

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



**TO EACH MEMBER OF THE  
EXECUTIVE**

07 May 2009

Dear Councillor

**EXECUTIVE - Tuesday 12 May 2009**

Further to the previously circulated Agenda and papers for the above meeting, please find attached the following documents which were received at the Chairman's Briefing held on 6 May 2009 :-

Agenda Item	Description
<b>9.</b>	<b>School Admissions Forum - Membership</b>  Please find attached a revised Appendix A setting out proposed amendments to the membership of the School Admissions Forum.
<b>10.</b>	<b>Members' ICT Provision Policy</b>  The report proposes arrangements for the provision of elected Members' ICT within Central Bedfordshire Council post the elections in June 2009 that was marked to follow on the previously circulated Agenda.
<b>11.</b>	<b>RSS14: East of England Regional Spatial Strategy Single Issue Review Consultation - Planning for Gypsy &amp; Traveller Accommodation: Proposed Changes (April 2009)</b>  Please find attached addendum containing the notes of meetings which considered the Secretary of State's Proposed Changes to the single issue review of RSS14.

**20.**

**Forward Plan**

To receive the Forward Plan for the period 1 June 2009 to 31 May 2010 to be published on 8 May 2009.

Should you have any queries regarding the above please contact Democratic Services on Tel: 01234 228857.

Yours sincerely

Devina Lester,  
Senior Democratic Services Officer  
email: [devina.lester@centralbedfordshire.gov.uk](mailto:devina.lester@centralbedfordshire.gov.uk)

## Agenda Item 9

### Revised Appendix A

#### Central Bedfordshire Admissions Forum: Terms of Reference (May 2009)

1. The Central Bedfordshire Admissions Forum covers the administrative area of Central Bedfordshire Council.
2. The Forum consists of 20 members:

<u>Group</u>	<u>Number of Representatives</u>
<b>Local Authority:</b>	1 (Portfolio Holder for Children, Families and Learning)
<b>Schools:</b>	
Community	1 Upper School Head Teacher 1 Middle School Head Teacher 1 Lower School Head Teacher
Voluntary Controlled	2 Governors or Head Teachers
Foundation / Trust	1 Upper School Head Teacher 1 Middle School Head Teacher
Voluntary Aided	1 C of E Lower School Head Teacher 1 RC Lower School Head Teacher 1 VA Middle School Head Teacher
Lower Schools (any)	1 Governor or Head Teacher
<b>Religious Denominations:</b>	
Church of England Diocese	1 Diocesan Board Representative
Roman Catholic Diocese	1 Diocesan Board Representative
<b>Academy:</b>	1 All Saints Academy
<b>Parents:</b> (must be a resident in the area and the parent of a child who is of compulsory school age or who is 2+ and receiving primary education)	2 Parent Representatives
<b>Local Community Representatives:</b>	1 Ethnic Minority Groups 1 Looked After Children 1 Armed Forces

3. Where any vacancies arise, the local authority may appoint other members to the Forum, where the members consider them to represent the interests

of any section of the local community and recommend them. The Forum may also invite other key groups or bodies to attend meetings on an ad hoc basis if they have an interest in the topic being discussed.

4. Members are appointed for a period not exceeding four years, after which they are eligible for re-appointment.
5. Members will appoint a Chair and Vice-Chair to hold office for one year, after which they are eligible for re-appointment.
6. Members will appoint a Secretary, nominated by the authority.
7. The quorum is a third of the appointed membership, with representation from at least three of the groups.
8. Any member of the Forum may nominate an alternate member to attend meetings in their absence except that:
  - 8.1 local authority members may only nominate an alternate member who is a member of the authority;
  - 8.2 school members may only nominate an alternate member who is a head teacher or governor from the same school group;
  - 8.3 parent representatives may only nominate an alternate member who is a parent representative;
  - 8.4 local community members may not nominate an alternate member unless the authority consents to the proposed nomination; and
  - 8.5 Church of England and Catholic Diocesan members may not nominate an alternate member unless the body by which the member was nominated consents to the proposed nomination.
9. Nomination of an alternate member will be made by giving written notice to the Secretary and will remain effective until it is withdrawn.
10. There will be three meetings of the Forum each year.
11. Members will receive seven working days' notice of the date of the meeting.
12. All meetings will be clerked and minutes taken by the Secretary.
13. The role of the Forum will be to consider and advise on the fairness of admission arrangements for schools in the Central Bedfordshire area, and in particular to:
  - 13.1 consider how well existing and proposed admission arrangements serve the interests of children and parents within the area of the local authority;
  - 13.2 promote agreement on admission issues;

- 13.3 review the comprehensiveness, effectiveness within the local context and accessibility of advice and guidance for parents by the local authority, both through the published composite prospectus and the delivery of Choice Advice within the area of the Forum;
  - 13.4 consider the effectiveness of the authority's co-ordinated admission arrangements and advise on whether those arrangements differ substantially from the previous year;
  - 13.5 consider the means by which admissions processes might be improved and how actual admissions relate to the admission numbers published;
  - 13.6 monitor the admission of children who arrive in the authority's area outside a normal admissions round with a view to promoting arrangements for the fair distribution of such children among local schools, taking account of any preferences expressed in accordance with arrangements made under Section 86(1) of the School Standards and Framework Act 1998 and in accordance with the School Admissions Code;
  - 13.7 promote the arrangements for the admission of children with special educational needs, looked after children and children who have been excluded from schools;
  - 13.8 monitor the effectiveness of local authority Fair Access Protocols;
  - 13.9 consider any other admissions issues arising; and
  - 13.10 publish an annual report on the effectiveness of local admission arrangements or contribute to the local authority's statutory annual report on local admission arrangements.
14. The Forum should refer an objection to the Schools Adjudicator where it identifies policy, practice or oversubscription criteria of a school that may be unfair, unlawful or that contravene the mandatory provisions of the School Admissions Code, or where their advice has been disregarded by admission authorities.
  15. The Forum should promulgate advice that represents the agreed views of the whole Forum and should therefore seek to achieve a consensus rather than secure a majority opinion, except where the Forum votes on a proposal to make an objection to the Schools Adjudicator, in which case the proposal must first be approved by a simple majority of all members voting.
  16. Any advice agreed by the Forum will be published *on the school's website* and will be sent to all admission authorities in the area covered by the Forum.

This page is intentionally left blank

**Agenda Item: 10**

---

**Meeting:** Executive

**Date:** 12 May 2009

**Subject:** Elected Members' ICT Provision

**Report of:** Portfolio Holder for Corporate Resources

**Summary:** The report proposes the arrangements for the provision of elected members ICT within Central Bedfordshire Council post the June 2009 elections.

---

Advising Officer: Clive Heaphy, Director of Resources

Contact Officer: Caroline Carruthers, Assistant Director (Property & ICT)

Public/Exempt: Public

Wards Affected: All

Function of: Executive

Key Decision No

Reason for urgency/  
Exemption from call-in  
(if appropriate) Not Applicable

---

**RECOMMENDATIONS:**

- 1. That the Executive approve the proposed members ICT provision as specified in paragraphs 8 to 23 (inclusive) of the attached report.**

*Reason for Recommendations: To specify the ICT provision that will be made available to elected members after the June 2009 elections in order to allow officers to migrate all elected members from the arrangements of the predecessor authorities to new arrangements for Central Bedfordshire Council.*

---

---

## **Introduction & Background Information**

1. Elected members currently possess a wide range of ICT provision due to the varying policies of the predecessor authorities.
2. Such differences inhibit the ability of officers to provide effective ICT provision and support to members and create inequalities in the costs borne by individual members.
3. With the changes in the constitution of the Council at the June 2009 elections, now is the appropriate time to introduce more practical and clearly defined policies for Members ICT provision.
4. This report deals only with the specifics of actual ICT provision. The policies applicable to members' use of the equipment and services provided will be subject of a further report at the June Executive.
5. It is recognised that in order for Councillors to carry out their duties in an efficient and effective manner, they must have access to appropriate ICT provision.
6. To be practical, it is recognised by officers that there must be some flexibility in such provision to take account, for example, of those members who already have suitable equipment. It is also recognised however that appropriate standards of information governance and security must be maintained.
7. The proposals contained within this report have been developed in conjunction with a wide selection of current elected members.

### **Proposals (e-Mail)**

8. It is proposed that a new e-Mail domain would be created specifically for councillors (@cbc.gov.uk is suggested subject to registration authority approval and availability). All councillors would receive an @cbc.gov.uk address which would automatically be forwarded to either the private address of their choice or a standard underlying @centralbedfordshire.gov.uk council provided address.
9. It is noted that unless a member wishes to be issued with a council PDA, the choice of whether to use a council or private address does not depend on the choice of whether to take council provided equipment. (Council supplied PDA provision requires a councillor to take a council supplied e-Mail account).

### **Proposals (Fixed line broadband connectivity)**

10. It is proposed that members may choose to either use their own broadband provision or take advantage of a council managed & funded service.
11. For those members who are available to be contacted via E-Mail, but who choose to provide their own broadband provision a flat rate allowance of £500 per annum will be made available, reflecting the costs of equivalent council provision.



12. For those members who take advantage of Council provided broadband, this will only be available where it is provisioned upon a separate (council funded) telephone line, separate from any existing personal fixed line telephony provision.

### **Proposals (equipment provision except Mobile Phone/PDA)**

13. It is proposed that members may choose to either use their own ICT equipment or take advantage of council provided hardware.
14. For those members who provide their own ICT equipment, a one-off payment of £800 claimable once every 4 years will be made available, reflecting the costs of equivalent council provision.
15. Members who already have their own existing ICT equipment will be provided with an allowance of £240 per annum in respect of the cost of licenses, software upgrades, maintenance etc, since, in this instance, it is expected that members will be responsible for the maintenance of their own equipment. This allowance will also include all printing consumables except paper, which will be made available to all members on a free issue basis (subject to it not being an unreasonable quantity) from Member Services.
16. (a) Either  
A council supplied desktop computer (complete with screen, keyboard and mouse)  
or  
A council supplied notebook computer (complete with docking station, screen, keyboard, mouse and 3G Data card)  
  
*(Both these options will feature encrypted local disks and locally installed E-Mail and office productivity software. Both options will also be restricted to prevent the installation of unapproved personal software).*  
  
(b) Colour Laser Printer (complete with consumables - subject to it not being an unreasonable quantity)  
  
(c) Desktop A4 Scanner

### **Proposals (Mobile Phone/PDA provision)**

17. For those members taking full Council provided E-Mail facilities, a Windows based PDA (with integral mobile phone) will also be provided if requested.
18. For those members who are available to be contacted via mobile phone, but who choose to provide their own mobile phone and/or PDA a flat rate allowance of £200 per annum will be made available, reflecting the costs of equivalent council provision.

### **Proposals (0300 numbers)**

19. All elected members will be provided with a council 0300 number to facilitate officer and citizen contact. This number will be linked to the landline number of the member's choice (usually the number of the council supplied line for those members taking council provided broadband). The 0300 number provided will be used for all official council publications (e.g. website) involving councillors contact details, except where members choose not to use a 0300 number as below.
20. Any elected member who wishes not to use the 0300 number provided (for example to publish a mobile number instead) will be free to do so, however officers strongly recommend that members take advantage of the 0300 number wherever possible.
21. 0300 numbers are a new range of numbers that are not tied to a particular geographic exchange, but which by law must be treated the same as 01xxx & 02x numbers by all UK telephone operators. They therefore cost the citizen no more than a 01xxx or 02x number but give flexibility with regards to business continuity and changes in the personal circumstances of elected members.

### **Proposals (Access to internal Central Bedfordshire Council systems)**

22. All members will be provided to appropriate access to internal Central Bedfordshire Council systems (e.g. Council Intranet) using remote access technologies. However for those members choosing to use their own equipment, there will be restrictions in the ability of those individuals to download or upload files between the council systems and their personal equipment for security reasons (printing will be unaffected).

### **Proposals (Support)**

23. All members will be provided telephone support during office hours with regard to the remote access of Council provided systems as described in paragraph 21 above. Unfortunately equipment and onsite support can only be provided to members who have taken the option of council supplied equipment.

### **Conclusion and Next Steps**

24. The proposals listed in the preceding paragraphs provide a fully featured Council provision of ICT for members whilst offering a suitable flat rate allowance for those members who wish to continue with their own provision.
25. If approved these proposals will be implemented as soon as possible after the elections in June 2009.

<b>CORPORATE IMPLICATIONS</b>
<b>Council Priorities:</b> Efficient and effective ICT provision for elected members is essential to the smooth running of the Council and facilitates the work of Councillors in meeting Central Bedfordshire Councils objectives.

**Financial:**

The costs of these proposals (estimated to be £110k) will be met from existing resources.

**Legal:**

None

**Risk Management:**

None

**Staffing (including Trades Unions):**

None

**Equalities/Human Rights:**

None

**Community Development/Safety:**

None

**Sustainability:**

None

---

**Appendices:**

None

**Background Papers (open to public inspection):**

None

This page is intentionally left blank

## Agenda Item 11

### Addendum

#### **DRAFT Action Notes from a meeting of the LOCAL DEVELOPMENT FRAMEWORK TASK FORCE held on Thursday 23<sup>rd</sup> April 2009**

		Action	
		By	Date
	<p>LDF Task Force Members in attendance: Cllrs D Gale (Chair), N Aldis, A Bastable, R Drinkwater, J Lewis, K Matthews</p> <p>Other non-Task Force Members in attendance: Cllrs L Birt, F Chapman, A Graham, H Harper, D Jones, K Keen, J Lawrence, A Lewis, S Male, T Nicols, P Penman, T Rogers, J Street, C Turner, B Wells</p> <p>Members of the public in attendance: Mr &amp; Mrs Clarke (for item 4)</p> <p>Officers present:</p> <p>Richard Fox      Head of Development Plan</p> <p>Simon Andrews    LDF Team Leader</p> <p>Pru Khimasia      Senior Planning Officer</p> <p>Fiona Webb        Heritage &amp; Design Team Leader</p> <p>Mark Saccoccio    Luton/South Beds LDF Team Leader</p> <p>Chris Mollart-Griffin    Highways Development Control Team Leader</p> <p>Richard Guise     Consultant, Context 4D</p> <p>Andrew Davie      Development Control Manager (North)</p>		
<b>1</b>	<b>Apologies</b>		
	No apologies had been received		
<b>2</b>	<b>Notes of Meeting dated 10<sup>th</sup> March 2009</b>		
	Re Item 5 East West Rail Link – page 2.4 3 <sup>rd</sup> bullet point re rowing lake. Members suggested that the notes be altered to reflect that the rowing lake is one of		

		Action	
		By	Date
	<p>a number of obstructions, and not the only obstruction.</p> <p>With this amendment the notes were approved as a correct record.</p>		
<b>3</b>	<b>Members Interests</b>		
	There were no personal or personal and prejudicial interests declared.		
<b>4</b>	<b>Report of the Regional Single Issue Review of Gypsies and Travellers</b>		
4.1	The chairman read a statement on the status of the LDF Task Force and public involvement in it. A request to attend the meeting had been received from a member of the public, and an exception was made to the usual custom which allowed Mr & Mrs Clarke from Stotfold to attend to hear the debate about Gypsy and Traveller issues. The order of the agenda was altered to allow this item to be discussed first.		
4.2	PK presented an outline of the Executive report which relates to the Secretary of State's Proposed Changes to the draft policy H4 on Gypsies and Travellers. The document is out for consultation with a deadline of 22 <sup>nd</sup> May to respond.		
4.3	<p>The Proposed Changes document ratifies the following changes (as recommended by the Independent Panel following the Examination in Public). :</p> <ul style="list-style-type: none"> <li>• Increasing the number of pitches in the East of England by 2011 from 1,187 to 1,237.</li> <li>• Include provision for transit sites for 160 pitches</li> <li>• Include provision for Travelling Showpeople for 148 pitches</li> </ul>		
4.4	<p>Elements of the Proposed Changes that relate to Bedfordshire and Luton are as follows:</p> <ul style="list-style-type: none"> <li>• An increase from 85 to 105 pitches across Bedfordshire by 2011</li> <li>• A combination of South Beds and Mid Beds figures as the figure for Central Bedfordshire.</li> <li>• 3% compound growth in G&amp;T pitches</li> <li>• Bedfordshire and Luton are required to provide 10 transit pitches</li> <li>• Requirement to provide accommodation for Travelling Showpeople.</li> </ul>		

		Action	
		By	Date
4.5	<p>Officers recommendations are as follows:</p> <ul style="list-style-type: none"> <li>• Accept the additional requirements for Gypsy and Traveller pitches.</li> <li>• Accept a split of pitches between the former Mid Beds and South Beds areas, (as outlined in the Panel report, of 30 and 50 pitches respectively).</li> <li>• Reject the overall figure for Central Bedfordshire, continue with separate LDFs for the former Mid Bedfordshire and South Bedfordshire areas.</li> <li>• Note the 3% growth rate but support flexibility</li> <li>• Accept the transit requirement for Bedfordshire and Luton. (It was pointed out that 10 transit pitches could reconcile the requirement for 45 emergency stopping places recommended by the GTAA)</li> <li>• Accept policy H4A and the figure for Travelling Showpeople accommodation as a minimum.</li> </ul>		
4.6	<p>Members questioned the rationale for allocation for the region and asked for the formula used to be explained/expanded upon.</p> <p>Officers did not have the formula to hand, but were happy to circulate it in advance of the Executive Meeting.</p> <p>At the last Executive there was debate and discussion on the increase in pitches and it was resolved that clarification would be sought from Go East for the reasons for the increased figures.</p> <p>RD – stated that she could not support the proposed changes without the requested clarification.</p>	PK	
4.7	<p>Officers outlined that at the Examination in Public, Gypsy &amp; Traveller groups argued that the figures did not go far enough and underestimated need. The Panel was minded to accept this view. In addition, for the former Mid Beds area, the Panel were minded to increase figures to provide an additional 2 pitches to alleviate pressure on the neighbouring authority, South Cambridgeshire .</p>		
4.8	<p>Members asked how the proposed growth rate relates to the national figure. Officers outlined that the 3% growth rate reflects/accords with national growth rates. Officers reminded members that the Bedfordshire &amp; Luton needs assessment suggested 6.9% growth.</p> <p>Members requested that Officers do further work on projected population growth to see how the 3% compares to the growth rates of the settled community.</p>	RF	

		Action	
		By	Date
4.9	There was a discussion on what qualifies a pitch. Officers outlined that a pitch is the space needed by a household. On average there are 1.7 caravans per pitch. Pitches generally consist of 1 static caravan, 1 touring caravan and an outbuilding.		
4.10	Members asked whether what constitutes a pitch could be defined in the DPD, therefore setting the maximum number of caravans on pitch – RF advised Members that this can be done when dealing with a planning application. Officers clarified that the Council can impose conditions, on planning applications, but it can be more difficult to control number of visitors. Land owners/site managers may wish to impose their own controls.		
4.11	Members asked how to govern the size of pitches. Officers explained that this can be dealt with in DPD and individual allocations.		
4.12	Members suggested that the Council should recommend limits on the density of caravan sites to avoid oversubscription of utilities for example, limiting the number of caravans using one drain. If the Council does not make recommendations on number of caravans per pitch, they should recommend to the Executive that they suggest a pitch size.		
4.13	KM emphasised the need to be aware of consequences of defining the size of a pitch . Too many controls on pitch size could result in an increase in the number of pitches required. The best time to define pitch size is through the DPD.		
4.14	TN suggested that Central Beds state where the size of a pitch is significantly above the average i.e. enough space for a notional 1.7 caravans a pitch, the Council should limit the requirement to provide transit pitches. This issue could be handled in the DPD.		
4.15	JL asked for assurances that previous conclusions regarding sites would not be overturned. KM outlined that it would be a mistake for Task Force to give such assurances, in light of the decision to delay the process and look for additional sites. This was emphasised at the Executive meeting, that no specific assurances could be given.		



		Action	
		By	Date
4.16	<p>Members asked for an assurance that there would be needs assessment post 2011. This would be acceptable provided the needs to 2011 are met. It was outlined that the Council would be in a difficult position if the LDF was not in conformity with the East of England Plan. The only way to challenge the Secretary of State would be by judicial review.</p> <p>Secretary of State has powers of direction to intervene and determine the location of the pitches required, so there are quite serious sanctions if Central Beds does not comply.</p>		
4.17	<p>TN outlined the more immediate impact of not meeting the agenda. In the event that Gypsies and Travellers purchase land and apply for planning permission, planning permission may be refused but could subsequently won on appeal on the basis that the Council are not working towards making provision. It would be better to have an allocation agreed.</p>		
4.18	<p>Members asked for clarification about the paragraph in Policy H3 <i>'Local Development Documents should consider the need for rural exception sites and alteration of Green Belt boundaries, where necessary, to meet the required provision'</i>. Officers outlined that where a proposal may not ordinarily meet planning conditions, but there was a local need, exceptions can be made. This would apply to the LDF plan making process rather than planning applications.</p>		
4.19	<p>The visitors Mr &amp; Mrs Clarke left the meeting.</p>		

This page is intentionally left blank

**Draft Minute from the meeting of the Member Steering Group for the Joint LDF for Luton and the former South Bedfordshire area held on 24 April 2009.**

**Item 5 - Proposed Gypsy and Traveller Changes to the Draft Policy H4 of the East of England Plan Single Issue Review**

A report on the subject had been circulated prior to the meeting. Members noted that the proposed changes to policy envisaged increasing the number of additional pitches for Luton and Bedfordshire from 100 to 120 by 2011 and treating them as "minima". Whilst accepting the increase in overall provision, members were nevertheless particularly concerned with the fact that the provision had to be treated as "minima" and they agreed that the proposed approach was unacceptable.

This page is intentionally left blank

Comments from Councillor Tom Nicols

on Secretary of State proposed changes to RSS14

Planning for Gypsy & Traveller Accommodation

1. I would wish to re-state the original response from South Beds District Council on the fundamental philosophy that forms the basis of the T&G needs study. SBDC made it very clear that Need should not be conflated with desire or want. Whilst most councils, EERA and CLG all seem to have taken the view that the T&G needs study is legitimate SBDC wished to leave a very clear marker that this fundamental was not acceptable to them.

I very much support this view and would not want it to be left unstated. If we should need to establish our objection to this fundamental at some point in the future then we should maintain this marker.

2. I challenge the need to accept the requirement to house travelling Showpeople either at the number required, or (and particularly) as a minimum. The justification for accommodating regular Travellers and Gypsy's is that they need to be close to the foci of their employment –which is in the Urban areas. The studies done by EERA for Travelling Show persons seems to suggest that they can readily house their business some considerable distance from the Eastern region. Their business model being that they return to their bases in the winter months and go out on the road in the summer.
3. The reason that the pitch provision for South Bedfordshire was raised from 45 to 50 and Mid Beds from 25 to 30 was I believe because a number of urban centres insisted that they could not accept the 15 pitches that was allocated to them. I believe; for instance, that Watford dropped from 15 to 10 and that Stevenage lost its entire commitment for 15 pitches. I note that Stevenage is the authority represented by the Minister for the Eastern region. I feel that we should insist that all authorities should accept the commitment that was originally proposed by EERA.
4. I have noted that little if any guidance exists that establishes the size in area for a Traveller or Gypsy site. The guidance is somewhat vague with a reference within guidance that states that “No maximum size restriction should be placed on a Traveller or Gypsy pitch. This is palpably ridiculous as individual families could demand pitches that occupy sites that are many hectares in size. However I note that the government circular “Preparing RRS on regional Planning bodies” that I append to this covering Email makes reference in more than one place to pitch size as being 200sq M or 50 / Hectare. I further note that this carries the statement “this is a relatively generous average pitch size”. It was this 50 to the Hectare that was alluded to by EERA when they presented a seminar on this subject at priory House in 2007! I do not myself accept that traveller and gypsy

pitch size would be acceptable at 50 / Hectare but would assume that a size in the region of 20 / Hectare would be reasonable. In South Bedfordshire we have allowed many Traveller and Gypsy pitches to be sited that are substantially more generous than 20 / Hectare. I believe that many occupy sites that are bigger than 1/10<sup>th</sup> of a Hectare. I am making this point because I feel that the requirement that has been placed upon us to provide a number of transit pitches should be challenged. I would suggest that in areas where the average pitch size is substantially more generous than 50 / Hectare as referred to in this guide then no reasonable need should be in place for transit pitches.

5. My final point should focus on the new requirement by the secretary of State that pitch allocations should be regarded as a minimum. The reason that EERA got so much cooperation on this subject at the various regional Planning Panel meetings was that we all wanted to see an end to the insane position wherein our Planning officers spend so much of their time attempting to resolve Traveller and gypsy planning disputes. Many of us did not agree to the underlying proposition as 1. but we were all minded that it was better to accept the final requirement if it put an end to the debate. The term 'Minima' completely undermines this proposition and will clearly mean that where once we might have looked forward to that point where South Beds had met its 50 pitch requirement and Mid Beds its 30 pitch requirement that the debate about accepting ongoing Traveller and Gypsy pitches would be closed. With the insertion of the term 'Minima' this closure of a problem is lost.

I regard this particular issue as being of prime importance and not one that we should fail to challenge.

Regards

Councillor Tom Nicols

Friday, April 24, 2009

**Central Bedfordshire Council  
Forward Plan of Key Decisions  
1 June 2009 to 31 May 2010**

- 1) During the period from **1 June 2009 to 31 May 2010**, 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:

Member	Portfolio
Cllr Mrs Tricia Turner MBE	Chairman of the Executive and Leader of the Council
Cllr Philip Penman	Vice-Chairman of the Executive and Deputy Leader of the Council
Cllr Mark Chapman	Support across all portfolios
Cllr Norman Costin	Portfolio for Children, Young People and Families
Cllr Mrs Rita Drinkwater	Portfolio for Business Transformation
Cllr Maurice Jones	Portfolio for Corporate Services
Cllr Ken Matthews	Portfolio for Sustainable Development
Cllr Peter Rawcliffe	Portfolio for Social Care, Health and Housing
Cllr Duncan Ross	Support across all portfolios
Cllr Peter Snelling	Portfolio for Safer and Stronger Communities
Cllr Richard Stay	Support across all portfolios
Cllr John Street	Support across all portfolios

3) 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 Head of Democratic Services, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ.

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

Meeting Date	Publication of Agenda
12 May 2009	01 May 2009
23 June 2009	15 June 2009
21 July 2009	13 July 2009
18 August 2009	10 August 2009
15 September 2009	7 September 2009
13 October 2009	5 October 2009
10 November 2009	2 November 2009
8 December 2009	30 November 2009
12 January 2010	4 January 2010
9 February 2010	1 February 2010
9 March 2010	1 March 2010
6 April 2010	25 March 2010



# Central Bedfordshire Council

Forward Plan of Key Decisions for the period 1 June 2009 to 31 May 2010

## Key Decisions

Date of Publication: 8 May 2009

Ref No.	Issue for Key Decision by the Executive (and intended decision)	Indicative Meeting Date	Consultees and Date / Method	Documents which may be considered	Contact Members and Officer (Method of Comment and Closing Date)
1.	Food Safety Service Plan 2009/10 - To approve the Plan.	23 June 2009	Properties of businesses where the Council have a duty of enforcement under the Food Hygiene (England) Regs 2005.	Report	Clr Peter Snelling Comments by 02/06/09 to Contact Officer: Sandra Moore, Head of Public Protection (South) sandra.moore@centralbedfordshire.gov.uk Tel: 0845 849 6298
2.	Mid Bedfordshire District Council Financial Outturn 2008/09 - To report on the General Fund and Capital Programme outturns; to determine the financing of the Capital Programme for 2008/09; to report on the Treasury Management activity for 2008/09 to meet the requirements of the Council's Treasury Management Strategy and the CIPFA Code of Practice on Treasury Management in the Public Sector.	23 June 2009	Portfolio Holder (Corporate Resources)	Report	Clr Maurice R Jones Comments by 02/06/09 to Contact Officer: Brian Mew, Interim Financial Services Manager, MBDC brian.mew@centralbedfordshire.gov.uk Tel: 01462 611070

Ref No.	Issue for Key Decision by the Executive (and intended decision)	Indicative Meeting Date	Consultees and Date / Method	Documents which may be considered	Contact Members and Officer (Method of Comment and Closing Date)
3.	<p>South Bedfordshire District Council Outturn 2008/09 - To report on the General Fund and Capital Programme outturns; to determine the financing of the Capital Programme for 2008/09; to report on the Treasury Management activity for 2008/09 to meet the requirements of the Council's Treasury Management Strategy and the CIPFA Code of Practice on Treasury Management in the Public Sector.</p>	23 June 2009	Portfolio Holder (Corporate Resources)	Report	<p>Cllr Maurice R Jones  Comments by 02/06/09 to Contact Officer:  Brian Mew, Interim Financial Services Manager,  MBDC brian.mew@centralbedfordshire.gov.uk  Tel: 01462 611070</p>
4.	<p>Bedfordshire County Council Final Outturn 2008/09 - To note the Capital and Revenue Outturn positions for Bedfordshire County Council and to approve the setting up of specific earmarked revenue reserves, the level of general reserves to be shared between Central Bedfordshire and Bedford Borough Councils and any implications for successor authorities.</p>	23 June 2009	Portfolio Holder (Corporate Resources)	Report	<p>Cllr Maurice R Jones  Comments by 02/06/09 to Contact Officer:  Nyree Hone, Head of Corporate Finance  nyree.hone@centralbedfordshire.gov.uk  Tel: 01234 276359</p>

Ref No.	Issue for Key Decision by the Executive (and intended decision)	Indicative Meeting Date	Consultees and Date / Method	Documents which may be considered	Contact Members and Officer (Method of Comment and Closing Date)
5.	Information Governance and Security Policy - To approve the Policy for Central Bedfordshire Council.	23 June 2009	Portfolio Holder (Business Transformation) Directors	Report	Cllr Mrs Rita J Drinkwater Comments by 02/06/09 to Contact Officer: Ian Porter, Assistant Director Service Policy, Partnerships & Performance ian.porter@centralbedfordshire.gov.uk Tel: 01234 276067
6.	Health & Safety Service Plan 2009/10 - To approve the Plan.	23 June 2009	Proprietors of businesses where the Council have a duty of enforcement under the Health & Safety at Work Act 1974.	Report	Cllr Peter Snelling Comments by 02/06/09 to Contact Officer: Susan Childerhouse, Head of Public Protection (North) susan.childerhouse@centralbedfordshire.gov.uk Tel: 01462 611394
7.	The Underage Sales Plan - To approve the Plan.	23 June 2009	Portfolio Holder (Safer and Stronger Communities) Police Youth Offending Service Key External Stakeholders	Report	Cllr Peter Snelling Comments by 02/06/09 to Contact Officer: Sandra Moore, Head of Public Protection (South) sandra.moore@centralbedfordshire.gov.uk Tel: 0845 849 6298
8.	Consultation on the Future of Special Schools in Central Bedfordshire - This report sets out the parameters for a first consultation on special school reorganisation.	23 June 2009	Portfolio Holder (Children, Families and Learning)	Report	Cllr Norman B Costin Comments by 02/06/09 to Contact Officer: Martin Pratt, Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 01462 611498

Ref No.	Issue for Key Decision by the Executive (and intended decision)	Indicative Meeting Date	Consultees and Date / Method	Documents which may be considered	Contact Members and Officer (Method of Comment and Closing Date)
9.	<p>Flitwick Dispersal Order - To provide consent for the implementation of a Dispersal Order in Flitwick under Section 30 of the Anti Social Behaviour Act 2003.</p>	23 June 2009	Portfolio Holder (Sustainable Communities), Police and relevant Ward Members	Report	<p>Cllr Peter Snelling Comments by 02/06/09 to Contact Officer: Jeanette Keyte, Community Safety Manager jeanette.keyte@centralbedfordshire.gov.uk Tel: 0845 849 6252</p>
10.	<p>Street Lighting &amp; Bridge Maintenance Strategies - This paper is to gain a member steer on how best to manage an ageing street lighting stock and to advise members on how essential maintenance work will be carried out to ensure safe usage of the council's bridge structures.</p>	18 August 2009	Portfolio Holder (Sustainable Development) Director of Sustainable Communities Police Community Groups	Report	<p>Cllr Ken C Matthews Comments by 02/08/09 to Contact Officer: Basil Jackson, Assistant Director Highways basil.jackson@centralbedfordshire.gov.uk Tel: 01234 228477</p>
11.	<p>Community Engagement Strategy - To approve the Strategy for Central Bedfordshire Council.</p>	15 September 2009	Portfolio Holder (Business Transformation) LSP Partners	Report	<p>Cllr Mrs Rita J Drinkwater Comments by 21/08/09 to Contact Officer: Ian Porter, Assistant Director Service Policy, Partnerships &amp; Performance ian.porter@centralbedfordshire.gov.uk Tel: 01234 276067</p>

Ref No.	Issue for Key Decision by the Executive (and intended decision)	Indicative Meeting Date	Consultees and Date / Method	Documents which may be considered	Contact Members and Officer (Method of Comment and Closing Date)
12.	Central Bedfordshire Children and Young People's Plan 2009 - 2010 - This is the first Children and Young People's Plan. Thereafter it will be refreshed annually.	15 September 2009	Consultation has already taken place with children and young people. Further stakeholder consultation will take place in May, June and July through a variety of mechanisms such as workshops, information published on our website and meetings with key partners.	Report	Cllr Norman B Costin Comments by 21/08/09 to Contact Officer: Sylvia Gibson, Interim Assistant Director, Policy, Planning and Commissioning sylvia.gibson@centralbedfordshire.gov.uk
13.	Customer Services Strategy - To approve the Strategy.	15 September 2009	Portfolio Holder (Business Transformation) Directors	Report	Cllr Mrs Rita J Drinkwater Comments by 21/08/09 to Contact Officer: Clive Jones, Assistant Director Business Transformation & Customer Services clive.jones@centralbedfordshire.gov.uk Tel: 01462 611168
14.	Licensing Policy and Framework - To approve the Policy and Framework.	15 September 2009	Licensing Trade Portfolio Holder (Safer and Stronger Communities) Chairman and Vice-Chairman of the Licensing Committee Three month period commencing 1 April 2009, meetings, publication on website and in other media	Report	Cllr Peter Snelling Comments by 21/08/09 to Contact Officer: Susan Childerhouse, Head of Public Protection (North) susan.childerhouse@centralbedfordshire.gov.uk Tel: 01462 611394
15.	Business Transformation Strategy - To approve the Strategy.	13 October 2009	Portfolio Holder (Business Transformation) Directors	Report	Cllr Mrs Rita J Drinkwater Comments by 22/09/09 to Contact Officer: Clive Jones, Assistant Director Business Transformation & Customer Services clive.jones@centralbedfordshire.gov.uk Tel: 01462 611168

Ref No.	Issue for Key Decision by the Executive (and intended decision)	Indicative Meeting Date	Consultees and Date / Method	Documents which may be considered	Contact Members and Officer (Method of Comment and Closing Date)
16.	Development of a Uniformed Presence for Central Bedfordshire - To consider the options available for Central Bedfordshire to undertake enforcement of a range of environmental and community safety legislation (including the Environmental Protection Act (EPA) and Clean Neighbourhoods and Environment Act (CNEA)) and exploring the role that a uniformed team has in that respect.	12 January 2010	Relevant Portfolio Holders	Report	Cllr Peter Snelling Comments by 10/12/09 to Contact Officer: Jeanette Keyte, Community Safety Manager jeanette.keyte@centralbedfordshire.gov.uk Tel: 0845 849 6252
17.	CCTV Service Options - To consider options available to move to a common approach to the provision of a CCTV service within Central Bedfordshire.	9 February 2010	Portfolio Holder (Safer and Stronger Communities) Key Stakeholders	Report	Cllr Peter Snelling Comments by 15/01/10 to Contact Officer: Jeanette Keyte, Community Safety Manager jeanette.keyte@centralbedfordshire.gov.uk Tel: 0845 849 6252

**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**

The following table sets out the dates on which the Central Bedfordshire Council Forward Plan will be published in 2009/10:

<b>Date of Publication</b>	<b>Period of Plan</b>
08.05.09	1 June 2009 – 31 May 2010
15.06.09	1 July 2009 – 30 June 2010
15.07.09	1 August 2009 – 31 July 2010
13.08.09	1 September 2009 – 31 August 2010
10.09.09	1 October 2009 – 30 September 2010
08.10.09	1 November 2009 – 31 October 2010
05.11.09	1 December 2009 – 30 November 2010
03.12.09	1 January – 31 December 2010
07.01.10	1 February 2010 – 31 January 2011
04.02.10	1 March 2010 – 28 February 2011
04.03.10	1 April 2010 – 31 March 2011
31.03.10	1 May 2010 – 30 April 2011

This page is intentionally left blank