## Gatwick DCO Member and Officer Group – terms of reference

### Purpose

The Development Consent Order (DCO) has a number of significant and Potential impacts for the District and an essential role of the Group is to ensure knowledge is shared and discussion had around the complexities of the DCO and technical aspects as needed. These discussions will assist Officers to prepare responses which will reflect the view of the Council and for the wider communities of the District, with the valuable input of elected Members and at a pace which can better meet the swiftness at which Gatwick are progressing their DCO.

### Objectives

- To provide an opportunity for open Member/Officer discussion on relevant DCO matters;

- Keep Members updated on relevant cross-boundary/wider Gatwick area matters;

- To discuss the Council's responses and seek Member input to the proposals for a northern runway at Gatwick Airport, at relevant points of Gatwick led consultation; and

- To identify any needs or opportunities for additional Member involvement such as via GATCOM, or through lobbying etc.

### Membership and Group Remit

### Officers

The group will be officer led and chaired by the Chief Planning Officer, with another officer sub-chairing and supporting where needed. Over the course of the project, different personnel from the wider planning discipline (Development Management and Planning Policy) will need to have more presence at meetings, depending on what aspect of the DCO is being dealt with and the stage which it is at. This will be determined by the Chief Planning Officer.

### Members

In accordance with the resolution of the Planning Policy Committee held on 23 September 2021, Member representatives on the group are agreed by Group Leaders and, on inception of the group, these are:

- Councillor Christ Botten
- Councillor Phil Flower
- Councillor Mick Gillman
- Councillor Liz Lockwood
- Councillor Judy Moore

Due to the nature of the DCO process, how it will change over time and the technical aspects of the project, the group's membership is open to change, subject to agreement with Group Leaders. This can ensure that the wide-ranging knowledge and expertise amongst our Members can be used most effectively, at appropriate stages, for the benefit of the Council's responses to Gatwick.

**Decision Making**

Also, in accordance with the resolution of the Planning Policy Committee held on 23 September 2021, authority is delegated to the Chief Executive and / or the Chief Planning Officer, in consultation with this group, to respond to future consultations and other forms of engagement from relevant stakeholders at various stages of the DCO process. This decision was taken to ensure that responses can be considered at the appropriate level and actioned in an agile way. Furthermore, this group is not a formal sub-committee and works on a discussion and consultative basis but has no decision-making powers. The group can, however, refer matters to the Planning Policy Committee should it be necessary and where timing in the process allows. Such referrals to committee will be determined in discussion with the Chief Executive/Chief Planning Officer as the delegated decision maker.

**Frequency of meetings**

The group will meet as needed in response to the ebb and flow of the Gatwick DCO process. No set frequency for meetings has been set and dates of meeting will be reactive to the process and the timetables which are not under the control of the Council.

**Circulation of documents**

Officers will circulate an agenda as soon as practicably possible ahead of meetings. Notes of the meeting will be taken and distributed as soon after the meeting as officers are able. Notes of the meetings will also be circulated to Group Leaders to ensure they are kept updated on the discussions which take place.

Due to the fluid nature of the process, it will not always be possible, or necessary, to circulate technical documents ahead of a meeting. As such, Officers and Members will determine what and how to share information amongst the group on an ad hoc basis.