Council providing the secretariat services. The work of the Joint Committee will be serviced by a Joint Officer Steering Group which will assist the Chair and Vice Chair in setting agendas and brief them prior to meetings. They will also be responsible for communicating the views of the Joint Committee.

## **Disagreement Between the two Authorities**

16. Where the members of the Joint Committee cannot arrive at a view on a particular issue which enjoys the support of the majority of members, that issue should be referred back to the relevant executive bodies of the two Councils.
17. Participation in the Joint Committee will not deter either Authority from expressing a dissenting opinion on any specific issue. The right to make representations at any consultation stage in the development plan making process or at an Examination in Public will not in any way be curtailed by membership of the Joint Committee.

## **Review**

18. The role and operation of the Joint Committee will be kept under review, with a further complete review of its responsibilities and workings to be carried out not later than two years from the adoption of this revised protocol.

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