

South East MK Local Stakeholder Group

TERMS OF REFERENCE (approved 16/11/2020)

Objectives

The LSG will be engaged by Milton Keynes Council in the preparation of the South East MK Development Framework, which would be adopted as a Supplementary Planning Document by Milton Keynes Council, and will be engaged on any planning application consultations in the future for the South East MK allocation.

Accountability for the decision making on the Development Framework and planning applications will remain with Milton Keynes Council.

Purpose

The LSG has the following primary purposes:

- Ensuring the continued engagement of local community stakeholders during the preparation of the South East MK Development Framework and subsequent planning applications.
- Ensuring the continued engagement of local community stakeholders on matters relating to the development of the South East MK allocation.
- Enhancing stakeholder involvement in participatory processes, in addition to the statutory stages of consultation on the Development Frameworks and planning applications.

The LSG exists to:

- Provide an active, two-way channel of communication between local community representatives, including those within Central Bedfordshire, and Milton Keynes Council
- Disseminate information about the South East MK site and planning process
- Provide regular updates on the progress of the Development Framework
- Provide a forum to which any pre-application and planning application matters can be presented and discussed as part of a participatory planning process alongside statutory stages of consultation.
- Give an opportunity for questioning Milton Keynes Council
- Air local views, comments and ongoing concerns and input timely advice to the Development Framework and to future planning applications
- Set up wider local consultation via public meetings and other mechanisms if and as required.

Membership:

The membership of the LSG will consist of:

- Woburn Sands Town Council
- Wavendon Parish Council
- Walton Community Council
- Bow Brickhill Parish Council
- Little Brickhill Parish Council
- Aspley Guise Parish Council
- Aspley Heath Parish Council
- Hulcote and Salford Parish Council
- Woburn PC,
- Brogborough PC
- Husborne Crawley PC
- Ward Members for Danesborough and Walton Ward, MKC
- Ward Members for Woburn and Aspley Guise Ward, CBC
- Ward Members for Great Brickhill and Newton Longville, BC

Core membership will be reviewed on a regular basis to ensure that relevant groups are in attendance, and that other key stakeholders are invited to attend and participate as appropriate.

Responsibilities of LSG members

- It is expected that those attending the stakeholder group will disseminate information to their respective constituents.
- Regular attendance at meetings. Substitutes are welcome to attend but it would be helpful if they could be briefed beforehand to allow for consistency
- Reporting back to the LSG via MKC on comments made by their respective constituents.
- Provide feedback to MKC on future agenda items

Participation

Participation in the LSG is without prejudice to that organisation's public position with regards to:

- The principle of developing the land included within the SE SUE allocation within Plan:MK
- Any future planning applications

Secretariat for the LSG:

MKC – officer contact:

Sabina Kupczyk

Email: sabina.kupczyk@milton-keynes.gov.uk

Direct line: 01908 25 3132

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

The role of the secretariat is as follows:

- To organise meetings as and when required
- Ensure other organisations attend as required to provide information and discuss matters with the LSG
- Provision of information, reports, agendas, minutes and following up actions points arising from meetings
- Management of membership and distribution lists

Meetings:

- Meetings of the LSG should be held on a monthly basis at the Civic Offices in Milton Keynes or virtually
- MKC officers will convene and chair meetings with the support of Independent Facilitator if that is available
- A meeting agenda will be circulated to all members in advance together with information to be presented during the meeting
- Minutes of the meeting are to be published in draft form within 10 working days after the meeting and will be approved at the next meeting.