

**Report by the Planning Policy Manager**

**Community Strategy and Development Plan Working Group – Terms of Reference**

**1.0 Summary**

- 1.1 This report asks members to agree an amendment to the Terms of Reference for the Community Strategy and Development Plan Working Group to remove the requirement for attendance by representatives from more than one party.

**2.0 Recommendations**

- 2.1 That the Terms of Reference in the Council's Constitution for the Community Strategy and Development Plan Working Group be amended by deleting the reference to the need for there to be representatives from more than one party.

**3.0 Background**

- 3.1 The Terms of Reference for the Community Strategy and Development Plan Working Group include the need for there to be at least 3 Members present at meetings and to include representatives from more than one party in order for meetings to be quorate.
- 3.2 The Terms of Reference (attached as Annex A) are part of the Council's Constitution and were recently agreed by the Policy and Strategy Committee at its meeting on the 22 May 2007 and by the Planning and Regulatory Committee on 4 June 2007.
- 3.3 However, given that there is only one Member on the Working Group which represents another party, attendance from this Member must be guaranteed if meetings are to be quorate. It may not always be possible for this Member to attend every meeting arranged. Given the restriction that this causes, it is therefore recommended that the wording "(representing more than one party)" be deleted.

**Local Government Act 1972**

**Background Papers:**

Adur District Council Constitution

**Contact Officer:**

Colette Blackett  
Planning Policy Manager  
01273 263242  
[colette.blackett@adur.gov.uk](mailto:colette.blackett@adur.gov.uk)

## **Appendix 1**

### **1.0 Council Objective**

1.1 The change will allow more opportunities for meetings of the Working Group to be quorate and therefore to be more efficient and quicker in dealing with items. This will benefit most of the Council's priority targets.

### **2.0 Specific Targets**

2.1 To protect and enhance core services to the community.

### **3.0 Sustainability Issues**

3.1 No issues identified.

### **4.0 Equality Issues**

4.1 No issues identified.

### **5.0 Community Safety issues (Section 17)**

5.1 No issues identified.

### **6.0 Human Rights Issues**

6.1 No issues identified.

### **7.0 Financial Implications**

7.1 No financial implications.

### **8.0 Legal Implications**

8.1 This will entail a change to the Council's Constitution.

### **9.0 Consultations**

9.1 Not applicable.

### **10.0 Risk assessment**

10.1 No issues identified.

### **11.0 Health & Safety Issues**

11.1 No issues identified.

### **12.0 Procurement Strategy**

12.1 No issues identified.

### **13.0 Partnership Working**

13.1 No issues identified.

## **Community Strategy and Development Plan Working Group**

### **Terms of Reference**

**Membership:** 6 members appointed by Policy and Strategy Committee and Planning and Regulatory Committee.

**Quorum:** 3 members (representing more than one party)

### **Purpose**

1. To provide direction and advice to the Council on the preparation and adoption of the Adur Development Plan by 2007.
2. To review the 2003 Adur Community Strategy by 2008.

### **Terms of Reference**

1. To receive and consider the issues and priorities of stakeholders, including Adur in Partnership (AiP) and Stakeholder Planning Forum to inform the preparation of the Adur Development Plan and the review of the Adur Community Strategy.
2. To agree a project plan and regularly monitor progress towards the adoption of the Adur Development Plan and review of the Adur Community Strategy;
3. To recommend to the Policy and Strategy Committee consultation proposals in respect of the Adur Development Plan and the Adur Community Strategy;
4. To make recommendations to the Policy and Strategy Committee on all aspects of the Adur Development Plan and the Adur Community Strategy;
5. To carry out such other related tasks as are given to it by the Policy and Strategy Committee.

### **Frequency of Meetings**

At least quarterly, but it is anticipated that more regular meetings will be required at various times during the municipal year in accordance with the requirements of the project plan.