



Milton Keynes Partnership

DEVELOPMENT CONTROL MANUAL



Milton Keynes Partnership

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Introduction

MKP Mission Statement

“The aim of the Milton Keynes Partnership 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”

Background of MKP

Following the publication in January 2003 of the Sustainable Communities Plan four growth areas have been designated in the southeast of England, one being Milton Keynes. The Milton Keynes / South Midlands (MKSM) Growth Area covers Northamptonshire, Milton Keynes, Aylesbury Vale and Bedfordshire. The role of the MKSM growth area is to generate economic growth and sustainable communities and to ensure that international competitiveness of this region is sustained.

To oversee the future growth of Milton Keynes, the Milton Keynes Partnership Committee (MKPC) was established in June 2004. The MKPC is a legally constituted sub-committee of English Partnerships (EP) with delegation from the national EP Board whose remit is to facilitate the planned growth of Milton Keynes. As a result, the MKPC are able to exercise development control powers, as a local planning authority, within the Urban Development Area (UDA) for Milton Keynes and this has been delegated to a Planning sub- Committee

Planning Sub-Committee Membership

The composition of the Planning Sub-Committee is as follows:

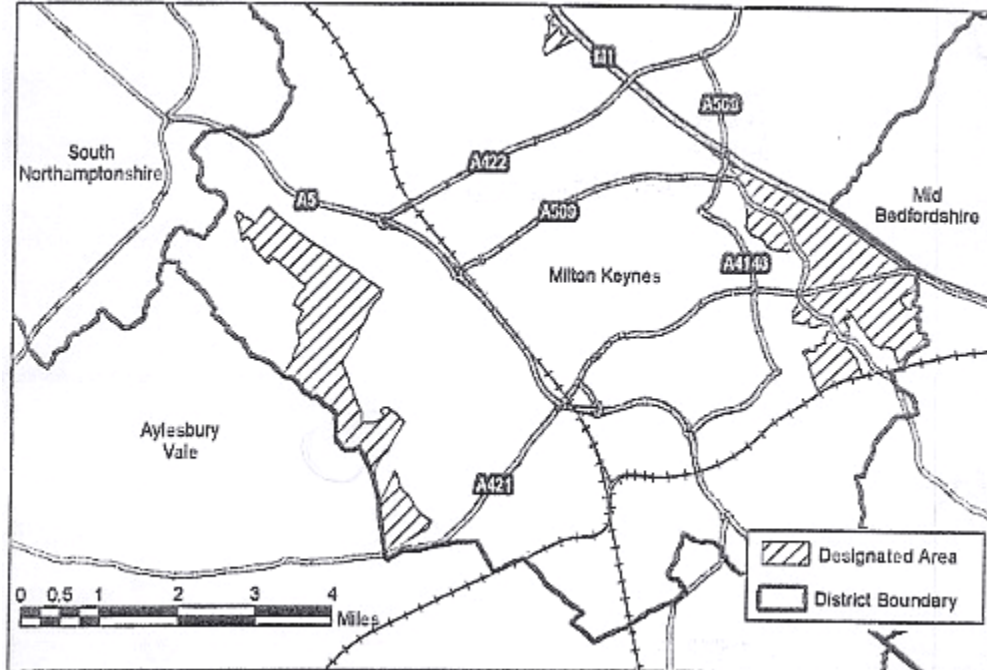
- 2 members from Milton Keynes Council;
- 1 member from English Partnerships;
- 1 member from the Local Strategic Partnership; and
- 2 members from the Independent Private Sector.

The composition of the Sub-Committee creates a balanced representation of the interests of each organisation.

MKP Planning Powers

As outlined in the *Milton Keynes (Urban Area and Planning Function) Order 2004* the Urban Regeneration Agency, commonly known as English Partnerships, has been identified as the Local Planning Authority within the 'designated area'. The 'designated area' described in Article 3 of the Order is shown below:

Figure 1: Geographic Coverage of the MKPC Planning Powers



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

English Partnerships have delegated its planning powers to the Milton Keynes Partnership (MKP). Therefore the MKP, through its function as a local planning authority within the UDA, has a statutory duty to make decisions on 'major planning applications'. These are defined in the Order and comprise:

- Development of 10 or more houses, flats, or houses and flats,
- Development which comprises or includes 1000 or more square metres of floorspace,
- Development which occupies 1 hectare or more of land and
- Development of a kind not specified above but which forms part of a more substantial proposed development of such a kind on the same land or adjoining land in a designated area.

Planning decisions made by the MKP must seek to balance and integrate competing demands between economic, social and environmental considerations in order to achieve sustainable development. Therefore all planning decisions should be based on the following six principles:

1. Be set within a regional context.
2. Be led by development plans.
3. Be open and transparent, involving all stakeholders.
4. Be speedy and efficient, delivering best value.
5. Have a co-ordinated approach.
6. Be aimed at achieving sustainable development through taking account of the economic, environmental and social issues.

The MKP, as the Local Planning Authority, also has a number of key roles in:

- forming and maintaining relationships with the business and voluntary sectors to help bring about 'positive planning';
- initiating and steering new development to suitable areas within the expansion areas; and fostering community involvement through explaining how the planning system works and how people can become involved.

Purpose of the Development Control Manual

The primary purpose of this Development Control Manual is to set down and agree the procedures that MKP will follow in their role as local planning authority in the determination of planning applications within the designated areas and secondly to ensure that a consistent approach is maintained throughout the process

Structure of the Development Control Manual

This manual covers both applications for planning permission and submission of reserved matters or other approvals. For ease of reference these are referred to as 'applications' where appropriate.

The structure of this development control guide is as follows:

Part One: General Planning Procedures	
Pre Application Stage	<ul style="list-style-type: none"> a) Organising a Pre-Application Meeting b) Preparing for a Pre-Application Meeting c) Meeting Notes
Application Submission Stage	<ul style="list-style-type: none"> a) Validation of the Application b) Registration and Data input into Uniform c) Drafting the Planning Assessment d) Issuing of the Acknowledgement letter e) Agreement of Planning Assessment Program
Consultation Stage	<ul style="list-style-type: none"> a) Identifying Statutory and Non-Statutory Consultees b) Identifying the Neighbouring Properties c) Ward Member Notification d) Placing an Advertisement in the Local Paper e) Site Notices f) Representations g) Amendment and Re-consultation
Decision Making Stage	<ul style="list-style-type: none"> a) Site Inspections b) Amendments to Applications c) Drafting Committee Report d) External audit of report e) Committee Meetings f) Notifying GOSE g) Issuing of Decision Notice h) Notification of the Decision i) Approved Plans j) Discharge of Planning Conditions

Part Two: Specific Planning Procedures	
Environmental Impact Assessment	<ul style="list-style-type: none"> a) Screening b) Scoping
Section 106 Agreement	<ul style="list-style-type: none"> a) Establishing Heads of Terms b) Drafting Section 106 c) Signing of S106 and issue of planning consent

Appeals	<ul style="list-style-type: none"> a) Uniform input and website update b) Establishing the appeal timetable c) Submission of Questionnaire and Notification of interested parties d) Confirmation of Inquiry/Hearing, date, venue e) Submission of Rule 6 and proofs f) Submission of common ground
Enforcement	<ul style="list-style-type: none"> a) Draft reporting procedure
Development Briefs and Design Codes	<ul style="list-style-type: none"> a) Development Brief b) Design Codes

Part Three: MKPC Administrative Procedures and Governance	
	<ul style="list-style-type: none"> a) Identifying Planning Application Number b) Ordering a file c) Preparing a Planning File
Schedule of Copying Charges	
Code of Conduct	

Part Four: Appendices
