

## **Wolverton Agora regeneration – transport, movement and parking working group**

### **Terms of Reference**

#### **Purpose**

- To support and inform TOWN's proposals to regenerate of Wolverton Agora in accordance with the principles and policies set down in the adopted Wolverton Town Centre Neighbourhood Development Plan 2015-25 and Agora Development Brief SPD;
- To achieve a shared, evidence-based understanding among stakeholders of transport, movement and parking issues relevant to the regeneration of the Wolverton Agora;
- To provide a forum for considering information provided by and views/concerns of local residents, businesses and organisations regarding such issues, taking account of available evidence; and
- To act as a steering group for parking surveys and other transport-related analysis in support of a future planning application for the redevelopment of the Agora centre and car park.

#### **Membership**

Core membership:

- Milton Keynes Council (chair): [two] members, including an officer and an elected member;
- Wolverton & Greenleys Town Council: [two] members;
- Future Wolverton: two members;
- TOWN (developer): two members;
- Two representatives of faith organisations;
- Two local business representatives.

Total core membership: 12.

Other individuals and organisations may be invited as required by the business of a meeting at the discretion of the chair.

#### **Key resources**

- Wolverton Town Centre Neighbourhood Development Plan 2015-2025
- Agora Development Brief SPD
- Emerging plans, drawings, surveys and analysis prepared by TOWN and its professional team in support of a planning application for regeneration of the Agora

#### **Working methods**

- The working group will meet in January 2018 when a schedule of future meetings will be agreed. It will meet on at least two further occasions prior to the submission of a planning application by TOWN.
- A meeting is quorate when TOWN has at least one representative present and three of the other core members has at least one representative present.
- The chair may determine an agenda for meetings and a time and method for consideration of each agenda item.

- Meetings will be minuted. The chair may nominate a member to take minutes, which will be circulated to all members in draft not later than five working days following the date of the meeting with a further five working days allowed for members' comments. The chair will have sole discretion to approve minutes; and the approved minutes will be published via the Town Council and Future Wolverton websites.
- Between meetings, information may be exchanged by email. The chair will establish a contracts and distribution list for this purpose.
- The working group may elect to appoint an expert facilitator or advisor with relevant experience in transport, movement and parking issues.

### **Members' responsibilities**

- Members should at all times have regard to the purpose of the working group.
- Members will be responsible for reporting back to and from their own organisations/interest groups and ensuring that minutes of meetings are fully disseminated among them as required.
- It will be taken as read that core members' contributions to the working group fairly represent the views and interests of their organisation or constituency, rather than their personal views or interests.
- Individual members undertake not to publish or promote their personal views of the issues or process via social media or other fora whilst the working group is active; the chair may seek removal of a member doing so.
- Any information provided by or to members that is commercially sensitive or for other good reason confidential will be treated as such by all members.

### **Outputs**

- At a time and in a format to be determined by the chair in consultation with members (for example related to the timing of a planning application), the group may produce a final report drawing together its proceedings.
- Any outputs produced by the working group should not contradict or be deemed to supplant existing examined and/or adopted planning policy, particularly those referred to above; or to prejudice future planning applications or decisions.

### **Review**

- Once a planning application has been submitted, the working group will review the need for further meetings and ongoing work.