

Terms of Reference

Terms of reference help to define the role and purpose of a Board

Project Name:	Milton Keynes Council Development Review Forum
Project Sponsor:	
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Guidance: Use the headings below to help structure your thinking about the purpose of the board and how it will operate

Element	Description	
Name	<ul style="list-style-type: none"> The name of the Board 	Milton Keynes Council Development Review Forum
Aims and objectives	<ul style="list-style-type: none"> What the Board has been established to achieve (our vision) 	<p>Increased engagement with local stakeholders on larger/major applications.</p> <p>To provide an opportunity for local ward members, parish councils and any other interested stakeholders to comment on emerging planning applications. It provides a forum for applicants to present their scheme, listen to the views of local stakeholders and amend the scheme where appropriate. Developers may also for example choose to address comments received through the Forum in their Design and Access Statement.</p>
	<ul style="list-style-type: none"> How it will achieve the purpose (priorities) 	<p>The forum is voluntary for applicants.</p> <p>The forum is an informal meeting chaired by the Head of Placemaking (supported by a Development Management case officer) or his/her representative. An agenda and short briefing note on each scheme will be prepared for the meeting.</p> <p>No more than two development proposals will be considered at each forum meeting, with presentation and discussion limited to approximately 45 mins per scheme.</p> <p>The format of the Forum will be for applicants to explain their proposal and find out how they address Council policies and then to listen to and respond to issues of local concern relating to land use mix, layout and design. It is not about indicating overall support or</p>

		<p>not for a particular scheme.</p> <p>The modus operandi (with approx. times for each element) will be as follows:-</p> <p>Presentation by the applicant/agent – 15 minutes</p> <p>Questions and views from stakeholders present – 15 minutes</p> <p>Response by applicant to questions/comments – 15 minutes</p>
	<ul style="list-style-type: none"> Measures of success 	<p>Reduced number of objections to planning applications</p> <p>The number of applicants who take up the offer of attending the forum</p> <p>Number of stakeholders who attend the forums</p> <p>Feedback from applicants and stakeholders as to the value of the meeting</p>
	<ul style="list-style-type: none"> Work Programme 	<p>One and a half hour meetings will be put in council calendar on Monday's on a 2 monthly basis throughout the year starting on 4 March 2019.</p> <p>Stakeholders will be notified of the inclusion of an item/s for discussion at the forum 10 days before the meeting</p>
	<ul style="list-style-type: none"> What is in scope of the Forum 	<p>To discuss matters pertaining to land use mix, layout and design (including landscaping and highway related matters eg parking)</p> <p>It is envisaged that the Forum will discuss primarily larger applications and those that are seen as controversial where in the opinion of the Development Management Manager, early public discussion of issues is considered to be beneficial.</p> <p>It is recommended that applicants submit their schemes to the Development Review Forum following an initial pre-application review by officers. The most appropriate timing of attending the Forum will however be discussed with case officer.</p> <p>Applicants will be encouraged to undertake separate public consultation on their prospective application and</p>

		this will be discussed as part of the usual pre application discussion process with Planning Officers.	
	<ul style="list-style-type: none"> • Cost 	Attendance at the Forum will be part of the pre-application process. The Forum is not open for applicants who do not enter into a pre-application or PPA agreement with the Local Planning Authority.	
	<ul style="list-style-type: none"> • What is out of the scope of the Board 	<p>Discussion around the principle of development and associated impacts eg its impact on highway infrastructure</p> <p>The forum is not a meeting of the Planning Committee and has no powers of decision. Development Control Committee members can however attend, enabling them to gain information about large scale developments likely to come before them. They need to however be careful of pre-determination so any questions they ask or comments they make need to be carefully considered.</p> <p>Residents will not be notified – this is not part of the development management system - but can attend if they so wish</p>	
Governance	<ul style="list-style-type: none"> • Sponsor 		
	<ul style="list-style-type: none"> • [Cabinet Member Sponsor] 		
	<ul style="list-style-type: none"> • Chairing arrangements 	Head of Placemaking (or nominated substitute) supported by Development Management Officers	
	<ul style="list-style-type: none"> • Relationship with other Management Boards 		
Membership matters (including roles)	<ul style="list-style-type: none"> • List of required members or representatives (& their organisation) • Roles and responsibilities of individual members of the Board 	Local ward members	
		Local Parish and Town Council	
		Civic Groups eg MK Forum	
		Parks Trust (where applicable)	

		Residents	
		Statutory Bodies (where applicable)	
	<ul style="list-style-type: none"> Rules regarding termination of membership 	n/a	
Meetings	<ul style="list-style-type: none"> Notice and frequency of meetings 	Every 2 months to be held in the Civic Offices from 6-7.30pm	
	<ul style="list-style-type: none"> Voting arrangements 	n/a	
	<ul style="list-style-type: none"> Minute taking and distribution arrangements 	<p>A written note of the key points made at the meeting will be prepared and circulated to all those who attended the meeting.</p> <p>Copies will also be made available on request.</p> <p>If and when an application is received for the development discussed at the forum, the written record will be placed on the application case file</p>	
Powers	<ul style="list-style-type: none"> Decisions which can or cannot be made by the members of the Board 	The forum is not a meeting of the Planning Committee and has no powers of decision	
Decision making and risk management	<ul style="list-style-type: none"> Procedures for resolving conflict 	n/a	
	<ul style="list-style-type: none"> Escalation procedures – when risks or disagreements are referred up to the Board 	n/a	