

**NOTTINGHAM CITY COUNCIL
NOTTINGHAMSHIRE COUNTY COUNCIL**

JOINT COMMITTEE ON MINERAL AND WASTE PLANNING

PROTOCOL AND TERMS OF REFERENCE

Role

1. The Joint Committee on Mineral and Waste Planning is a politically balanced committee whose role is to provide a forum at which members of Nottinghamshire County Council and Nottingham City Council can discuss together matters related to the preparation, content and review of mineral and waste planning policy across Nottinghamshire and Nottingham.
2. The Joint Committee's role is advisory, and all decisions related to Local Plans remain with each Council for formal decision. The Joint Committee will however help ensure that the present "duty to co-operate" and any successor requirement in respect of alignment of Local Plans is achieved.

Responsibilities

3. The Joint Committee will be responsible for providing advice to both Councils' respective Executives on all mineral and waste matters, including advice in relation to the following:
 - (a) The preparation of the Nottinghamshire and Nottingham Joint Waste Local Plan including associated evidence such as the Waste Needs Assessment.
 - (b) The monitoring of sales of aggregate and preparation of the Local Aggregate Assessment to consider trends and future demand for aggregates (sand, gravel, and crushed rock) in Nottinghamshire and Nottingham.
 - (c) The Nottinghamshire Minerals Local Plan in respect of matters which have impact on the City Council area and Statements of Common Ground in respect of the Minerals Local Plan.
 - (d) The Nottingham City Local Plan, insofar as it relates to minerals matters which have an impact on the County Council area and Statements of Common Ground in respect of the Local Plan.
 - (e) Authority Monitoring Reports in respect of mineral and waste matters
 - (f) The timetable for mineral and waste plans to be contained in each Council's Local Development Schemes.

APPENDIX C

4. To assist the Joint Committee in carrying out the responsibilities in paragraph 4 above, it shall be entitled to receive information and to comment where it deems appropriate on other relevant matters including:
 - (a) Planning applications related to mineral and waste development, subject to the statutory timetable.
 - (b) Major development proposals which may affect mineral and waste matters in Nottingham and Nottinghamshire.
 - (c) Government legislation, regulations, guidance and initiatives affecting mineral and waste matters.

Area of Responsibility

5. The Joint Committee will be responsible for advising on mineral and waste planning matters across the whole of Nottinghamshire and Nottingham, although in respect of site-specific matters to be included in the Nottinghamshire Minerals Local Plan this will be restricted to cross boundary matters affecting both authorities.

Relationship to Parent Authorities

7. 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 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

8. The membership of the Joint Committee is four members from each Council, one of which must be the Cabinet or Executive lead member for Planning. The membership must be politically balanced. Member substitutes are allowed.
9. The Chair and Vice Chair may invite people to attend meetings of the Committee in an advisory capacity as they deem necessary to assist the Joint Committee in carrying out the responsibilities in paragraphs 4 to 7 above. Such individuals will not have voting rights.

Chair and Vice Chair

11. The Chair and Vice Chair will be from different Councils and alternate between each Council every two years. The appointment of Chair and Vice Chair will be made by each respective Council.

Frequency of Meetings

12. The Joint Committee will meet as and when required according to the timetable of mineral and waste planning policy work and the need for advice as determined by the Chair and Vice Chair.

Organisation and Conduct of Meetings

13. The operation of the Committee will follow the Standing Orders of the Council which holds the Chair, or such Standing Orders which may be approved by the parent Councils. Meetings will be open to members of the public to attend and observe.

Officer Support

14. The secretariat of the Joint Committee will be the Council holding the position of Chair and alternate between the two Councils every two years. 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 briefing them prior to meetings. They will also be responsible for communicating the views of the Joint Committee.

Disagreement Between the two Authorities

15. 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.
16. Participation in the Joint Committee will not deter either Council 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 a Local Plan hearing will not in any way be curtailed by membership of the Joint Committee.

Review

17. The role and operation of the Joint Committee will be kept under review, with a complete review of its responsibilities and workings to be carried out no later than two years from the adoption of this revised protocol and terms of reference.