

Preparing Development Briefs for MKDP and other Council owned land: step by step process

Project stage	Steps to take	What happens	Who is involved
1. Pre-start	<i>MKDP Business Plan</i>	<p><i>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.</i></p> <p><i>Once adopted, the sites together with the Brief will be placed on the MKDP website available for potential investors to view.</i></p> <p><i>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</i></p> <p><i>MKC to determine which MKDP owned sites have a policy restriction (residential sites and some employment sites) and for these sites stage.... will be omitted (ie a draft for Formal Consultation will be prepared)</i></p> <p><i>* Development Briefs are only expected for sites defined by MKC as large or 'major' sites (ie more than 10 homes, or 1000m² of floorspace or 1ha) although this latter threshold has been increased to 5ha for employment sites that are to be delivered for employment</i></p>	<ul style="list-style-type: none"> • MKDP • MKC Cabinet • Potential 3rd party investor/developer
2. Start	Start the project	<ul style="list-style-type: none"> • MKDP 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 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 • MKC Urban Design and Landscape Architecture • Portfolio Holder • MKC Cabinet • Other Group Spokespersons • Local or All ward members (depending on site) • Parish/Town Councils • Potential 3rd party investor/developer • Adjacent or other implicated landowners
3. Plan	Plan the project	UDLA will plan the steps needed to prepare the development brief, the timetable and the communications / consultation plan** (which will be in line with the Parish Charter.) which will be approved by MKDP	<ul style="list-style-type: none"> • MKDP • MKC Urban Design and Landscape Architecture

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4. Do	Understand the site	<p>A shared 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. Initial opportunities within existing planning policy will be outlined.</p> <p>A 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>Public engagement with the adjacent mentioned stakeholders will take place on the opportunities and constraints to understand stakeholder views which can then if necessary be amended to reflect these views.</p>	<ul style="list-style-type: none"> • MKDP • MKC Urban Design and Landscape Architecture • MKC Officers • Local Ward members • MKC Cabinet • Local town and parish councils • Other relevant landowners (eg neighbouring landowners) • Potential 3rd party investor/developer • Adjacent or other implicated landowners
	Identify and test options	<p>Land use, planning and design principles and associated parameter plan* option/s will be prepared and tested. Each option is subject to a commercial appraisal commissioned by MKDP. Results from commercial appraisal may then alter land use mix, principles and parameter plans within Brief.</p> <p>Public engagement (prior to formal consultation) may take place if required at this stage depending on the 'profile' of the site and if difficulties are emerging with the delivery of existing policy and if any otherwise desirable options are proposed to be disregarded for reasons of viability only. The outcome of this consultation will where applicable shape the preferred option/s.</p> <p>Develop a high level understanding of the planning obligations that would need to be considered in order to make development acceptable in planning terms</p> <p><i>*Parameter Plans are 2-dimensional plans that help spatially represent the planning and design principles appropriate for the site. They are not master plans.</i></p>	<ul style="list-style-type: none"> • MKDP • MKC Cabinet • Portfolio Holder • Other Group Spokespersons • MKC Urban Design and Landscape Architecture • MKC Officers • Local Ward members • Local town and parish councils • Local community • Potential 3rd party investor/developer • Adjacent or other implicated landowners
	Formal public consultation	<p>MKDP to recommend and 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. The Council's Development Control Committee may be consulted.</p> <p>The consultation results will be collated and documented.</p>	<ul style="list-style-type: none"> • MKDP • MKC Cabinet • Portfolio Holder • Other Group Spokespersons • MKC Urban Design and Landscape Architecture • MKC Officers • MKC Development Control Committee • Local Ward

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			<ul style="list-style-type: none"> members Local town and parish councils Local community Potential 3rd party investor/developer Adjacent or other implicated landowners
	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 and identify the proposed objectives and acceptable option/s for the development of the site.</p> <p>MKC (Assistant Director for Planning and Strategic Transport) will submit the final development brief for final consideration by MKC Cabinet.</p>	<ul style="list-style-type: none"> MKC Urban Design and Landscape Architecture MKC Assistant Director for Planning and Strategic Transport
5. Finish	Adopt the development brief	MKC's Cabinet is formally asked to adopt the development brief.	<ul style="list-style-type: none"> MKC Cabinet
	Implement the brief	<p>The council's Development Management process 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>	<ul style="list-style-type: none"> Planning applicant MKC Development Control Committee MKC planning officers MKC infrastructure officers 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 and Landscape Architecture Stakeholders

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Generic Approach to Communications / Consultation Plan

All development briefs will be prepared with input from stakeholders including MKDP, elected representatives, MKC Cabinet, Group Spokespersons, DCC, 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 affect 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.