

# **Derby HMA Joint Advisory Board**

## **Terms of Reference**

### **November 2025**

#### **1. Role**

To advise on plan-making and other spatial planning and implementation matters through continuing co-operation to fulfil the Duty to Co-operate requirement for the Derby Housing Market Area (HMA), including but not exclusively to address cross boundary development and growth

#### **2. Key Tasks**

To co-ordinate the Derby HMA partnership to deliver the required quantity and quality of growth in the HMA, including by establishing and maintaining an up to date assessment of housing needs and setting up project teams as required

To liaise on planning, infrastructure and funding issues with other HMA partnerships and local authorities where appropriate within the East Midlands Combined County Authority (EMCCA) area

To provide co-ordinated responses to local, regional and national consultation related to planning policy matters where appropriate

To advise on the preparation of local plans and other strategies within the HMA and any other development plan documents which are of agreed mutual interest

To prepare and agree Statements of Common Ground which identify and respond to the key strategic planning issues in and around the Derby HMA

To ensure a co-ordinated approach to the Derby HMA Local Infrastructure Delivery Plans

To advise on the development of aligned and co-ordinated infrastructure and other investment priorities and their programming within the HMA, East Midlands Combined County Authority (EMCCA) and Local Nature Partnership (LNP)

To identify and make links to resources and funding for public/private investment programmes, including advising on ways existing funding and resources can be maximised

To ensure project assurance for any relevant joint or cross boundary projects funded from jointly funded sources

To ensure the appropriate monitoring of relevant projects and funding

#### **3. Membership**

One Council Cabinet member or relevant committee member each from:

Derby City Council  
Derbyshire County Council  
Amber Valley Borough Council  
South Derbyshire District Council

To ensure meetings are quorate attendance is required by an elected Member from at least three of the four member Councils. The Board will be supported by officers from the constituent Councils.

Additional observer members: Erewash Borough Council, representative from Nottingham HMA partnership, Homes England, Highways England, Environment Agency and any other relevant public agencies, as appropriate

#### **4. Frequency of Meetings**

The Board will meet as and when required to discuss matters within its remit and to meet specific programme deadlines/requirements. It is anticipated that this will normally involve 3-4 meetings each year.

#### **5. Chair and Minutes**

The Councils will follow an annual recurring rota (shown below) for chairing and minute taking.

<u>Year</u>	<u>Chair</u>	<u>Notes</u>
<u>1</u>	<u>Amber Valley Borough Council</u>	<u>Derby City Council</u>
<u>2</u>	<u>Derby City Council</u>	<u>South Derbyshire District Council</u>
<u>3</u>	<u>South Derbyshire District Council</u>	<u>Amber Valley Borough Council</u>

Minutes will be ratified at the proceeding meeting and will then be made available online.