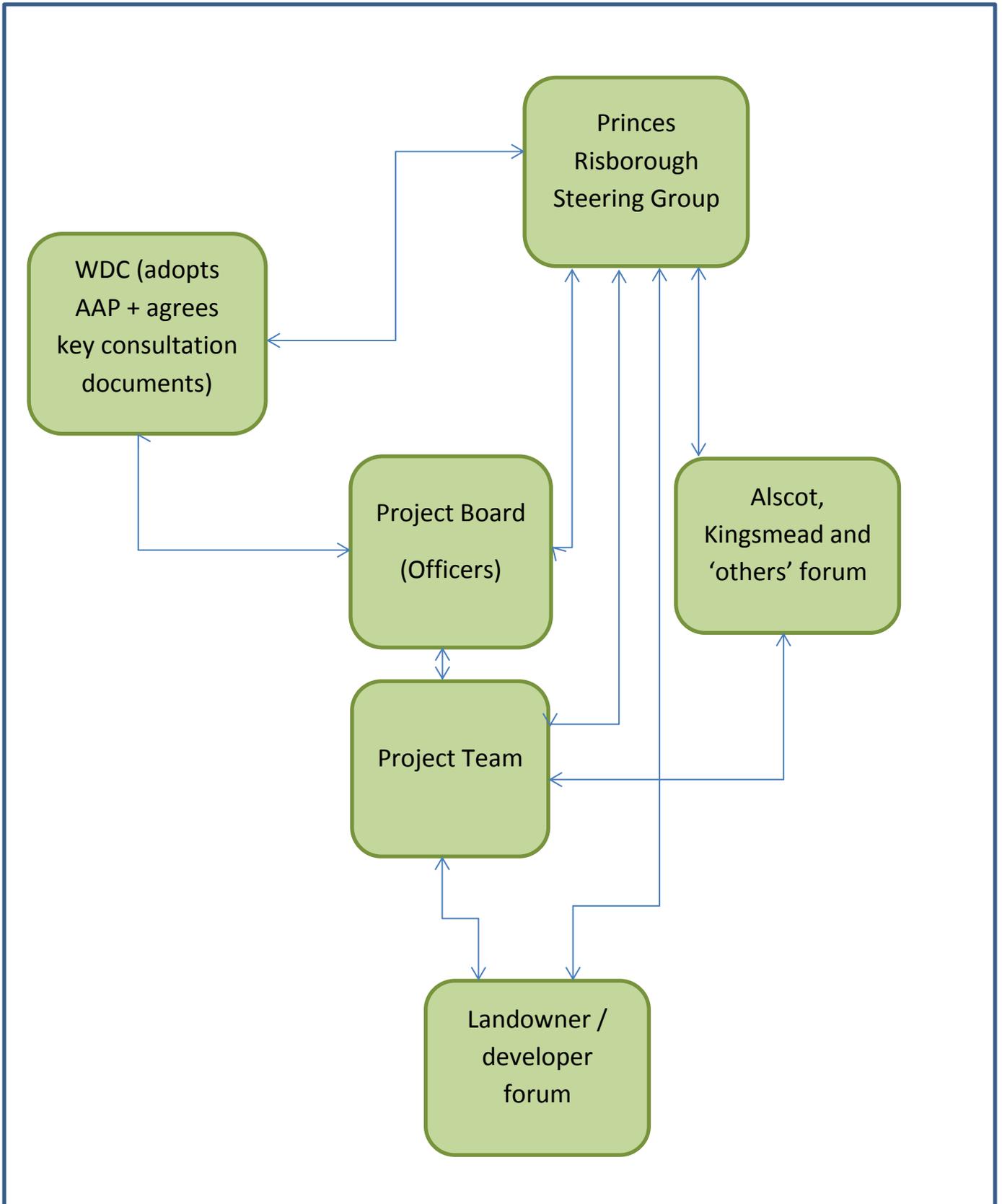


Princes Risborough AAP management organisation



The project

The project is the preparation of the Princes Risborough Town Plan, taking it through the process required by legislation from consultation, submission and examination, through to approval by Wycombe District Council. It will be used to guide the development, and set out the requirements for, a major expansion of Princes Risborough of up to 2500 homes and associated infrastructure, to the northwest of the Aylesbury to Risborough railway line.

The project programme aims for the plan to be adopted by mid-2017, so this is the time scope for the project. However, this management structure is likely to continue to have use as the plan is delivered through a series of developments from 2017 onwards.

Management structure

The aim of this management structure is to set out the principal decision-making, advisory and technical groups involved in the preparation and approval of the Princes Risborough Town Plan, or AAP. It describes the composition of each group, how each relates to the other in the structure and what their respective roles and responsibilities are. This structure will be reviewed on an annual basis or more frequently as the need arises.

Everyone participating in the structure will abide by general principles of openness and constructive dialogue (see appendix A).

Wycombe District Council – as The Council

Princes Risborough Town Plan, as an Area Action Plan, is intended as a Development Plan Document as defined by the relevant planning legislation¹. As such it can only be adopted by the full Council of WDC. However, the Council recognises the importance of the principles of Localism in supporting, wherever possible, opportunities to devolve the management of growth and change to more local democratic representation. Therefore it will engage closely and cooperatively with the local Steering Group with the aim of preparing and adopting a Town Plan that meets the aspirations and concerns of local stakeholders while also contributing to the overall needs of the District. The Council will also be advised and supported by the Project Board.

¹ The Planning and Compulsory Purchase Act (2004)(as amended) and the Town and Country Planning Local Development (England) Regulations (2012)(as amended)

Princes Risborough Steering Group

1. Purpose: role and responsibilities

The Princes Risborough Steering Group is responsible for working together to actively assist and guide the development of the Princes Risborough Town Plan. WDC will delegate decisions on the plan to the steering group as far as they align with agreed objectives, budgets, milestones and quality standards. If changes are needed to these, the group will make a recommendation to WDC for agreement. The group will work towards a high quality sustainable development through enabling people directly affected by the development, local stakeholders and councillors, and the wider community of Princes Risborough to foster the progress of the master plan and AAP. It will discuss the opportunities and challenges that emerge. Its role will be:

- a. **Vision and objectives:** to develop a vision for the expanded town which expresses the values and aspirations of the group and the local community (see 2 below).
- b. **Decisions:** to make decisions about the plan strategy insofar as they align with the agreed financial, timetabling and risk constraints of the plan, and meet the overall objectives of the plan.
- c. **Information:** to provide a forum to share information related to the master plan / AAP, to test that information for its effectiveness in the planning process, and, if necessary, to request further explanation and information. The group will receive reports from the Project Board about the programme, finance and risks for the project.
- d. **Scrutiny:** to critically consider the issues and matters before it, in a spirit of ensuring that the project improves, and the overall outcome of the development is better for the scrutiny. This will include the funding and delivery programme for the plan.
- e. **Local knowledge:** to ensure local knowledge is shared and taken into account, identifying what the issues are, articulating why they need resolution, and putting forward ideas on how they might be resolved.
- f. **Communication:** to use networks that already exist within the community, and where necessary develop new networks, to share the work of the group, and feedback comments, to ensure the group is as inclusive as possible.
- g. **Engagement:** to take a lead role in developing the approach to public engagement and, working with the project team, contribute to its practical implementation.
- h. **Collaboration:** to work in a collaborative and open manner, focussing discussion on finding appropriate solutions, rather than debating matters for their own sake (see Appendix A)
- i. **Learning:** to consider matters from others points of view, and learn from their experience. To learn from other developments and experiences.

- j. **Applications:** for the avoidance of doubt, the group has no powers of decision-making over any planning applications that may come forward within the area as it is not a Local Planning Authority.

2. Vision and Objectives

In 2033, Princes Risborough will be a modern, green and accessible market town - with a safe and vibrant community, that strongly reflects its historic roots, rich cultural heritage and special landscape setting within the Chiltern Hills.

Our town of the future will:

- provide high quality, environmentally sensitive homes for local people, as well as those from further afield
- encourage our community to come together to enjoy the social and economic benefits of a thriving high street, and facilities for sports and recreation
- offer outstanding public services, including high-quality schools and healthcare
- have a well-developed network of roads, cycle routes and footpaths - enabling people easily to get to where they want to go.

Objectives

1. The issues identified from today and for the future expansion of the town have informed the following objectives, which support the vision for Princes Risborough. They are to:
2. Create a unified and thriving settlement
 - a) Integrate the expanded town with the existing town, through physical connections across the railway line and through the appropriate distribution of services and facilities in the existing and the expanded town
 - b) Support the existing town centre as the primary destination for shopping and leisure, with increased parking capacity and improvements to the public realm to rebalance the environment towards pedestrians and cyclists
 - c) Improve access to the main railway station, enhancing the approach, creating space for full bus access and supporting appropriate uses in the station area
3. Meet the specific housing needs for the town to complement what is already there, as well as contributing to the wider housing needs for Wycombe District.
4. Tackle existing and future traffic congestion and severance by delivering new highway infrastructure

5. Achieve an improved environment for walking and cycling, in both the existing town and the expanded town. Make direct connections to existing railway services, and significantly improve other public transport options.
6. Deliver new and enhanced green infrastructure as part of an ecosystem services approach to enhance the landscape, mitigate flood risk, achieve a net gain in biodiversity, and link to the wider green infrastructure network and the Chilterns AONB.
7. Successfully mitigate flood risks and issues through the location of new development and through strategic and local interventions which will manage run-off rates and maximise opportunities for absorption.
8. Maximise the potential for new employment uses, and make suitable provision for new businesses to start up and existing businesses to grow or relocate in the Princes Risborough area.
9. Ensure existing surrounding settlements retain distinct identities.
10. Preserve and enhance historic assets and features of the historic landscape (such as hedgerows), including Alscot Conservation Area.
11. Create a clear green edge to development to prevent longer-term sprawl into the countryside.
12. Create an overall townscape which fits well into the special landscape setting and respects important long-distance views.
13. Meet the infrastructure needs of the expanded town:
 - a) Deliver a comprehensively planned expansion, demonstrating overall viability, with development delivering supporting infrastructure at the right time and in the right places
 - b) Deliver new community infrastructure including school(s), some shops, and community meeting facilities, health and sporting facilities and other open and green spaces. Upgrade and expand existing facilities where needed, e.g. secondary school provision
14. Achieve high design standards through site layout, landscape and building design principles that are merited by the town's location in relation to the Chilterns AONB and existing verdant character, including the use of local materials and trees, allowing for structural as well as local planting.

Membership

Membership of the Group is without prejudice to personal views on the principle of development at Princes Risborough. Nevertheless members should respect the main purpose of the group and role 1(h) above, to make constructive progress on the plan. Members should represent the work of the group fairly and truthfully. The Group will comprise:

- The chairman of Princes Risborough Town Council (PRTC).
- The three WDC elected Members
- WDC cabinet member for Planning and Sustainability
- The Buckinghamshire County Council Member
- Three other members of PRTC

- A member of Longwick-cum-Ilmer Parish Council
- The chairman of Risborough Area Residents Association (or deputy)
- The chairman of Risborough Area Partnership (or deputy)
- A representative of business, town centre and retail interests in the town
- The Roll B agent representing PRTC at the HS2 select committee
- Representatives of the schools in Princes Risborough, including students if possible.
- A representative of the Monks Risborough Society
- A representative of the Askett Society
- A representative of sport interests in the town

Other community representatives will be invited to specific meetings with a particular focus, as there are many different community groups in the town. This could include representation from the Alscot, Kingsmead and 'others' forum; from communities in the town's hinterland (for example, Lacey Green, Saunderton, the Kimbles); from the Heritage Society; and from community groups which would balance the demographic profile of the steering group.

Membership needs to balance

- Ensuring it is inclusive and having a functional size of group
- Interested parties, ward and parish / town councils not outweighing the voice of local residents
- The opportunity for individuals to engage who do not wish, or have no opportunity, to join residents' associations, against the advantages residents' associations provide in terms of making use of existing community networks.

Continuity from one meeting to the next is important for the effectiveness of the group. The group will therefore identify named individuals, but that individual can send a substitute should they not be able to attend a meeting.

Council officers will not be on the group, but will attend each meeting to advise the group. Other officer specialists will attend meetings when they are relevant items on the agenda, and the council will request attendance from outside agencies (such as the Environment Agency), although their attendance is not guaranteed.

Land owners, developers, their agents and advisors will be invited to attend the meetings by the steering group.

The quorum of the group will be 50% of its members.

3. Chairman

The group will be chaired by the chairman of PRTC.

4. Meetings

- The group will meet once a month, aligned with meetings of the Project Board, for maximum efficiency.
- The Chairman will set the agenda of steering group meetings. Standing items will include an update on the proceedings of the Project Board.
- In setting the agenda the Chairman will seek the views of the group.
- The agenda, and any associated documents and information, will be put on a dedicated page of the WDC website.
- Notes will be prepared by the Council. The Chairman will approve the draft notes, which will be posted on the website as soon as possible, following a meeting. The notes of a meeting will be approved at the next meeting.
- Steering group meetings are open to the public, should observers wish to be present.
- The meetings for the steering group will be held at the Princes Centre or other suitable venue in Princes Risborough.

5. Declaration of interests

Group members will each complete a register of interests. In the spirit of openness, interests should be declared where appropriate. Those declaring an interest may be asked to leave the room by the Chair and shall take no part in the discussion, decision or the voting thereon. However if appropriate, the group can invite the interested party to provide factual information before the discussion begins. As a minimum the register must be updated annually. For the avoidance of doubt, elected members will be bound by the Local Authorities Model Code of Conduct when attending meetings of the group.

6. Advice and support

The Group will be advised by the Project Board, and supported by the Project Team. Other sources of advice and support will be invited to meetings of the Group as topics of interest / discussion arise.

Project Board

1. Purpose: role and responsibilities

The Project Board has general oversight of, and responsibility for the successful completion of the project. It authorises budget and staff resources within the overall context set for the project by WDC. It takes highlight reports from the project team and responds to any exceptions, risks or issues raised. It reports to the Steering Group. It liaises with the wider WDC Council Membership and the Landowner forum on high-level issues. It is responsible for briefing WDC's Cabinet Member for Planning and Sustainability and liaising with BCC's Cabinet Members for Transport and Planning via senior officers of BCC.

2. Membership

The Board comprises:

- The Head of Planning and Sustainability at WDC
- A senior manager from the Transport, Economy and Environment service at BCC
- The Planning Policy team leader at WDC

3. Meetings

The board will meet every month. For efficiency this meeting will be integrated with existing meetings within WDC. The Head of Planning and Sustainability will liaise with BTVLEP to ensure they continue to contribute to the project.

Project Team

1. Purpose: role and responsibilities

- **AAP including Master Plan:** The project team will work to deliver the draft AAP including the master plan through to examination in public and adoption, including ensuring compliance with the Duty to Cooperate.
- **Engagement and consultation:** It will advise on the engagement and consultation approach, providing materials and staff to support events and other consultation initiatives. It will publish the necessary plans and documents to fulfil WDC's statutory responsibilities relating to plan preparation. It will collate consultation responses and advise on how the plan might develop to respond to concerns and objections.
- **Evidence base and examination:** It will commission any necessary work to complete the evidence base for the plan which should be proportionate to the plan and the issues that it is addressing. It will prepare any interpretive topic papers. It will take responsibility for preparing for, and arranging, the examination in public for the plan.
- **Landowners/developers:** Together with the Project Board, it will engage with the Landowner/developer forum to advise on survey methodology and minimise duplication of work. It will work with the Landowner/developer forum to develop a delivery strategy which affirms the commitment to an integrated and comprehensive development that delivers infrastructure at the right time and in the right place.
- **Infrastructure:** It will engage with infrastructure providers to ensure that the infrastructure plan is well integrated with other service delivery plans, delivers key infrastructure elements and shows a reasonable prospect of delivery of other supporting infrastructure for at least the first five years.

2. Team members²

- Rosie Brake is the Project Manager and leads the Project Team.
- TDRC Ltd has been engaged to support the development of the concept master plan and town centre urban realm improvements for the first stage of the project.
- Gerard Coll will assist with the development of the infrastructure evidence base and liaise with the Infrastructure technical working group.
- The team will seek support from a 'critical friend', most likely the ATLAS³ team, in developing a delivery strategy.
- A support person (to be identified).
- Other potential WDC and BCC "specialists" as and when required (see 4).
- A BCC representative

² Note that the team cannot deliver to the published timetable on this resource alone.

³ The Advisory Team for Large Applications – part of the Homes and Communities Agency.

3. Reporting

The project manager will report to the Project Board and Steering Group, highlighting any risks or issues. She will raise exceptions when the project exceeds the agreed tolerances. She and the team will advise and assist the Steering Group.

4. Wider technical input on infrastructure and services

The project team will liaise with a wide range of infrastructure and service providers to allow them to input into the framework as it develops. It will work with them to maximise the opportunities for an integrated, comprehensive and sustainable development by dovetailing with other plans, strategies, capital budgets and delivery programmes. The project team will work with providers to ensure that infrastructure needs are robustly evidenced in the AAP, realistically costed and show a reasonable prospect of delivery of either new facilities or improved existing facilities. Outputs from this work will be used to refine the viability assessment for development. Service representatives may be called upon to attend and support the Steering Group.

Infrastructure / service providers:

- Ecosystem services group, representing flood mitigation, ecology, landscape and green infrastructure
- Transport group: highways design engineers, highways development management, transport planning, cycling and walking, bus infrastructure and Rights of Way
- Education: primary, secondary and nursery
- Health group: CCG, SCAS, hospital trusts and BCC Health and Wellbeing
- Community group: community centre and other social infrastructure, such as leisure and sport
- Rail: Network Rail and the EWR consortium
- Utilities, including Thames Water, electricity and gas
- Communications services, such as broadband, cable and mobile phone networks
- Waste management and collection
- Burial grounds

From time to time it will be helpful to hold wider meetings with infrastructure / service providers at critical points in the process – for example, a group like this was assembled for one of the CABE workshops.

Alscot, Kingsmead and 'other' group

The intention of this group is to draw together and give a voice to those residents who live within the area of search for the expansion of the town and who may be directly affected by development. Among others, this includes the residents of:

- Alscot
- Kingsmead
- Houses in Longwick parish south of the B4009 and east of the Birmingham railway line
- Houses north of the Aylesbury railway line off Longwick Road and Mill Lane.

Landowner / developer forum (and agent sub-group)

1. Purpose: role and responsibilities

The forum's primary purpose is to provide feedback on the development of a draft master plan, AAP and delivery strategy for the Princes Risborough expansion as part of key stakeholder engagement. They will comment on the deliverability of proposals, and help to provide evidence which will be tested by the WDC team.

Members of the forum will:

- Respect the views of other members and seek to make progress through a cooperative and open approach.
- Respect the confidential nature of issues raised and discussed at the forum where necessary.
- Provide relevant information relating to their landholding to assist the development of the draft master plan and AAP.
- Work with each other and the planning authority to develop a comprehensive master plan and delivery strategy.
- Work with each other and the planning authority to support the development of the master plan and AAP as a whole, minimising duplication of work, agreeing common standards and methodologies, so creating value for money for everyone.
- Work towards an agreement for contributing resources towards the timely progress of the AAP.

2. Membership

The wider landowner / developer forum is open to all landowners and their representatives. The agent sub-group will comprise one senior representative of each agent / developer group with active land / development interests within the boundaries of the Princes Risborough expansion area, or outside the expansion area where it relates to the delivery of off-site infrastructure.

3. Meetings

The wider forum will meet quarterly. The agent sub-group will meet every month.

Appendix A

Principles of constructive dialogue

Constructive Dialogue	Decide Announce Defend
We, us	Them, you
Conversations	Presentations
Discussion	Position, campaign
Look for common ground	Look for differences
Share data	Share convenient data
Share problems	Avoid problems (unless there is a solution that works for you)
Work on solutions together	Work on solutions independently
Understand	Know, fight, win, announce
Recognise many views	"he knew he was right"
Work for the 'greater good'	Score points
Owning up to mistakes	Covering up mistakes