

Central Bedfordshire
Council
Priory House
Monks Walk
Chicksands,
Shefford SG17 5TQ



please ask for Jonathon Partridge
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date 03 January 2013

NOTICE OF MEETING

SUSTAINABLE COMMUNITIES OVERVIEW & SCRUTINY COMMITTEE

Date & Time

Thursday, 17 January 2013 10.00 a.m.

Venue at

Council Chamber, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

To: The Chairman and Members of the SUSTAINABLE COMMUNITIES OVERVIEW & SCRUTINY COMMITTEE:

Cllrs D McVicar (Chairman), A R Bastable (Vice-Chairman), Mrs C F Chapman MBE, Mrs R B Gammons, Ms A M W Graham, K C Matthews, Ms C Maudlin, B Saunders and P Williams

[Named Substitutes:

D Bowater, Dr R Egan, R W Johnstone, T Nicols, A Shadbolt and I Shingler]

All other Members of the Council - on request

**MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS
MEETING**

AGENDA

1. **Apologies for Absence**

Apologies for absence and notification of substitute members.

2. **Members' Interests**

To receive from Members any declarations of interest and of any political whip in relation to any agenda item.

3. **Chairman's Announcements and Communications**

To receive any announcements from the Chairman and any matters of communication.

4. **Minutes**

To approve as a correct record the Minutes of the meeting of the Sustainable Communities Overview and Scrutiny Committee held on 13 December 2012 and to note actions taken since that meeting.

5. **Petitions**

To receive petitions from members of the public in accordance with the Public Participation Procedure as set out in Annex 2 of Part A4 of the Constitution.

6. **Questions, Statements or Deputations**

To receive any questions, statements or deputations from members of the public in accordance with the Public Participation Procedure as set out in Annex 1 of part A4 of the Constitution.

7. **Call-In**

To consider any decision of the Executive referred to this Committee for review in accordance with Procedure Rule 10.10 of Part D2.

8. **Requested Items**

To consider any items referred to the Committee at the request of a Member under Procedure Rule 3.1 of Part D2 of the Constitution.

REPORTS

Item	Subject	Page Nos.
9	<p>Executive Member Update</p> <p>To receive for information a verbal update from the Executive Members for Sustainable Communities.</p>	* verbal
10	<p>Gypsy and Traveller Local Plan: GTAA Review</p> <p>To consider the findings of the Bedfordshire and Luton Gypsy and Traveller Accommodation Needs Assessment (2006) and to consider the next steps in the development of the plan prior to the OSC meeting on 28 February 2013.</p> <p>Hard copies of Appendix B have been circulated to Members of the Committee only. The appendix can be viewed online on the Council's website at the following address: -</p> <p>http://www.centralbedfordshire.gov.uk/modgov/ieDocSearch.aspx?bcr=1</p>	* 13 - 22 (Appendix A to follow)
11	<p>Land Rear of Central Garage, Cranfield, Development Brief</p> <p>To consider the draft Development Brief prior to consideration by the Executive for adoption as technical guidance for Development Management purposes.</p>	* 23 - 54
12	<p>Draft Budget 2013/14, Medium Term Financial Plan 2013-17 and Capital Programme 2013/14 to 2016/17</p> <p>To consider and comment on the Sustainable Communities directorate aspects of the Council's draft Budget for 2013/14, Medium Term Financial Plan 2013-17 and Capital Programme 2013/14 to 2016/17.</p> <p>Papers were circulated to all Members as part of the report to Executive on 08 January 2013. Members are requested to bring their copy of these papers (Items 8 and 9) with them to the meeting. These papers can be viewed online on the Council's website at:-</p> <p>http://www.centralbedfordshire.gov.uk/modgov/ieListDocuments.aspx?CId=577&MId=4054&Ver=4</p>	* 55 - 56
13	<p>Fees and Charge 2013/14</p> <p>To consider and comment on the Sustainable Communities aspects of the draft Fees and Charges for 2013/14 and comment as appropriate to the Executive.</p>	* 57 - 94

To consider the currently drafted Committee work programme for 2012/13 and the Executive Forward Plan.

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **SUSTAINABLE COMMUNITIES OVERVIEW & SCRUTINY COMMITTEE** held in Council Chamber, Priory House, Monks Walk, Shefford on Thursday, 13 December 2012.

PRESENT

Cllr D McVicar (Chairman)
Cllr A R Bastable (Vice-Chairman)

Cllrs	Mrs C F Chapman MBE	Cllrs	B Saunders
	K C Matthews		P Williams
	Ms C Maudlin		

Apologies for Absence: Cllrs Mrs R B Gammons

Substitutes: Cllrs A Shadbolt (In place of Mrs R B Gammons)

Members in Attendance:	Cllrs	P N Aldis	
		R D Berry	
		D Bowater	Chairman of Audit Committee
		A D Brown	Deputy Executive Member for Sustainable Communities - Strategic Planning and Economic Development
		I Dalgarno	Deputy Executive Members for Sustainable Communities - Services
		Mrs S A Goodchild	
		D Jones	
		B J Spurr	Executive Member for Sustainable Communities - Services
		B Wells	Deputy Executive Member for Sustainable Communities - Services
		J N Young	Executive Member for Sustainable Communities - Strategic Planning and Economic Development

Officers in Attendance:	Mrs J Dickinson	–	Head of Leisure Services
	Mrs J Keyte	–	Head of Community Safety
	Mr I Melville	–	Acting Head of Service Development
	Mr J Partridge	–	Scrutiny Policy Adviser
	Ms S Templeman	–	Senior Finance Manager

SCOSC/12/55 Members' Interests

Councillor Nigel Aldis declared a personal interest in Item 10, Leisure Facility Strategy, as a Member of Biggleswade Rugby Club.

SCOSC/12/56 Chairman's Announcements and Communications

There were no Chairman's announcements or communications.

SCOSC/12/57 Minutes

RESOLVED

That the minutes of the meeting of the Sustainable Communities Overview and Scrutiny Committee held on 18 October 2012 be confirmed and signed by the Chairman as a correct record.

SCOSC/12/58 Petitions

No petitions were received from members of the public in accordance with the Public Participation Procedure as set out in Part D2 of the Constitution.

SCOSC/12/59 Questions, Statements or Deputations

The Committee were informed that three persons had registered to speak in relation to the Leisure Facility Strategy (**Minute SCOSC/12/63 refers**) in accordance with the Public Participation Procedure as set out in Annex 1 of Part A4 of the Constitution. With the agreement of those speakers they would be invited to speak during that item.

SCOSC/12/60 Call-In

The Panel was advised that no decisions of the Executive had been referred to the Panel under the Call-in Procedures set out in Appendix "A" to Rule No. S18 of the Overview and Scrutiny Procedure Rules.

SCOSC/12/61 Requested Items

No items were referred to the Committee for consideration at the request of a Member under Procedure Rule 3.1 of Part D2 of the Constitution.

SCOSC/12/62 Executive Member Updates

There were no updates to be provided to the Committee by the Executive Members.

SCOSC/12/63 Leisure Facilities Strategy

The Committee heard from three members of the public who had registered to speak. Letters were also circulated to Members of the Committee in support of the statements. The speakers raised issues in relation to the following:-

- The current membership of the dry-side of Houghton Regis Leisure Centre.
- The previous closure of the swimming pool at Houghton Regis Leisure Centre had been to the detriment of the local community.
- The level of support locally for a new leisure centre on the existing site in Houghton Regis.
- The considerable amount of local support for reopening the swimming pool at Houghton Regis Leisure Centre.
- Specific issues relating to the distance that children of Houghton Regis Lower School and Hawthorn Park Schools have to travel to Dunstable to use a swimming pool.

The Deputy Executive Member for Sustainable Communities Services presented a report that set out the methodology and key findings of an audit and assessment of leisure facilities in Central Bedfordshire and the emerging preferred options. The Deputy Executive Member Cllr Dalgarno highlighted the purposes of the Strategy including the intention for it to be ultimately adopted as a Supplementary Planning Document and its importance to provide a strategic direction for leisure facilities in Central Bedfordshire. In response to the report and further clarification provided by Cllr Dalgarno the Committee discussed the following issues in detail:-

- Progress in relation to development of the strategy had been slow. The process had not been run in an order that permitted the Overview and Scrutiny Committee (OSC) to consider the full proposals prior to their consideration by the Executive. Concerns were raised that some information would be made available to the Executive in January that had not been made available for the OSC. The Chairman suggested that the report was incomplete and as a result of the lack of information (including financial) the Committee could not comment in a meaningful way. In response the Deputy Executive Member commented that the timeline for developing the strategy was on time. There would be more time during the development of chapters 2, 3 and 4 of the strategy to provide additional supporting information to the Overview and Scrutiny Committee.
- Cllr Dr R Egan suggested that 8 lane swimming pools should be provided in new build leisure centres as they were more suitable for swimming clubs and allowed for more simple dual usage of the pool. The Deputy Executive Member agreed to consider this principal and consider amending the report in relation to the emerging long term proposal of a new Houghton Regis Leisure Centre.
- The Council needed to encourage the use of facilities throughout the opening hours of leisure facilities. The Council should not seek only to

address demand for court space at peak hours as this will lead to over-supply during non-peak hours.

- A Councillor's concern that some of the issues raised at the stakeholder workshops had not been included in the report (this included issues relating the use of sporting facilities in schools). It was also commented that the Council needed to ensure it supported those schools who wanted to make their sport facilities available for outside use by helping to publicise these facilities. The Council should also consider the support that could be provided to academies. In response the Deputy Executive Member commented that several schools had indicated support for increasing accessibility to use their facilities outside of school hours. Some other schools were more protective of their assets.
- The importance of investing in leisure facilities for the future so as to increase long term financial returns.
- References in the report to Tiddenfoot in Houghton Regis should be amended to Tiddenfoot, Leighton Buzzard.
- Councillor Williams suggested that the report be amended to read the Council should "open Houghton Regis swimming pool at existing centre for short-term provision", removing the reference to considering this possibility. It was suggested that this would make the facility more attractive during the tender process. In light of the support for the dry-side of the pool the Council should put faith in the local community to ensuring the swimming pool was successful. In response the Deputy Executive Member commented that the Council was undertaking a process to determine the feasibility of this proposal. The Council would need to invest £150k in the swimming pool prior to being able to reopen it.
- The current situation at Flitwick Leisure Centre and concerns relating to the difficulty of delivering the new leisure centre facility. In response the Deputy Executive Member provided an update on the process for delivering a leisure centre facility in Flitwick and particularly the financial contributions that were required.
- The lack of interest of private leisure operators in bidding for contracts as many of these operators did not have an interest in running leisure facilities that contained sports courts.
- The usefulness of adding a map to the report to indicate the location of leisure facilities throughout Central Bedfordshire. This would also support the identification of possible transport routes and travel times to use these facilities.
- Concerns that comments suggesting all residents of Central Bedfordshire could access a pool within a 20-minute travel time assumed that everyone had their own transport. Due to the rural nature of Central Bedfordshire it was suggested that the 20-minute travel time was unfeasible for many residents.
- The report referred to providing a new indoor bowls facility within Central Bedfordshire, which was not regarded as necessary.

- The importance of considering the benefits of leisure facilities in relation to their place-making role.
- The use of the Leisure Facility Strategy as a planning document. The Head of Leisure Services commented that the intention was for the strategy to become a supplementary planning document (SPD). The SPD process would involve further consultation following consideration by the Executive and involve further work in 2013 in order for the strategy to be used to secure Section 106 contributions. The strategy would direct the Council's capital programme, which was a separate piece of work.

Following discussion Members considered a recommendation that the swimming pool at Houghton Regis should be reopened immediately. Members discussed the financial implications of this proposal and whether it would be feasible for the Council to take this course of action. The Committee agreed that whilst the Council should consider reopening Houghton Regis Swimming Pool with immediate effect this could only be done if it was considered to be financially viable.

RECOMMENDED TO EXECUTIVE

- 1. That the Committee feels the process of the review has been comprehensive to date.**
- 2. That the Committee is unable to comment in a meaningful way on the emerging preferred options for inclusion in the Strategy due to the lack of full financial information.**
- 3. That progress in relation to the development of the Leisure Facility Strategy has been slow to date.**
- 4. That the Committee urges the Executive to consider reopening Houghton Regis Swimming Pool with immediate effect with due consideration to financial implications.**

Meeting Adjourned at 11.35am and reconvened at 11.42am

SCOSC/12/64 CCTV Strategy

The Committee receive a report from the Executive Member for Sustainable Communities Services that outlined a CCTV Plan for Central Bedfordshire covering the period 2013-17. In response to the report and further clarification provided by the Head of Community Safety the Committee discussed the following issues in detail:-

- Whether there was evidence of the benefits of using CCTV and how this might impact on the decision of local communities to invest in CCTV or Police Community Support Officers. In response the Head of Community Safety commented that evidence of the benefits of CCTV was difficult to determine but CCTV recordings are often used secure prosecutions. It

was felt that the police would support the use of CCTV as its removal may result in additional demands being placed on police resources.

- Clarification was required regarding the number of CCTV cameras provided in Central Bedfordshire, particularly considering whether the Council system of 99 cameras included those in Shefford.
- The importance of CCTV provision keeping up with the development of new technology to ensure that the quality of recordings were as high as possible.

Following discussion the Committee commented that it would be useful to consider any evidence of the benefits of CCTV. The Head of Community Safety agreed to circulate information to Members outside of the Committee.

RECOMMENDED TO EXECUTIVE

1. **That Executive adopt the proposed CCTV Plan 2013 - 17 for Central Bedfordshire**
2. **That delegated authority be provided to the Director of Sustainable Communities, in consultation with the Executive Member for Sustainable Communities (Services) to implement the actions as set out in the CCTV Plan.**

SCOSC/12/65 Quarter 2 performance report

The Acting Head of Service Development informed the Committee of the quarter 2 performance of the Sustainable Communities directorate. In response the Committee discussed the following issues in detail:-

- Excellent performance in relation to usage and satisfaction with the library service.
- Performance in relation to the number of people in employment (aged 16 to 64) and whether the Council could provide assurance that local young people were prioritised for available jobs.
- The commentary for performance in relation to resident satisfaction with road and pavement repairs should identify the activity underway to improve performance over the next 12 months.

NOTED the report

SCOSC/12/66 Quarter 2 capital budget monitoring report

The Senior Finance Manager informed the Committee of the capital programme report of the Sustainable Communities directorate for quarter 2. In response the Committee commented that the figures were historical in nature and as such did not provide a current position for the directorate. The Committee stated it could not comment on the report as it was out of date.

NOTED the report

SCOSC/12/67 **Quarter 2 revenue budget monitoring report**

The Senior Finance Manager informed the Committee of the revenue position for the Sustainable Communities directorate for quarter 2. The Committee queried whether the Executive Members were confident of achieving the £3.988k annual savings target for the directorate. The Executive Members commented that they were confident of achieving the savings required for the directorate.

In response to the report the Committee commented that the figures were historical in nature and as such did not provide a current position for the directorate. The Committee stated it could not comment on the report as it was out of date.

NOTED the report

SCOSC/12/68 **Climate Change Strategy and Carbon Management Plan**

The Committee received a report from the Corporate Policy Adviser (Sustainability and Climate Change) in response to requests for clarification at a previous meeting. In response the Committee discussed the following issues in detail:-

- The ways in which the Council's property was used to contribute to the carbon reduction target. In response the Corporate Policy Adviser commented that the asset programme of works was currently considering the use of Priory House and how it could be used more efficiently.
- The level of progress achieved by the Council in relation to several programmes including; car sharing; transport for staff between council sites and video-conferencing.
- Whether the Council had a duty to encourage carbon efficiency in academy schools. Members queried the ways in which the Council supported academies and whether they were included in the Council carbon reduction target. In response the Corporate Policy Adviser commented that academies were not included in the savings figures. The Council did not have a duty in relation to academies but did work with private companies to provide information and advice.
- The benefits of signing up to the Climate Local initiative, which included access to forums and expertise. Members considered that the benefits of the programme could be achieved by other means and signing up to this commitment was not necessary.
- Whether the £70k cost to which the Council would be subject as part of the Carbon Reduction Committee attributed to street-lighting was accurate. Members suggested that this figure would be higher. In response the Corporate Policy Adviser agreed to clarify these figures.

RECOMMENDED that the Council not become a signatory of the Climate Local Initiative.

SCOSC/12/69 Work Programme 2012/13 and Executive Forward Plan

The Committee received their work programme for 2012/13 and Executive Forward Plan. Members commented that the performance and budget reports were received too late for the Committee to comment in a meaningful way. This should be considered in relation to the presentation of future quarterly reports. At the request of a Member an item on the review of bus services was agreed to be added to the work programme.

The Executive Member for Sustainable Communities Strategic Planning stated that all Members had been invited to attend a two day tour of the sites in the draft Gypsy and Traveller Local Plan for Central Bedfordshire in preparation for the Overview and Scrutiny Committee (OSC) on 28 February 2013. In advance of these site visits a list of all the potential gypsy and traveller sites that were being considered would be presented to the OSC in on 17 January 2013 for their information. The Chairman stressed the importance of Members of the Sustainable Communities OSC attending both days of the tour in advance of the meeting in February 2013.

RESOLVED

- 1. That an item on the review of bus services be considered by the Committee at a future meeting.**
- 2. That a list of the potential sites in the draft Gypsy and Traveller Local Plan for Central Bedfordshire be presented to the Committee at their meeting on 17 January 2013 prior to consideration of the shortlist of potential Gypsy and Traveller Sites at the meeting on 28 February 2013**

(Note: The meeting commenced at 10.00 a.m. and concluded at 12.47 p.m.)

Chairman.....

Date.....

Meeting: Sustainable Communities Overview and Scrutiny Committee

Date: 17 January 2012

Subject: Gypsy and Traveller Local Plan: GTAA Review

Report of: Cllr Nigel Young, Executive Member for Sustainable Communities

Summary: The report sets out the findings of the review of the Bedfordshire and Luton Gypsy and Traveller Accommodation Needs Assessment 2006 (GTAA) carried out by POS Enterprises and proposes CBC follow the recommendation therein to conduct subsequent investigation in order to develop up-to-date, locally refined data outlining the pitch requirement for Central Bedfordshire. The report also outlines the next steps in the development of the Gypsy and Local Plan.

Advising Officer: Richard Fox, Head of Development Planning and Housing Strategy

Contact Officer: Jade Taylor, Housing Officer

Public/Exempt: Public

Wards Affected: All

Function of: Council

CORPORATE IMPLICATIONS
Council Priorities:
<p>1. The Local Development Framework is a fundamental part of the Council's key aim to manage growth effectively</p> <p>Financial:</p> <p>2. The Gypsy and Traveller Plan is intended to provide for local Gypsy and Traveller pitch need. Having a robust strategy in place helps reduce the incidences of unauthorised encampments which create a financial burden on the authority. In turn, a robust strategy will assist in the determination of planning applications and potentially reduce the costs of defending planning applications on appeal. The cost of the Plan can be met from within existing resources.</p> <p>Legal:</p> <p>3. The Gypsy and Traveller Local Plan, when adopted, will be part of the statutory development plan for the area</p> <p>Risk Management:</p> <p>4. The following risks have been identified:</p> <ul style="list-style-type: none"> • Failure to discharge statutory responsibilities • Reputational risks associated with the failure to address the needs of Gypsies and Travellers and the local community

- Financial risks associated with unauthorised encampments
- Risk of challenge and appeals
- Risk of inaccurate forecasting of requirements

These risks have been identified and appropriate mitigating action will be taken.

Staffing (including Trades Unions):

5. Not Applicable.

Equalities/Human Rights:

6. Under the Equality Act, public authorities have a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
7. In drawing up the Gypsy and Traveller Plan an Equality Impact Assessment will be undertaken. This will highlight the specific needs and interests of Gypsy and Traveller communities who are at a significantly greater risk of lower quality of life outcomes.
8. Gypsies and Travellers can sometimes find themselves in a cycle of 'enforced' nomadism, being continually moved on by the authorities because of the shortage of authorised sites. As a result, Gypsies and Travellers are often more disadvantaged than any other ethnic group in terms of access to healthcare and education. The lack of authorised public sites and the difficulties associated with getting planning permission for private sites, has meant that Gypsies and Travellers have set up home on land belonging to others or on their own land without permission.
9. Approval of the Plan could help to close achievement and health inequalities, reduce racial tensions associated with unauthorised sites, increase the participation of Gypsy and Traveller communities in decision making and service delivery processes and increase a sense of belonging.
10. The Equality and Human Rights Commission has recently published a Human Rights Review which highlights that the human rights of some groups are not always fully protected by public authorities. The Commission has highlighted that there continues to be a lack of appropriate accommodation for Gypsies and Travellers and that this may be in contravention of Article 8 of the Human Rights Act.

Article 8 does not impose an obligation on public authorities to provide homes for anybody, or to provide sites for Gypsies and Travellers. It does, however, oblige authorities to respect the home. This applies particularly in situations where local authorities wish to evict people from their homes. Due to a long term lack of authorised sites, Gypsies and Travellers often have no choice other than to live in unauthorised sites. This increases the likelihood that they will face eviction.

The review shows that:

- To date, the courts have not found a breach of Article 8 in relation to an eviction from an unauthorised Gypsy and Traveller site. However, there may be grounds for challenging this precedent.

- There continues to be a shortage of authorised Gypsy and Traveller sites, increasing the likelihood of further forced evictions from unauthorised sites. The European Court has recognised that there needs to be special consideration given to the needs and different lifestyle of Gypsies and Travellers in the context of planning decisions, and the Commission expects to see further consideration of this issue over the coming years.
- The Commission recently reviewed the progress made by local authorities in England and Wales in meeting their targets for site provision under the planning system in force up to 2010. The report indicated that there has been some progress in making legal sites available for Gypsies and Travellers in England, as there were 15 per cent more pitches available in 2009 than there were in 2006. The report estimated that an additional 5,821 residential pitches were required in England in the first five years after a local needs assessment was completed.
- There is evidence that the planning system may not be fair towards Gypsies and Travellers. Department for Communities and Local Government figures from April 2009 to December 2010 show that only half of applications for new sites are successful in England, compared with around 70 per cent of residential applications. The Commission's report attributes this low success rate to very few local authorities having identified suitable land for site development, which means that 'plan-led' development cannot operate in the same way as for residential applicants. In addition, the survey of local authorities carried out for the Commission report showed that between 2006 and 2009, 40 per cent of the applications for new sites in England were granted only on appeal, and half of the 'successful' applications for new sites only received temporary permissions.

Public Health

11. Gypsies and Travellers experience significantly worse health outcomes compared to the settled community. Although they have the same illnesses and problems as the general population, their life expectancy is poorer across age ranges than the settled population; for example, it is 10-12 years less than the UK life expectancy of 82 years. Levels of prenatal mortality, still births and infant mortality in Gypsy and Traveller communities are significantly higher than the national average. Gypsy and Traveller mothers are 20 times more likely to have experienced the death of a child than the rest of the population. Gypsies and Travellers experience significant barriers accessing health and social care services, and these have implications for continuity of care as well as primary health care needs. The factors are complex, but include, poor literacy skills, fear, competing priorities, enforced mobility, transport, poor time keeping, inflexible systems, discrimination, marginalisation, lack of trust and low expectations on the part of service providers and users. These are reinforced by the different beliefs, attitudes and cultures of Gypsy and Traveller communities and professionals.

Community Safety:

12. Section 17 of the Crime and Disorder Act 1998 sets out the Councils responsibility to do all that it reasonably can to prevent crime and disorder in its area. There is no specific provision within the criteria for assessing suitability of proposed sites to consider community safety issues. The Council is required to consider community safety across all of its functions and it will be necessary, as suitable sites are identified, to engage with the Councils Community Safety Team and key stakeholders such as Bedfordshire Police to assess what, if any, community safety implications there may be with a view to mitigating or resolving concerns.

Sustainability:

13. The Local Development Framework embraces sustainable development as its overarching aim and has and will continue to be subject to a sustainability appraisal.

Procurement:

14. Consultants will be commissioned in accordance with the procurement rules of Central Bedfordshire

RECOMMENDATION(S):

That the Committee recommend Executive to delegate authority to the Director of Sustainable Communities to:-

1. **Commission consultants to conduct a partial GTAA to confirm pitch requirements prior to publication of the Gypsy and Traveller Local Plan (any changes in pitch numbers will be brought before the Sustainable Communities Overview and Scrutiny Committee on 28 February 2013).**
2. **Consider a proposed time frame for the development of a full GTAA for Central Bedfordshire, working in conjunction with neighbouring local authorities where possible.**
3. **Agree the proposed Gypsy and Traveller monitoring framework to develop a more substantial, locally refined evidence base for future policy.**

Background

15. The National Planning Policy Framework and Planning policy for traveller sites states the Government believes that local planning authorities are best placed to know the needs of their communities. Local planning authorities have been given the freedom and responsibility to determine the right level of traveller site provision in their area in consultation with local communities. The new policy enables local planning authorities to make their own assessment of need for the purposes of planning, based on robust evidence of local need in the light of historical demand.
16. On 4th October 2011 Executive supported a new plan making process in Central Bedfordshire and the preparation of a Central Bedfordshire-wide Gypsy and Traveller Plan to deliver the combined pitch requirement for the northern and southern parts of Central Bedfordshire to 2031.

17. The Council has resolved to support the provision of Gypsy and Traveller pitches in accordance with the locally derived Gypsy and Traveller Accommodation Assessment and supplement this using a 3% compound growth.
18. Following the Sustainable Communities Overview and Scrutiny Committee on the 10th April the Director of Sustainable Communities approved the number of pitches for allocation in the Gypsy and Traveller Local Plan, for both the Gypsy and Traveller and Travelling Showpeople communities

Gypsy and Traveller Pitch Requirement

19. Table 1: Pitch Requirement at April 2012

Number of pitches in Central Bedfordshire in 2006	118
Pitch Need from 2006 to 2011	57
Growth between 2011 and 2016 (3%)	28
Growth between 2016 and 2021 (3%)	33
Growth between 2021 and 2026 (3%)	38
Growth between 2026 and 2031 (3%)	45
Total (from 2006 to 2031)	201
Existing Permanent Permissions granted between 2006 and March 2012 (to be subtracted from the total)	66
OVERALL NEED TO 2031	135

A number of additional pitches have been granted planning permission since April; these have been deducted from the overall need. The Council owned Gypsy and Traveller site at Timberlands has historically provided 10 pitches for the Gypsy and Traveller community. However, the site is currently being refurbished and the requirements of new amenity facilities require a reduction in pitches, leaving a total of 6 pitches on the site. Consequently an additional 4 pitches have been added to the pitch requirement.

Table 2: Pitch Requirement at November 2012

Number of pitches in Central Bedfordshire in 2006	118
Pitch Need from 2006 to 2011	57
Growth between 2011 and 2016 (3%)	28
Growth between 2016 and 2021 (3%)	33
Growth between 2021 and 2026 (3%)	38
Growth between 2026 and 2031 (3%)	45
Total (from 2006 to 2031)	201
Existing Permanent Permissions granted between 2006 and March 2012 (to be subtracted from the total)	75
Pitches lost at Timberlands site (to be added to the total)	4
OVERALL NEED TO 2031	130

The use of the 3% compound growth rate used to calculate need was explained in the report to Sustainable Communities Overview and Scrutiny Committee on 10th April 2012

Travelling Showpeople Pitch Requirement

20. No additional pitches for Travelling Showpeople have been granted planning permission since the April 2010 Overview and Scrutiny Committee. Consequently the pitch requirement for Travelling Showpeople remains the same.

Table 3: Pitch Requirement for Travelling Showpeople to 2031

Number of pitches from 2007 to 2010	19
Growth between 2010 and 2016 (1.5%)	7
Growth between 2016 and 2021 (1.5%)	6
Growth between 2021 and 2026 (1.5%)	8
Growth between 2026 and 2031 (1.5%)	6
Total Need in Bedfordshire from 2007 to 2031	46
Total Need for Central Bedfordshire (63% of Total)	29
Minus the pitches granted planning permission since 2007 in central Bedfordshire	6
OVERALL NEED FOR CENTRAL BEDFORDSHIRE TO 2031	23

An explanation of the methodology for pitch calculations can be found in the report to Sustainable Communities Overview and Scrutiny Committee on 10th April 2012.

GTAA Review

21. Planning policy for traveller sites states that local authorities should use a locally derived, robust evidence base to establish accommodation needs to inform the preparation of local plans and make planning decisions.

Given that the national planning policy context has changed significantly since 2006, it was considered prudent to confirm the robustness of the locally derived 2006 GTAA as a basis for projections of need in the Gypsy and Traveller Local Plan.

22. POS Enterprises were commissioned to review the GTAA as a basis for future need projections and highlight any issues and areas of concern that may need to be updated or addressed. The review was not designed to update data but provide a strategic risk assessment of the key areas Central Bedfordshire Council should address to ensure that the evidence base for the local plan is sufficiently robust.

23. The Review of Gypsy and Travellers Accommodation Assessment conducted by POS Enterprises (Appendix A), outlined three key areas in which the GTAA data should be supplemented and enhanced

- (a) Pitch vacancies and turnover
- (b) Travellers in 'bricks and mortar' housing wishing to return to traveller sites
- (c) In and out migration

24. The Review made the following recommendations:

(a) **Recommendation 1**

As the GTAA is now six years old, it is recommended that CBC undertake a new needs assessment to provide a robust and up-to-date evidence base for the local plan. This should be informed by best practice developed through the Regional Strategy experience and existing needs assessments. Opportunities should be taken to build up local knowledge of individual sites and families and to understand the long term needs of CBC's travelling communities.

A full needs assessment may, however, delay progress on the local plan, therefore, in the interests of expediency and getting a plan in place so that new sites can come forward through the planning system as soon as possible, CBC may consider a partial needs assessment. Information to inform this should be available through existing planning and housing data sources, and through local knowledge (e.g. Travellers Education Service, liaison officers, site managers). This should be supplemented with smaller, more focused survey work to assess 'hidden need', particularly travellers living in housing. The 2013 January Caravan count will provide a good opportunity to interview families on sites (which could include questions about knowledge of travellers living in housing). CBC should also include further analysis of pitch turnover and vacancy rates.

Should CBC opt for a partial review, there should be a clear commitment to undertake a full needs assessment every five years, taking into account new provision and evidence from the monitoring framework (see Recommendation 3 below). If possible, this should be done with neighbouring authorities.

(b) **Recommendation 2**

Ideally any new needs assessment should be done on a sub-regional basis which would help refine the data already provided in the original GTAA but there are obvious reasons why this is not practical, not least the fact that some local authorities have already completed a new needs assessment for their local plan. However, the data from any neighbouring authorities' needs assessments should be used to inform the CBC assessment and attempts should be made to work with those authorities which are at a similar stage on a common methodology. This will help capture patterns of movements and address sub-regional needs, including issues around in and out migration, but it will also ensure that CBC is meeting the legal requirements of the 'Duty to Cooperate'.

(c) **Recommendation 3**

An effective monitoring system should be put in place to ensure that future needs assessments carried out by CBC are better informed and the data used is more locally refined, especially for the harder issues such as travellers living in housing. If practical, this should be done on a joint basis with neighbouring authorities to help capture wider movements of travelling communities within the sub-region but also to meet the 'Duty to Cooperate' which requires active cooperation on an 'ongoing basis'.

Accommodation Needs Assessments

25. This report seeks the OSC's recommendations to the Director of Sustainable Communities to approve 'Recommendations 1 and 2'.
26. As POS rightly outlined, due to the current timescales effecting the Gypsy and Traveller Local Plan it will not be possible to conduct a full GTAA in advance of publication. However, it is possible to conduct a partial GTAA. Therefore it is suggested that the following approach should be taken.
27. CBC will commission consultants to conduct a partial needs assessment to supplement the 2006 GTAA. The findings of this study will be outlined at Overview and Scrutiny Committee on 28th February 2012
28. This report seeks the OSC's recommendations to the Director of Sustainable Communities to approve the following programme for undertaking future full GTAAs in line with 'Recommendation 1'
29. It is proposed that CBC will, where possible, work in partnership with neighbouring local authorities to conduct a full GTAA utilising a new and effective monitoring system (discussed below) to inform the study.
30. Subsequent GTAAs will be conducted every five years, taking into account new provision and evidence from the monitoring framework.

Gypsy and Traveller Accommodation Monitoring

31. This report seeks the OSC's recommendations to the Director of Sustainable Communities to approve 'Recommendation 3' and permit the following monitoring system to be put in place to ensure the council has an effective evidence base for future needs assessments.
32. It is proposed that monitoring will take place as part of the existing statutory biannual Gypsy and Traveller Count. In order to develop a more comprehensive local evidence base and attempt to ascertain the level of 'hidden need' the following questions will be asked at each site visited.

- (a) How many people live in your caravan and what are their ages?
- (b) Do you feel overcrowded? Do you need additional accommodation?
- (c) Are you aware of any Gypsies or Travellers in the area living in bricks and mortar accommodation who would like to move back into a caravan? Or, would you like to move to bricks and mortar accommodation?

Next Steps

- 33. The site assessment process outlined at the Sustainable Communities Overview and Scrutiny Committee on 10th April 2012 has been completed. 35 sites have passed Stage 1 and 2 of the assessment process and have been ranked in accordance with the criteria set out in Stage 3 of the assessment process. A Sustainability Appraisal has also been conducted for each of these sites.
- 34. Councillors have been invited to visit the potential sites in advance of the meeting of the Sustainable Communities Overview and Scrutiny Committee on 28th February 2013 to discuss sites and recommend a shortlist to present to Executive on 19th March 2013
- 35. The sites that will be considered at Sustainable Communities Overview and Scrutiny Committee on 28th February 2013 are outlined in Appendix B. Please note this list does not reflect the scoring of the sites. The full list of sites that have been assessed will be available to view at Sustainable Communities Overview and Scrutiny Committee on 28th February 2013.

Key Dates

- 36. Table 4: Gypsy and Traveller Local Plan Next Steps

Overview and Scrutiny Committee	28 th February 2013
Executive	19 th March 2013
Full Council	18 th April 2013
Submission to the Secretary of State	October 2013
Examination	January 2014
Inspectors Report	April 2014
Adoption	July 2014

Appendices:

- Appendix A – POS Enterprises, Review of Gypsy and Travellers Accommodation Assessment, December 2012 (to follow)
- Appendix B – Gypsy and Traveller Local Plan: Stage 3 Site Maps
(hard copies of this appendix have been circulated to Members of the Committee only, the appendix can be accessed via the Council's website)

Background papers and their location: (open to public inspection)

Executive report (04 October 2011) titled “A new plan making programme for Central Bedfordshire” (available on the internet – <http://mod.gov.cbc.int:9070/ieListDocuments.aspx?CId=577&MId=3717&Ver=4>)

National Planning Policy Framework (March 2012) (available on the internet- https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

Planning Policy for traveller sites (March 2012) (available on the internet - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6078/2113371.pdf)

Report to Sustainable Communities Overview and Scrutiny Committee on (10 April 2012), Item 9: Gypsy and Traveller Plan: Pitch Numbers and Site Assessment Methodology (available on the internet - <http://www.centralbedfordshire.gov.uk/modgov/documents/s35329/Item%2009%20-%20Gypsy%20and%20Traveller%20plan%20pitch%20numbers%20and%20site%20assessment%20methodology.pdf>)

Meeting: Sustainable Communities Overview and Scrutiny Committee
Date: 17 January 2013
Subject: Land Rear of Central Garage, Cranfield, Development Brief
Report of: Cllr Nigel Young , Executive Member for Sustainable Communities - Strategic Planning and Economic Development
Summary: The report proposes that the Sustainable Communities Overview and Scrutiny Committee endorse the Development Brief and recommend to the Executive that it be adopted as technical guidance for Development Management purposes.

Advising Officer: Richard Fox, Head of Development Planning and Housing Strategy
Contact Officer: Stuart Robinson, Planning Officer, Local Planning and Housing Team
Public/Exempt: Public
Wards Affected: Cranfield and Marston Moretaine Ward
Function of: Executive

CORPORATE IMPLICATIONS	
Council Priorities:	
1.	The Development Brief will support the Medium Term Priorities of 'Enhancing Central Bedfordshire'.
Financial:	
2.	The creation of the development brief will not represent a financial burden on the Council. Many of the costs for creating the development brief have been borne by the promoters. Furthermore, a Planning Performance Agreement (PPA), a collaborative project management tool, has been entered into which secured funding for the administration and supervision of the development brief and subsequent determination of any future planning applications.
Legal:	
3.	Once adopted as technical guidance the development brief will constitute a material planning consideration to be taken into account when determining applications made in respect of the site.
Risk Management:	
4.	Policy HA7 of the Site Allocations Development Plan Document (DPD) makes clear the requirement for the production of a development brief for the site. A failure to endorse the development brief and determine any subsequent planning applications in accordance with the agreed PPA timelines may result in the Council being forced to pay back a meaningful proportion of the monies secured through the PPA.

5. An adopted development brief will give more certainty to the development management process, although there are still risks associated with this separate statutory stage. These risks include not securing adequate planning obligations to meet the needs of the development and a failure to meet the public's expectations of the development.
6. Other risks, such as failure to deliver the Council's priorities, reputational risks, failure to discharge statutory responsibilities, failure of partnership working, and environmental and financial risks could also be incurred. The development brief serves to minimise these risks by setting an agreed framework for development in advance of the planning applications and then onwards through to implementation.

Staffing (including Trades Unions):

7. Not Applicable.

Equalities/Human Rights:

8. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination and to foster good relations in respect of nine protected characteristics; age disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
9. The Site Allocations DPD Equality Impact Assessment (EIA) highlighted the need for:
 - The delivery of affordable housing within towns and villages throughout Central Bedfordshire north area.
 - The selection of housing sites on the basis that future residents live in locations close to services and public transport routes.
 - Provision of land for community facilities.
 - New employment units allocated close to centres of population in order to increase job opportunities locally and help to address unemployment and out-commuting.
10. The DPD EIA concluded that the emphasis placed on ensuring that developments are allocated within sustainable locations and ensuring that residents are able to access employment opportunities, facilities and services to meet their everyday needs should help to ensure a positive impact for all sections of the community.
11. In addition data suggests that there will be also be a rapid increase in the elderly population in coming years. Providing appropriate accommodation for this age group will therefore also become a priority. In order to provide suitable accommodation, development briefs for large housing sites should make provision for housing for the increasing elderly population and for disabled people, through the provision of Lifetime Homes.
12. The development brief promotes the inclusion of a variety of housing, tenure, affordability and sizes. The need for appropriate provision for older and disable people such as lifetime / accessible homes should also be highlighted in the development brief.

Public Health

13. The Council will need to ensure that it complies with its duties to promote access to green space, encourage sustainable transport and ensure that the built environment maximises opportunities for physical activity. This in turn will help the council to improve outcomes for health and wellbeing.

Community Safety:

14. The Council will need to ensure that it complies with its statutory duties under Section 17 of the Crime and Disorder Act and that all plans fulfil the criteria set down for community safety within the Adopted Central Bedfordshire Design Guide.

Sustainability:

15. The development brief promotes the inclusion of a variety of housing, tenure, affordability and sizes. The need for appropriate provision for older and disable people such as lifetime / accessible homes should also be highlighted in the development brief.
16. In accordance with Council's adopted development management policies DM1 and DM2, the prospective developers will need to demonstrate how 10% of the predicted energy requirements of the development will be generated either on site or near to the site by renewables or low carbon technologies. They will also be required to incorporate measures to reduce water consumption, as well as building all dwellings to the mandatory standards of the level of the Code of Sustainable homes that applies at the time of a planning application.

Procurement:

17. Not applicable.

RECOMMENDATION(S):

The Sustainable Communities Overview and Scrutiny Committee is asked to endorse the Development Brief and recommend to Executive that it be adopted as technical guidance.

Purpose of the Development Brief

18. The draft Development Brief (Appendix A) provides the background and policy context for this site and its allocation for residential development. It also sets out the aims for the development, identifying the particular constraints and opportunities of the site, and confirms the range of technical work which any planning application must address.
19. The brief is a high level document whose purpose is to set out general principles; the more concentrated and detailed work is a matter to be addressed at the planning application stages. Nevertheless, it does provide a mechanism through which members of the public and other interested parties can have a greater involvement in the development of proposals for the site and provide some certainty as to the future development of the site. Once approved, the brief will act as Development Management guidance and any future planning applications will be considered against the background of the adopted brief.

Background

20. vember 2009, the Council adopted the Core Strategy and Development Management DPD (for the former Mid Bedfordshire Area) following an Examination in Public that same year. The Core Strategy required the delivery of at least 17,950 new homes between 2001 and 2026 with 5,000 new homes required in addition to those already committed (such as those allocated in the Mid Bedfordshire Local Plan 2005). Of these 5,000 the Core Strategy stated that between 150 and 250 should be provided in Cranfield (Policy CS5: Providing Homes).
21. In April 2011, the Council formally adopted the Site Allocations DPD following an examination in late 2010. Policy HA7 allocates the land rear of Central Garage for no more than 135 dwellings, open space provision, associated infrastructure and, if required, a new Lower School. There is also a requirement in the policy for a Development Brief to be prepared to help inform subsequent planning applications and guide the development.
22. Since mid 2012 Council officers, from a wide range of service areas, have been working in partnership with the site promoter, on the preparation of a development brief for this site. A planning performance agreement (PPA) has been entered into between Central Bedfordshire Council and the landowners/promoter. The agreement identifies a shared vision and identifies key milestones and timescales for the delivery of a planning decision by both Central Bedfordshire Council and the developer. Whilst it offers project management certainty, this does not mean a favourable planning application outcome is guaranteed.

The Development Brief

23. The site, Land Rear of Central Garage, comprises of a 7.23 hectare site located to the north of the main settlement. A location plan is included within the Development Brief.
24. The site mainly consists of fields and uncultivated land. The site abuts an area of land granted planning permission for the development of a Primary Care Facility. This is not within the landowners' ownership and is to be developed separately to the site.
25. The timing of the Primary Care Facility will not be determined by the Council. This will be delivered by Bedfordshire Clinical Commissioning Group.
26. In accordance with policy HA7 the brief outlines the range of uses that are considered suitable, subject to details, for the site. The brief aims to ensure that quality design is achieved throughout the development, providing an attractive environment that enhances the existing character of Cranfield and its locality.
27. The brief sets out a number of design principles (page 11 onwards) to which any development proposals will need to adhere. In particular, the amount and type of development as well as the mix and type of dwellings (including affordable housing), open space and landscape requirements and the scale, massing and layout of the development will need to be carefully considered.
28. In response to addressing these issues in any layout scheme the developer will need to take account of the site constraints and opportunities associated with the site (identified on pages 9 to 13) together with other relevant urban design principles set out in the Council's adopted Residential Design Guide to address, for example, street hierarchy. The developer will also need to consider the Council's recently published Parking Strategy, as acknowledged on page 8.

29. The brief also sets out the Council's requirements for access and connectivity both within and immediately surrounding the site. The brief identifies the location for acceptable access between the existing urban area, the new residential area, the proposed lower school and the area identified for a PCT facility.
30. As a requirement of policy HA7, the allocation presents the possibility for the provision of a new lower school. The Development Brief identifies that the proposal will provide a serviced plot of land with safe and appropriate access.
31. The brief also sets out the Council's requirements for developer contributions in line with the adopted Planning Obligations Strategy.

Consultation

32. During September 2012 informal discussions were held with a series of Central Bedfordshire Council officers, including Highways, Education, Open Space and Planning, to ensure that an agreed technical approach to the development of the site could be established.
33. On 18 September 2012 a presentation was made by the site promoters at a West Placemaking group meeting. This presented an opportunity for officer and member comments before a development brief was formally issued for public consultation purposes. This group included Councillors Young, Brown, Bastable, Clark and Matthews. At their request some amendments to the document were proposed and included, prior to the document being finalised for consultation purposes. These changes and considerations for the development brief included:
 - a) Further information regarding the design of the proposed development, including storey height.
 - b) Further clarification regarding access points and possible alternatives
 - c) Greater reference to the consultation process
34. Formal public consultation commenced on 13 November and ran for a period of 4 weeks until 13 December. The consultation and publicity of the Development Brief proposals was carried out in compliance with the Central Bedfordshire Statement of Community Involvement (October 2012).
35. The consultation exercise was publicised through the distribution of letters to residents within the settlement. Copies of the document were made available to view on the Council's web-site and at the Priory House Council Office. Comments form was available to complete and return. As part of this consultation process, an evening public consultation event was also undertaken (13 November) at Holywell Middle School, Cranfield. This was manned by representatives of the Council, landowner and site promoter. It is estimated that approximately 70 visitors attended the exhibition.
36. During the consultation process, a static unmanned exhibition was positioned at Budgens supermarket. This gave the exhibition material increased coverage in the settlement, informing residents where comments could be placed.
37. The high level of attendance and interaction by those who attended the exhibition showed that there is a good level of interest in the scheme proposals and the Development Brief. Despite this overall interest, the consultation on the Development Brief itself received very little direct feedback.

38. A total of 17 comments forms were completed. The comments were all from members of the public. Whilst the majority of comments did not wholly oppose the idea of development in this location, there were a large number of responses who opposed the proposed main access through Flitt Leys Close. A summary of the comments is available in Appendix B.
39. A number of comments received have been about the principle of development itself and in the context of Cranfield being able to absorb further development.

Adopted planning policies also prevail and therefore comments which relate to dwelling numbers or alternative locations of development, for example, are not pertinent.
40. One of the main comments received during the consultation sought clarification regarding whether Flitt Leys Close could be considered an acceptable access to the development site. Central Bedfordshire Council Highways officers have revisited the site to reconfirm that the access is acceptable to serve 135 residential units, in addition to a lower school. The granting of planning permission will require the provision of acceptable access.
41. During the consultation, a number of residents identified concerns with the large amount of parking currently on Flitt Leys Close. In response to these comments, the Development Brief has sought to identify additional parking for the residents of Flitt Leys Close.
42. During the public exhibition and the consultation, a number of residents sought clarification regarding the exact nature of the lower school. Central Bedfordshire Council education officers have confirmed that the site is sufficient to serve a 3FE lower school, including playing fields. The requirement for the school will be developed through discussions with Central Bedfordshire Council education officers and the local school governors.
43. Another issue raised by residents sought clarification on whether any affordable housing would be provided as part of the development. The current development plan for the area, the Core Strategy, identifies that sites of four dwellings or more will provide 35% affordable housing.

Changes to the Development Brief

44. The Development Brief has been amended to greater reflect the affordable housing position of the National Planning Policy Framework. The exact mix of affordable housing will still be determined through later negotiation with Central Bedfordshire Council Housing Officers. Whilst policy prevails, should the developer identify viability issues there may be potential for negotiation of the housing percentage.
45. In order to improve the existing residents' parking provision, the brief identifies the principle of additional parking to serve the residents of Flitt Leys Close. This parking will be required to be in close proximity to residents' homes. The detailed nature and design of this parking provision will be developed through the planning application process. This change is identified on pages 11.
46. A number of minor changes have been included within the revised Development Brief. These have been identified below.
 - a) Section 3 – Formatting change
 - b) Paragraph 4.9 – Replace Cycle Parking Strategy with Local Transport Plan to provide a more comprehensive outline

- c) Paragraph 4.10 – Factual changes
- d) Paragraph 4.11 – Factual changes to provide greater clarity of the public consultation and committee processes.
- e) Section 6 – Text amendment to provide greater reference to Manual for Streets 2 and shared surfaces

Conclusion

47. Consideration has been afforded to the consultation exercise and, where appropriate, amendments have been made to the Brief. As a technical document, the development brief is fit for development management purposes.

Appendices:

Appendix A – Draft Development Brief

Appendix B – Consultation Responses Summary

Background papers and their location:

Core Strategy and Development Management Policies DPD

Site Allocations Development Plan Document

Location of papers: Priory House, Chicksands

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Appendix A



**Bellway Homes Ltd (Northern Home Counties)
Development Brief**

**Residential Development
Land R/O Central Garage, Cranfield, Beds**

DLA Ref: 11/131

October 2012

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The evidence which I have prepared and provided in this Report is true and has been prepared and is given in accordance with the guidance of the Royal Town Planning Institute and I confirm that the opinions expressed are my true and professional opinions.

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1.0 INTRODUCTION

This Development Brief has been prepared for Bellway Homes Ltd (Northern Home Counties) to guide the potential residential development of a parcel of land in the centre of the village of Cranfield. Cranfield is a village to the West of Bedford (See Fig 1 opposite). Consideration is being given to the development of the site for residential use and to provide a parcel of serviced land (1.4ha) for the potential provision of a new lower school. Access to the adjacent land to the south-east corner owned by the Primary Care Trust will also be provided.

1.1 Scope

This Brief considers the proposed residential development of the site in the context of national planning guidance and, adopted and emerging development plan policy.

1.2 The Brief comprises an analysis of the site and its immediate context (Section 2), a consideration of current Government Guidance (Section 3), and the emerging LDF (Section 4). Constraints (section 5), Opportunities (Section 6) Proposals and Vision for the site (Section 7) and the next stages being presented in (Section 8) conclude this report.

1.3 As a result of a Planning Performance Agreement, discussions and meetings have taken place with the following stakeholders:-

Mark Saccoccio	Planning Central Bedfordshire Council (CBC)
Annabel Gammell	Planning CBC
Ann Rowland	Sustainable Transport Team CBC
Stuart Robinson	Policy CBC
Keith Armstead	Education CBC
Carrie Leach	Education CBC
Chris Mollart-Griffin	Transportation CBC

1.4 This document also provides the initial framework for the development of the site.

1.5 **Background-** Policy HA7 of the Site Allocations DPD allocates the land for the development of 135 dwellings.

1.6 **Policy Requirement** –Policy HA7 states that development on the site will be subject to a number of requirements (see paragraphs below in Section 4) including the production of a Development Brief to guide development.

1.7 **What is a development brief?**- This Development Brief document is a Technical Document which will be subject to public consultation, prior to ratification by Central Bedfordshire Council's Executive Committee. The Development Brief will then sit alongside a detailed Full Planning Application and assist Central Bedfordshire Council in determining an application and guiding the design of the proposed development.

Fig 1: Location of the Report Site



The village of Cranfield



Fig 2: The Site

2.0 SITE & CONTEXT APPRAISAL

2.1 Location

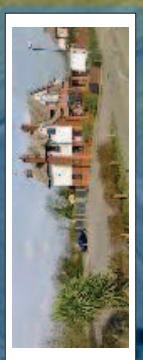
The site is located to the north of the High Street in the centre of the village of Cranfield, Bedfordshire. To the north and east of the site are open fields and countryside. On the southern and western boundary sides of the site are the residential properties on the High Street and Lincroft, (see Fig 2 opposite).

2.2 The Development Site

This comprises a broadly rectangular band of land running from South West to North East. An area of land to the centre of the site located around the access has now been redeveloped by Bloor Homes Ltd. The Bloor Homes Scheme at Flitt Leys Close is a mixture of detached and semi-detached dwellings of varying sizes. The development is accessed via Flitt Leys Close. The land to the east of the entrance is owned by the Primary Care Trust (PCT). The PCT are responsible for the development of this parcel of land which is outside the scope of this development brief. The site is 6.86ha (excluding the PCT site) in size and consists mainly of fields and uncultivated land.

2.3 Surrounding Area

To the south west, the site adjoins further more modern residential development. To the South there is a mixture of retail premises, in the form of village stores, public houses and older residential properties. To the north east of the site there is again a mixture of commercial and residential properties.



3.0 GOVERNMENT GUIDANCE

3.1 Government Planning Guidance

The advice contained in National Planning Policy Framework (NPPF) is relevant to the development of this site. Relevant sections of the following paragraphs are reproduced below.

Para 7. There are three dimensions to sustainable development: economic, social and environmental. These dimensions give rise to the need for the planning system to perform a number of roles:

- These roles include - supporting strong, vibrant and healthy communities, by providing the supply of housing required to meet the needs of present and future generations; and by creating a high quality built environment, with accessible local services that reflect the community's needs and support its health, social and cultural well-being;

Para 9. Pursuing sustainable development involves seeking positive improvements in the quality of the built, natural and historic environment, as well as in people's quality of life, including (but not limited to):

- replacing poor design with better design.
- **Para 17.** Within the overarching roles that the planning system ought to play, a set of core land-use planning principles should underpin both plan-making and decision-taking. These principles are that planning should:
 - always seek to secure high quality design and a good standard of amenity for all existing and future occupants of land and buildings;
 - encourage the effective use of land by reusing land that has been previously developed (brownfield land), provided that it is not of high environmental value;

- conserve heritage assets in a manner appropriate to their significance, so that they can be enjoyed for their contribution to the quality of life of this and future generations;

3.5 **Para 56.** The Government attaches great importance to the design of the built environment. Good design is a key aspect of sustainable development, is indivisible from good planning, and should contribute positively to making places better for people.

3.6 **Para 57.** It is important to plan positively for the achievement of high quality and inclusive design for all development, including individual buildings, public and private spaces.

3.7 **Para 60.** Planning policies and decisions should not attempt to impose architectural styles or particular tastes and they should not stifle innovation, originality or initiative through unsubstantiated requirements to conform to certain development forms or styles. It is, however, proper to seek to promote or reinforce local distinctiveness.

3.8 **Para 131.** In determining planning applications, local planning authorities should take account of:

- the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation;
- the positive contribution that conservation of heritage assets can make to sustainable communities including their economic vitality; and
- the desirability of new development making a positive contribution to local character and distinctiveness.



4.0 EMERGING LOCAL DEVELOPMENT FRAMEWORK

4.1 Core Strategy & Development Management Policies November 2009



In November 2009 Central Bedfordshire Council adopted the Core Strategy and Development Policies DPD for the Central Bedfordshire North area. This document sets out the vision, objectives, spatial strategy and overarching policies to guide development in the area, up to 2026. The Development Management policies provide the policy framework against which all planning applications will be assessed. This document identifies the strategy for future development in the area, providing the basis for the Site Allocations DPD to allocate specific sites.

4.5

Policy HA7 – identifies Land Rear of Central Garage, Cranfield for residential development Site Reference: H040/H133/H322 Site Area: 7.23 ha (6.86 excluding the PCT Site)

Land rear of Central Garage, Cranfield, as identified on the Proposals Map, See figure 3 below, is allocated for residential development providing not more than 135 dwellings and the provision of a new Lower School should that be required. In addition to general policy requirements in the Core Strategy and Development Management Policies DPD and appropriate contributions to infrastructure provision in the Planning Obligations SPD, development on this site will be subject to the following:

- Production of a Development Brief to guide development;
- Preparation of a Transport Assessment to help identify the impact of the development on the highway network and mitigate against impacts on junctions within Cranfield;
- Provision of adequate access to the site;
- Provision of satisfactory buffer landscaping to minimise the impact of development on the open countryside;
- Provision of green space in order to protect the biodiversity of the site; and
- Provision of a cycleway providing a link to Bridleway 22 north of the development site.

4.2 Site Allocations Document April 2011



The Site Allocations Development Plan Document (DPD) has identified sites and policies to help deliver the spatial vision, objectives and policies of the Core Strategy and Development Management Policies DPD.

As part of the Site Allocation Document, The Local Delivery Strategy was produced which specifically accompanied the Core Strategy by providing a clear indication of infrastructure needs in an area and, in turn indicating what should be provided in that area. By providing this information, we can gain a greater insight into the deliverability of a scheme and how any development should be phased.



Figure 4

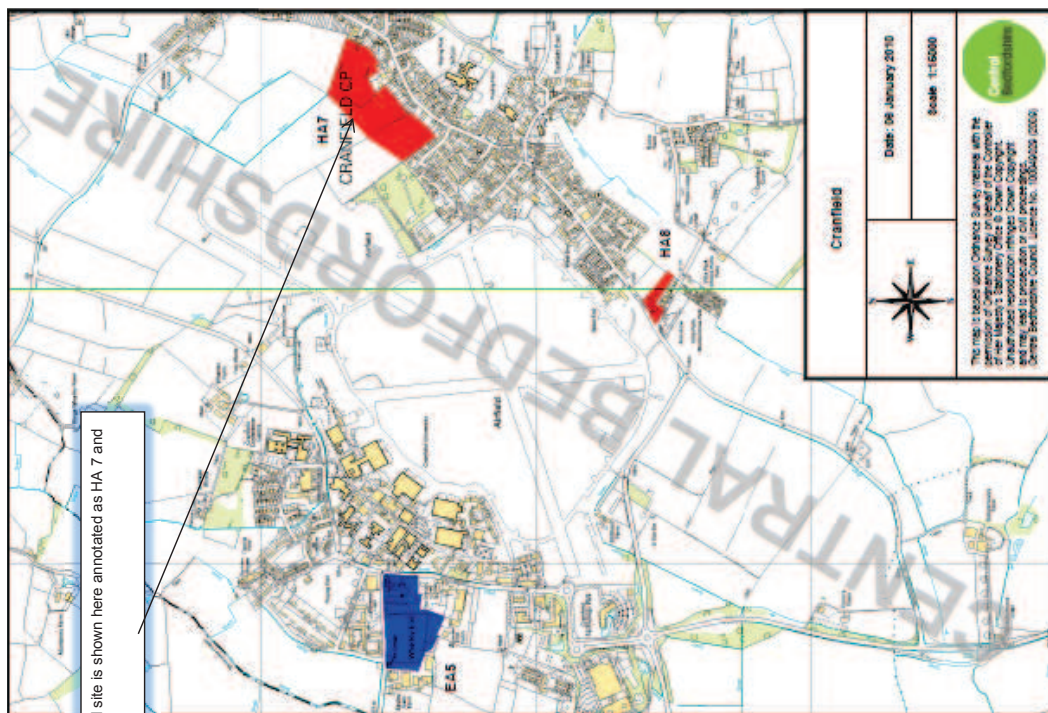
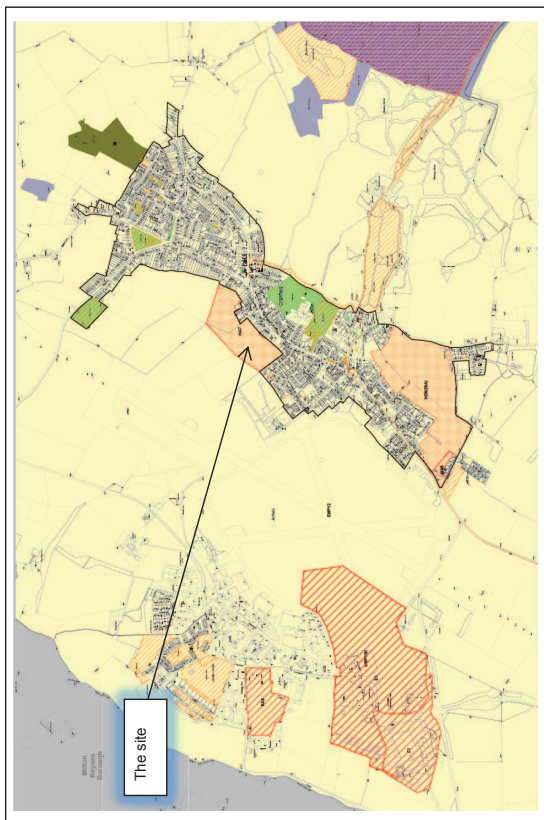


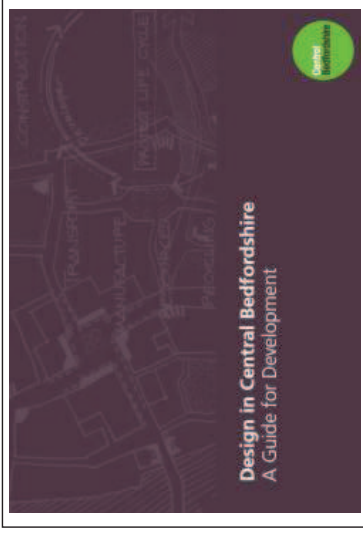
Figure 3



4.6 Other documentation that is applicable to this site includes:-

4.7 **Design In Central Bedfordshire: A guide for development**

This guide provides an agenda of policies and objectives which are intended as a springboard for creating good design solutions, which respond to this agenda and to the context. It is not intended as a straightjacket to produce narrow conformity. It is therefore unlikely that standard 'anywhere' designs from applicants will be accepted as a valid approach by the Council. The guide sets out parameters by which any development will be assessed including design, context, setting, scale, materials, landscaping etc.



4.8 **New Residential Development**

This supplement addresses all forms of new residential development in terms of size, density and tenure likely to be required within the District. It is specifically aimed at reconciling the wide agenda for the home environment with the need to create development which is locally distinctive and which enhances its setting.



4.9 **Planning Obligations**

This Supplementary Planning Document (SPD) sets out proposals for an improved approach to negotiating and securing planning obligations associated with new development in Central Bedfordshire, for the former Mid Bedfordshire area.



Local Transport Plan

Account needs to be taken of this guidance which sets out a long term framework for investment in transport across Central Bedfordshire. The LTP includes the Council's Cycling and Parking Strategies.



- 4.10 On 2nd October 2012, Central Bedfordshire Executive committee endorsed the Council's new Parking Strategy as interim technical guidance. The Strategy will be a material consideration for Development Management purposes and will be reflected in the Council's emerging Design Guide, which is currently being prepared. To reflect this emerging design guide, account has had to be taken of the new parking standards which has provided an additional consideration in developing the site to make best use of the land available.
- 4.11 Following the production of a draft Brief the document was the subject of a four week consultation exercise between 13th November and 13th December 2012 in accordance with the Council's adopted Statement of Community Involvement. This included a one day public exhibition alongside a consultation relating to a future planning application for the site.
- Following the consultation exercise the Brief was updated, to take into account the relevant suggestions or comments that were received. Onthe revised Brief was considered and adopted by the Central Bedfordshire Executive Committee of the Council.
- The results of the public consultation will be summarised in a statement of community involvement submitted alongside a future planning application.

5.0 CONSTRAINTS

- 5.7 Existing Neighbouring uses- proposals should include appropriate design response to the adjoining uses:
- Residential: The site is bounded in the south eastern side by the residential properties fronting the High Street and those to the west fronting Lincroft.
 - The Proposed School Site: This is proposed to be located in the north eastern corner of the site and as such, account needs to be taken for the access and relationship with the proposed houses.
 - Open fields: open fields are located to the north of the site.

5.1 Topography- The land is level for the most part, however there are some level changes towards the north of the site but these are not so dramatic as to cause any significant impediment to the development of the site.

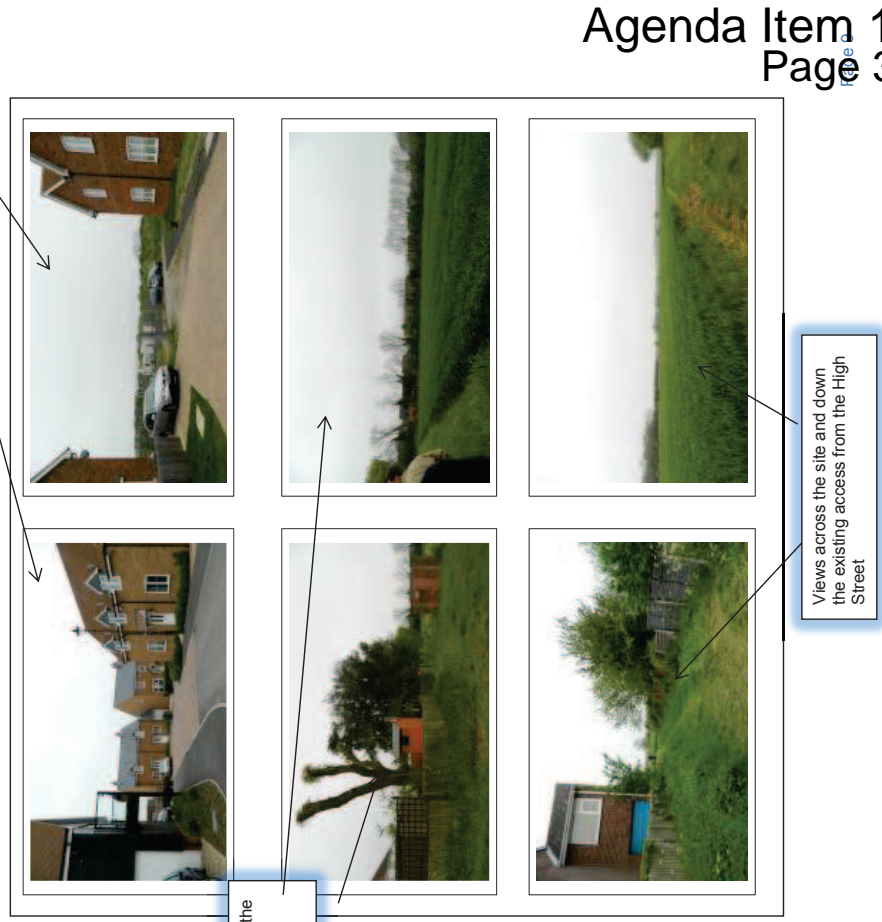
5.2 Existing Landscape Features- The main line of trees are located on the western boundary of the site to the rear of the properties in Lincroft. There are other trees that are sporadically spaced around the site, some of which are located to the rear of those properties on the High Street. A hedge runs from North to South through the centre of the site.

5.3 Access- Vehicular access is through the recently completed development by Bloor Homes from Flitt Leys Close. Access can only from this point to the restricted nature of any alternative access. The precise details of the junction will be agreed prior to the submission of the planning application. Account needs to be taken of the access to serve the school and the PCT. A full Transport Assessment will be submitted as part of the planning application. Safe access will be provided for the school and the PCT site.

5.4 Public Footpath- A public footpath (FP22) (not a bridleway) runs north to south across the site along the hedgerow and continues onwards to the north and eventually links up with Cranfield University as shown on figure 5 below. The proposal will maintain the link through the site to the existing footpath.

5.5 Gas Main/Sewer- A gas main runs around the southern corner of the site as does the sewer whilst existing drainage runs north and then turns diagonally north east across the eastern part of the site. An easement of 6m is required to the Gas Main.

5.6 As part of Policy HA7 an area of land needs to be set aside for the provision of a new lower school. As shown on the adjacent plan (figure 5) this is proposed to be in the north eastern part of the site adjacent to the retained land for the PCT.



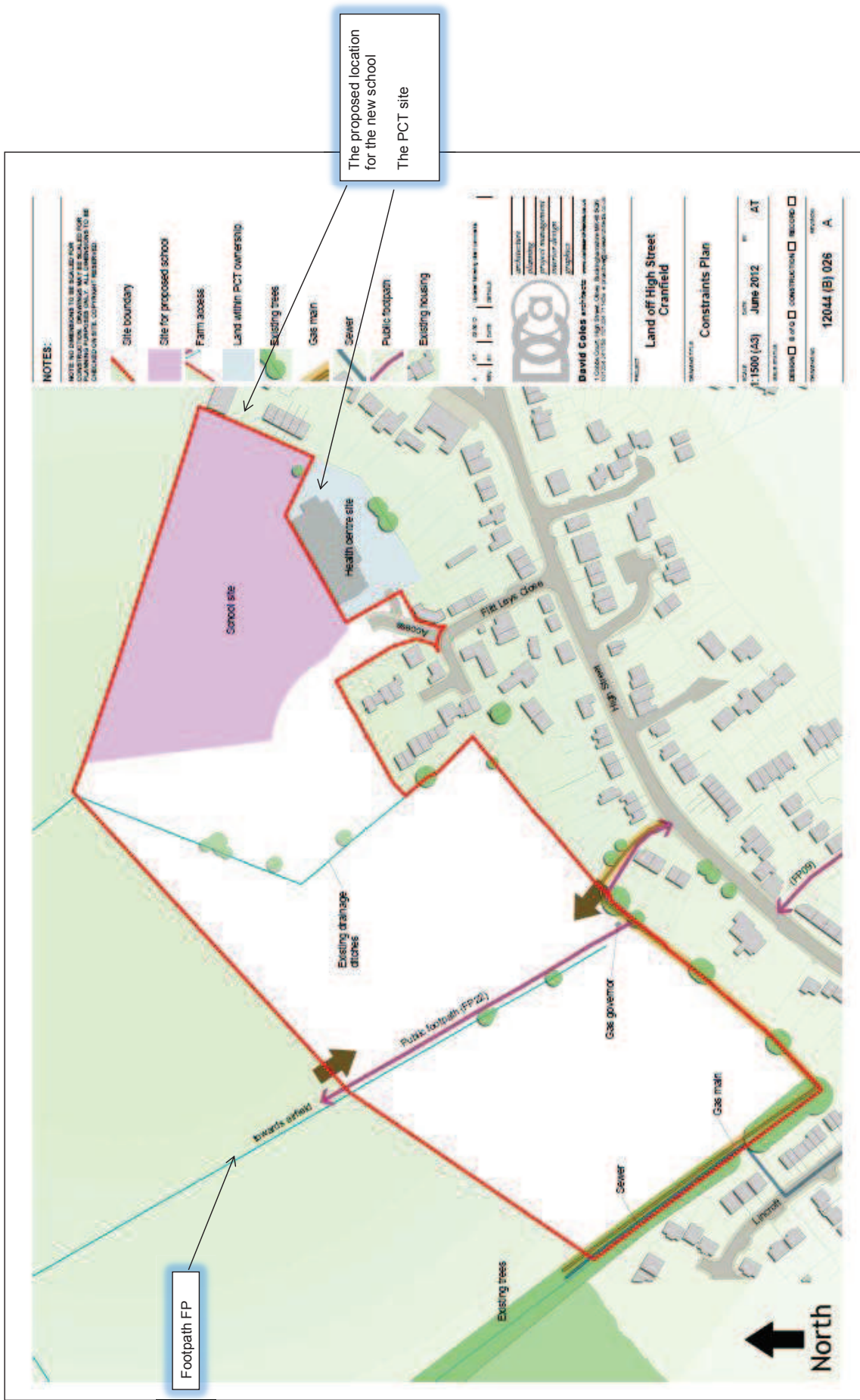


Figure 5

6.0 OPPORTUNITIES

- 6.1 New homes for Cranfield- This site provides the opportunity to deliver 135 new homes to help meet the local housing need for Cranfield. The proposals will provide a range of housing, tenures and sizes, in order to meet the needs of all sections of the local community and to promote sustainable development.
- 6.2 Quality of Design- this is an opportunity to create an extension to Cranfield that will favourably respond to the surrounding development and open countryside with an appreciation of the local context by providing a variety of scale and enclosure of space. Proposals will seek to ensure that there are appropriate variations in height (maximum 2 storey to reflect the character of Cranfield), density, building types and roofscapes to create an area with a sense of place.
- 6.3 CBC has recently published comprehensive design guides as detailed above. These design guides provide specific guidance on residential development and they should be accounted for in any residential developments.
- The design guides recognise the following points:-
- Densities should be favouring 30dph or more but must reflect the surrounding area. Details of the character of each area are detailed in the "Guide for Development".
 - Sustainable building materials should be used. (Again details of likely acceptable materials are contained with the "Guide for Development".)
 - Appropriate amenity areas should be provided.
 - The design should take account of Code for sustainable homes (Note: this is only for the HA plots), safer places, by design, **Manual for Streets 2 (including the use of shared surfaces)**, Building for Life Standards and the Policies in the Core Strategy.
- 6.4 Account should also be taken of the local distinctiveness in terms of scale, design and materials if applicable. Privacy, impact, sunlight and daylight are other important points to consider.
- 6.5 Distances between dwellings should be 21m distance between facing windows at 2 storey level, above this height distances should be increased.
- 6.6 Careful design will also help to design out crime. Blank gable walls should be avoided, footpaths should be closely associated with carriageways, front doors should be visible from the public realm, single storey flat roofs avoided, rear access to properties should be as few as possible and if necessary then they should only have one point of entry. Clear distinction between private and public areas should be provided and rear parking areas avoided.
- 6.7 Garaging should be 3.0m x 5.5m as a minimum, or 3.3m x 6.0m to allow the storage of bicycles. Garage design and layout should go hand in hand, be subservient in relationship.
- 6.8 Parking where possible should be provided on-plot but all parking must be located to allow natural surveillance and should relate to dwellings that they would serve.
- 6.9 **On street parking should be designed to reduce speed and the visual impact of parked cars. This can be achieved by suitable pinch points, appropriate landscaping and changes in material. The potential for additional car parking to serve the local area will be investigated during the process of the application.**



Hipped roofs with deep windows in six and eight pane styles

Examples of properties finished in white render and red brick with either a slate or plain tile roof

Various house types found in the High Street, Cranfield

Clear references have been drawn between the existing properties in the High Street and the approved street scene.

Broken eaves with small dormer windows and ground floor bay windows

6.10 Setbacks depending upon street scene should be not less than 0.5m and no more than 6m. Parking of cars should not be less than 2m from habitable room windows. Rear gardens should be on average 100sqm and not less than 50sqm.

6.11 The Provision of a School site- the proposal provides the opportunity for the provision of a new lower school for the expansion of Cranfield. The proposal will provide a serviced plot with safe and appropriate access.

6.12 Open Space- A public open space strategy will provide the opportunity for amenity, informal recreation and informal play as an integral part of the design. The variety of safe, overlooked landscaped spaces will be provided around the site to provide easy access for all. Areas and type of amenity space should be discussed with the **Central Bedfordshire Leisure Services Facilities officers** during the design process.

6.13 Positive Integration with Existing Community- The development will include footpaths and opportunities for cycling into, out from and around the site which will connect to existing roads and footpaths including a link to the High Street.

6.14 Improved access to the countryside- The proposals should also make provision for pedestrian connections from the site to Footpath 22 that serves the surrounding countryside.

6.15 Examples of houses around the site are provided opposite and outline a flavour of the character of the area.

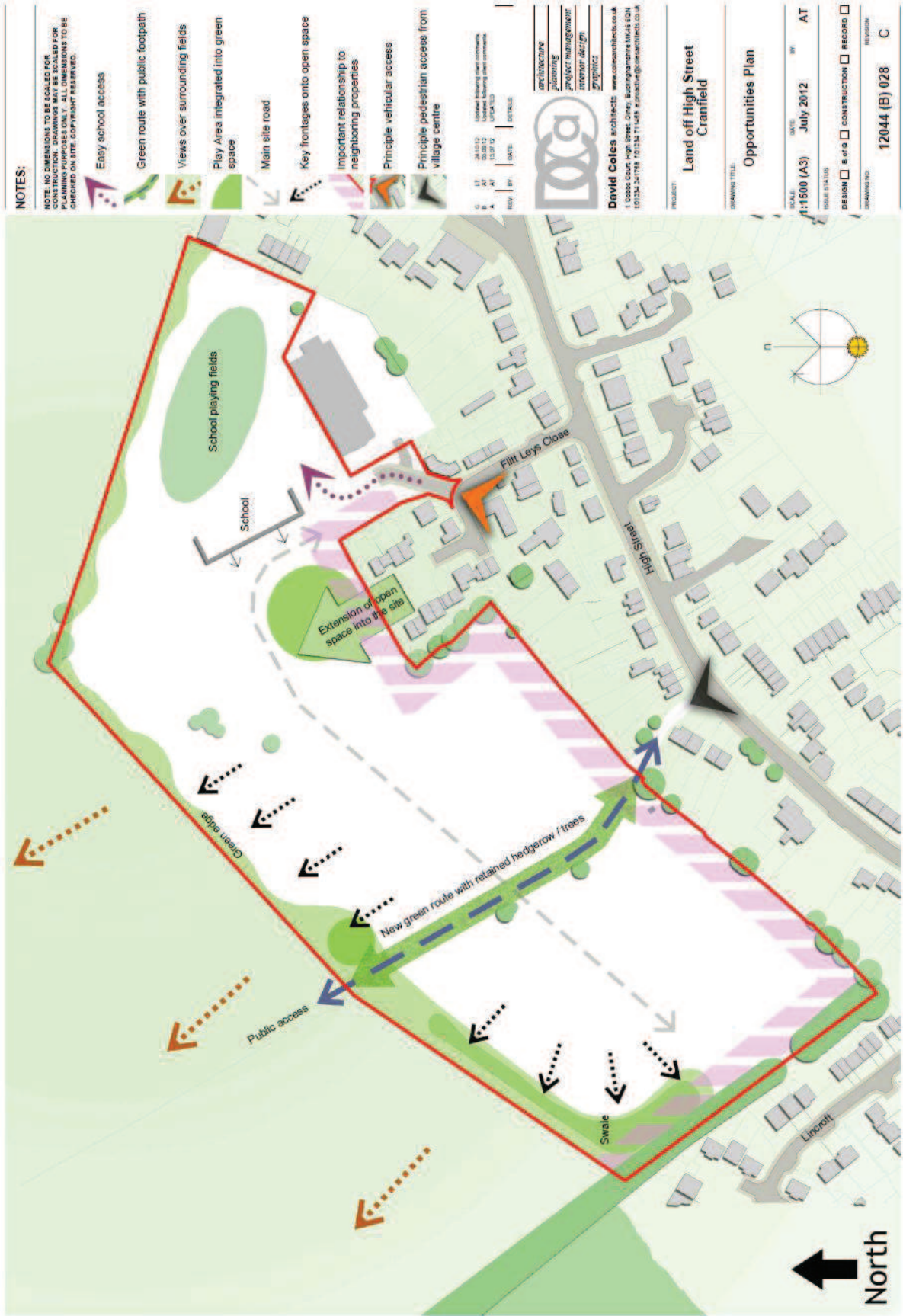


Figure 6

7.0 PROPOSALS AND VISION FOR THE SITE

- 7.0 Integration with the existing neighbourhood- The development will form an extension to the existing village and the recent development by Bloor Homes at Flitt Leys Close. Flitt Leys Close provides the vehicular access to the site through the existing development. The site adjoins existing housing along much of its south western boundary. The proposed development will need to carefully consider the relationship with the existing development along the High Street and Lincroft. With this in mind the storey heights would be kept to a maximum of two storeys.
- 7.1 Delivery of Housing- Policy HA7 of the Site Allocations DPD sets a target of delivering 135 new dwellings across the site and the provision of a site for a new lower school. This will include the provision of a range of housing types and sizes based upon an assessment for the need in this area in accordance with Policy DM10 of the Core Strategy.
- 7.2 Affordable housing will be provided where appropriate in accordance with Policy CS7 of the Core Strategy. A mix of affordable rent and shared equity will be provided on site. The location of the affordable housing and exact mix of tenure will be determined through negotiations with the Council and the registered provider.
- 7.3 Planning Obligations- A S106 agreement will be agreed in order to make contributions towards necessary facilities in accordance with Policy CS2 where appropriate. These contributions will be provided through entering into a S106 agreement or any future Infrastructure Levy charging schedule.
- 7.4 The level of contributions would include:-
List the contributions (*to be agreed*)
- 7.5 Connectivity across the site- The scheme will need to allow for the access across and through the site. The design will need to encompass the ability to retain access for farm vehicles to the fields at the rear of the site from the High Street. The design will also have to encompass the servicing and access of any proposed new lower school and the site retained by the Primary Care Trust (PCT). Routes for pedestrians and cyclists also need to be provided to ensure freedom of movement into, out from, and within the site are accommodated. The routes into and out of the site are shown on the plan in figure 7 below.
- 7.6 The site would also need to consider the wider views from outside the village looking into the site.



Figure 7



8.0 NEXT STAGES

- 8.1 This Development Brief has been prepared on behalf of Bellway Homes Ltd (Northern Home Counties) to guide the residential development of land to the rear of Central Garage, off the High Street in Cranfield.
- 8.2 The site has been allocated within the emerging Local Development Framework under Policy HA 7 as being capable of accommodating up to 135 units and the provision of a new lower school.
- 8.3 In accordance with the above designation of the site, residential development would be considered acceptable in principle.
- 8.4 On adoption of the Brief the next stage would be the formal submission of a full application. The application would make reference to the brief and would take account of the public consultation exercise.

Appendix B Consultation Responses Summary

Land Rear of Central Garage, Cranfield, Development Brief

No.	Respondent	Summarised Comments	Response
01	Resident	<ul style="list-style-type: none"> Do not feel the development is a good idea Will increase the existing traffic issues in the area Flitt Leys Road is considered too narrow to provide adequate access 	<p>The site is allocated in the Site Allocations DPD for residential development, including a lower school if required.</p> <p>Noted. The development will provide planning obligations which can seek to mitigate any immediate traffic congestion.</p> <p>CBC Highways Officers have confirmed that Flitt Leys Close has the potential to provide satisfactory access. The granting of planning permission will require the provision of acceptable access.</p>
02	Resident	<ul style="list-style-type: none"> Flitt Leys Road is considered too narrow to provide adequate access Insufficient vehicle parking Insufficient access for emergency services Insufficient access for refuse vehicles Traffic noise will be increased for existing residents 	<p>CBC Highways Officers have confirmed that Flitt Leys Close has the potential to provide satisfactory access. The granting of planning permission will require the provision of acceptable access.</p> <p>Noted. Opportunity to provide alternative parking for residents/visitors.</p>
03	Resident	<ul style="list-style-type: none"> Ask that a green strip could be included for privacy between Lincroft and the proposed development Concerned regarding the impact additional residents will have on local services, such as the doctor's surgery and the schools. Flitt Leys Road is considered too narrow to provide adequate access Would like to see affordable housing built 	<p>The Development Brief identifies the retention of a mature tree barrier to the west of the site. A swale will be provided to the west of the site.</p> <p>Planning obligations will be available for</p>

Appendix B Consultation Responses Summary

Land Rear of Central Garage, Cranfield, Development Brief

No.	Respondent	Summarised Comments	Response
			<p>education services, including the provision of land and funding for a new lower school. Planning obligations will be sought for health services. Planning permission was granted in 2009 for a PCT facility neighbouring the allocated site.</p> <p>CBC Highways Officers have confirmed that Flitt Leys Close has the potential to provide satisfactory access. The granting of planning permission will require the provision of acceptable access.</p> <p>The current development plan for the area, the Core Strategy, identifies that sites of four dwellings or more will provide 35% affordable housing.</p>
04	Resident	<ul style="list-style-type: none"> • Flit Leys Road is considered too narrow to provide adequate access • Insufficient access for emergency services • Would be interested to see what contributions will be supplied to the area • Flitt Leys residents pay a management company for the upkeep of the road and sewerage pump 	<p>CBC Highways Officers have confirmed that Flitt Leys Close has the potential to provide satisfactory access. The granting of planning permission will require the provision of acceptable access.</p>
05	Resident	<ul style="list-style-type: none"> • Clarification was sought regarding whether any shared ownership properties would be available • Clarification sought regarding the expected build time 	<p>There is expected to be shared ownership properties on site. The level of provision will be negotiated with CBC housing officers.</p>

Appendix B Consultation Responses Summary

Land Rear of Central Garage, Cranfield, Development Brief

No.	Respondent	Summarised Comments	Response
			Current estimation from promoters estimate the start of building work could begin by the end of 2014.
06	Resident	<ul style="list-style-type: none"> It is essential that the High Street/Flitt Leys junction has traffic light signalling The school and homes should have enforced completion dates 	The completion dates for facilities will be discussed through the development of a planning obligations agreement between the Council and promoter/developer.
07	Resident	<ul style="list-style-type: none"> Concern regarding school (and bus) access Insufficient vehicle parking Question whether the school site, including the playing fields, is big enough for a 3FE school 	<p>CBC Highways Officers have confirmed that Flitt Leys Close has the potential to provide satisfactory access. The granting of planning permission will require the provision of acceptable access.</p> <p>Noted. Opportunity to provide alternative parking for residents/visitors.</p> <p>CBC Education officers have confirmed that the school site is sufficient to accommodate a 3FE school.</p>
08	Resident	<ul style="list-style-type: none"> Will increase the existing traffic issues in the area An alternative entrance/exit should be considered at Mill Road 	<p>Noted. The development will provide planning obligations which can seek to mitigate any immediate traffic congestion.</p> <p>Access via Mill Road been explored. It is not in the ownership of the landowner(s)</p>

Appendix B Consultation Responses Summary

Land Rear of Central Garage, Cranfield, Development Brief

No.	Respondent	Summarised Comments	Response
			and would likely lead to a ransom strip situation, rendering the development, as a result, unviable.
09	Resident	<ul style="list-style-type: none"> • Flitt Leys Close is considered too narrow to provide adequate access • Insufficient vehicle parking, making the site dangerous 	<p>CBC Highways Officers have confirmed that Flitt Leys Close has the potential to provide satisfactory access. The granting of planning permission will require the provision of acceptable access.</p> <p>Noted. Opportunity to provide alternative parking for residents/visitors.</p>
10	Resident	<ul style="list-style-type: none"> • Unclear whether bungalows will be provided • Flitt Leys Road is considered too narrow to provide adequate access • Insufficient vehicle parking • Considered a flood area by insurance companies (although area has never flooded) 	<p>There will be a range of housing provided. The exact nature of housing will be determined through discussions with CBC housing officers.</p> <p>CBC Highways Officers have confirmed that Flitt Leys Close has the potential to provide satisfactory access. The granting of planning permission will require the provision of acceptable access.</p> <p>Noted. Opportunity to provide alternative parking for residents/visitors.</p> <p>The site is located outside the flood zone.</p>

Appendix B Consultation Responses Summary

Land Rear of Central Garage, Cranfield, Development Brief

No.	Respondent	Summarised Comments	Response
			While assessing sites during the Site Allocations DPD process the Environment Agency did not identify this site as an area which is liable to flooding. SUDs will be integrated into the development of the site.
11	Resident	<ul style="list-style-type: none"> • Will increase the existing traffic issues in the area • Insufficient vehicle parking, making the site dangerous • The site, and surrounding area, is often subject to flooding • Compensation 	<p>Noted. The development will provide planning obligations which can seek to mitigate any immediate traffic congestion.</p> <p>Noted. Opportunity to provide alternative parking for residents/visitors.</p> <p>The site is located outside the flood zone. While assessing sites during the Site Allocations DPD process the Environment Agency did not identify this site as an area which is liable to flooding. SUDs will be integrated into the development of the site.</p>
12	Resident	<ul style="list-style-type: none"> • The access from the High Street is totally unacceptable • Any planning obligations funding should be spent responsibly 	CBC Highways Officers have confirmed that Flitt Leys Close has the potential to provide satisfactory access. The granting of planning permission will require the provision of acceptable access.

Appendix B Consultation Responses Summary

Land Rear of Central Garage, Cranfield, Development Brief

No.	Respondent	Summarised Comments	Response
13	Resident	<ul style="list-style-type: none"> Land for a new school is welcomed Flitt Leys Road is considered too narrow to provide adequate access Insufficient access for emergency services 	<p>CBC Highways Officers have confirmed that Flitt Leys Close has the potential to provide satisfactory access. The granting of planning permission will require the provision of acceptable access.</p> <p>CBC Highways satisfied that access is acceptable.</p>
14	Resident	<ul style="list-style-type: none"> Flitt Leys Road is considered too narrow to provide adequate access There are no facilities in the village A new medical centre and library are required 	<p>CBC Highways Officers have confirmed that Flitt Leys Close has the potential to provide satisfactory access. The granting of planning permission will require the provision of acceptable access.</p> <p>Planning obligations will be sought for health and library services. Planning permission was granted in 2009 for a PCT facility neighbouring the allocated site.</p>
15	Resident	<ul style="list-style-type: none"> Flitt Leys Road is considered too narrow to provide adequate access Will increase the existing traffic issues in the area 	<p>CBC Highways Officers have confirmed that Flitt Leys Close has the potential to provide satisfactory access. The granting of planning permission will require the provision of acceptable access.</p> <p>Noted. The development will provide planning obligations which can seek to</p>

Appendix B Consultation Responses Summary

Land Rear of Central Garage, Cranfield, Development Brief

No.	Respondent	Summarised Comments	Response
			mitigate any immediate traffic congestion.
16	Resident	<ul style="list-style-type: none"> • Will increase the existing traffic issues in the area • Alternative locations for development, such as Salford End, are far more suitable 	<p>Noted. The development will provide planning obligations which can seek to mitigate any immediate traffic congestion.</p> <p>The site is allocated in the Site Allocations DPD for residential development, including a lower school if required.</p>
17	Resident	<ul style="list-style-type: none"> • Alternative locations for development, such as Home Farm, are far more suitable • Will increase the existing traffic issues in the area • Flitt Leys Road is considered too narrow to provide adequate access 	<p>The site is allocated in the Site Allocations DPD for residential development, including a lower school if required.</p> <p>Noted. The development will provide planning obligations which can seek to mitigate any immediate traffic congestion.</p> <p>CBC Highways Officers have confirmed that Flitt Leys Close has the potential to provide satisfactory access. The granting of planning permission will require the provision of acceptable access.</p>

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Meeting: Sustainable Communities Overview & Scrutiny Committee
Date: 17 January 2013
Subject: Draft Budget 2013/14, Medium Term Financial Plan 2013 – 2017 and Capital Programme 2013/14 to 2016/17
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources
Summary: The report allows Members the opportunity to review the Council's draft Budget for 2013/14, Medium Term Financial Plan and Capital Programme, which was presented to Executive on 8 January 2013.

Advising Officer: Charles Warboys, Chief Finance Officer and Section 151 Officer
Contact Officer: Charles Warboys, Chief Finance Officer and Section 151 Officer
Public/Exempt: Public
Wards Affected: All
Function of: Executive

CORPORATE IMPLICATIONS

Council Priorities:

Please see Executive Report (circulated separately).

Financial:

1. Please see Executive Report (circulated separately).

Legal:

2. Please see Executive Report (circulated separately).

Risk Management:

3. Please see Executive Report (circulated separately).

Staffing (including Trades Unions):

4. Please see Executive Report (circulated separately).

Equalities/Human Rights:

5. Please see Executive Report (circulated separately).

Public Health

6. Please see Executive Report (circulated separately).

Community Safety:

7. Please see Executive Report (circulated separately).

Sustainability:

8. Please see Executive Report (circulated separately).

Procurement:

9. Please see Executive Report (circulated separately).

Overview and Scrutiny:

10. Please see Executive Report (circulated separately).

RECOMMENDATION(S):

The Committee is asked to:

- 1. consider the Council's Draft Budget for 2013/14, Medium Term Financial Plan and Capital Programme 2013/14 to 2016/17; and**
- 2. submit its comments, observations and recommendations in respect of the Executive's proposals with particular reference to the Sustainable Communities proposals, to the meetings of the Executive on 5 February 2013.**

Executive Summary

Members are requested to bring along the following papers issued for the meeting of the Executive on 8 January 2013 to this Committee meeting:

1. Draft Budget 2013/14 and Medium Term Financial Plan 2013 – 2017 (Executive Item 08); and
2. Capital Programme 2013/14 to 2016/17 (Executive Item 09).

Appendices:

None

Background Papers (open to public inspection):

None

Meeting: Sustainable Communities Overview and Scrutiny Committee

Date: 17 January 2013

Subject: Fees and Charges 2013/14

Report of: Cllr Maurice Jones , Deputy Leader and Executive Member for Corporate Resources

Summary: The report proposes the revised fees and charges rates to be effective from 1 April 2013 and identifies those charges where increases are significantly different from the 2% advisory increase as per the 2013/14 Budget Strategy.

Advising Officer: Charles Warboys, Chief Finance Officer

Contact Officer: Denis Galvin, Head of Financial Performance

Public/Exempt: Public

Wards Affected: All

Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

1. The annual review and setting of the Council's Fees and Charges are integral to the Council's Budget Strategy and the legal requirement to deliver a balanced budget. The review ensures a rigorous, responsible and realistic approach is taken to determine the appropriateness and relevance of the Council's schedule of fees and charges. Setting a balanced budget ensures the Council allocates its resources to deliver the priorities. These are:
 - Enhancing Central Bedfordshire
 - Improved Educational Attainment
 - Better Infrastructure
 - Great universal services
 - Value for money

Financial:

2. The financial implications are set out in the report. The proposals set out in this report may be subject to amendment, once the Local Government Financial Settlement has been announced. At the time of writing this report this announcement is still awaited and it could have significant adverse financial implications for the Council, requiring it to make adjustment to the charges proposed in this report

Legal:

3. The Council has various powers to charge for aspects of the services it provides. The general rule is that when it is carrying out a statutory duty the Council can only make a charge where there is specific power to do so.

Section 93 of the Local government Act 2003 provides that when the Council is providing a discretionary service, it may charge for the service, provided the person receiving the service has agreed to its provision. Overall the income from such charges must not exceed the cost of the provision.

Risk Management:

4. Risks relating to service take-up and organisational reputation can be associated with increases to fees and charges that are perceived to be 'comparatively' high. The key risks are:

- Subject to the level of increase (and in view of the current financial climate), services might become unaffordable to some members of the community, which may impact take-up and therefore overall income levels. This may also impact on the Council's reputation.
- Those paying fees and charges may perceive that a higher than expected increase on any given area will be used to cross-subsidise increased costs of other service areas and not to cover the direct cost of the service they receive. This again may present a reputational risk.
- Services subject to significant increases in fees might attract unfavourable media attention, which again could result in reputational damage to the Council.

Staffing (including Trades Unions):

5. Not applicable.

Equalities/Human Rights:

6. Where appropriate, Equalities Impact Assessments will be carried out for proposals.

Community Safety:

7. Not applicable.

Sustainability:

8. Not applicable.

Procurement:

9. Not applicable.

RECOMMENDATION(S):

The Committee is asked to:-

1. **Consider the report and schedule of proposed fees and charges and comment as necessary to the Executive**

Background

10. The Council's Charging Policy states that '*All fees and charges will be reviewed annually and adjusted as necessary in line with the Council's charging policy. The Chief Finance Officer will provide services with guidance each year as to the maximum inflation rate that may be applied.*'

11. It also states that '*All fees and charges should be reviewed on a more fundamental basis at least every 3 years, where it will be necessary to examine all the factors set out below in accordance with good practice guidance i.e. the CIPFA Practical Guide for Local Authorities on Income Generation (Fully revised 2008).*' This was undertaken in 2010/11 with the Revenue Income Optimisation Project where successful business cases were integrated into the fees and charges as agreed by Council in February 2011 and published thereafter. The next review is scheduled for autumn 2013.

In accordance with the policy, the Chief Finance Officer has advised that the minimum inflation rate to be applied in line with the Corporate Budget Strategy is 2% which is below the latest reported Retail Price Index. Where there have been significant variations from this advisory level these have been identified separately in this report.

12.

The proposals set out in this report may be subject to amendment, once the Local Government Financial Settlement has been announced. At the time of writing this report this announcement is still awaited and it could have significant adverse financial implications for the Council, requiring it to make adjustment to the charges proposed in this report

General 2% increase

13. For the majority of services there will be a 2% increase for 2013/14. There are instances where this is not practically possible and these are highlighted in the following paragraphs. The detail of the changes is set out in Appendix A.

14. Social Care Health and Housing

Adult Social Care charges have been increased by 2% in line with the Council's budget strategy. It is usual practice to increase these charges in line with the DWP statutory increase in benefits and pensions. The inflation rate that is expected to be applied is 2.2% (based on CPI for September 2012) but this is subject to final confirmation by the government. If this is confirmed then the 2% proposals would stand. If not the charges can be reviewed again once the announcement is made.

15. As part of the Landlord Services' plans to develop an Outreach Service to non-tenants a new charge is proposed that will combine the provision of a Careline Emergency Response facility with one or more visits from a Sheltered Housing Officer per week.

16. In Learning Disabilities it is considered that the charge for Linsell House is no longer representative of the costs involved in providing the service. An initial evaluation is being conducted by the Head of Learning Disabilities and Mental Health and the Finance Manager to determine the level of disparity and to make recommendations for the level of increase which may differ from the 2% currently proposed

17. In Mental Health services consideration over 2013/14 will be given to the advisability of implementing the charge for adult customers with mental health needs attending day centres provided by the NHS

18. Children's Services

Music Services

Children's Services are recommending to hold prices for music services at the 2012/13 rate. The service was redesigned in 2011 to be a front end cost neutral provision.

19. Sustainable Communities

Key Changes include:

20. **Public Protection**

Licences:

Riding establishments – it is proposed to vary the cost of the licence based on the number of horses. This means that those who have the highest risk pay the most. The variances will better reflect the cost to the Council and reduce burden on businesses.

Dangerous wild animals and renewal of dangerous wild animals, Pet shops, Animal breeders and Animal Boarding Establishments – it is proposed to reduce the cost of the licence so that they better reflect the cost to the Council and reduce burden on businesses.

Animals Boarding and Breeding – where animal breeders and animal boarding are carried out on the same site, it is proposed to charge a reduced combined rate to reflect the reduced cost to the Council.

Animal Home Boarding – it is proposed to introduce a new charge due to an increase in the number of home run boarders.

Zoos – it is proposed to change the way this licence is charged for to better reflect the amount of officer time required.

Licensing of Hackney Cabs and Private Hire Vehicles – following consultation with the Licensing Committee and the trade, it is proposed to freeze the charges.

Acupuncturists – a new charge for acupuncturists already registered with a recognised professional body is proposed to be introduced due to the reduction in work required by the Council.

21. **Building Control**

High Hedges – it is proposed to increase the charge to better reflect the cost of the service including the need to run any potential appeals

22. **Highways and Transport**

Off street parking hourly charges, penalty charge notices and permits (except annual – see below) are proposed to be held at 2012/13 rates.

Parking permits – following requests from Members it is proposed to decrease the Residents permit per annum.

Book 25 visitors day tickets – due to the low take up it is proposed to reduce this charge. It will also be offered in conjunction with the first permit to try and increase take up.

Replacement of concessionary travel permits and Travel Aid Scheme – it is proposed to increase these charges to better reflect the true cost and bring the Council in line with other Concessionary Fare Authorities.

Construction of Crossover – it is proposed to charge a 10% admin fee to cover the costs of administration

23. Rights of Way

Documents – it is proposed to add £2 for postage and packing for documents when a request is made to post them.

24. Libraries

Following benchmarking it is proposed to freeze the following library charges:

- CDs
- Videos
- Fines
- Lost and damaged items
- Requests (apart from Additional charge for books borrowed from outside Bedfordshire)
- Lost ticket replacement
- Colour CD-ROM and internet prints
- Colour photocopies
- UK faxes

Picture hanging service – it is proposed to delete this charging structure as it is not required (i.e. the service does not receive requests).

Display of commercial posters and Libraries sale items – it is proposed to delete this charging structure as it is not required (i.e. the service does not receive requests). More fundamentally, the service wants to use library wall space to create attractive displays for library events and activities and promote their own services in order to increase usage.

Charity and commercial group sales – it is proposed to delete this charging structure as it is not required (i.e. the service does not receive requests). It was originally set up when the library service used to receive requests from charities to operate charity Christmas card sales. This has not happened for many years.

Meeting Room Hire – it is proposed to harmonise the Leighton Buzzard Theatre meeting room hire charge, with the Leighton Buzzard (and Flitwick) Libraries' room hire charge.

25. Planning

Pre application advice - This has now been replaced by a new charging scheme due to user feedback. The future scheme will make a simpler charging regime and one which does not discourage larger developments.

26. Corporate Resources

27. The Registration Service is provided for Bedford Borough Council via a Service Level Agreement and both authorities must agree those fees which are set locally.

28. Fees for marriages and civil partnerships use at Local Authority premises have been held at 2012/13 levels.

29. Fees for Celebratory Ceremonies have been reduced as a consequence of a change of process which has reduced costs.

30. Local Land Charges are required by a statutory instrument to be non profit making and the current set fees are at an appropriate level to comply with this.
31. Charges for Freedom of Information (FOI) requests that require more than 18 hours to collate and extract information to complete are subject to the FOI Act Fees Regulations where the charge can be no more than £25 per hour.

Fees and Charges Schedule

32. The full revised schedule is shown at Appendix A.

Appendices:

Appendix A – Fees and Charges Schedule

Background papers and their location: (open to public inspection)

None

Sustainable Communities Fees and Charges

Appendix

Directorate: Sustainable Communities		2012/13 Rate	2013/14 Rate
		£	£
Public Protection			
Licences			
Riding Establishments			
	Full Licence	257.00	
1-5 Horses			120.00
6-12 Horses			180.00
13+ Horses			250.00
	Provisional Licence	25% of full	25% of relevant full fee
Dangerous Wild Animals		588.50	190.00
Renewal of Dangerous Wild Animals			80.00
Pet Shops		235.60	190.00
Animal Breeders		222.40	175.00
Animal Boarding Establishments		268.30	120.00
Animal Home Boarding			175.00
Animal Boarding and Breeding			225.00
Zoos			50.00 Plus costs calculated on basis of officer
	Grant / New	1,045.50	hourly rate for each hour spent
	Renewal	652.80	Hourly rate = 45.00
	Zoos with dispensation status from DEFRA - Grant/New	50% of Grant / New	
	Zoos with dispensation status from DEFRA - Renewal	50% of Renewal	

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Licensing of Hackney Cabs and Private Hire Vehicles		
Licence Fee (12 months or less)		
Private Hire - New	240.00	240.00
Private Hire - Renew	162.00	162.00
Hackney Carriage - New	290.00	290.00
Hackney Carriage - Renew	220.00	220.00
Replacement Plate	25.00	25.00
Temporary Replacement Vehicle (3 Month Licence)	90.00	90.00
Variation / withdrawal / application administration fee	25.00	25.00
Private Hire Vehicle and Hackney Cab Driver Licence		
New or renewal combined 3 year driver's licence	150.00	150.00
New or renewal combined 1 year driver's licence	90.00	90.00
Driver Knowledge Test	25.00	25.00
Replacement badge	20.00	20.00
CRB Check - Standard	26.00 (at cost and subject to CRB uplift)	26.00 (at cost and subject to CRB uplift)
CRB Check - Enhanced	44.00 (at cost and subject to CRB uplift)	44.00 (at cost and subject to CRB uplift)
CRB check administration fee	15.00	15.00
Private Hire Operators Licence		
New Private Hire Operators Licence	195.00	195.00
Renewal Private Hire Operators Licence	72.00	72.00

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Hackney cab and private hire vehicle licence - pre- application advice Per hour	25.00	25.00
Transfer of Ownership of Vehicles Where the ownership of a vehicle already licensed by Central Bedfordshire Council is transferred to another person the following fees will be due by the new owner upon receipt of a successful application Where the vehicle licence is transferred and is to remain in force until its expiry date	110.00	110.00
Other Licensing Petroleum Licence Fees		
Up to 2,499 litres		
1 year	42.00	42.00
3 years	126.00	126.00
2,500 up to 50,000 litres		
1 year	58.00	58.00
3 years	174.00	174.00
Over 50,000 litres		
1 year	120.00	120.00
3 years	360.00	360.00
Transfer of Petroleum Licence	8.00	8.00
Performing Animals (per licence)	32.60	33.00
Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing		
One-off registration fees:		
Premises	148.90	155.00
Person	142.80	145.00
Person(if member of accredited body)		45.00

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities		2012/13 Rate	2013/14 Rate
		£	£
Lottery Cert			
	Grant (statutory fee / charge)	40.00	40.00
	Renewal (statutory fee / charge)	20.00	20.00
Gambling Act 2005 Premises Licence Fees:			
	New Premises Licence	588.50	610.00
	Vary a Premises Licence	588.50	610.00
	Transfer a Premises Licence	151.00	160.00
	Re-instatement of a Premises Licence	268.30	280.00
	Provisional Statement	588.50	610.00
	Premises Licence with a Provisional Statement	105.10	110.00
	Copy of Licence	20.00	20.00
	Notification of Change of Address	32.60	35.00
	Annual Premises Licence Fee	268.30	275.00
Sex Shop/Cinema			
	Grant	581.40	600.00
	Renewal	408.00	420.00
	Transfer or Variation	408.00	420.00
Sexual Entertainment Venues			
	Grant	1,366.80	1,400.00
	Renewal	979.20	1,000.00
	Transfer or Variation	979.20	1,000.00
Motor Salvage Operator (3 Years)		91.80	100.00
Poisons Act 1972:			
	New entry or change of name on list	33.30	34.00
	Subsequent renewal of name on list	17.60	18.00
	Alteration to premises (where listed person is entitled to sell)	9.00	9.00

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Explosives Manufacture and Storage of Explosives Regulations 2005 (VAT N/A)		
Storage:		
New - one year licence	178.00	178.00
New - two year licence	234.00	234.00
Renew - one year licence	83.00	83.00
Renew - two year licence	141.00	141.00
Registration:		
New - one year licence	105.00	105.00
New - two year licence	136.00	136.00
Renew - one year licence	52.00	52.00
Renew - two year licence	83.00	83.00
Variations/Replacements/Transfers	35.00	35.00
Fireworks Act 2003-Fireworks Regulations 2004 (licence for all year sale)	500.00	500.00
Contaminated Land		
Contaminated Land Enquiries		
To provide additional information to solicitors, developers etc.	88.70	95.00
Food		
Food Export Certificate	52.00	53.00
Food Hygiene Course Lecturing	64.30	66.00
Food Premises Register		
Full	989.40	1,010.00
Single Entry	19.40	20.00

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate £	2013/14 Rate £
Other - Public Protection		
Water Sampling	Full Cost Recovery	Full Cost Recovery
Voluntary Surrender Certificate	103.00	105.00
Preparation of report for accident investigation	68.30	70.00
Street Trading - annual	382.50	391.00
Street Trading - One off event	85.70	88.00
Trading Standards		
Annual Membership Fee	185.60	190.00
Renewal Fee for Existing Member	139.70	145.00
United Kingdom Trade Confederation Membership Fee	156.10	160.00
United Kingdom Trade Confederation Renewal Fee	156.10	160.00
Trading Standards Approved Stickers		
per 100	13.30	14.00
per 500	18.40	19.00
per 1000	24.50	25.00
Consumer Guide Leaflet		
per 100	29.60	30.00
per 500	74.50	76.00
Trading Standards Approved Plaque	37.70	39.00
Replacement/Additional Membership Certificate	13.30	14.00

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Community Safety		
Community Safety - Fixed Penalty Notices (VAT n/a) - charging the maximum allowed by law	Maximum / Discounted	Maximum / Discounted
Nuisance parking - cars for sale and repair	100 / 60	100 / 60
Abandoning a vehicle	200 / 140	200 / 140
Litter	80 / 50	80 / 50
Street litter control notices and litter clearing notices	100 / 60	100 / 60
Unauthorised distribution of free literature	80 / 50	80 / 50
Graffiti and fly posting	80 / 50	80 / 50
Failure to produce authority (Waste Transfer Notes)	300 / 200	300 / 200
Failure to possess a Waste Carriers Licence	300 / 200	300 / 200
Offence in relation to waste receptacles	100 / 60	100 / 60
Offences under Dog Control Orders	80 / 50	80 / 50
Failure to nominate key holder and inform Local Authority	80 / 50	80 / 50
Noise from licensed premises under Noise Act 1996	Not adopted	Not adopted
Allowing a dog to foul under Dog Fouling of Land Act 1979/Environmental Protection Act 1990	50.00 / no discount	50.00 / no discount

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Pest Control		
Rats (First infestation treated in a twelve month period)	0.00	0.00
Rats (Subsequent infestation treated in a twelve month period)	56.10	57.00
Rats Concession	28.10	29.00
Mice (First infestation treated in a twelve month period)	0.00	0.00
Mice (Subsequent infestation treated in a twelve month period)	56.10	57.00
Mice Concession	28.10	29.00
Bedbugs (First infestation treated in a twelve month period)	0.00	0.00
Bed Bugs (Subsequent infestation treated in a twelve month period)	56.10	57.00
Bedbugs Concession	28.10	29.00
Cockroach (First infestation treated in a twelve month period)	0.00	0.00
Cockroaches (Subsequent infestation treated in a twelve month period)	56.10	57.00
Cockroach Concession	28.10	29.00
Wasps (First nest)	61.20	62.00
Wasps (Concession)	30.60	31.00
Ants	66.30	68.00
Ant (Concession)	33.20	34.00
Fleas	66.30	68.00
Flea (Concession)	33.20	34.00
Dog Control - No VAT		
Veterinary fee	Full Cost Recovery	Full Cost Recovery
Direct return to owner where dogs are chipped / tagged	27.00	28.00
Owner collects from kennels	53.60	55.00
Kennelling (per night)	10.70	11.00
Warden collects dog from kennels and returns to owner	107.10	109.00
Kennelling (per night)	10.70	11.00

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Waste		
Bulky Waste		
To collect bulky waste from domestic premises (per load or part thereof)	49.00	50.00
Concession	24.50	25.00
Fridges & Freezers		
To collect fridges and freezers from domestic premises	38.30	39.00
Concession	19.20	19.50
Cement Bound Asbestos		
To collect cement-bound asbestos from domestic premises:	Assessed on individual case basis - contact the Service	Assessed on individual case basis - contact the Service
Persons in receipt of means tested benefit	Assessed on individual case basis - contact the Service	Assessed on individual case basis - contact the Service
Abandoned / End-of-life Vehicles		
To collect and dispose of end-of-life vehicles from domestic premises	Free (except caravans - contact the service)	Free (except caravans - contact the service)
To collect and dispose of end-of-life vehicle or abandoned vehicles from non-domestic premises	27.50	28.00
Planning		
Building Control		
duplicate certificate - administration charge on projects prior to 1st April 2003	29.50	29.50
confirmation of satisfactory final inspection where certificate has not previously been issued	29.50	29.50

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Site Inspection and letter of confirmation of satisfactory completion of works (Building Regs) (VAT n/a)	59.50	59.50
Sale of Plans		
A2	9.20	10.00
A1	11.70	12.00
A0	14.80	16.00
Street Naming (VAT n/a)		
Existing Property - House Name Change	60.20	60.20
New Property - Naming / Numbering		
1-5 Plots	180.50	180.50
6-25 Plots	301.90	301.90
26-75 Plots	725.20	725.20
76+ Plots	997.60	997.60
Additional charge where this includes naming a building (e.g. block of flats)	241.70	241.70
Existing Street - Rename	301.90	301.90
Existing Street - Rename - additional charge per property	60.20	60.20
New Street - Additional charge to house numbering where this includes naming of a street	241.70	241.70

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Development Management		
High Hedges High Hedges Legislation - Administer a complaint brought under Part 8 of Anti-Social Behaviour Act 2003 Concession for applicants on means tested benefit	500.80 50% reduction	700.00 50% reduction
Section 106 Town & Country Planning Act 1990 Agreement - Larger Colour Documents	As A4 sheets + Plan Fee at cost	As A4 sheets + Plan Fee at cost
Tree Preservation Orders	As A4 sheets + Plan Fee at cost	As A4 sheets + Plan Fee at cost
Completion Certificates (VAT n/a)		
Section 106 Town & Country Planning Act 1990 Agreement and Unilateral Undertakings: Compliance monitoring fee (charges associated with monitoring obligations contained in agreements and undertakings) :		
Unilateral Undertakings	350.00	360.00
Agreements	459.00	470.00
Section 38 Highways Act 1980 Agreements - Technical audit, administration and supervision - percentage based on estimated cost of works before a signed Agreement for a proposed road scheme is in place	11%	11%
Section 38 Highways Act 1980 Agreements - Technical audit, administration and supervision - percentage based on estimated cost of works after a signed Agreement for a road scheme is in place	8.50%	8.50%
Section 278 Highways Act 1980 Agreements - Administration of schemes for the improvement or alteration to a public highway - percentage of fee based on scheme value	7%	7%
Highway Enquiry and Search letters: per standard enquiry (VAT N/A)	15.70	16.00
Highway Enquiry & Search Letters : per non standard enquiry including VAT	48.20	49.00
Minerals Letters: per enquiry	42.80	44.00

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Planning Application fees http://www.planningportal.gov.uk/planning/usefultools	Charges set nationally	Charges set nationally
Mineral & Landfill Monitoring Fees - (nationally set fees)		
Current Site	288.00	
Dormant Site	96.00	
Heritage		
Use of Historic Environmental Records (HER):		
Per hour by visit	45.90	47.00
Per hour by remote enquiry	66.30	68.00
Highways and Transportation		
Highways Maintenance (VAT N/A)		
Temporary Traffic Regulation Orders either through Highways or Countyside Access Teams		
Orders from companies	1,224.00	1,250.00
Orders from individuals	734.00	750.00
Temporary Traffic Regulation Orders for special events		
	1,224.00	1,250.00
Special Events Orders for charities and local authorities		
	153.00	155.00
Emergency Traffic Regulation Orders either through Highways or Countryside Access Teams		
Orders from companies	612.00	625.00
Orders from individuals	367.00	375.00

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Scaffold Licences, excavation of carriageway and hoarding	102.00	105.00
Streetworks Licences	255.00	260.00
Road Opening Permit Fee (non refundable)	91.80	95.00
Road Opening Permits (Refundable Bond) - less £100 inspection fee	450.00	450.00
Additional charge for above, over 5m2 (Refundable Bond)	90.00 per m2	90.00 per m2
Additional charge for excavations of footway or verge (Refundable Bond)	30.00 per m2	30.00 per m2
Developer Directional Signage - per application (non refundable)	127.50	140.00
Developer Directional Signage (per sign) refundable deposit	60.00	60.00
Off Street Car Parking Charges		
Dunstable		
West Street (2hr time limit)	Free	Free
Westfield Road (3 hr time limit)	Free	Free
Houghton Regis		
Bedford Square (3 hr time limit)	Free	Free
Tithe Farm Road (3 hr time limit)	Free	Free
Leighton Buzzard		
Baker Street (2 hr time limit)	Free	Free
Linslade		
New Road (2 hr time limit)	Free	Free
Off Street Parking Charges		
1 Hour	0.50	0.50
2 Hour	1.00	1.00
3 Hour	1.50	1.50
5 Hour	3.50	3.50
All Day	6.00	6.00

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities		2012/13 Rate	2013/14 Rate
		£	£
Off Street Car Parking Charges Aston Square, St Mary's Gate, Eleanor's Cross			
	1 Hour	0.50	0.50
	2 Hour	0.50	0.50
	3 Hour	1.50	1.50
	5 Hour	3.50	3.50
	All Day	6.00	6.00
Penalty Charge Notices - No VAT Charges set by government as national standard and cannot be changed without the direction of the government			
	Standard Rate	70.00 (high level) 50.00 (low level)	70.00 (high level) 50.00 (low level)
	Discounted Rate- if paid within 14 days	35.00 (high level) 25.00 (low level)	35.00 (high level) 25.00 (low level)
	Charge Certificate stage	105.00 (high level) 75.00 (low level)	105.00 (high level) 75.00 (low level)
	Court and Bailiff Stage	110.00 (high level) plus costs 80.00 (low level) plus costs	110.00 (high level) plus costs 80.00 (low level) plus costs
Permits			
	Resident Permit per annum	50.00	10.00
	Resident Permit: Incremental increased fee - 2nd vehicle	70.00	70.00
	Resident Permit: Incremental increased fee - 3rd vehicle	90.00	90.00
	Commercial Permit (for town centre businesses) (for use in CBC car parks) 12 months	386.00	386.00

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Employee (for town centre workers) (for use in CBC car parks)		
12 months	386.00	386.00
3 months	129.00	129.00
1 month	52.00	52.00
Market Trader Allocated Parking Bay - per pitch per market day		
12 months	64.00	64.00
1 day	3.50	3.50
General Public Permit (for use in CBC car parks) - 1 week	12.80	12.80
Dispensation - per day	5.00	5.00
Dispensation: per week	20.00	20.00
Book 25 visitor's day tickets	50.00	30.00
Disabled badge holders	Free in designated bays only	Free in designated bays only
Highway Licences (VAT N/A)		
Deposit for scaffolding on or over highway	No charge	No charge
Deposit for hoarding/fences on highway	No charge	No charge
Consent to deposit materials on the highway	33.70	35.00
Oversailing of crane over the highway	101.00	105.00
Permission to place skip on highway	33.70	35.00
Provision of estimate for construction of crossover	99.50	105.00
Construction of crossover	Full Cost Recovery	Full Cost Recovery (including 10% admin fee)
Mobile Food Trading		
First application inspection fee	50.00	51.00
Annual fee	500.00	510.00
Provision of H bar road markings	Full Cost Recovery	Full Cost Recovery
Charges for damaged highway plant	Full Cost Recovery	Full Cost Recovery
Renew concrete bollard	Full Cost Recovery	Full Cost Recovery

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Concessionary Fares		
Replacement concessionary travel permits	5.60	10.00
Travel Aid Scheme	1.00	5.00
Rights of Way		
Public Path/Town & Country Planning Act Orders		
Processing where no objection received	Full Cost Recovery	Full Cost Recovery
Processing where an objection is received	Full Cost Recovery	Full Cost Recovery
Advertising costs	Full Cost Recovery	Full Cost Recovery
Public documents		
Definitive Statement	0.60	0.62 (+£2 P&P where posted)
Confirmed Orders	3.60	3.70 (+£2 P&P where posted)
Policy statements	11.20	11.40 (+£2 P&P where posted)
Documents/requests relating to statutory procedures		
Completed user evidence forms	0.60	0.62 (+£2 P&P where posted)
Witness interview write ups	0.60	0.62 (+£2 P&P where posted)
Statutory declarations by Council officers [per hour]	34.70	35.40 (+£2 P&P where posted)
Certified true copy of Definitive Statement	0.60	0.62 (+£2 P&P where posted)
Certified true copy of Definitive Map		
per copy A4	22.50	22.50 (+£2 P&P where posted)
per copy A3	30.00	30.00 (+£2 P&P where posted)
per copy 60x80cm	40.00	40.00 (+£2 P&P where posted)

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities		2012/13 Rate	2013/14 Rate
		£	£
GIS Maps	A4	3.60	3.70 (+£2 P&P where posted)
	A3	7.10	7.20 (+£2 P&P where posted)
	A2	14.80	15.10 (+£2 P&P where posted)
	A1	18.90	19.30 (+£2 P&P where posted)
	A0	48.50	49.50 (+£2 P&P where posted)
Documents not originating from CBC			
Inspectors' decision letters		4.40	4.50 (+£2 P&P where posted)
Other			
One-off Definitive Map searches, planning enquiries etc		57.00	58.10 (+£2 P&P where posted)
Produce plan		34.70	35.40 (+£2 P&P where posted)
Administration associated with processing public path orders (per hour)		43.90	44.80 (+£2 P&P where posted)
Libraries			
Room Hire Charges (non VAT)			
i) Flitwick, Leighton Buzzard - Hourly charge:			
Within opening hours			
	Commercial	19.40	20.00
	Community	9.70	10.00
Outside opening hours			
	Commercial	32.60	34.00
	Community	23.00	24.00

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities		2012/13 Rate	2013/14 Rate
		£	£
ii) All Other Libraries - Hourly charge Within opening hours	Commercial	13.30	14.00
	Community	6.60	7.00
Outside opening hours	Commercial	25.50	26.00
	Community	19.40	20.00
Audio Visual (non VAT) (per item)			
CDs - per week	Standard rate	1.00	1.00
	Concessions	0.50	0.50
	Registered blind, partially sighted and hearing impaired people	Free	Free
Videos - per week	Standard rate	1.50	1.50
	Concessions & children's Videos	0.80	0.80
	Registered blind, partially sighted and hearing impaired people, people with dyslexia, people with dyspraxia	Free	Free
DVD's - per week	Standard rate	2.30	2.35
	Concessions and children's DVDs	1.20	1.25
	Registered blind, partially sighted and hearing impaired people, people with dyslexia, people with dyspraxia	Free	Free

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Spoken Word CDs and Cassettes (3 week loan period)		
Standard rate	1.30	1.35
Concessions	0.70	0.75
Registered blind, partially sighted and hearing impaired people; housebound service clients; children's spoken word; people with dyslexia, people with dyspraxia	Free	Free
Library Fines		
Standard		
per day open	0.25	0.25
Maximum (after 5 weeks)	7.50	7.50
Concessions		
per day open	0.12	0.12
Maximum (after 5 weeks)	3.60	3.60
Children's Tickets and Children's Books		
per day open	0.05	0.05
Maximum (after 5 weeks)	1.50	1.50
CD's, DVD's and Videos.	Further hire charge is made	Further hire charge is made
Lost and Damaged items		
	Charge on library catalogue plus £1. If not on catalogue refer to Service Development Manager	Charge on library catalogue plus £1. If not on catalogue refer to Service Development Manager
Magazines - charged at face value plus	0.60	0.00
No charge for damaged books borrowed by or for children aged 0 – 5 years. Charges for lost children's books, adult books damaged by a child, or damaged audio visual items still apply.		

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
British Library Lost Book Charge (50% remission if subsequently returned)	Actual + 3.30 admin fee	Actual + 3.40 admin fee
Requests (viewpoint and staff assisted) charge per request		
Standard rate	1.20	1.20
Children's rate	No charge	No charge
Concessions	0.60	0.60
Additional charge for books borrowed from outside Bedfordshire	2.00	2.20
Vocal scores : per set of 5 - 30	6.10	6.10
Vocal scores per set of 31+	12.20	12.20
Request charges for 16 – 18 year olds are at the concessionary rate		
Lost Ticket Replacement		
Charge per lost ticket (Adult Only)	1.00	1.00
Picture Hanging Service		
	Display charge of £10.00 per week where items are for sale	Delete
Libraries - Photocopies and Print Outs		
i) Black and white photocopies, fax, CD-ROM and internet prints		
Per copy A4	0.10	0.10
A3	0.15	0.15
ii) Black and white microform reader/printers per copy A4	0.30	0.35
iii) Colour CD-ROM and Internet prints containing photographs, artwork or charts	0.50	0.50

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities		2012/13 Rate	2013/14 Rate
		£	£
iv) Colour photocopies			
	Per copy A4	1.00	1.00
	A3	1.50	1.50
(Use discretion where library only has colour printers and print would have been b & w if available)			
Libraries fax charges per copy sent			
UK			
	first sheet	1.50	1.50
	subsequent sheets	0.70	0.70
Europe & N America			
	first sheet	2.80	2.90
	subsequent sheets	1.50	1.50
Rest of world			
	first sheet	4.10	4.20
	subsequent sheets	2.10	2.10
Receiving faxes (per sheet)		1.00	1.00
Receiving faxes from premium rate lines			
	standard charge	3.30	3.40
	plus price per sheet	1.00	1.00
Occasional local publications (to be agreed with Operations Manager) at cost + commission			
Display of Commercial Posters			
All charges to be for a maximum display period of 4 weeks. Charge per week			
	A3	29.60	Delete
	A4	17.90	Delete
	A5	10.70	Delete
	Postcard size	5.10	Delete

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate	2013/14 Rate
	£	£
Libraries Sales items Occasional local publications (to be agreed with Operations Manager) at cost + commission charge of	10%	Delete
Charity and Commercial Group Sales Biggleswade Dunstable, Flitwick, Houghton Regis, Leighton Buzzard Other Libraries	18.40 per day 12.20 per day	Delete Delete
Archives - charges set by Bedford Borough as part of its responsibility under the SLA (published on their internet site)		
Leighton Buzzard Theatre Prices		
Lounge		
Non Commercial per hour	18.00	19.00
Commercial per hour	25.00	26.00
Meeting Room		
Non Commercial per hour	13.00	10.00
Commercial per hour	20.00	20.00
Auditorium Non Performance		
Non Commercial per hour	30.00	31.00
Commercial per hour	40.00	41.00

Sustainable Communities Fees and Charges

Directorate: Sustainable Communities	2012/13 Rate £	2013/14 Rate £
Auditorium Performance		
Mon-Wed per hour 4 hours min non commercial	40.00	41.00
Mon-Wed per hour 4 hours min commercial	45.00	46.00
Mon-Wed 9.30 to 23.00 non commercial	500.00	510.00
Mon-Wed 9.30 to 23.00 commercial	580.00	592.00
Thur-Sat per hour 4 hours min non-commercial	50.00	51.00
Thur-Sat per hour 4 hours min commercial	55.00	56.00
Thur-Sat 9.30 to 23.00 non commercial	550.00	561.00
Thur-Sat 9.30 to 23.00 commercial	650.00	663.00
Late Vacating per 1/2hr or portion thereof	30.00	30.00
Sunday per hour	50.00	50.00
Technician per hour	20.00	20.00
Block bookings of 5 days inclusive of 'get in and get out' 20% discount		
Notes - All room hire - non VAT . Technical hire is a separate item. In addition to the Fees and Charges a number of long standing and regular hirers have 'side agreements' within the Terms & Conditions of hire		

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PRE-APPLICATION ENQUIRY CHARGING REGIME FOR MINERALS & WASTE

Pre-application advice in writing following a formal written enquiry, including allowance for a single meeting with one or two officers for up to 2 hours

A flat fee of £500 will be charged for pre-application advice on the following matters:

1. Waste Management Development including landfilling, landraising, built development and associated land/facilities. These would include, but not exclusively, energy from waste facilities, gasification plants, mechanical biological treatment (MBT), pyrolysis, composting, anaerobic digesters, household recycling centres, waste transfer stations, materials recycling facility, aggregates recycling facilities, WEE facilities and scrapyards
2. New mineral winning and working sites and extensions including the use of land for storage of minerals in the open or for the deposit of materials remaining after mineral extraction and any operations connected with exploratory drilling for oil or natural gas
3. All applications for variations of existing planning permissions for Waste Management Development including landfilling, waste disposal and landraising and the winning and working of Minerals
4. Review of Old Mineral/Mining Permissions (ROMPS) or Interim Development Orders (IDOs)
5. Certificates of Lawfulness or Existing Use or Development OR Certificates of Lawfulness of Proposed Use or development for all mineral and waste development.

A fee of £150 will be charged for pre-application advice on the following:

Discharge of pre-development conditions or request for confirmation of compliance with conditions

Subsequent / follow up meetings:

£175 for attendance by up to two officers for up to 2 hours. Each additional officer in attendance charged at **£75**.

Pre-application advice in writing following a formal written enquiry (excluding meetings)

£175 standard charge (*all categories of development as identified above*)

Nb. In accordance with the fee exemptions set out in the current Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008, Parish and Town Councils incur half the fee.

Complex and/or significant proposals:

Proposals which require a number of meetings, specialist advice from a number of subject areas and a schedule of timescales for determination of the application may be subject to Planning Performance Agreement (PPA) although this is not mandatory. Each PPA must be agreed on its own merits.

**Directorate: Sustainable Communities
Building Regulation Charges**

2013/14 Rates

Standard Charges for the creation or conversion to New Dwellings

No of Dwellings	Full Plans		Building Notice Charge
	Plan Charge	Inspection Charge	
	£	£	£
1	195.00	460.00	655.00
2	255.00	515.00	770.00
3	315.00	635.00	950.00
4	375.00	690.00	1,065.00
5	435.00	870.00	1,305.00
6	495.00	930.00	1,425.00
7	555.00	985.00	1,540.00
8	615.00	1,110.00	1,725.00
9	675.00	1,225.00	1,900.00
10	725.00	1,350.00	2,075.00
11	775.00	1,420.00	2,195.00
12	825.00	1,490.00	2,315.00
13	875.00	1,615.00	2,490.00
14	925.00	1,685.00	2,610.00
15	975.00	1,815.00	2,790.00
16	1,025.00	1,880.00	2,905.00
17	1,075.00	2,005.00	3,080.00
18	1,125.00	2,075.00	3,200.00
19	1,175.00	2,205.00	3,380.00
20	1,225.00	2,335.00	3,560.00

2013/14 Rates					
Domestic Extensions to a Single Building					
SINGLE STOREY EXTENSIONS					
Category	Description	Plan Charge	Inspection Charge	Building Notice charge	Additional Charge
		£	£	£	£
1	Single Storey Extension floor area not exceeding 40m2	160.00	195.00	355.00	60.00
2	Single Storey Extension exceeding 40m2 but not exceeding 60m2	160.00	285.00	445.00	60.00
3	Single Storey Extension exceeding 60m2 but not exceeding 100m2	160.00	375.00	535.00	60.00

TWO STOREY EXTENSIONS					
Category	Description	Plan Charge	Inspection Charge	Building Notice charge	Additional Charge
		£	£	£	£
4	Two Storey Extension floor area not exceeding 60m2	160.00	285.00	445.00	60.00
5	Two Storey Extension exceeding 60m2 but not exceeding 100m2	160.00	375.00	535.00	60.00

LOFT CONVERSIONS					
Category	Description	Plan Charge	Inspection Charge	Building Notice charge	Additional Charge
		£	£	£	£
6	Loft conversion not exceeding 40m2 floor area	160.00	255.00	415.00	60.00
7	Loft conversion exceeding 40m2 floor area but not exceeding 100m2	160.00	375.00	535.00	60.00

GARAGES AND CARPORTS					
Category	Description	Plan Charge	Inspection Charge	Building Notice charge	Additional Charge
		£	£	£	£
8	Erection or extension of a non exempt attached or detached domestic garage or carport up to 100m2	160.00	140.00	300.00	60.00
9	Conversion of a garage to a dwelling to a habitable room(s)	210.00	Nil	210.00	60.00
10	Alterations to extend or create a basement up to 100m2	210.00	Nil	210.00	60.00

DOMESTIC ALTERATIONS TO A SINGLE BUILDING						
Category	Description	Basis of Charge	Plan Charge	Inspection Charge	Building Notice Charge	Reduction for work carried out at the same time as an extension
		£	£	£	£	
1	The installation of a controlled fitting or other building work ancillary to the building of an extension	Included in charge for extension	n/a	n/a	n/a	n/a
2	Traditional Underpinning	Up to 25m in length	265.00	Nil	265.00	50.00
3	Renovation of a thermal element	Fixed Price	200.00	Nil	200.00	50.00
4	Other Alterations, installations of fittings (not electrical) and/or structural alterations. (If ancillary to the building of an extension no additional charge)	Fixed Price Based on Estimated Cost Bands	175.00	Nil	175.00	
		Estimated Cost up to £5000	175.00	150.00	325.00	
		Estimated Cost exceeding £5000 up to £25,000	175.00	300.00	475.00	
		Estimated cost exceeding £25,000 up to £50,000	175.00	360.00	535.00	
		Estimated cost exceeding £50,000 up to £75,000	175.00	360.00	535.00	
5	Window Replacement (non competent persons scheme)	Fixed Price grouped by number of windows				
		Per installation up to 20	125.00	Nil	125.00	50.00
		Per Installation over 20	175.00	Nil	175.00	50.00
6	Electrical Work (not competent persons scheme)	Fixed Price based on estimated cost bands				
		Estimated cost up to £10,000	210.00	Nil	210.00	50.00
		Estimated Cost exceeding £10,000	270.00	Nil	270.00	50.00

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Pre-Application Advice – Charging & Information 2013-14

CATEGORY	TYPE OF DEVELOPMENT	FEE
1	50 dwellings + Please speak to a Planning Officer regarding undertaking a PPA	£2,000 + £100 per dwelling
2	3000sqm + or 30-49 dwellings	£2,000
3	2000sqm – 2999sqm or 20 – 29 dwellings	£1,200
4	1000sqm – 1999sqm or 10 – 19 dwellings	£800
5	Under 1000sqm or 5 – 9 dwellings	£500
6	2 – 4 dwellings	£250
7	1 dwelling including replacement dwellings	£150
8	Household extensions, alterations, outbuildings, PD check or Change of Use (no floor space created) N.B. A formal determination can be obtained through a Lawful Development Certificate for half the normal planning fee.	£70

Categories 1- 4: 8 weeks process, up to 2 hours of officer meeting time, a written response, full consultation with relevant planning consultees

Categories 5- 6: 28 day process, up to an hour of officer meeting time, a written response, full consultation with relevant planning consultees

Category 7: 28 day process, a written response, full consultation with relevant planning consultees

Category 8: 28 day process, a written response, consultation at case officer's discretion.

Free – Listed Building Advice, Tree Preservation Advice, Requests for Information.

Any development not falling within the above categories please contact the planning department to discuss a fee for pre-application advice, this is likely to be no more than £500.

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Meeting: Sustainable Communities Overview & Scrutiny Committee
Date: 17 January 2013
Subject: Draft Work Programme 2012/13 & Executive Forward Plan
Report of: Richard Carr, Chief Executive
Summary: The report provides Members with details of the current Committee work programme and the latest Executive Forward Plan.

Contact Officer: Jonathon Partridge, Scrutiny Policy Adviser (0300 300 4634)
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

The work programme of the Sustainable Communities Overview & Scrutiny Committee should contribute to each of the Council priorities, and will specifically support those directly related to the work of the Sustainable Communities directorate.

Financial:

1. Not applicable.

Legal:

2. Not applicable.

Risk Management:

3. Not applicable.

Staffing (including Trades Unions):

4. Not applicable.

Equalities/Human Rights:

5. Not applicable.

Public Health

6. Not applicable.

Community Safety:

7. Not applicable.

Sustainability:

8. Not applicable.

Procurement:

9. Not applicable.

RECOMMENDATIONS:

1. **That the Sustainable Communities Overview & Scrutiny Committee:**
 - (a) **considers and approves the attached work programme, subject to any further amendments it may wish to make;**
 - (b) **considers the Executive Forward Plan; and**
 - (c) **considers whether it wishes to add any further items to the work programme.**

Work Programme

10. The work programme is kept regularly under review by the Chairman and Vice-Chairman and is amended as appropriate, which also includes adding further items during the course of the year if Members so wish and capacity exists. The current work programme is attached at **appendix A**.
11. Also attached at **appendix B** is the latest version of the Executive's Forward Plan so that Overview & Scrutiny Members are fully aware of the key issues Executive Members will be taking decisions upon in the coming months. Those items relating specifically to this Committee's terms of reference are shaded in grey.

Conclusion

12. The Committee is requested to consider the attached work programme and make any further amendments it considers necessary.

Appendices:

Appendix A: Sustainable Communities Overview and Scrutiny Committee Work Programme 2012/13

Appendix B: The latest Executive Forward Plan.

Appendix A

Work Programme for Sustainable Communities Overview & Scrutiny Committee 2012 - 2013

Ref	Indicative Overview & Scrutiny Meeting Date	Report Title	Report Description	Comment
1.	28 February 2013	Land East of Leighton Linlade Framework Plan	To consider the East Leighton Linlade Framework Plan for the delivery of up to 2,500 dwellings and 16 hectares of employment land together with its supporting infrastructure.	Originally scheduled for January 2013 but delayed in light of public consultation. Executive: 19 March 2013
2.	28 February 2013	Gypsy and Traveller Plan: Site shortlisting	To consider a shortlist of sites for publication in the Gypsy and Traveller Plan prior to consultation.	Executive: 19 March 2013
3.	28 February 2013	Outdoor Access Improvement Plan	To consider the Outdoor Access Improvement Plan prior to it being received by the Executive.	Executive: 19 March 2013
4.	25 April 2013	Community Infrastructure Levy	To receive a report prior to Executive relation to the consultation and subsequent Submission of the Community Infrastructure Levy draft charging schedule.	Corporate Resources OSC Members will also be invited to attend. Executive: 14 May 2013
5.	25 April 2013	Q3 Performance Report	To receive the Q3 performance for the Sustainable Communities directorate	Executive: 19 March 2013

NOT PROTECTED

Note: a verbal update from the Executive Members and an item on the Committee's work programme and Exec forward plan will be received at each meeting

Last Update: 31 December 2012

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Appendix B

Central Bedfordshire Council Forward Plan of Key Decisions 1 February 2013 to 31 January 2014

- 1) During the period from **1 February 2013 to 31 January 2014**, Central Bedfordshire Council plans to make key decisions on the issues set out below. “Key decisions” relate to those decisions of the Executive which are likely:
 - to result in the incurring of expenditure which is, or the making of savings which are, significant (namely £200,000 or above per annum) having regard to the budget for the service or function to which the decision relates; or
 - to be significant in terms of their effects on communities living or working in an area comprising one or more wards in the area of Central Bedfordshire.
- 2) The Forward Plan is a general guide to the key decisions to be determined by the Executive and will be updated on a monthly basis. Key decisions will be taken by the Executive as a whole. The Members of the Executive are:

Cllr James Jamieson	Leader of the Council and Chairman of the Executive
Cllr Maurice Jones	Deputy Leader and Executive Member for Corporate Resources
Cllr Mark Versallion	Executive Member for Children’s Services
Cllr Mrs Carole Hegley	Executive Member for Social Care, Health and Housing
Cllr Nigel Young	Executive Member for Sustainable Communities – Strategic Planning and Economic Development
Cllr Brian Spurr	Executive Member for Sustainable Communities - Services
Cllr Mrs Tricia Turner MBE	Executive Member for Economic Partnerships
Cllr Richard Stay	Executive Member for External Affairs

- 3) Whilst the majority of the Executive’s business at the meetings listed in this Forward Plan will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information.

This is a formal notice under the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 that part of the Executive meeting listed in this Forward Plan will be held in private because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

- 4) Those items identified for decision more than one month in advance may change in forthcoming Plans. Each new Plan supersedes the

previous Plan. Any person who wishes to make representations to the Executive about the matter in respect of which the decision is to be made should do so to the officer whose telephone number and e-mail address are shown in the Forward Plan. Any correspondence should be sent to the contact officer at the relevant address as shown below. General questions about the Plan such as specific dates, should be addressed to the Committee Services Manager, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ.

5) The agendas for meetings of the Executive will be published as follows:

Meeting Date	Publication of Agenda
15 May 2012	3 May 2012
3 July 2012	21 June 2012
21 August 2012	9 August 2012
2 October 2012	20 September 2012
6 November 2012	25 October 2012
4 December 2012	22 November 2012
8 January 2013	20 December 2012
5 February 2013	24 January 2013
19 March 2013	7 March 2013
7 May 2013	25 April 2013
25 June 2013	13 June 2013

Central Bedfordshire Council

Forward Plan of Key Decisions for the period 1 February 2013 to 31 January 2014

Key Decisions

Date of Publication: 28 December 2012

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
1.	Commissioning Healthwatch Central Bedfordshire -	To adopt the approach being taken to commissioning Healthwatch Central Bedfordshire.	5 February 2013	LINK Workshop – June 2011 Community Stakeholders Conference – September 2011 Healthwatch Steering Group (LINK, CBC, NHS) Workshop – March 2012 Monthly updates to LINK Board and to public via LINK Bulletin since June 2012 Voluntary and Community Sector Provider Workshop - August 2012 Monthly 'Pathfinder' meetings of voluntary and community organisations and LINK since September 2012.	Report	Executive Member for Social Care, Health and Housing Comments by 04/01/13 to Contact Officer: James Robinson-Morley, Lead Commissioner (Carers & Service User Engagement) Email: james.robinson-morley@centralbedfordshire.gov.uk Tel: 0300 300 6681

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
2.	A1 South Biggleswade Roundabout -	To consider the proposed development of an enlarged roundabout on the A1 at the South Biggleswade junction.	5 February 2013		Exempt Report - Exempt Paragraph 3	Deputy Leader and Executive Member for Corporate Resources Comments by 04/01/2013 to Contact Officer: Peter Burt, MRICS, Head of Property Assets Email: peter.burt@centralbedfordshire.gov.uk Tel: 0300 300 5257
3.	Abolition of the Discretionary Social Fund and Transfer of Funding to Central Bedfordshire Council for a New Provision -	To approve the proposal for The local Welfare Provision Scheme.	5 February 2013		Report and Appendices	Executive Member for Social Care, Health and Housing Comments by 04/01/13 to Contact Officer: Hamid Khan, Head of Housing Needs Email: hamid.khan@centralbedfordshire.gov.uk Tel: 0300 300 5369

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
4.	Contract for Refurbishment of Timberlands Gypsy and Travellers Site -	To award the contract to the preferred contractor for the refurbishment of Timberlands Gypsy and Travellers Site, Pepperstock, Slip End.	5 February 2013		Report Exempt Appendices - Exempt Paragraph 3	Executive Member for Social Care, Health and Housing Comments by 04/01/13 to Contact Officer: John Holman, Head of Housing Asset Management Email: john.holman@centralbedfordshire.gov.uk Tel: 0300 300 5069 or ian.johnson@centralbedfordshire.gov.uk Tel: 0300 300 5202, Ian Johnson, Housing Asset Manager
5.	Local Lettings Policy to Rural Exception Sites in Central Bedfordshire -	To adopt the Local Lettings Policy for Rural Exception Sites for Central Bedfordshire Council.	5 February 2013	A wide ranging public and stakeholder consultation has taken place between February 2012 and May 2012. Method via questionnaires and consultation workshop in April 2012. Social Care, Health and Housing Overview and Scrutiny Committee to be consulted on 17 December 2012.	Report	Executive Member for Social Care, Health and Housing Comments by 04/01/13 to Contact Officer: Hamid Khan, Head of Housing Needs Email: hamid.khan@centralbedfordshire.gov.uk Tel: 0300 300 5369

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
6.	Implementation of the Refreshed School Organisation Plan: New School Places Programme 2013/14 - 2017/18 -	To consider the implementation of the refreshed School Organisation Plan: New School Places programme 2013/14 to 2017/18.	5 February 2013		Report	Executive Member for Children's Services Comments by 04/01/13 to Contact Officer: Pete Dudley, Assistant Director Children's Services (Learning & Strategic Commissioning) Email: pete.dudley@centralbedfordshire.gov.uk k Tel: 0300 300 4203
7.	Council's Admissions Arrangements for the Academic Year 2014/15 -	To determine the Council's Admissions Arrangements for the Academic Year 2014/15.	5 February 2013		Report	Deputy Executive Members for Children's Services Comments by 04/01/13 to Contact Officer: Pete Dudley, Assistant Director Children's Services (Learning & Strategic Commissioning) Email: pete.dudley@centralbedfordshire.gov.uk k Tel: 0300 300 4203

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
8.	Land Rear of Central Garage, Cranfield Development Brief -	To endorse the Land Rear of Central Garage, Cranfield Development Brief for Development Management purposes.	5 February 2013	Members and Officers briefed from August 2012. Members and Officers briefed on 4 September 2012 at West Placemaking. Public exhibition on 13 November 2012. Public consultation between 13 November and 13 December 2012.	Land Rear of Central Garage, Cranfield Development Brief Site Allocations Development Plan Document (Adopted 2011)	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 04/01/13 to Contact Officer: Stuart Robinson, Planning Officer (Project Support/Admin) Email: stuart.robinson@centralbedfordshire.gov.uk Tel: 0300 300 4236
9.	Council to Build New Council Housing -	To approve proposals to develop affordable Extra Care Housing in Dunstable.	5 February 2013	Representatives of the Council's Sheltered Tenants Action Group (STAG) have met jointly with members of the Older Persons Reference Group to inform the development of proposals for Dunstable. In addition, STAG and also Way Forward group will be consulted in January 2013. The Social Care, Health and Housing Overview and Scrutiny Committee will consider the proposals on 21 January 2013.	Report and appendices	Executive Member for Children's Services Comments by 04/01/13 to Contact Officer: Tony Keaveney, Assistant Director Housing Services Email: tony.keaveney@centralbedfordshire.gov.uk Tel: 0300 300 5213

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
10.	Options for Resolving Current Delays in Academy Conversions caused by Disputed Liabilities for Pension Payments -	To receive a report on the options for resolving current delays in Academy Conversions caused by Disputed Liabilities for Pension Payments.	5 February 2013		Report - Exempt under Paragraph 1	Executive Member for Children's Services Comments by 04/01/13 to Contact Officer: Pete Dudley, Assistant Director Children's Services (Learning & Strategic Commissioning) Email: pete.dudley@centralbedfordshire.gov.uk Tel: 0300 300 4203
11.	Legal and Planning Consultancy Frameworks -	To receive a report on the Legal and Planning Consultancy Frameworks.	5 February 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 04/01/13 to Contact Officer: Peter Burt, MRICS, Head of Property Assets Email: peter.burt@centralbedfordshire.gov.uk Tel: 0300 300 5281

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
12.	Approval of Expenditure for the Procurement of a Corporate Call-off Contract for the Provision of Legal Consultancy Services -	In line with corporate procurement procedures, the Executive Committee is required to approve contract values exceeding £500k. Intended decision: Approval of expenditure for the procurement of a corporate call-off contract for the provision of legal consultancy services.	5 February 2013	Alan Fleming – Director Business Services Peter Burt – Head of Property Assets Terry Gittins – Procurement Process & Policy Manager		Deputy Leader and Executive Member for Corporate Resources and Deputy Executive Member for Corporate Resources Comments by 04/01/13 to Contact Officer: Alan Fleming, Service Director - Business Services email: alan.fleming@centralbedfordshire.gov.uk Tel: 0300 300 6968
13.	Astral Park Football Project -	To approve expenditure for playing pitches, changing facilities and car parking at Astral Park, Leighton Buzzard. The project is led by Leighton Linlade Town Council, with project management advice and support provided by Leisure Services. The scheme is funded entirely by Section 106 funds of £1.1m.	19 March 2013	Consultation carried out with Leighton Linlade Town Council.	Report	Executive Member for Sustainable Communities - Services Comments by 18/02/13 to Contact Officer: Jill Dickinson, Head of Leisure Services Email: jill.dickinson@centralbedfordshire.gov.uk Tel: 0300 300 4258

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
14.	Outdoor Access Improvement Plan -	To endorse the Outdoor Access Improvement Plan.	19 March 2013	The Central Bedfordshire and Luton Local Access Forum has established a sub group input into the development of the plan this will be followed by a full 13 week public consultation with both stakeholder and public engagement activities during period.	Report	Executive Member for Sustainable Communities - Services Comments by 18/02/13 to Contact Officer: Paul Cook, Head of Transport Strategy and Countryside Access Email: paul.cook@centralbedfordshire.gov.uk Tel: 0300 300 6999
15.	Revenue and Capital Quarter 3 Budget Monitor Reports -	To consider the revenue and capital quarter 3 budget monitor reports.	19 March 2013		Reports	Deputy Leader and Executive Member for Corporate Resources Comments by 18/02/13 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
16.	Draft Gypsy and Traveller Plan -	To recommend to Council the draft Gypsy and Traveller Plan for approval prior to submission.	19 March 2013	In line with Regulation 18 of the new Town and Country Planning Regulations 2012, consultation will have been undertaken in autumn 2012 on what a Gypsy and Traveller plan ought to contain. This report follows that consultation and will propose the preferred sites and policies for Gypsy and Traveller provision.	Report and draft Plan	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 06/04/13 to Contact Officer: Richard Fox, Head of Development Planning and Housing Strategy Email: richard.fox@centralbedfordshire.gov.uk Tel: 0300 300 4105

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
17.	East Leighton Linslade Framework Plan -	To consider the east Leighton Linslade Framework Plan for the delivery of up to 2,500 dwellings and 16 hectares of employment land together with its supporting infrastructure.	19 March 2013	<p>September 2012 – Placemaking meeting to take place at which the Landowners are to offer a presentation on the Draft Framework Plan.</p> <p>October 2012 – Executive Member and Director of Sustainable Communities to sign off the Draft Framework Plan for the purposes of public consultation.</p> <p>October 2012 – A 7 week public consultation to begin that will include a 2 day public exhibition event. Consultation with residents, councillors and statutory consultees. Consultation will be conducted using letters, emails, the Council’s consultation services, including Central Bedfordshire Council updates and the Member’s bulletin.</p> <p>February 2013 – A presentation on the Framework Plan (together with consultation responses) will be given to the Sustainable Communities Overview and Scrutiny Committee seeking Members to endorse it before the Executive take a decision.</p>	Framework Plan and the Framework Plan supplementary written document	<p>Executive Member for Sustainable Communities - Strategic Planning and Economic Development</p> <p>Comments by 18/02/13 to Contact Officer:</p> <p>Mark Saccoccio, Local Planning and Housing Team Leader Email: mark.saccoccio@centralbedfordshire.gov.uk Tel: 0300 300 5510</p>

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
18.	Local Area Transport Plans -	To endorse the third round of Local Area Transport Plans (LATP) (covering Pottton, Chiltern, Haynes and Old Warden) and which form part of the Local Transport Plan adopted in April 2011, together with endorsement of updates to the Arlesey and Stotfold and Biggleswade and Sandy LATPs that formed part of the first round of plans.	19 March 2013	Public consultation between 1 August 2012 – 23 November 2012.	Report	Executive Member for Sustainable Communities - Services Comments by 18/02/13 to Contact Officer: Ben King, Principal Transport Planner - Transport Strategy Team Email: ben.king@centralbedfordshire.gov.uk Tel: 0300 300 4824
19.	Draft Supplementary Planning Document : Wind Turbine Development in Central Bedfordshire -	To adopt the guidance for development management purposes.	19 March 2013	Public consultation due to take place in January 2013.	Report	Executive Member for Sustainable Communities - Services Comments by 18/02/13 to Contact Officer: Sue Frost, Senior Planning Officer Email: sue.frost@centralbedfordshire.gov.uk Tel: 0300 300 4952

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
20.	Tenancy Strategy 2013 - 2018 -	To adopt a Tenancy Strategy for Central Bedfordshire	19 March 2013	A wide ranging public and stakeholder consultation is taking place between November 2012 and February 2013. Method is questionnaires and consultation workshops, including a Member seminar held in August 2012. Social Care, Health and Housing Overview and Scrutiny Committee to be consulted on 4 March 2013.	Draft Tenancy Strategy 2013 - 2018	Executive Member for Social Care, Health and Housing Comments by 01/02/2013 Tony Keaveney, Assistant Director Housing Services Email: tony.keaveney@centralbedfordshire.gov.uk Tel: 0300 300 5213
21.	Commissioning of New School Places -	To receive a report on the commissioning of new school places.	19 March 2013		Report	Executive Member for Children's Services Comments by 18/02/2013 to Contact Officer: Rob Parsons, Head of School Organisation and Capital Planning Email: rob.parsons@centralbedfordshire.gov.uk Tel: 0300 300 5572

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
22.	Community Infrastructure Levy -	To approve the consultation and subsequent Submission of the Community Infrastructure Levy draft charging schedule.	14 May 2013		Report	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 13/04/13 to Contact Officer: Jonathan Baldwin, Senior Planning Officer Email: jonathan.baldwin@centralbedfordshire.gov.uk Tel: 0300 300 5510
23.	Central Heating Installations Contract District Wide -	To award the contract to the preferred contractor for the central heating installations contract district wide for 2013 to 2016 to council housing properties.	14 May 2013		Report	Executive Member for Social Care, Health and Housing Comments by 13/04/13 to Contact Officer: Basil Quinn, Housing Asset Manager Performance Email: peter.joslin@centralbedfordshire.gov.uk Tel: 0300 300 5395 or basil.quinn@centralbedfordshire.gov.uk Tel: 0300 300 5118, Peter Joslin, Housing Asset Manager

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
24.	Central Bedfordshire Council's Equality Strategy -	To approve the Council's Equality Strategy which sets out the Council's vision and approach to ensuring all sections of the community get high quality services appropriate to their needs and also sets out how the Council will meet its legal responsibilities to ensure consideration of equality is integrated in to its service planning, delivery and human resource systems.	14 May 2013	Public Consultation, Equality Forum and Corporate Resources Overview and Scrutiny Committee.	Draft Equality Strategy 2013-16	Deputy Leader and Executive Member for Corporate Resources Comments by 13/04/13 to Contact Officer: Clare Harding, Corporate Policy Advisor (Equality & Diversity) Email: clare.harding@centralbedfordshire.gov.uk Tel: 0300 300 6109
25.	Arrangements for Fostering and Adoption with Bedford Borough Council -	To agree the future arrangements between Central Bedfordshire Council and Bedford Borough Council for the delivery of the Fostering and Adoption Services. Possible contract negotiations will be ongoing between the two Councils during spring 2013.	25 June 2013		Report	Executive Member for Children's Services Comments by 24/05/13 to Contact Officer: Fiona Mackirdy, Interim Head of Adoption and Fostering Email: fiona.mackirdy@centralbedfordshire.gov.uk Tel: 0300 300 6752

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
26.	Revenue and Capital Provisional Outturn 2012/13 -	To consider the revenue and capital provisional outturn 2012/13.	25 June 2013		Reports	Deputy Leader and Executive Member for Corporate Resources Comments by 24/05/13 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
27.	Leisure Strategy -	To adopt Leisure Strategy: Chapter 2, Recreation and Open Space Strategy and Chapter 3, Playing Pitch Strategy as supplementary planning documents, subject to minor amendments. To adopt Chapter 4 Physical Activity Strategy and Overarching Leisure Strategy.			Chapter 2, Recreation and Open Space Strategy Chapter 3, Playing Pitch Strategy Chapter 4, Physical Activity Strategy Overarching Leisure Strategy	Executive Member for Sustainable Communities - Services Jill Dickinson, Head of Leisure Services Email: jill.dickinson@centralbedfordshire.gov.uk Tel: 0300 300 4258

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
28.	Central Bedfordshire's Flood and Water Management Act 2010 Duties -	To approve a local flood risk strategy for Central Bedfordshire and to create a Sustainable Urban Drainage Advisory Board.	3 September 2013	<p>CBC is required under the Flood and Water Management Act 2010 to produce a Local Flood Risk Management Strategy. The draft strategy will be subject to public consultation. Sustainable Communities Overview and Scrutiny Committee will consider the draft strategy and the public consultation response to the strategy in August/September 2013.</p> <p>Following Department for Environment, Food and Rural Affairs confirmation of the mandatory sustainable drainage application processes, CBC will also be required to establish a SUDS Approval Board to evaluate, approve and adopt suitable SUDS measures for all new developments.</p>	Summary of Flood and Water Management Act Draft Local Flood Risk Management Strategy	<p>Executive Member for Sustainable Communities - Services</p> <p>Iain Finnigan, Senior Engineer - Policy and Flood Risk Management Email: iain.finnigan@centralbedfordshire.gov.uk Tel: 0300 300 4351</p>

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
NON KEY DECISIONS						
29.	Housing Revenue Account 2013/14 -	To recommend to Council the Housing Revenue Account budget 2013/14 for approval.	5 February 2013		Report	Deputy Leader and Executive Member for Corporate Resources, Director of Social Care, Health and Housing Comments by 04/01/13 to Contact Officer: Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147 or tony.keaveney@centralbedfordshire.gov.uk Tel: 0300 300 5210, Tony Keaveney, Assistant Director Housing Services
30.	Budget 2013/14 and Medium Term Financial Plan -	To recommend to Council the proposed budget for 2013/14: <ul style="list-style-type: none"> • Revenue budget • Capital budget • Fees and Charges 	5 February 2013	Draft budget proposals have been considered by Overview and Scrutiny Committees.	Reports - the Capital Programme Report may contain exempt information under paragraph 3	Deputy Leader and Executive Member for Corporate Resources Comments by 04/01/13 to Contact Officer: Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
31.	Quarter 3 Performance Report -	To consider quarter 3 performance report.	19 March 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 18/02/13 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: elaine.malarky@centralbedfordshire.gov.uk Tel: 0300 300 5517
32.	Minerals and Waste Core Strategy -	To recommend to Council the adoption of the Minerals and Waste Core Strategy.	7 May 2013	A wide range of stakeholders were involved in consultations undertaken from 2006 to 2012, using methods which include an internet portal, deposit of hard copies at points of presence, and displaying the Core Strategy on the Council website. Consultees included the Parish Councils, statutory bodies, special interest groups, minerals industry, waste management industry, and individuals who had expressed an interest at previous consultations.	Minerals and Waste Core Strategy and the Inspector's report following the Examination in public.	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 06/04/12 to Contact Officer: Roy Romans, Minerals and Waste Team Leader Email: roy.romans@centralbedfordshire.gov.uk Tel: 0300 300 6039

Postal address for Contact Officers: Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ

**Central Bedfordshire Council
Forward Plan of Decisions on Key Issues**

For the Municipal Year 2012/13 the Forward Plan will be published on the thirtieth day of each month or, where the thirtieth day is not a working day, the working day immediately proceeding the thirtieth day, or in February 2013 when the plan will be published on the twenty-eighth day:

Date of Publication	Period of Plan
13.04.12	1 May 2012 – 30 April 2013
15.05.12	1 June 2012 – 31 May 2013
15.06.12	1 July 2012 – 30 June 2013
13.07.12	1 August 2012 – 31 July 2013
15.08.12	1 September 2012 – 31 August 2013
14.09.12	1 October 2012 – 30 September 2013
05.10.12	1 November 2012 – 31 October 2013
30.10.12	1 December 2012 – 30 November 2013
30.11.12	1 January 2013 – 31 December 2013
28.12.12	1 February 2013 – 31 January 2014
30.01.13	1 March 2013 – 28 February 2014
28.02.13	1 April 2013 – 31 March 2014

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