

Arlesey Cross Stakeholder Group

Draft Terms of Reference

1. Name

The name of the group is the Arlesey Cross Stakeholder Group.

2. Status

The group has no legal status but exists to provide a forum for representatives of local community interest groups to help them understand the progress on work being undertaken for the preparation of planning applications and the content and issues relating to the planning applications once submitted in light of the Adopted Arlesey Cross Masterplan.

3. Aims

The principal aim of the Stakeholder Group is to maximise communication and liaison on the forthcoming planning applications that are informed by the Adopted Masterplan, Policies CS5 and CS10 of the Core Strategy and Policy MA8 of the Central Bedfordshire (North) Site Allocations Development Plan Document (DPD). The Group should allow the maintenance of open dialogue between all relevant parties.

The Masterplan is a technical document that sits above subsequent design codes and planning applications for the Arlesey Cross site and assists the Council in determining such applications. It provides guidance for developers and the community on the nature, form, scale and design of the proposed development. The aims of the Masterplan are to:

- Establish an urban design framework for Arlesey Cross based on site constraints and opportunities and planning policy requirements. Design codes will be used to help promote a development that is visually attractive and well laid out;
- Provide certainty for prospective developers and members of the public as to the future development of Arlesey Cross through a series of design principles that would need to be addressed as part of design coding and in detailed proposals in future planning applications for development;
- Explain the mechanism of the consultation process, showing how members of the public have been involved in the development of the site Masterplan, set out the findings of the consultation and interpret the results;
- Confirm the nature of the technical work required to support any planning applications for the development of the Arlesey Cross site; and
- Provide an indication of the likely planning obligations required to support development on the site.

4. Membership

Membership of the group will comprise:

Members from:

- Central Bedfordshire Council – Officers
- Central Bedfordshire Council – Ward Members
- Woods Hardwick Planning representing CBC Strategic Assets
- Phillips Planning Services
- Arlesey Town Council x2 representatives
- Voice of Arlesey x2 representatives
- Arlesey Residents Association x2 representatives
- Landowners of the Arlesey Cross Masterplan area (x1 representative for each parcel of land or a combined representative)

Key technical specialists e.g. Highways will also be invited to attend where appropriate.

The Chair of the group will be Councillor Richard Wenham, Deputy Executive Member for Corporate Resources.

- a) Appropriate deputies will be able to attend in the nominee's absence. Any deputies will be agreed by the Chair.
- b) The group (through the discretion of the Chair) will be able to co-opt other organisations or individuals to join as members as deemed necessary. It will also have the flexibility to invite others to attend meetings in response to a specific item or technical need.
- c) All members are responsible for making effective and positive contributions to the meetings and for actively supporting the aims of the group. Dissemination of information within their realm and two way communication with their respective organisations / constituents is the responsibility of each member.
- d) The Chair has the discretion to rescind any invitation to attend should it be found that any member is no longer acting within the spirit of the Terms of Reference.

5. Meetings

- At the inaugural meeting the group shall decide on the frequency of the meetings, location and time. The meetings shall normally last no more than 2 hours. The meetings will be held quarterly.
- If the Chair is unable to attend a meeting, a Ward Member shall take on this task.
- An attending CBC Officer will record the key points discussed at the meeting and circulate a summary report to members of the group within three weeks of the meeting. CBC Officers will also be responsible for the preparation of the agenda. An agenda together with summary report from the previous meeting will be distributed electronically at least 4 days before a scheduled meeting.

6. Decision-making

Decisions will rest with Central Bedfordshire Council only.