

APPENDIX A

Black Country Core Strategy: Consultation Sub-group

TERMS OF REFERENCE

1. Membership (initial)

Jon Lord (Walsall) – Leader
Nicki Dale (Dudley) - Second
Joanne Bozdoganli (Sandwell) - Support
James Langler (Wolverhampton) – Support

Membership (amended)

Nicki Dale (Dudley) / Brian Roberts (Dudley)
Kaliegh Lowe (Sandwell)
Charis Blythe (Walsall)
Craig Rowbottom (Wolverhampton)

2. Responsibility

Managing and coordinating all consultation relating to the Black Country Core Strategy. Ensuring compliance with the Regulations and each authority's SCI.

3. Relevant legislation, policy and guidance.

Each authority's Statement of Community Involvement (SCI)
Town & Country Planning (Local Development) (England) Regulations 2004
Town and Country Planning (Local Development) (England) (Amendment)
Regulations 2008.
Planning Policy Statement 12: creating strong, safe and prosperous
communities through Local Spatial Planning (2008)

4. Key tasks

- Overseeing the preparation of all consultation material, including:
 - Branding
 - Information leaflets
 - Questionnaires
 - Representation forms
 - Consultation documents
 - Website

- Creating and maintaining a database of the contact details for relevant consultees across the four authorities.
- Organising for the distribution of consultation material.
- Arranging venues, invitations and programs for consultation events.
- Coordinating presentations and speakers at events.
- Identifying resources available for consultation.
- Arranging for public notices and advertisements to be posted.
- Organising translation material, large print, audio tape etc.
- Writing the brief for any consultancy work required.
- Writing the Consultation Reports for the Publication and Submission stages of the Core Strategy.

5. Working arrangements

The group will meet monthly, soon after each Core Strategy Steering Group meeting and at any other time where necessary.

