



Fermanagh & Omagh  
District Council  
Comhairle Ceantair  
Fhear Manach agus na hÓmaí

## Local Development Plan Steering Group

### Terms of Reference (Amended)

#### 1. Context

Work on the new Local Development Plan (LDP) commenced following the transfer of planning powers to the council in April 2015. Following agreement to an LDP Timetable in April 2016, the Preferred Options Paper (POP) - the first stage in the plan making process - was published in October 2016. The draft Plan Strategy (PS) was published in October 2018. The Plan Strategy is the first of the two plan documents which will comprise the local development plan. When adopted, it will be followed by a Local Policies Plan, publication of which is expected by 2021.

#### 2. Purpose

The steering group was constituted in April 2016 to oversee the progress of the plan. The name of the organisation is the *Fermanagh and Omagh Local Development Plan Steering Group*.

The purpose of the Steering Group is: -

- to ensure overview and strategic input to the local development plan process on behalf of the whole community;
- to provide strategic vision, direction and leadership to the LDP process;
- to consider the overall aims of the local development plan;
- to ensure the aims and objectives of the LDP are linked to the Council's Corporate Plan and Community Plan;
- to provide a forum for discussion and debate;
- to provide comment/feedback on draft plan consultation documents and assessments prior to public consultation;
- to receive updates of plan progress from the Plan Principal.

The Steering Group does not have delegated decision-making authority and as such, its recommendations will be presented to the Regeneration and Community Committee as required.

### 3. Membership

The Steering Group will comprise: -

- Councillors drawn from the full Council including representatives from the Planning Committee. Following the Local Government Elections 2019, the Council has agreed its elected member representation as follows: -
  - ***Sinn Féin***  
Cllr Glenn Campbell  
Cllr Siobhan Currie  
Cllr Ann-Marie Donnelly  
Cllr Barry McElduff
  - ***Ulster Unionist Party***  
Cllr Diana Armstrong  
Cllr Robert Irvine
  - ***SDLP***  
Cllr John Coyle  
Cllr Mary Garrity
  - ***Democratic Unionist Party***  
Cllr Paul Robinson  
Cllr Errol Thompson
  - ***Alliance Party***  
Cllr Stephen Donnelly
  - ***Cross Community Labour Alternative***  
Cllr Donal O’Cofaigh
  - ***Independents***  
Cllr Emmet McAleer  
Cllr Bernice Swift
- From an officer perspective, the Council’s Chief Executive, four Directors, Head of Planning, Head of Community Planning and Performance and Plan Principal will also participate in the Steering Group. Should other officers be required to attend the Steering Group, they will be invited on an “as and when” basis.

### 4. Defining Roles

At the first meeting, the Steering group will elect a Chairperson. Members of the Working Group will undertake to: -

- Devote dedicated time to providing input to the development of the LDP;
- Act as a conduit for two-way communications between the Steering Group and the Project Management Team;
- Respect the confidential nature of those maps and documents so described and agree to the protocol for the secure access to and consideration of such documentation.

## **5. Meetings**

- The Steering Group shall only meet during those periods of emerging plan documentation for the Preferred Options Paper, Draft Plan Strategy (PS) and Draft Local Policies Plan (LPP), and prior to public consultation of these documents in accordance with the agreed Timetable.
- The Steering Group shall normally meet every two months or as may be required and will rotate between the Grange, Omagh and the Townhall, Enniskillen.
- Meetings will be quorate where there is a minimum attendance of four elected members.
- At least three clear days' notice of meetings shall be sent to members via the Council's notification system (via Minutepad).
- Whenever possible, notices of meetings should detail the matters to be discussed and should include any relevant papers and reports.
- A record of all meetings shall be kept, and these notes will be circulated to the Steering Group in accordance with Council procedures.
- It is recommended that a rolling schedule of meetings is set in place, preferably at the first meeting of the Steering Group.

## **6. Dissolving the Steering Group**

Following the adoption of the Plan Strategy and Local Policies Plan, the Council will identify its work priorities for the next five years in a new Timetable and the Steering Group will be dissolved. The Council will continue

to monitor and review the LDP process and, should it be considered necessary to conduct a review of the LDP after five years, the Steering Group will be re-convened.