

Terms of Reference – June 2022

Purpose of the Board

- 1 The purpose of Strategic Sites and Masterplanning Project Board (“the Board”) is to support the implementation of Policy SP9 Design & Sustainability in the proposed North Hertfordshire Local Plan 2011-2031 (“the Local Plan”) in relation to:
 - Strategic Housing Sites (Policies SP14 to SP19 of the Local Plan);
 - Local Housing Allocations (Policy HS1 of the Local Plan) that fall within the definition of significant development [generally taken to be schemes of 100 homes or more]; and
 - Any comparable, speculative proposals or planning applications for significant or strategic housing development on sites not allocated in the Local Plan

- 2 Policy SP9 states (inter alia):

The Council require Strategic Masterplans to be produced for Strategic Housing Sites and significant development by the landowner/applicant in collaboration with the Council and subject to consultation with key stakeholders and the community.

To ensure sites are comprehensively planned and delivered planning applications should be preceded by and consistent with a Strategic Masterplan agreed by the Council. Where applications have already been submitted to the Council a Strategic Masterplan should be agreed with the Council prior to or as part of the grant of planning permission.

- 3 The Board will be advisory and established under normal internal meeting project management principles. The meetings of the Board are not public meetings, but in the interests of openness and transparency minutes will be taken and made available on request.

- 4 The Council will continue to exercise its statutory function as local planning authority through the existing decision-making routes and structures but with the added benefit of clear reporting and recommendations from the Board.

- 5 The consideration and approval of Strategic Masterplans (or any matters relating thereto) will not prejudice the consideration of planning matters at planning application stage. The Strategic Masterplan is a requirement of the Council set out in Policy SP9 of the Local Plan.

- 6 Any approved Strategic Masterplan will be a material consideration in the assessment and determination of any future planning applications at both officer

level and at planning committee that would demonstrate how the policy requirements of Policy SP9 have been met.

Core Functions

- 7 The advisory role of the Board is to:
- Inform place specific visions for the Strategic Housing sites that support sustainable communities.
 - Provide corporate oversight and strategic direction to the implementation of strategic site project delivery.
 - Ensure consistency of corporate direction and decision-making from the strategic to the site-specific and over time.
 - Ensure effective use of and sufficient resources to support project delivery.
 - Receive and consider progress reports and recommendations for approval of Strategic Masterplan documents.
 - Agree approval process and timing for Strategic Masterplans
 - Help with the resolution and or co-ordination of strategic issues, including identification and prioritisation of green, social and physical infrastructure and s106 obligations.
 - To provide, where applicable, a recommendation to the Service Director: Regulatory on the draft masterplan documentation to be subject to formal public consultation.
 - To provide, where applicable, a recommendation to the Service Director: Regulatory on the final draft Strategic Masterplans and recommending their formal approval by the Council to Cabinet and Full Council (where this applies)

Membership

- 8 The planning, design and delivery of strategic sites are long-term projects. They are highly likely to span a number of political cycles and leaderships. Cross-party representation with a political balance is therefore required. This will ensure a consistent approach to delivering a place-based vision and sustainable and well-designed new communities.
- 9 The political membership of the Board will consist of one nominated Member and one nominated deputy for each political Group elected to the Council which shall normally include the Executive Member for Planning and any deputy or shadow for this portfolio.
- 10 Membership shall be reviewed and updated as required at the start of each civic year or cycle or as otherwise agreed by the Board.
- 11 Political membership for the 2022/23 civic year is as follows:

Party	Conservative	Labour	Liberal Democrat
Board Member	Cllr Ian Moody	Cllr Ian Mantle	Cllr Ruth Brown (Chair)
Nominated deputy	Cllr Claire Strong	Cllr Elizabeth Dennis-Harburg	Cllr Tom Tyson

- 12 Officer membership of the Board will consist of the Managing Director and Service Director – Regulatory.
- 13 The project manager of the Strategic Sites Steering Group (or any nominated deputy in their absence) will attend meetings of the Board supported by other members of the Strategic Sites Steering Group as required to deliver reports and updates.
- 14 Administration of the group including the taking of minutes will be the responsibility of the Strategic Sites Technical Support Officer.
- 15 Other Council officers and members will be invited to meetings as and when required. This may include other Executive Members, senior managers, consultants or where appropriate an external body representative.

Roles and Responsibilities

- 16 Board Members should:
 - Implement the core functions of the Board;
 - Have the responsibility to represent their Group and to feedback information to other relevant individuals/groups;
 - Act as ‘champions’ for high quality design and place leadership in new communities and new development;
 - Make every effort to prioritise attendance at scheduled meetings and to ensure a substitute is nominated from the same organisation.

Chairing

- 17 The Chair will be the relevant Executive Member for Planning. In the absence of the Chair at any meeting the Board may elect someone to preside over the meeting.

Meetings

- 18 Meetings will be held monthly at a regular time and day to be agreed.
- 19 The agenda for each meeting will be prepared by the Strategic Sites Steering Group and circulated to Board members at least 5 working days in advance of the meeting. Draft minutes will be circulated within 2 weeks of the meeting.

Decision Making and Reporting Lines

- 20 Whilst the Board has overall responsibility for recommending the approval of Strategic Masterplans to Cabinet and Full Council where applicable (supported by officer advice and recommendations where this is relevant) it has no statutory decision-making powers.
- 21 The Board will seek to make recommendations on a consensus basis. Where Board consensus is achieved, the recommendation will, where required, be presented or reported to Full Council or other relevant committee(s) by the Service Director: Regulatory.
- 22 Where consensus is not achieved, the outcome will be noted and, where required, reported to the appropriate decision-making committee.
- 23 The Board will receive reports and progress updates from the Strategic Sites Steering Group which will focus on the day-to-day resourcing and management of the Strategic Masterplan process and outcomes.
- 24 The Board will be asked to consider pre-application/pre planning permission Strategic Masterplan material at the draft and final draft stages as identified in the Core Functions.