



# Ipswich Strategic Planning Area Board

Terms of Reference, March 2025 revision

The geographic coverage and function of this Board are as follows:

- The Ipswich Strategic Planning Area covers the geographic areas of Ipswich Borough Council, Babergh District Council, Mid Suffolk District Council and the former Suffolk Coastal District area of East Suffolk Council (the Ipswich Housing Market Area and Ipswich Functional Economic Area).
- To provide a forum in which the four local planning authorities and Suffolk County Council can work together to develop, promote and deliver their vision for the Ipswich Strategic Planning Area, recognising Ipswich and neighbouring communities as a major economic growth area within the County of Suffolk.
- To enable them to co-operate as local planning authorities on the preparation and monitoring of their Local Plans and share relevant evidence and intelligence.
- To provide a mechanism to ensure that all partners and stakeholders work together to deliver the housing and employment growth requirements for the Ipswich Strategic Planning Area and coordinate the delivery of the necessary infrastructure – including transport, education, skills, power, green infrastructure, nature recovery, mitigation of impact on protected sites and, flood and coastal defences.
- To produce and facilitate agreement, understanding the respective role of each local authority, and keep under review as necessary, Statement(s) of Common Ground in relation to the above.

## **Constitution**

The Board will consist of one Councillor from the following authorities:

Ipswich Borough Council  
East Suffolk Council  
Mid Suffolk District Council  
Babergh District Council  
Suffolk County Council

Each authority will nominate its representatives to the Board.

At least one officer from each authority will attend each board meeting to support their Councillor representative.

The Board will be chaired by the Councillor representative for Ipswich Borough Council until March 2026.

The Board will meet as necessary, depending on business items.

Sub-groups of the Board may be established by agreement. Other organisations may be co-opted onto sub-groups or invited to attend meetings by agreement. Key findings and recommendations from sub-groups will be reported back to the ISPA Board.

The Board is supported by an officer group, which also includes topic based officer groups, as needed.

East Suffolk Council will provide the Secretariat to the Board, including taking minutes of all meetings. The Secretariat role will be reviewed at 31<sup>st</sup> March 2026.

The Secretariat will be responsible for arranging meetings, coordinating papers and producing action notes.

The Board will operate with a presumption of openness and transparency. Where possible and practical the Action Notes will be published on the Ipswich Strategic Planning Area page of the Ipswich Borough Council website for a period of at least 5 years. The Action Notes will not be published until they have been agreed by all Board members.

It is the responsibility of Board Members to feed back to their respective Authorities, as appropriate.

The Terms of Reference will be reviewed and amended as necessary to ensure they remain up to date.