

Title of Report:	Local Development Plan Steering Group: Revised Terms of Reference
Committee Report Submitted To:	PLANNING COMMITTEE
Date of Meeting:	28th October 2026
For Decision or For Information	For Decision
To be discussed In Committee	NO

Linkage to Council Plan (2026-2031)	
Strategic Priority No.4	Sustainability and Managing Our Natural and Built Environment
Outcome	A Local Development Plan that balances growth, environmental protection, and community needs.
Lead Officer	Principal Planning Officer

Budgetary Considerations	Not applicable in this case
Cost of Proposal	
Included in Current Year Estimates	
Capital/Revenue	
Code	
Staffing Costs	

Legal Considerations	Not applicable in this case
Input of Legal Services Required	
Legal Opinion Obtained	

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals. Not applicable in this case.		
Section 75 Screening	Screening Completed:	Yes/No	Date:
	EQIA Required and Completed:	Yes/No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

1.0 Purpose of Report

- 1.1 To update members on discussions regarding the Council's Local Development Plan (LDP) Steering Group and to seek agreement on amendments to the original Terms of Reference (TOR).

2.0 Background

- 2.1 Members will be aware of discussions at the Council's 23rd September 2026 Planning Committee regarding the LDP Steering Group.
- 2.2 The matter was discussed further at the LDP Steering Group Meeting held on 30th September 2026 where members requested an updated TOR for discussion.

Original (2017) TOR:

- 2.3 In line with the Council's published 'Statement of Community Involvement in Planning' (SCI), the original LDP Steering Group TOR was as set out at Appendix 1.
- 2.4 At Preferred Options Paper (POP) stage the LDP Steering Group was consulted on key planning issues arising within the Borough and agreement on the POP publication document.
- 2.5 At draft Plan Strategy stage, the Steering Group agreed the draft LDP policies that were appraised through the SA process prior to presentation to Full Council back in November 2022. Council heads of service and other key council officials were involved in topic-related policy drafting.
- 2.6 Going forward the Steering Group will agree the updated draft LDP policies prior to an updated SA being carried out and a publication consultation document being presented for agreement.

Updated (2026) TOR

- 2.7 An updated TOR, as discussed at the LDP Steering Group Meeting held on 30th September 2026, is set out at Appendix 2.

3.0 Recommendation

- 3.1 **IT IS RECOMMENDED** that the Planning Committee note the content of the report and agree to an updated TOR along the lines of that attached at Appendix 2.

Appendices:

Appendix 1: Original (2017) LDP Steering Group Terms of Reference.

Appendix 2: Draft updated LDP Steering Group TOR.



Local Development Plan Steering Group

Terms of Reference

NAME

The name of Steering Group will be the 'Causeway Coast and Glens Borough Council Local Development Plan (LDP) Steering Group'.

PURPOSE

The purpose of the Steering Group is to oversee and co-ordinate the delivery of the Local Development Plan (LDP).

OBJECTIVES

- To ensure overview and strategic input in the Plan process, on behalf of the whole community, as well as from planning officials and the wider council.
- To deliver the LDP in accordance with the published Timetable whilst meeting statutory requirements and various tests of 'soundness'.
- To ensure the engagement of Elected Members in the LDP process.
- To agree policy options to be taken forward for assessment under the Sustainability Appraisal/Strategic Environmental Assessment.

MEMBERSHIP OF THE STEERING GROUP

In line with Council's published "Statement of Community Involvement in Planning" (SCI) the LDP Steering Group will comprise of:-

- The Planning Committee; and
- Head of Planning.

Heads of Service within the relevant sections of Council will be invited to participate in the Steering Group meetings.

The Head of Planning will chair the Group.

The Plan Manager will act as Secretary to the Group.

DECLARATION OF INTEREST

Members of the Steering Group should declare **any** personal interest that may exist or may be perceived to exist, in relation to any decisions or recommendations made by the group.

CONFIDENTIALITY

Confidentiality must be maintained at all times.

In the conduct of their duties, members of this group will be privy to material that is confidential, or which should reasonably be regarded as being of a confidential nature. This material must not be distributed outside of the group.

MEETING ARRANGEMENTS

The Steering Group will normally meet on a quarterly basis. However, there may be occasions when an ad hoc meeting is required to ensure that we meet our published LDP Timetable. In this instance at least one week's notice will be given (via e-mail).

The Steering Group shall take minutes of all meetings. These may be open to public scrutiny, subject to the Environmental Information (EIR) Regulations 2004.

Minutes of the meeting will be circulated to all attendees within one week of the meeting being held.

REPORTING STRUCTURES

The Group will supply an annual monitoring report to inform Council on progress in meeting the Plan Timetable and identifying the causes of any significant delay.

The Group will be required to complete its objectives within the timescale for the adoption of the Plan, as per the agreed LDP Timetable.

SIGNATURES

1. Chairperson in group: DENISE DICKSON 5/10/17

Signed:  _____

2. Name and Position in group: ALD KING - VICE CHAIR.

Signed:  _____ 5/10/17



Local Development Plan Steering Group

Terms of Reference

CONTEXT

The responsibility for the preparation of a Local Development Plan (LDP) for the Borough transferred from central government to the Council in 2015. A Timetable for the preparation of the LDP and a Statement of Community Involvement in Planning (SCI) were first published in 2016 with both having been revised on a number of occasions since then.

PURPOSE

The name of Steering Group will be the 'Causeway Coast and Glens Borough Council Local Development Plan (LDP) Steering Group'. The purpose of the Steering Group is to oversee and co-ordinate the delivery of the Local Development Plan (LDP).

OBJECTIVES

- To ensure overview and strategic input in the Plan process, on behalf of the whole community, as well as from planning officials and the wider council.
- To deliver the LDP in accordance with the published Timetable whilst meeting statutory requirements and various tests of 'soundness'.
- To ensure the engagement of Elected Members in the LDP process.
- To agree policy options to be taken forward for assessment under the Sustainability Appraisal/Strategic Environmental Assessment.
- To provide a forum for discussion and debate

MEMBERSHIP OF THE STEERING GROUP

In line with Council's published "Statement of Community Involvement in Planning" (SCI) the LDP Steering Group will comprise of:-

- The Planning Committee;
- Head of Planning; and
- Chief Executive, Directors and Heads of Service, as and when required.

The Group shall appoint a Chair and Vice Chair.

The Plan Manager will act as Secretary to the Group.

DECISION MAKING AUTHORITY

The Steering Group does not have delegated decision-making authority. As such, its recommendations will be presented to the Planning Committee for agreement, as and when required.

DECLARATION OF INTEREST

Members of the Steering Group should declare **any** personal interest that may exist or may be perceived to exist, in relation to any decisions or recommendations made by the group.

CONFIDENTIALITY

Confidentiality must be maintained at all times.

In the conduct of their duties, members of this group will be privy to material that is confidential, or which should reasonably be regarded as being of a confidential nature. This material must not be distributed outside of the group.

MEETING ARRANGEMENTS

The Steering Group will normally meet on a quarterly basis. However, there may be occasions when an ad hoc meeting is required to ensure that we meet our published LDP Timetable. In this instance at least one week's notice will be given (via e-mail).

The Steering Group shall take minutes of all meetings. These may be open to public scrutiny, subject to the Environmental Information (EIR) Regulations 2004.

Minutes of the meeting will be circulated to all attendees within one week of the meeting being held.

REPORTING STRUCTURES

The Group (through the Secretary) will supply an annual monitoring report to inform Council on progress in meeting the Plan Timetable and identifying the causes of any significant delay.

The Group will be required to complete its objectives within the timescale for the adoption of the Plan, as per the published LDP Timetable.

SIGNATURES

1. Chairperson in group:

Appendix 2
Signed:

2. Name and Position in group:

Signed: