

STANDING ORDERS OF THE MILTON KEYNES PARTNERSHIP COMMITTEE

1. Constitution & Authority

The Boards of the Commission for the New Towns and the Urban Regeneration Agency (URA), acting as a joint Board and the Main Board of the URA, resolved on 21 April 2004 that a Milton Keynes Partnership Committee be established and approved these Standing Orders at that meeting. The Committee is fully authorised by the joint Board to review, consider and where appropriate approve, planning, property and project matters and transactions which fall within the delegations and terms of reference of the Committee.

2. Aim & Objectives

The aim of the Committee is to contribute to the successful and sustainable growth of Milton Keynes including planning, co-ordinating and implementing development within the Milton Keynes Urban Development Area.

The above aim will be achieved through a focus on the following strategic objectives so that

- a) housing growth is balanced with employment;
- b) supporting infrastructure and community facilities are available to respond to the pressures of rapid growth;
- c) growth on the urban fringe compliments and strengthens the quality and cohesion of existing centres;
- d) there is a strong focus on sustainability of development and quality of design;
- e) there is appropriate provision across MK to meet the revenue consequences of growth and ongoing management and maintenance arrangements; and
- f) the Committee contributes to the achievement of the Milton Keynes Community Strategy.

3. Terms of Reference

- a) Growth
 - i. to determine with partners the phasing and appropriate framework for the sustainable growth of Milton Keynes and develop appropriate strategies and public sector interventions to meet the aims and objectives of the Committee.

b) Planning

- i. to exercise Town & Country Planning Act powers in designated areas as determined by The Urban Area (Milton Keynes) Designation Order 2004 and any subsequent statutory instruments.
- ii. to work with the Local Planning Authority to develop planning strategies, master plans, protocols and development programmes for Milton Keynes.
- iii. to co-ordinate with adjoining areas, particularly Bedfordshire, Northamptonshire, Buckinghamshire and Aylesbury Vale regarding planning issues in respect of the growth of Milton Keynes.
- iv. to authorise appropriate powers of delegation of planning decisions and note any decisions made under such delegation.

c) Property & Land Ownership

- i. to ascertain the land ownerships and physical constraints within the Milton Keynes Urban Development Area and where appropriate adjoining areas to ensure proposals for growth are considered in the knowledge of local interests and constraints.
- ii. to consider and approve regeneration and development projects, acquisition and disposals in accordance with the delegations from the URA's Main Board including any novel or contentious property management issues.
- iii. to exercise Compulsory Purchase Order powers where there is clear legal advice that this course of action is both justifiable in the context of the objectives of the Committee and is likely to be successful.
- iv. to explore options and methodologies to capture land value from land within the Milton Keynes Urban Development Area and implement such schemes subject to appropriate departmental approval.
- v. to identify any issues that might frustrate timely infrastructure provision and development to appropriate standards, and to intervene as necessary to resolve these issues.

d) Revenue Implications of Growth

- i. to consider and assess the revenue implications of growth both from a strategic perspective and in respect of individual projects and programmes.
- ii. to consider how these revenue implications might be addressed through funding mechanisms and/or appropriate longer-term management and maintenance arrangements. This includes the implications for voluntary sector, and local statutory providers such as health and the Local Authority and any other bodies that might be expected to take on long-term management and maintenance responsibilities.

e) Design and Sustainability

- i. to ensure that strategies and projects approved by the Committee meet current Government aspirations and the principles in the URA's own Urban Design Compendium with regard to high quality design and sustainability.
- ii. to adopt as a minimum the policies of the URA regarding design and development standards, energy efficiency, project appraisal and management etc as may from time to time be in place.
- iii. to work with the Local Authority and Local Strategic Partnership to ensure appropriate community participation in the growth programme and as far as reasonable obtain community support for proposals.

f) Stakeholder Involvement and Consultation

- i. to determine and implement a strategy for continuing stakeholder involvement and consultation and to maintain and update this strategy on a regular basis.
- ii. to work closely with the MKSM Inter Regional Board to secure, as far as possible, strategic infrastructure commitments that are beyond the capabilities and/or remit of the MKPC alone.

g) Business Planning and Budgeting

- i. to prepare for the URA's Main Board approval an annual budget and business plan (for a period specified by the URA's Board as required to meet Corporate Planning objectives) fully covering the activities overseen by the Committee. This will include the submission of all supporting documentation to justify projected expenditure and receipts and any requests for additional funding.
- ii. to monitor expenditure and income to ensure that the Committee operates within the budget and business plan approved by the URA's Main Board for each financial year and any other financial constraints/delegations set out by the URA's Board and the URA's sponsor department.

h) Corporate Governance and Internal Control

- i. to ensure the URA's system of internal control and appraisal and approval processes and procedures are effectively applied to the activities of the Committee and that in all other aspects there are effective Corporate Government and internal control arrangements.
- ii. to make regular progress reports to the Main Board of the URA.
- iii. to support scrutiny of the Committee's work and programmes by the Local Authority and Local Strategic Partnership.
- iv. to hold an annual public meeting in which the Committee will review its progress and receive public views in response.

4. Delegations and Authority

As a Committee of the URA the Milton Keynes Partnership Committee receives its delegations and authorities from the Main Board of the URA.. The Main Board of the URA delegate to the Committee:

- i. the authority to implement the annual budget and business plan once approved by URA's Main Board and, where necessary, sponsor department approvals have been obtained.
- ii. the authority to approve projects, property disposals and other transactions within laid down delegations approved from time to time by the Main Board of the URA that recognise the approval constraints contained in the Financial Memorandum issued by DCLG to the URA.

For the avoidance of doubt these delegations and authorities do not change the legal ownership of English Partnerships assets that remain with the Urban Regeneration Agency or the Commission for the New Towns as appropriate.

5. Appointment of Members

The membership of the Committee shall comprise

- a) two independent private sector appointments, one of which will chair the Committee;
- b) two Urban Regeneration Agency representatives (staff or Board members), one of which will be the Chief Executive of English Partnerships, who shall be the Accounting Officer for the Committee;
- c) three Milton Keynes Council members. These will comprise two from the majority party and one from the opposition party, or in the event of there being no overall majority, three representatives, one from each of the main parties;
- d) three Local Strategic Partnership members. One each from the business, health and community sectors.

Each Committee member may nominate an alternate provided that such alternate is approved by the URA.

Aylesbury Vale District Council, Buckinghamshire County Council, Bedfordshire County Council, South East of England Development Agency, Government Office South East and the Housing Corporation will each be invited to send a representative to the Committee Meetings. These representatives will be fully involved in the work of the Committee but will have non-voting status.

English Partnerships will appoint the Chairman, Deputy Chairman and Members of the Committee subject to the consent of the Secretary of State. The Chairman of EP will consult with the Chairman of the MKPC in making the appointment of the Deputy Chair

The appointments will be for periods of up to three years.

English Partnerships will appoint a Company secretary and any Company Secretary so appointed may be removed by them.

6. Officer Attendance

The Chief Executive Officer of the MKPC will normally attend meetings together with appropriate staff from the URA and partner organisations.

7. Convening

- a) The Committee shall meet at such times and places as the Main Board of the URA or the Committee shall from time to time determine at locations that are convenient for the people of Milton Keynes;
- b) The Chairman of the Committee may convene or request the Company Secretary to convene a meeting at any time;
- c) At least five clear working days before a meeting a notice of the meeting will be sent by the Committee Clerk to each Committee member specifying brief details of the principal items of business proposed to be transacted at the meeting;
- d) Any notice or other document addressed to a Member at such address or to such facsimile numbers shall be deemed to have been served or delivered if
 - i. sent by email, on the day after it was sent; or
 - ii. sent by post, on the day following the day on which it was put in the post (or where second class post is employed, on the second day after the day when it was put in the post); or
 - iii. sent by facsimile transmission, at the time of transmission; or
 - iv. personal delivery, upon such delivery.
- e) The accidental failure to give notice to, or the non-receipt of a duly despatched notice by a member, shall not invalidate the proceedings at a meeting.
- f) Any Member who does not receive notice of a meeting in accordance with these Standing Orders but who nevertheless attends the meeting to which the notice relates shall, unless he or she shall otherwise state at the relevant meeting, be deemed to have received due notice of such meeting for the purposes of these Standing Orders and, where requisite, for the purposes of which it was called. Without prejudice to the aforesaid any Member may waive the requirements that notice in accordance with these standing orders be given to him or her of any meeting either prospectively or retrospectively.
- g) Items of business may be transacted at any meeting notwithstanding that the item has not been specified in the meeting notice provided that, in the opinion of the Chairman of the meeting, either

- i. the item in question is of a routine and substantially uncontroversial nature, or
- ii. the item requires urgent consideration and has arisen so recently that it was not reasonably practicable to specify it in the meeting notice.

8. Public Participation

Parish Council representatives or representatives of key local groups may be invited to address the committee as appropriate.

9. Chairman and Deputy Chairman

At a meeting the Chairman shall preside. If the Chairman is absent the Deputy Chairman shall preside. If the Chairman and Deputy Chairman are absent or if either have to declare an interest in matters under discussion the Members in attendance shall choose one of their number to preside for that meeting.

10. Quorum

No business shall be transacted at a meeting of the Committee unless at least four Members, at least one of which must be from the URA, are present. A duly convened meeting at which a quorum is present shall be competent to exercise all or any of the powers, authorities and discretions for the time being vested in or exercisable by the Committee.

11. Confidential Business

All meetings of the Committee shall be held in public, save for those items that need to be confidential or exempt information by virtue of commercial, legal or other permitted reasons under the Freedom of Information Act.

12. Sub Committees

The Committee may establish sub-committees to carry out parts of its responsibilities; the rules under which such sub committees shall operate must comply with all rules applying to the MKPC Committee. Membership of such sub committees must include at least one member of the URA. The Committee may appoint co-opted members to any sub committee, in which case they shall be a minority of the sub committee and in all cases the MKPC and the URA Main Board shall approve their appointment.

13. Voting

- a) All questions (except a resolution to vary or revoke these Standing Orders) shall be decided by a majority of votes of the Members present at a meeting.
- b) In the case of an equality of votes the person presiding at the meeting shall have a second or casting vote.
- c) Voting shall usually be by show of hands but may be by such means as may be agreed by the Members present at a meeting.

- d) Representatives with observer status who attend meetings shall not be entitled to vote.
- e) Only full members or nominated alternate members shall be entitled to vote at meetings of the Milton Keynes Partnership Committee.

14. Minutes

- a) The names of the Members present at a meeting shall be recorded in the minutes.
- b) Minutes of the proceedings of meetings shall be prepared by the Secretariat within 7 days of the meeting, and entered in a book to be kept for that purpose and submitted for approval as to their accuracy to the next appropriate meeting. The minutes as approved shall be signed by the Chairman of the meeting to which they are submitted and if so signed be received as conclusive evidence of the facts therein state.
- c) Copies of the minutes of each meeting of the Committee shall wherever practicable be sent to each Member of the Committee before the next meeting.
- d) Copies of the minutes of each meeting shall be included within the next practicable Main URA Board Agenda.

15. Declaration of Interests

- a) Each Member (and any alternate) of the Committee shall provide the Committee Clerk at the time of his or her appointment information on all relevant financial or other interests that he or she or his or her immediate family members have. This information shall be recorded in the register of Members' interests which shall be maintained by the Committee Clerk and available for public inspection by application to the Committee Clerk. It will be the responsibility of Members to ensure that their entry in the register is kept up to date and the Committee Clerk shall ensure that the Committee reviews the register at least once a year.
- b) A Member of the Committee who is directly or indirectly interested in any matter brought up for consideration at a meeting shall disclose the nature of his or her interest to the meeting.
- c) Where the matter in respect of which such a disclosure is made is a contract or agreement of any description, the Member or Members of the Committee shall not take part in any deliberation or decision of the Members, with respect to the matter and, where appropriate, withdraw from the meeting.
- d) Where the matter in respect of which such a disclosure is made is one other than a contract or agreement, the Member of the Committee may take part in any deliberation or decision of the Member with respect to the matter unless the remainder of the Members of the Committee decide that the interest disclosed might prejudicially affect the Member's consideration of the matter.

- e) The Committee Clerk shall explicitly record in the minutes any disclosures made under this Order.
- f) Where declarations of interest result in the Committee becoming inquorate, the remaining Members of the Committee may discuss the item in question, and make a recommendation to the Board. The fact that the meeting was inquorate at the time shall be clearly stated in the minutes.

16. Emergency Meetings/Chairman's Action

- a) If in the opinion of the Chairman there has arisen a matter of emergency or urgent business requiring the consideration of the Committee and it is not practical to call an ordinary meeting of the Committee, an emergency meeting may be held giving 24 hours notice or, without giving the notice required by Rule 5 or the Chairman or, in the Chairman's absence, Deputy Chairman can consider and determine the matter, if the Chairman or Deputy Chairman consider an emergency meeting to be unnecessary or impracticable.
- a) Notice of such an emergency meeting specifying the business proposed to be transacted shall be given to Members of the Committee insofar as is possible in such a way as the Chairman shall determine. No business may be transacted at an emergency meeting save that specified in the notice convening the meeting together with matters ancillary or incidental to such business.
- a) Where the Chairman consider and determine urgent business outside a meeting of the Committee the items so determined must be formally reported to the next meeting of the Committee.

17. Amendment

Any of the above Standing Orders may be altered and amended from time to time by express resolution of the Main Board of English Partnerships following consultation with English Partnerships' sponsoring department of which notice shall have been given in the meeting notice at which they are proposed.

The operation of the Committee will be subject to quinquennial reviews by DCLG.

**Code of Practice on
Third Party Participation at meetings of the Milton Keynes Partnership
Committee**

This Code of Practice sets out the procedure by which third parties may participate at the meetings of the Committee. This Code applies separately to each and every committee meeting.

1. Members of the public may request that they address the Committee on any agenda item which is before the Committee for consideration (with the exception of the annual open meeting where questions on any relevant Milton Keynes topic may be submitted). So far as reasonably possible any person whose interests are likely to be affected by the proposed agenda item will be informed of the request and invited to respond to the points raised in writing or in person.
2. The maximum number of speakers under paragraph 1 above will be limited, in respect of any one submission, to two persons in favour of a proposal and two persons against (not including any right of reply).
3. Where a local amenity group makes a request to speak in relation to a submission no more than one representative on behalf of such amenity group will be permitted to address the Committee. These parties who may speak shall be determined by the Chair, who may increase the number of persons able to speak.
4. In addition to paragraph 2 above, the following may address the Committee on any agenda item or application which is before it:
 - a) a representative from the Local Authority, Parish (if applicable) or Town Council in whose area a planning application falls; and
 - b) the Member of Parliament in whose constituency a planning application falls.
5. Any request to address the Committee must be received in writing by the Committee Clerk of the relevant committee by noon, no less than two (2) clear days before the meeting takes place, briefly outlining the nature of the representations to be made.
6. Addresses to the Committee should last no longer than 3 minutes per person, although this may be increased at the discretion of the members of the Committee where it is necessary to respond to points made by other parties or by members.
7. Depending on the volume of representations and whether there are any particularly contentious items on the Agenda, the Committee may wish to:
 - a) receive all representations and consider the related agenda items at the commencement of the meeting; or

- b) follow the agenda and receive all representations as the agenda items are considered; or
 - c) receive all representations at the commencement of the meeting and then follow the order of the agenda
8. In relation to submitting deputations and petitions to the Committee a single representative must be nominated and will be treated as if they were a single person or representative of an amenity group and will be subject to the rules for speaking set out above.
 9. If an agenda item is deferred under the Committee's standing orders and if a third party or parties have had the opportunity to address the Committee prior to such deferral, such third party or parties will not be permitted to address the Committee again unless there has been a material change in circumstances since the date of deferral which introduces matters not previously raised in relation to the agenda item. Where a material change arises, then a third party or parties will be entitled to address the Committee in accordance with this Code of Practice.
 10. All or any of the above may be amended or abridged at the discretion of the Chair.