

PREPARING DEVELOPMENT BRIEFS FOR MKDP AND OTHER COUNCIL OWNED LAND: STEP BY STEP PROCESS

Project stage	Steps to take	What happens (sequentially)	Who is involved
1. Pre-start**	1.1 MKDP Business Plan	<p>The MKDP Business Plan, endorsed by MKC Cabinet each year, will identify those sites that are expected to be prioritised, and for which Development Briefs* should therefore be prepared.</p> <p>There may also be an urgent need to commence the preparation of a Development Brief on another site, eg where a potential inward investor shows interest in a particular site, in which case all interested parties will be informed as a matter of urgency</p> <p>For Reserve Sites owned by MKDP, MKC will clarify with officers whether any specific use is needed and if yes, the Brief will be prepared for this use (and stage 3.2 will be omitted). Where no preferred use is identified for a Reserve Site, as well as a small number of sites where there is less certainty on and hence more flexibility around future land uses stage 3.2 will be included in the preparation of the Brief.</p> <p>* Development Briefs are only expected for sites defined by MKC as large or 'major' sites (ie more than 10 homes or 0.5ha for residential development, 1000m² of floorspace or 1ha for other development) although this latter threshold has been increased to 5ha for employment sites that are to be delivered for employment</p> <p>** This stage is only relevant for sites owned by MKDP</p>	<ul style="list-style-type: none"> • MKDP • MKC Cabinet • MKC Officers
2. Start	<p>2.1 Start the project</p> <p>2.2 Inform stakeholders that Brief process is commencing</p>	<ul style="list-style-type: none"> • MKDP (for an MKDP owned site) or MKC (for an MKC owned site) will commission the Council's Urban Design and Landscape Architecture (UDLA) team to start the process to prepare a development brief (this is in line with the service level agreement between MKDP and the Council) . This will then comprise: • UDLA informing the relevant Portfolio Holder, Ward Members and Town/Parish Councillors and others as appropriate (see adjacent column) of the project starting, the likely timescales and that they will be asked to get involved at a future date. 	<ul style="list-style-type: none"> • MKDP / Council Client • MKC Urban Design • Portfolio Holder • MKC Cabinet • Group Leaders / Planning Spokespersons • Local or All ward members (depending on site) • Parish/Town Councils • Potential 3rd party investor/developer • Adjacent or other implicated landowners

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3. Do	3.1 Understand the site	<p>An understanding of the site and surrounding area will be developed.</p> <p>This will commence with a clear analysis of the existing MKC planning policy requirements that are relevant to the site as well as if appropriate what the preferred use is. A context site appraisal is undertaken, including assessment of physical / environmental, social and economic opportunities and constraints. Surveys may be commissioned depending on the site and this will need to be factored into timeframes.</p> <p>Initial opportunities based on existing planning policy / preferred use as well as the context and site appraisal will be outlined.</p>	<ul style="list-style-type: none"> • MKDP / Council Client • MKC Urban Design • MKC Officers
	3.2 Initial Consultation	<p>Public engagement with the adjacent mentioned stakeholders will take place on the initial opportunities and constraints to understand stakeholder views on the vision and desired uses for the site</p>	<ul style="list-style-type: none"> • MKDP / Council Client • MKC Urban Design • MKC Officers • Local Ward members • MKC Cabinet • Local town and parish councils • Potential 3rd party investor/developer • Group Leaders / Planning Spokespersons
	3.3 Amendments following consultation	<p>Compile list of potential/desirable land uses and seek clarity from Portfolio Holder for Planning if appropriate, regarding which uses should be included as opportunities within a Draft for Formal Consultation</p>	<ul style="list-style-type: none"> • MKC Urban Design • Portfolio Holder for Planning or MKC Cabinet
	3.4 Prepare Draft Brief for Formal Consultation	<p>Draft Brief prepared focussed around preferred land uses and associated planning and design principles specific for the site in question. These will be supported by a Parameters Plan which is a 2 dimensional plan that helps where appropriate to spatially represent the planning and design principles relevant for the site</p>	<p>MKC Urban Design</p>

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	3.5-6 Formal public consultation	<p>MKC (delegated decision by portfolio holder for Planning) to agree the draft development brief for a formal public consultation.</p> <p>A public consultation will be undertaken in line with the agreed communication plan, the precise form dependent on site and stakeholder interest. . Adjacent stakeholders will be consulted.</p> <p>The consultation results will be collated and documented. Controversial comments (eg comments that are not supported by existing planning policy) or those that contradict each other will be raised/discussed with Portfolio Holder for Planning before the delegated decision report and Brief is finalised</p>	<ul style="list-style-type: none"> • MKDP / Council Client • MKC Cabinet • Portfolio Holder • Group Leaders/Planning Spokespersons • MKC Urban Design • MKC Officers • MKC Development Control Committee • Local Ward members • Local town and parish councils • Potential 3rd party investor/developer • Adjacent landowners / tenants
	3.7 Finalise the development brief	<p>During this stage the development brief will be completed. The final document will take into account the findings from the consultation.</p> <p>Proposed changes submitted to MKDP</p> <p>MKC (Service Director for Planning and Transport) will submit the final development brief for final consideration by MKC Cabinet.</p>	<ul style="list-style-type: none"> • MKDP / Council Client • MKC Urban Design • MKC Service Director for Planning and Strategic Transport
4. Finish	4.1 Adopt the development brief	<p>MKC's Cabinet is formally asked to adopt the development brief.</p>	<ul style="list-style-type: none"> • MKC Cabinet (via delegated decision of Portfolio Holder for Planning)
	4.2 Implement the brief	<p>Once adopted, the sites together with the Brief will placed on the MKDP website as sites being Actively Marketed.***</p> <p>MKDP / Council market the site as per the adopted Brief and a marketing brief. Council sites should be marketed as per the Council's adopted Marketing Protocol.</p> <p>The council's Development Management process</p>	<ul style="list-style-type: none"> • MKDP / Council Client • Planning applicant • MKC Development Control Committee • MKC planning officers • MKC infrastructure

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		<p>helps bring forward proposals in line with Development Briefs and relevant policy.</p> <p>Pre-application discussions with the land owner or developer may be held. On and off-site infrastructure requirements will be determined and heads of terms for the section 106 Agreement will be negotiated. Planning applications will be submitted to the Council and determined by the Council's Development Control Committee or by a delegated process as appropriate.</p> <p>Planning permission will be granted for developments which comply with policy, including adopted neighbourhood plans, and approved development briefs. Outline planning permission gives consent for the principle of development and reserved matters planning applications will be made for the details, layout and appearance of the buildings.</p> <p>Ongoing monitoring and delivery arrangements will be in place to facilitate the implementation of the development.</p> <p><i>***This is only relevant for MKDP sites</i></p>	<p>officers</p> <ul style="list-style-type: none"> Local community
6. Post implementation	Lessons learnt	<p>Stage 1. Evaluate the development brief process and,</p> <p>Stage 2. Evaluate the success/benefits of the development</p>	<ul style="list-style-type: none"> MKDP MKC Urban Design Stakeholders

Generic Approach to Communications / Consultation Plan

All development briefs will be prepared with input from stakeholders including MKDP, elected representatives, MKC Cabinet, Group Leaders / Planning Spokespersons,, MKC Officers, Local Parish/Town Council, local communities, relevant potential user groups, other relevant landowners and potential 3rd party developers. The extent of this stakeholder engagement is identified above for each stage of the Project.

Where a brief potentially has an effect on a neighbouring ward(s) or indeed MK as a whole then this will be taken into consideration and the member stakeholder engagement widened. In some cases where there may be strategic significance then it will be appropriate to seek initial views from all members e.g. large scale developments in CMK.