

Melton Mowbray Sustainable Urban Extension Technical and Working Groups

Draft Terms of Reference

1. Membership

The Melton Mowbray Masterplanning and Delivery Steering Group will consist of the principal developer and landowner interests, Melton Borough Council and Leicestershire County Council officer representatives, Prospect Leicestershire and other appropriate Agencies. [Name/list]

From time to time other groups/individual/agencies may be invited to attend the Group Meetings to offer advice and views. [Name/list]

2. Structure

The structure will consist of the Masterplanning and Delivery Steering Group, chaired by Colin Wilkinson (Assistant Chief Executive - MBC)

The Masterplanning and Delivery Steering Group will co-ordinate and oversee the activities of three technical sub groups. The three technical groups will report to the Masterplanning and Delivery Steering Group [See reporting structure]

- Environment Sub-Group – Chair [TBC]
- Housing, Other Land Uses and Utilities Sub Group - Chair David Pendle [Principal Policy Officer – MBC]
- Transport Infrastructure - Chair Joanne Eynon [Team Manager (Transport Strategy)]

The technical groups will be chaired and managed by an appropriate lead officer (identified above) supported by developer consortium interest [to be identified].

Secretariat and programme management support will be provided by MBC and Prospect Leicestershire

3. Purpose

1. Manage the technical development of a concept master plan and delivery plan to support the adoption of the Melton Core Strategy evidence base and subsequent DpDs/SPD.
2. Provide guidance to the developer consultant team(s) on preferred development options in relation to the concept master plan and supporting documents
3. Act collectively in managing any emerging issues and constraints in the development of the concept master plan and delivery plan
4. Engender a partnership approach to the management and delivery of the Melton SUE.

5. Support consultation activities with key stakeholders under the “duty to inform” as part of any DpD/SPD process and preparation and adoption by the LPA.

4. Function

1. Its primary purpose is to manage the interface between the development of the draft core strategy, its direction of growth, other emerging DpDs as defined by the LDS, stakeholder engagement and master planning and design principles.
2. Support with direction and advice related to best practice, knowledge and experience concerning the delivery of a sustainable urban extension.
3. Maintain a strategic overview of the concept masterplan rather than individual interests
4. Determine delivery priorities for response and action in the delivery of the Core Strategy DpD
5. Ensure appropriate control documents are in place for the programme and project management of the master plan/delivery plan and stakeholder engagement.
6. Offer informed advice to officers and partners relating to development/phasing and delivery of the Melton SUE
7. Ensure that work undertaken is consistent and complementary to other activities undertaken as part of the Melton Core Strategy and other DpDs
8. Maintain clear and positive relationship with Melton interests, forums and groups
9. Support the work of the LPA in promoting Melton SUE as a direction of growth throughout the Core Strategy submission and EiP process

5. Key Outcomes

- A composite master plan for the Melton SUE which meets the key criteria identified by technical working groups.
- Demonstrate a critical and reasoned analysis of development constraints, options appraisal, preferred form of development and its deliverability.
- Delivery Statement

6. Accountability

The technical sub groups will report to the Masterplanning and Delivery Steering Group through their chairs and lead officer.

The Masterplanning and Delivery Steering Group will report to the Melton Local Development Framework Task Group through its chair and as a standing item at Task Group.

[reporting to County/ respective organisations interests]

7. Working Arrangements

Meetings will run for the duration of the Core Strategy submission dpd and examination.

Secretarial support and project management will be provided by Melton Borough Council and Prospect Leicestershire.

Agenda and papers will be dispatched two working days prior to the meeting.

Minutes and actions will be circulated within two working days following the date of the meeting to enable partners to take forward actions as required by their own organisations in support of the technical groups' activities.

Paul McKim
May 2010

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**MELTON MOWBRAY SUSTAINABLE URBAN EXTENSION
MEMBERSHIP OF STEERING GROUP AND TECHNICAL SUB GROUPS**

Masterplanning and Delivery Steering Group

Name	Organisation	Role
Colin Wilkinson (CHAIR)	Melton Borough Council	Melton Local Development Framework lead
David Pendle	Melton Borough Council	Core Strategy support
Paul McKim	Melton Borough Council/Prospect Leicestershire	Project Management for SUE Masterplanning (MBC)
Helen Harris	Leicestershire County Council	Strategic Lead - LCC
Christine Marshall	Melton Borough Council	Corporate lead - MBC

Transport Infrastructure Sub Group

Name	Organisation	Role
Joanne Eynon (CHAIR)	Leicestershire County Council	Transport lead for LCC
Colin Wilkinson	Melton Borough Council	Melton Local Development Framework lead
Paul Gilding	Melton Borough Council	Core Strategy support
Paul McKim	Melton Borough Council/Prospect Leicestershire	Project Management for SUE Masterplanning (MBC)

Environment Sub Group

Name	Organisation	Role
Peter Williams	Leicestershire County Council	
David Pendle	Melton Borough Council	Core Strategy support
Shaza Mark	Melton Borough Council	Environmental policy support
Paul McKim	Melton Borough Council/Prospect	Project Management for SUE Masterplanning

	Leicestershire	(MBC)
Kevin Quinn	Melton Borough Council	Safer Communities
Raman Selvon	Melton Borough Council	Waste and recycling/ Melton Country Park
Martyn Bowen	Melton Borough Council	Sport/Leisure

Housing, Other Land Uses and Utilities Sub Group

Name	Organisation	Role
David Pendle (CHAIR)	Melton Borough Council	Core Strategy support
Paul Gilding	Melton Borough Council	Housing policy support
Paul McKim	Melton Borough Council/Prospect Leicestershire	Project Management for SUE Masterplanning (MBC)
Simon MacIntosh	Leicestershire County Council	Better Places
Martyn Bowen	Melton Borough Council	Supported Housing for Elderly
Ronan Browne	Melton Borough Council	Community Hall

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