

## MILTON KEYNES SITE ALLOCATIONS PLAN PROPOSED SUBMISSION DRAFT: GUIDANCE NOTES FOR MAKING REPRESENTATIONS

This guidance note has been produced to help you comment on the Site Allocations Plan Proposed Submission Draft and ensure that your comments can be considered as fully as possible during the plan-making process.

The Site Allocations Plan (SAP) Proposed Submission Draft will be consulted on with stakeholders and other interested parties prior to its submission to the Secretary of State. **The consultation period will run from Wednesday 26<sup>th</sup> October to Wednesday 21<sup>st</sup> December 2016.** All representations received within those dates will be submitted to the Secretary of State alongside the Site Allocations Plan. A Planning Inspector will then carry out a public examination **to consider whether the Plan is 'sound' and complies with the legal requirements** set out in the Planning and Compulsory Purchase Act (2004), before it can be adopted by the Council.

The Inspector will assess whether the SAP has been prepared in accordance with the relevant legal and procedural requirements and whether the document is 'sound'. Representations submitted should relate to these issues. Representations made on how the SAP has been prepared are likely to relate to legal and procedural matters. Representations on the content of the SAP are likely to relate to the Plan's soundness.

Please note that all respondents must complete their personal details as anonymous representations cannot be taken into account. Also, it should be noted that all representations are published on the Council's website and will be available for public inspection at libraries and Civic Offices.

The section below helps clarify what to consider when determining whether the Site Allocations Plan is 'sound' and meets the legal/procedural requirements.

### LEGAL COMPLIANCE

- The SAP should meet the legal requirements set out in section [20\(5\) \(a\) of the 2004 Planning and Compulsory Purchase Act](#).
- The SAP should be in accordance with the [National Planning Policy Framework \(NPPF\)](#) and [Planning Practice Guidance](#).
- The SAP should be in accordance with the Council's [Statement of Community Involvement \(SCI\)](#). The [Localism Act \(2011\)](#) and the NPPF (2012) place a duty on local planning authorities and other public bodies to cooperate to address strategic issues affecting their area.
- The SAP should be prepared in line with the Milton Keynes Council [Local Development Scheme \(LDS\)](#).
- The SAP should comply with the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#).

- The SAP should also be in conformity with the Milton Keynes Sustainable Community Strategy (SCS).
- A Sustainability Appraisal (SA) which identifies the assessment process carried out as well as the baseline information used to inform the process and its outcomes should be published. The SA is a tool for appraising policies to ensure they reflect economic, social and environmental factors.

### **SOUNDNESS**

As stated in paragraph 182 of the NPPF, a local planning authority should submit a plan for examination which it considers is ‘sound’ – namely that it is:

- **Positively prepared** - the plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development;
- **Justified** – the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence;
- **Effective** – the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities; and
- **Consistent with national policy** – the plan should enable the delivery of sustainable development in accordance with the policies in the Framework.

### **FILLING IN THE FORM**

Please fill in the contact details section in Part A of the form. For Part B of the form, if making representations on more than one site allocation or section of the plan, please fill in a separate sheet for each representation.

### **HEARING SESSIONS**

As part of the examination the independent Planning Inspector holds hearing sessions into various matters that he or she has identified. Please note, there is no right to be heard at the hearing session and it is the Inspector who decides who should be heard. Your written representations have equal weight with the comments made in person at the hearing sessions.

Please indicate on the response form if you consider it necessary to participate at the hearing session.

You may also wish to attend the hearing sessions as an observer.

### **UPDATES ON PROGRESS OF THE SITE ALLOCATIONS PLAN**

Please let us know if you wish to be kept informed of key stages in the preparation of the Site Allocations Plan following the end of this consultation. The next stages are:

- The submission of the Site Allocations Plan for independent examination;

- The publication of the recommendations of the Inspector appointed to carry out an independent examination of the Site Allocations Plan;
- The adoption of the Site Allocations Plan.

#### **HOW TO RESPOND**

Forms should be returned to the Council no later than **5pm on 21<sup>st</sup> December 2016**. Comments received after this closing date will not be submitted to the Planning Inspector. Please send response forms and comments via:

Online: [http://miltonkeynes-consult.objective.co.uk/portal/dev\\_plans/sap](http://miltonkeynes-consult.objective.co.uk/portal/dev_plans/sap)

Email: [siteallocations@milton-keynes.gov.uk](mailto:siteallocations@milton-keynes.gov.uk)

Post: Development Plans Team, Planning, Culture and Infrastructure, Milton Keynes Council, Civic Offices, 1 Saxon Gate East, Central Milton Keynes, MK9 3EJ.

Fax: 01908 252211

All of the documents relating to this consultation including downloadable response forms can be found on our website at <http://www.milton-keynes.gov.uk/planning-and-building/planning-policy/site-allocations-plan> and at [http://miltonkeynes-consult.objective.co.uk/portal/dev\\_plans/sap](http://miltonkeynes-consult.objective.co.uk/portal/dev_plans/sap).

Paper copies of the consultation documents are available in Milton Keynes libraries and from the Civic Offices reception.

If you have any queries about this process please contact the Development Plans team using the details above or call 01908 252358.

**REPRESENTATIONS MUST BE RECEIVED BY 5PM ON WEDNESDAY 21<sup>ST</sup> DECEMBER 2016.**