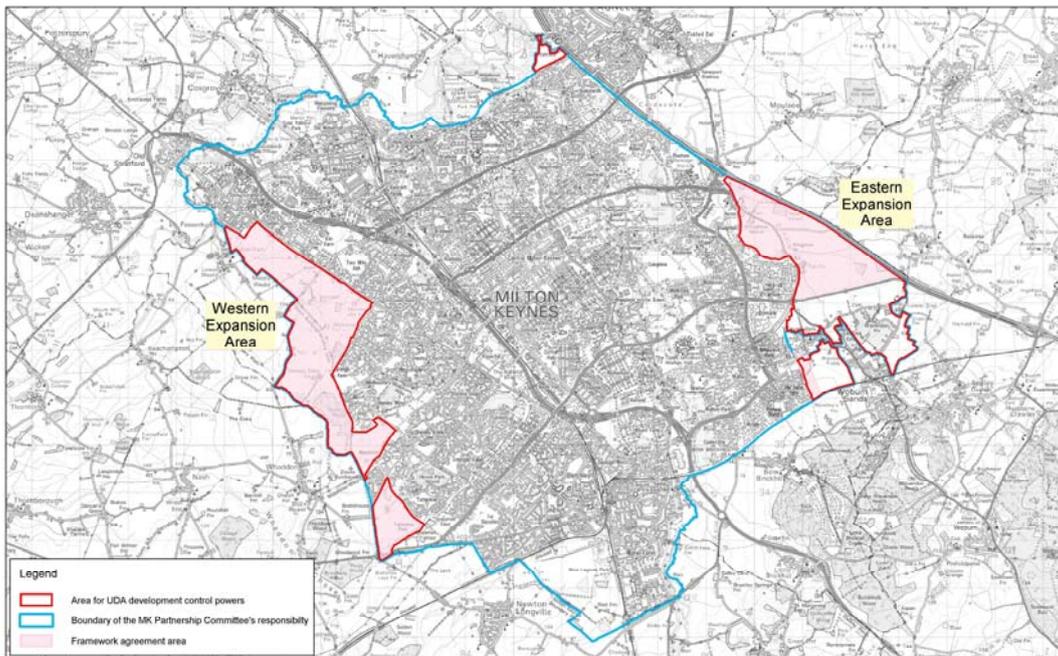


MILTON KEYNES PARTNERSHIP COMMITTEE ROLE AND REMIT



Milton Keynes Partnership Committee (MKPC) is the statutory Planning Authority for the Urban Development Area (UDA), and it has authority to make planning decisions through the Milton Keynes Partnership Planning Sub Committee (MKPPSC) in the designated expansion areas of Milton Keynes.

Milton Keynes Council (MKC) is the Local Authority and has authority to make planning decisions, through the Development Control Committee, in all areas of Milton Keynes except the designated expansion areas. This includes all of Central Milton Keynes.

To assist in making its decision on planning MKPC has established two types of open advisory groups to consult with a range of stakeholders from the wider community. These two types are known as either **Placemaking** or **Stakeholder** groups.

MKPC has established the MKP **Placemaking Group**.

In summary its role and remit can be described as follows:

- Role:** advisory to MKP Officers and MKPPSC.
- Remit:** to consult on specific technical and professional issues related to **Design Codes** and **Development Briefs**
- Membership:** comprises people with the skills to reflect the groups remit and local nominees (or representatives) from Parish Councils.

Terms of Reference attached at Appendix A

MKPC has established two main **Stakeholder Groups** for the East and West Expansion Areas. Both groups have met regularly since Autumn 2006.

In summary their role and remit can be described as follows:

- Role:** forum for informal pre-application consultation by developers for their planning proposals to promote greater understanding of both side's aspirations for the development and for information sharing amongst MKP, Parish Councils and Elected Members and their constituents. In the absence of an established community, the Stakeholder Group considers proposals on their behalf and this aspect of their role will change as the community develops.
- Remit:**
- to review **planning proposals** on an informed basis in order to add value, at the pre-application stage, and for comments to be fed into the formal submissions.
 - to act as voice and conduit of information to the local community
- Membership:** comprises nominees from the local community. Each organisation is invited to send a nominee to the Stakeholder Group who agrees to ensure that the information is shared with the rest of their organisation. Relevant organisations include: Parish Councils, Milton Keynes Council, the voluntary sector and members of public drawn from residents associations or other local groups.

Terms of Reference attached at Appendix B

Milton Keynes Council as the Local Authority makes planning decisions in all areas of Milton Keynes exception of the designated expansion areas. This includes all of Central Milton Keynes.

To assist in the planning and delivery of Central Milton Keynes, the **CMK Placemaking Group** has been established to advise MKC and MKPC.

In summary its role and remit can be described as follows:

- Role:** advisory to MKP Officers and MKPC.
- Remit:** to consult on the development of Central Milton Keynes and in particular on the development of the city centre.
- Membership:** comprises MKC with 3 members, MKPC with 1 member, MKP with 1 member, CMKP with 2 members, CMK Town Council with 1 member, Campbell Park Parish Council with 1 member and The Parks Trust with 1 member.

Terms of Reference attached at Appendix C



Milton Keynes Partnership

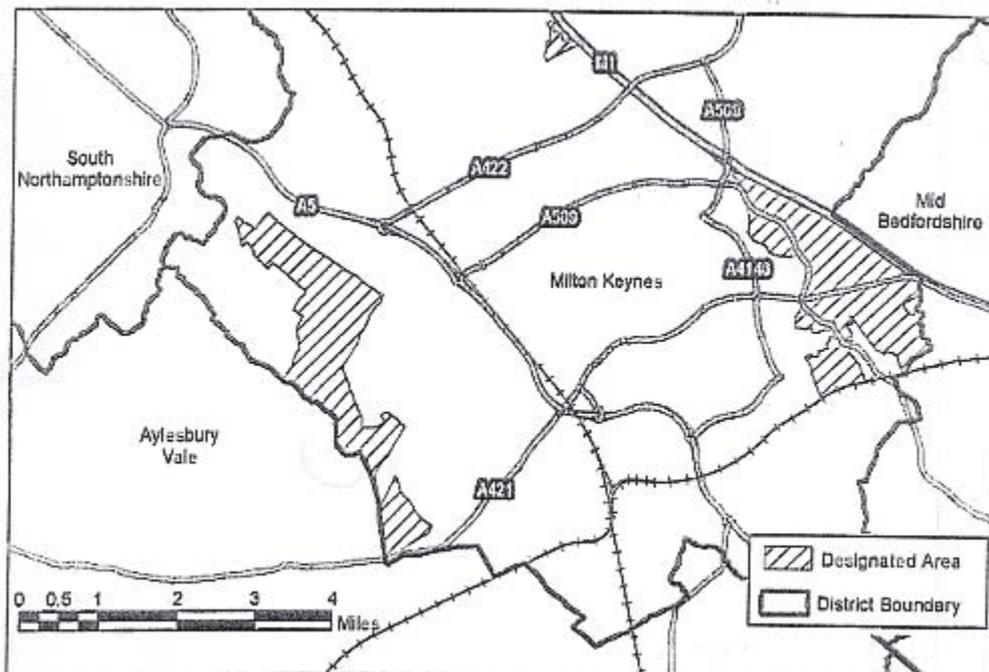
UDA Place Making Group

Terms of Reference

1.0 Purpose

- 1.1 The purpose of the Urban Development Area (UDA) Place Making Group is to work alongside Milton Keynes Partnership (MKP), the Local Planning Authority, in an advisory capacity, bringing together both local community and specialists to regularly review and appraise progress on UDA planning applications particularly Development Briefs and Design Codes (refer to **Figure 1**). The UDA boundary includes the East and West expansion areas and Tattenhoe Park and Kingsmead South.

Figure 1: Geographic Coverage of the MKP's Planning Powers



(Source: *The Milton Keynes (Urban Area and Planning Function) Order 2004*)

- 1.2 Development Frameworks have been prepared for the Eastern and Western Expansion Areas. Both documents set out the vision for development, identify opportunities and constraints, land uses, character areas, design principles, phasing strategy and implementation, funding and delivery strategy. It is intended that Milton Keynes Council (MKC) will adopt these documents as Supplementary

Planning Guidance (SPG). These documents are a key material consideration in the determination of 'outline' planning applications received by the MKP.

- 1.3 Development Briefs and Design Codes will cascade down from the Development Frameworks to provide more detailed design guidance on how sites are to be developed. Collectively, they will be used by MKP to assess and determine future 'reserved matters' applications.
- 1.4 Given the extent of the eastern and western areas within the UDA boundary, with multiple land holdings (including English Partnerships) and the relationship they have to the surrounding area, it is imperative that a collaborative approach between land owners, developers, MKC, MKP and other key stakeholders is taken in preparing design codes in order to effectively deliver the vision for the area. The UDA Place Making Group will act as a focus for discussion between key stakeholders with a view to helping understand and resolve design issues on a consistent basis.
- 1.5 This paper sets out the aims and objectives, roles and responsibilities and working arrangements for the UDA Place Making Group.

2.0 Background

- 2.1 To drive forward the growth of Milton Keynes, the Office of the Deputy Prime Minister (ODPM) established MKP in June 2004. MKP, a sub committee of English Partnerships (EP), have been conferred planning powers for the purposes of Part 3 of the *Town and Country Planning Act 1990* to decide major planning applications within the boundaries of the designated UDA.
- 2.2 MKP is committed to taking forward ODPM's Five Year Plan for Housing (*Sustainable Communities: Part 1 - Homes for All and Part 2 – People, Places and Prosperity*) and has a business objective to ensure effective mechanisms are in place to control the overall quality of development. MKP works with EP who act as a national champion for best practice in the creation of high quality, well-designed sustainable communities.
- 2.3 One of the key components of creating 'sustainable communities' is to ensure that all developments are well designed and built to offer:
 - *'a sense of place - where people want to live and work, now and in the future;*
 - *user-friendly public and green spaces;*
 - *sufficient range, diversity, affordability and accessibility of housing within a balanced housing market;*
 - *appropriate size, scale, density, design and layout, including mixed used development, that complement the distinctive local character of the community and that use modern low cost building methods;*

- *high quality, mixed –use, durable, flexible and adaptable buildings, using materials, which minimise negative environmental impacts;*
- *buildings and public spaces, which promote health and are designed to reduce crime and make people feel safe; and*
- *accessibility of jobs, key services and facilities by public transport, walking and cycling’ (ODPM, 2005: pg 58).*

2.4 In determining all planning applications, MKP must make reference to the Milton Keynes Local Plan (December 2005), as it sets out the local planning policy requirements for the expansion areas identified within Milton Keynes. The requirement for the preparation of comprehensive design documents such as development frameworks, development briefs and design codes is exercised through *Policy EA1 – Expansion Areas*.

2.5 The Development Briefs will be approved prior to the issuing of any outline planning consent, whilst the preparation and approval of Design Codes will be secured through Section 106 Agreements. The approval of the Design Code by the Local Planning Authority (MKP) will be required prior to the submission of any approvals, pursuant to conditions of the outline planning consent.

2.6 It is the applicant’s responsibility to prepare these documents. The UDA Place-Making Group will act as a key focus for consultation, prior the referral of the documents to the Planning Sub-Committee for endorsement.

3.0 Operational Context

3.1 The framework for how the Place Making Group will operate is illustrated in **Figure 2**.

4.0 Role

4.1 The role of the Place Making Group is to provide a focus for stakeholder consultation and review and advise MKPC officers on:

- The design aspects of outline applications including each Development Brief
- The preparation of design codes for sites in and adjoining strategic sites the UDA, in accordance with best practice guidelines.
- Key matters regarding the content, structure and presentation of information contained in the design documents.
- Coordinated design and layout response between adjoining development sites to achieve an overall integrated design approach within the UDA.

- The preparation of the interim best practice guidelines for preparing development briefs and design codes.

5.0 Responsibilities

5.1 The Place-Making Group's responsibilities are to assist MKP in achieving:

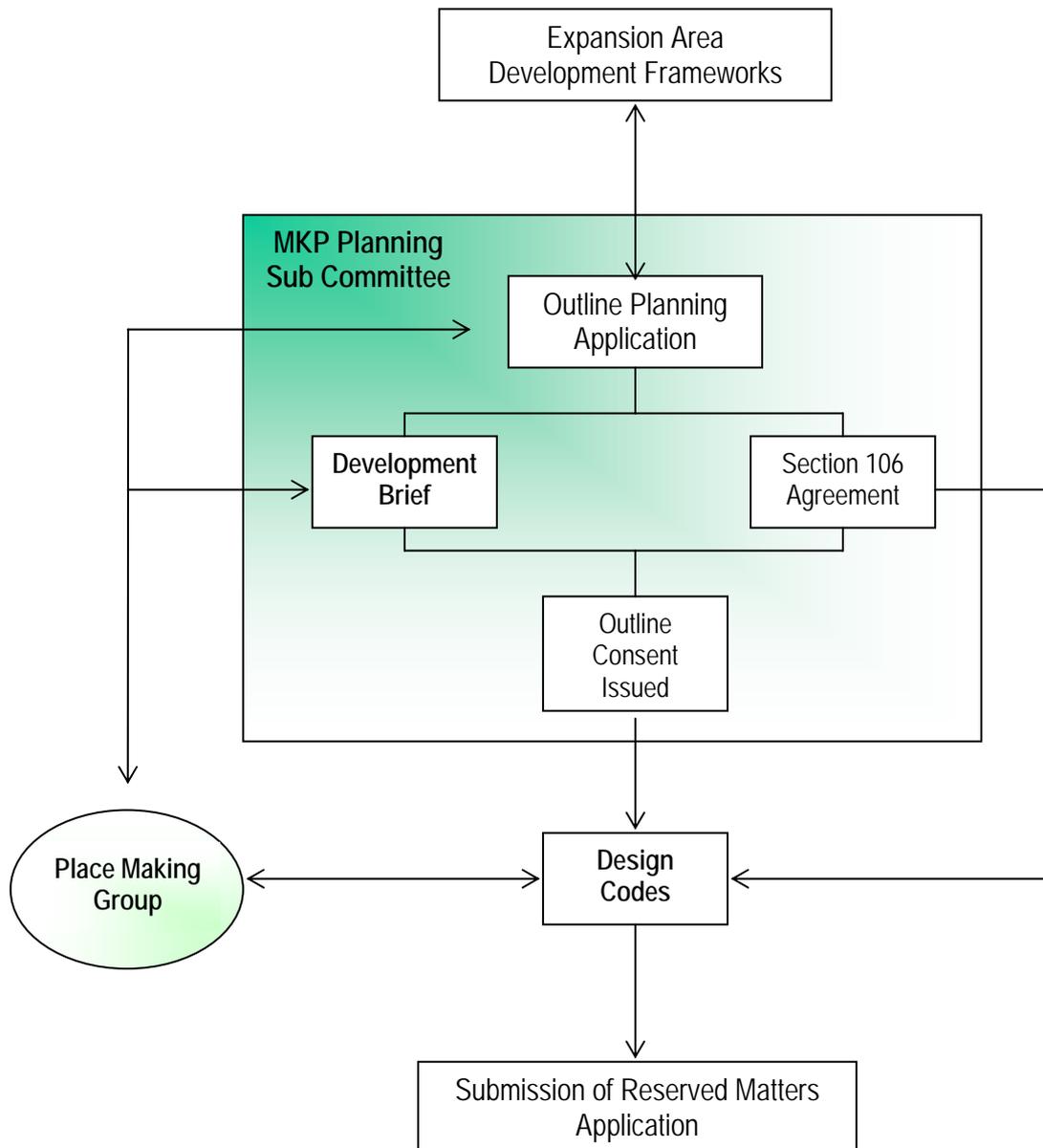
- A consistent approach in the level of detail and quality of design related documents produced in relation to development in the UDA.
- An efficient response in evaluating design documents to ensure that the planning decision-making process, and ultimately the delivery, is not unduly delayed.
- High quality development is delivered.
- On going input from stakeholders to the development process.

6.0 Membership

6.1 Members of the Group will comprise representatives from the following organisations that have a core interest in the development of the UDA:

- Commission of Architecture and Built Environment (CABE);
- English Partnerships (National Consultancy Unit – Urban Design)
- Milton Keynes Council (Highways Authority);
- Milton Keynes Council (Urban Design Section);
- Milton Keynes Council (Development Plans);
- Milton Keynes Partnership (Planning Team);
- Milton Keynes Partnership (Strategic Policy & Planning);
- Milton Keynes Strategic Environmental Partnership;
- MK Forum;
- Thames Valley Police; and
- Relevant Parish Councils.
- Wavendon, Two Mile Ash, Milton Keynes Village & Broughton and Stony Stratford Town Councils

Figure 2: Milton Keynes Partnership's Decision Making Framework



7.0 Working Arrangements

Meetings

- 7.1 The Place-Making Group should meet every 4 – 6 weeks in Milton Keynes Partnership's Boardroom, 1st Floor, CBX II, 414 – 428 Midsummer Boulevard, Central Milton Keynes.
- 7.2 Applicants will be asked to circulate copies of the draft documents to every member of the Place-Making Group and an agenda will be circulated one week in advance of each meeting.

MKP/07.09.05

Local Plan reference amended Dec 05.

Working Protocol of the UDA Place Making Group

4 weeks prior to the PMG meeting

Applicant circulates electronic draft copy of Development Brief/ Design Code to PMG members' for their consideration.

2 weeks prior to the PMG meeting

Pre-meet for PMG members' to discuss content of Development Brief/Design Code and agree a consolidated response.

10 days prior to the PMG meeting

Consolidated response provided to MKP.

1 week prior to the PMG meeting

MKP sends consolidated response to the Applicant to give opportunity to focus discussion and response at the PMG meeting.
MKP sends meeting agenda to the Applicant and PMG members.

PMG Meeting

Applicant presents the Development Brief/ Design Code to the PMG and responds to comments provided by PMG members'.

Focused discussion between PMG members' and the Applicant. MKP minutes meeting.

Feedback provided to PMG Members'

Applicant prepares Development Brief/ Design Code for approval in ongoing consultation with MKP and other parties where necessary

Approval of Development Brief/ Design Code by MKP on submission of satisfactory document by Applicant

Eastern Expansion Area Stakeholder Group

TERMS OF REFERENCE

Objectives

The Eastern Expansion Area Stakeholder Group (EEASG) provides a forum for representation of local community interests and is the interface between the community, land owners, developers, MKP and MKC, in respect of the Eastern Expansion Area (Figure 1).

It also forms part of the pre-application consultation for future applications in the area.

Accountability for the decision making will remain with MKP and MKC.

Purpose

The EEA stakeholder group has the following primary purposes:

- Ensuring the continued engagement of major/primary stakeholders.

Stakeholders are persons, groups or institutions with interests in a policy, programme or project. Primary stakeholders are immediate communities of interest. Secondary stakeholders are the intermediaries in the process.

- Aimed at enhancing stakeholder involvement in participatory processes, prior to their actual involvement in planning process.

The EEASG exists to:

- Provide an active, two-way channel of communication between the landowners, developers, MKP, MKC and local stakeholders.
- Disseminate information.
- Provide regular updates on the progress of the Development of the EEA.
- Give an opportunity for questioning the Developers, MKP and MKC.
- Allow stakeholders the opportunity to comment on strategies and planning applications.
- Represent local views and input timely advice to the EEA.
- Provide views, comments and ongoing concerns to the Developer, MKP and MKC on the site.
- Set up wider local consultation via public meetings and other mechanisms if/as required.

Membership

Membership will reflect the representational structure of the local community and its interests. On that basis the EEASG should have permission to include:

- Elected representatives of the local community
- Appointed representatives of relevant organisations

- Representatives from relevant members of the public and local environmental groups
- Parish/Town Councils

Core Membership:

The core membership of the EEASG should consist of one member from each of the following:

Broughton & MK Parish Council
 Moulsoe Parish Council
 Woburn Sands Town Council
 Kents Hill & Monkston Parish Council
 Aspley Guise Parish Council
 Wavendon Parish Council
 Hulcote & Salford Parish Council
 Broughton Villagers Residents Association
 MKPCT
 LSP
 MKCVO
 Bedfordshire County Council
 Mid-Beds District Council
 MK and North Bucks Chamber of Commerce
 Ward Members – Danesborough Middleton, Walton Park, Cranfield and Sherrington Wards
 Representative of Broughton Grounds Lane residents/landowners

There will also be a representative from MKP and MKC. A representative from MKC Highways will be invited where appropriate.

Membership should also reflect the Developer composition operating in the area.

Responsibilities of Members

Dissemination of information within their realm and will be accountable for two way communications with their respective constituencies.

Attendance at meetings.

Reporting back to EEASG via MKP on comments made.

Core membership will be reviewed on a regular basis to ensure that relevant groups are in attendance.

Developers Responsibilities

Provide pre-application consultation with an executive summary of proposal

Maintain contact with members

Notifying Secretariat of need for further meetings (outside of those bi-monthly meetings already set).

Secretariat:

MKP

The secretariat should be the first point of contact of any issue relating to the EEASG.

The service to be provided is as follows;

- Organisation of meetings
- General administration
- Distribution of information, report, agendas and main points arising from meetings
- Management of membership and distribution lists

Meetings:

Meetings of the EEASG should be held on a bi-monthly basis under the following conditions:

- Meeting dates will be the last Thursday of the month lasting no more than 2 hours (unless required).
- Meetings, including those in between the scheduled bi-monthly meetings, will be advertised in the calendar of events which can be found on the MKP website
- The timing should be convenient to stakeholders so that as far as possible they are not inhibited or prevented from attending. As the need arises, consideration should be given to holding additional or special meetings to deal with particular issues that may fall outside the routine business of the EEASG
- A meeting agenda will be circulated to all members in advance together with information to be presented during the meeting
- Main points arising from the meeting are to be published within 10 working days after the meeting
- At an appropriate time (or times) in the meeting, members of the public will be afforded the opportunity to ask questions relevant to any reports and the business of the meeting

Western Expansion Area Stakeholder Group

TERMS OF REFERENCE

Objectives

The WEA Stakeholder Group provides a forum for representation of local community interests and is the interface between the community, land owner, developer, MKP and MKC, in respect of the Western Expansion Area (figure 1).

It also forms the **central** part of the **pre-application** consultation for future applications in the area, (excluding infrastructure applications). Developers/applicants can either use this forum or undertake their own pre-application consultations which would need to be agreed by MKP.

It does not affect the statutory consultation period and relevant parties will be consulted in the normal way.

Accountability for the decision making will remain with MKP and MKC.

Purpose

The WEA stakeholder group has the following primary purposes:

- Ensuring the continued engagement of major/primary stakeholders.

Stakeholders are persons, groups or institutions with interests in a policy, programme or project. Primary stakeholders are immediate communities of interest. Secondary stakeholders are the intermediaries in the process.

- Aimed at enhancing stakeholder involvement in participatory processes, prior to their actual involvement in planning process.

The WEASG exists to:

- Provide an active, two-way channel of communication between the landowner, developer, MKP, MKC and local stakeholders.
- Disseminate information.
- Provide regular updates on the progress of the Development of the WEA.
- Give an opportunity for discussion with the Developers, MKP and MKC.
- Allow stakeholders the opportunity to comment on plans and planning applications.
- Represent local views and input timely advice to the WEA.
- Provide views, comments and ongoing concerns to the Developer MKP and MKC on the site.
- Set up wider local consultation via public meetings and other mechanisms if/as required, in special circumstances subject to the WEASG as the central meeting.

Membership

Membership will reflect the representational structure of the local community and its interests. On that basis the WEASG should have permission to include:

- Elected representatives of the local community
- Appointed representatives of relevant organisations
- Representatives from members of the public and local environmental groups
- Parish Councils

The core membership of the WEASG should consist of one representative from each of the following:

Core Membership:

Whaddon Parish Council	WFRA
Calverton Residents Association	Bradwell Abbey Parish Council
Beachampton Parish Council	Loughton Parish Council
Calverton Parish Council	Shenley Brook End and Tattenhoe Parish Council
Nash Parish Council	Stony Stratford Futures Group
Shenley Church End Parish Council	MK Chamber of Commerce
Aylesbury Vale District Council	Calverton Lane Residents
Stony Stratford Business Association	MKPCT
Stony Stratford Town Council	LSP
MKClip	Bucks County Council
Ward Members – Loughton Park & Stony Stratford Wards	

Membership should also reflect the Landowner composition operating in the area:

- Genesis
- English Partnerships

Responsibilities of Members

Dissemination of information within their realm and will be accountable for two way communications with their respective constituencies.

Attendance at meetings.

Reporting back to WEASG on comments made.

Core membership will be reviewed on a regular basis to ensure that relevant groups are in attendance.

Developers/Applicants Responsibilities

Provide early consultation

Production of information for passing on

Organise any other meetings outside of the main as required

Notifying Secretariat of need for further meetings (outside of those already set).

Produce a Statement of Community Involvement for submission with application.

There will also be a representative from MKP and MKC present at the meeting.

Secretariat:

MKP

The secretariat should be the first point of contact of any issue relating to the WEASG.

The service to be provided is as follows;

- Organisations of meetings
- General administration
- Distribution of information, report, agendas and meeting notes etc
- Management of membership and distribution lists
- Produce and maintain summary update of applications and associated activities.
- Maintain contact with members
- Preparation of meeting notes
- Setting up and managing any required ad hoc meetings

Meetings:

Meetings of the WEASG should be held on a quarterly basis under the following conditions:

- Meetings will be advertised in the calendar of events which can be found on the MKP website
- Meetings convened which are in addition to those advertised on the calendar of events will be advertised in the local press by the Developer
- Meetings will be held so that they are freely accessible to members of the public and press
- The timing should be convenient to stakeholders so that as far as possible they are not inhibited or prevented from attending. As the need arises, consideration should be given to holding additional or special meetings to deal with particular issues that may fall outside the routine business of the WEASG
- A meeting agenda will be circulated to all members at least 10 working days in advance
- Any plans or written reports to be presented during the meeting should be circulated 3 weeks prior to the meeting
- Minutes are to be published within 10 working days after the meeting
- At an appropriate time (or times) in the meeting, members of the public should be afforded the opportunity to ask questions relevant to any reports and the business of the meeting.

CMK PLACEMAKING GROUP

TERMS OF REFERENCE

1 PURPOSE:

- 1.1 The Group will provide advice to MKC, MKPC and, EP on issues relating to CMK Placemaking, the delivery of the CMK Development Framework and the appropriateness of city centre development proposals

2 MEMBERSHIP

- 2.1 Membership of the CMK Placemaking Group is based on key organisations with interests in the city centre. These are MKC with 3 members, MKPC with one member, MKP with one member, CMKP with 2 members, CMK Town Council with one member, Campbell Park Parish Council with one member and The Parks Trust with one member. Co-optees can be brought on to the Group with the agreement of the Chair.
- 2.2 The Chair of the Group is to be selected by the Group from the above members at the start of the meeting.
- 2.3 The following officers will be in attendance at meetings: the CMK Project Director, the CMK Design and Planning Manager, EP's MK Projects Director, MKC's Chief Executive or his representative and minute secretary.
- 2.4 Others may attend meetings by invitation (to be agreed by the Chair) and any MKPC member can attend any CMK Placemaking Group meetings.

3 TERMS OF REFERENCE

- 3.1 To consider development, design and planning aspects of projects and proposals in and impacting on CMK and advise MKPC/EP and MKC on the appropriateness of the proposals in delivering the aims and aspirations of the CMK Development Framework and Milton Keynes Local Plan – the creation of a dynamic and vibrant world class city centre that is a focus for excellence in urban design and sustainability
- 3.2 To consider projects and proposals at concept stage to review their fit with the CMK Development Framework and MK Local Plan and at detail design stage to ensure that appropriate quality standards have been met
- 3.3 To prepare advice on projects and proposals and to convey the views of the Group to MKPC, MKC Development Control Committee and the promoter of the project/proposal
- 3.4 To actively support and promote (publicly and within their nominating organisation) the delivery of projects and proposals that meets the aims and aspirations of the CMK Development Framework
- 3.5 NB: Development, Design and Planning aspects includes guidance; frameworks, masterplans, briefs and codes etc; planning applications, public realm and infrastructure projects

4 REPORTING RELATIONSHIPS

- 4.1 The Chair will report the work of the Group to MKPC at its quarterly meetings.
- 4.2 The constituent members of the Group shall take responsibility for reporting back to their respective organisations. CMKP members are to report back to their organisations and Parish and Town Councils report to their constituent parts; MKC's political members are to report back to their respective groups and MKC's Chief Executive (or his representative) shall be responsible to action/report on behalf of MKC; the CMK Project Director will report back to the Programme Management Board, Joint Implementation Team and Joint Technical Team; the MKP officer will report back to MKP officers and to EP where actions are required.

5 QUORUM

- 5.1 The quorum for a meeting of the Group is three members. MKC and MKP must be represented.

6 MEETING ARRANGEMENTS

- 6.1 The Group shall meet six times per annum at about two monthly intervals. The CMK Project Director will set the meetings for the calendar year and provide the secretariat. Special meetings can be called with the agreement of the Chair if an exceptional/urgent item needs to be placed before/considered by the Group. The meetings will be held in MKP's offices. Any papers for the meeting and its Agenda will be circulated electronically 5 working days before the meeting. Given that the Group is advisory and is not taking final decisions in relation to project implementation, it shall meet in private.