

**LOCAL DEVELOPMENT FRAMEWORK ADVISORY GROUP
6 SEPTEMBER 2006**

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TERMS OF REFERENCE

Background

- Following a presentation about the new development plans system to the Leader and the cabinet members for Environment & Strategic Planning and for Transport in early 2004, the cabinet suggested that a committee should be set up to with the task of advising the cabinet on documents produced under the new system. Draft terms of reference were requested.
- The new system will replace statutory local plans for the whole Borough with a suite of documents collectively known as the 'Local Development Framework' (LDF).
- The new system came into effect in September 2004. There are transitional arrangements for 'saving' existing Local Plans, including those nearing adoption under the old system.
- The LDF will comprise a mix of documents which will be subject to formal examination at inquiry (i.e. Development Plan Documents - DPDs) and documents which will not be subject to independent examination (i.e. Supplementary Planning Documents - SPDs).
- DPDs and SPDs may cover the whole Borough, specific areas or particular topics. It is suggested that the Advisory Group focuses on DPDs as they have development plan status and will be subject to independent examination.
- DPDs and SPDs will be produced at different times, in accordance with a 3 year work programme - or Local Development Scheme (LDS) - to be agreed with GOSE. The LDS must be reviewed at least annually.
- The cabinet suggested that the advisory group should be all party. The Head of Democratic Services has previously advised that Members appointed to 'Cabinet Advisory Groups' do not make decisions or take actions, but act in an informal, advisory capacity. Therefore they can also serve on Scrutiny Committees that hold the Executive to account.

- The cabinet also suggested that the Advisory Group should include representation (at officer level) from Milton Keynes Partnership, given that MKP have development control powers in the city expansion areas where their decisions will be guided by the DPDs and SPDs produced and adopted by the Council.

Role of the Local Development Framework Advisory Group

The LDF Advisory Group will advise the cabinet member for Environment and Strategic Planning on the content of individual Development Plan Documents (DPDs).

Membership of the Local Development Framework Advisory Group

- 2 cabinet members, including the lead member for Environment & Strategic Planning
- 5 non-cabinet MKC members (2:2:1 basis), who may be members of the Environment Policy Development Committee and/or Scrutiny Committees
- Representative from Milton Keynes Partnership: Jane Hamilton (Chief Operating Officer) or her nominee
- The lead Cabinet Member for Environment and Strategic Planning will chair the Advisory Group. In his/her absence, the Chair will be taken by another Cabinet Member. In the absence of all Cabinet Members, the Group will elect a chair for the meeting

Terms of Reference

The Local Development Framework Advisory Group will:

1. Monitor and review the Local Development Scheme including:
 - The Annual Monitoring Report
 - Other performance measures
2. Consider and advise the cabinet on the content of individual draft Development Plan Documents prior to their consideration and approval by cabinet for public consultation
3. Consider and advise the cabinet on any changes to DPDs in response to public consultation prior to their consideration and approval by cabinet.
4. Ensure that each DPD is centred on achieving the Council's objectives and the aims of the Community Strategy.
5. Develop its role as appropriate.

Frequency of meetings

- The Local Development Framework Advisory Group will meet as and when necessary in order to consider draft DPDs and suggested changes to DPDs in response to public consultation.
- Advisory Group meetings will be held at least 2 weeks (10 working days) before the cabinet is due to make a decision on the content of a DPD, so that any recommendations by the Group can be properly considered by the lead cabinet member and by officers prior to the cabinet meeting.
- Advisory Group meetings will be held in public. Agendas will be produced in accordance with the normal requirements for publishing council committee papers and minutes.