

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



## TO EACH MEMBER OF THE COUNCIL

28 January 2014

Dear Councillor

### **COUNCIL - Thursday 30 January 2014**

Further to the Agenda and papers for the above meeting, previously circulated, please find attached the recommendations that were marked "to follow".

#### **9. Recommendations from the Executive**

- (ii) To consider recommendations from the special meeting of the Executive held on 21 January 2014 and answer questions asked under Rule No 13.1.

Notes:

- 1. The updated presubmission Gypsy & Traveller Local Plan is attached.
- 2. Appendix 2 and the maps will be available on Thursday 30 January 2014.

#### **10. Recommendations from the General Purposes Committee**

- (ii) To consider recommendations from the meeting of the General Purposes Committee held on 20 January 2014 and answer questions asked under Rule No 13.1.
  - (c) Proposed amendments to the Constitution – Planning Matters
  - (d) Pay Policy Statement 2014/15

Should you have any queries regarding the above please contact Democratic Services on Tel: 0300 300 4040.

Yours sincerely

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**COUNCIL MEETING – 30 JANUARY 2014**

**Recommendation to Council from the Special Executive meeting  
held on 21 January 2014**

E/13/115

**Gypsy and Traveller Local Plan**

The Chairman reminded Members who were also Members of the Development Management Committee of the importance of not prejudicing any planning decision that they may take part in at a later date. Any planning application would be determined on relevant planning considerations, on its own merits.

The Executive considered a report and a supplementary report from the Executive Member for Sustainable Communities – Strategic Planning and Economic Development that set out the findings of the Gypsy, Traveller Accommodation Assessment 2014 (GTAA) and the proposed changes to the draft Gypsy and Traveller Local Plan (GTLP), following the Pre-Submission Draft Plan. The Executive Member outlined the background to the GTLP, including the legal obligation to develop a GTLP that, when adopted, would form part of the statutory development plan for Central Bedfordshire

The Sustainable Communities Overview and Scrutiny Committee had considered the draft GTLP at their meeting on 14 January 2014 and had recommended that a growth rate of 2% be used for future Gypsy and Traveller pitch provision and 1.5% for Travelling Showperson provision. The total Gypsy and Traveller requirement recommended was 131 pitches and 20 Travelling Showperson plots in Central Bedfordshire in the period up to 2031. The sites proposed were as follows:

**Table 3**

<b>Site</b>	<b>Pitches</b>	<b>Change from draft GTLP</b>
Site 16 - Barton	15	Additional 5 pitches
Site 26 - Dunton Lane	15	Site 55 to be replaced with site 26 allocation increased from 10 to 15 pitches
Site 58 - Potton	0	Site to be removed from the plan
Site 92 - Caddington	9	No change
Site 116 - Pulloxhill	13	No change
Site 76 - Fairfield	10	No change
Site 78 - Tingrith	4	No change

<b>Total</b>	<b>66</b>
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Windfall to meet first 10 years requirement at 2%	18
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In accordance with the Council's Scheme of Public Participation, the Chairman invited 6 speakers to address the Executive. Members of the public raised comments and concerns, which in summary included the following:-

- site 58 should be removed from the GTLP, but the existing Potton site should not be considered for expansion outside of the plan making process;
- there was concern that if the Potton site was expanded this might lead to unrest due to the possibility of having different groups of gypsies and travellers living on the same site;
- local residents had recommended an alternative site to site 26. The alternative site was near Bibby, this was more accessible and complied with relevant planning considerations, such as improved screening, access to facilities and less environmental impact;
- site 16 was inappropriate due to it being located in the Green Belt; it was also close of the Barton bypass, giving cause for concern about air and noise pollution. The residents of site 16 would also need to cross the bypass to access local facilities such as schools, public transport and shops;
- it was felt that the representations and petition submitted by residents in Barton had not been taken into account;
- residents living in Faldo Road would be dominated by sites 16 and 116;
- the interpretation of the Government's Planning Policy for Traveller Sites and in particular Policy E: Traveller Sites in Green Belt and the view that the sites outside the Green Belt should be considered first before sites were considered in the Green Belt;
- reference was made to the National Planning Policy Framework and the development of Neighbourhood Plans;
- the concern that some existing sites had originally been unauthorised Gypsy and Traveller sites before being granted permission;
- the importance of effective management of Gypsy and Traveller sites;
- sites should be small family sites; and
- claimed the Council had lost the Planning Inquiry for Mile Tree Road due to the draft GTLP proposing sites in the Green Belt.

The Executive Member for Sustainable Communities – Strategic Planning and Economic Development thanked the speakers and addressed the concerns raised. He explained that the responses to the public consultation had been taken into account and as a result of this, changes to the GTLP had been recommended.

The Executive Member highlighted paragraphs 14 and 15 from the Government's Planning Policy for Traveller Sites which provided for land to be allocated for traveller sites within Green Belt in special circumstances. He explained too the significance of Mile Tree Farm appeal and the action being taken in response, together with the risks associated with proceeding with an approach to gypsy and traveller site provision based on an annual growth rate of 2% which is below the percentage of growth rate that the Planning

Inspector has previously considered sound in other plans and an assumed level of windfall provision.

In response to questions from Members, the Executive Member for Sustainable Communities – Strategic Planning and Economic Development explained that:

- the reasons why alternative sites along the A6 between Barton and Luton had not been included in the final proposals;
- the recommended changes to the Plan were based on the adoption of a 2% compound growth rate, but that the extent of proposed allocation of sites would be sufficient to deliver against the number of pitches required in the area for the first 5 years of the Plan, should the Local Plan Inspector subsequently recommend that a 2.5% growth rate was appropriate;
- he was aware of the history of the existing Potton site and the proposed expansion of the site would need to be managed carefully;
- issues such as access to sites along busy roads would be dealt with through the planning application process;
- if the number of windfall sites increased or decreased from the level expected in future based on past trends, then the allocation of sites would be reviewed;
- he would try to contact Pat Niner who had carried out the assessment of the accommodation needs of the Gypsy and Traveller communities in England in the past;
- he noted the comments raised regarding site 80, Land West of Blunham Road and South of Chalton Farm, Chalton; and
- planning conditions attached to sites would be enforced.

Reason for decision: To enable progress on the draft Gypsy and Traveller Local Plan prior to its formal submission to the Secretary of State in June 2014 and during the Examination period.

## **RESOLVED**

- 1. that the Gypsy, Traveller and Showperson Accommodation Assessment 2014 conducted by ORS be endorsed;**
- 2. the use of a compound growth rate of 2% for future Gypsy and Traveller provision and 1.5% for Travelling Showperson provision and the consequential requirement for 131 Gypsy and Traveller pitches and 20 Travelling Showperson plots to be provided in Central Bedfordshire up to 2031, as recommended by the Sustainable Communities Overview and Scrutiny Committee be approved.**
- 3. That the allocation of Gypsy, Traveller and Travelling Showperson sites, as set out in Table 3 above, be approved for inclusion in the draft Plan, along with the recommended changes to the draft Gypsy and Traveller Local Plan attached at Appendix D to the report.**

**RECOMMEND to Council**

- 1. That the Gypsy and Traveller Local Plan be approved for the purposes of publication and submission to the Secretary of State.**
- 2. To delegate authority to the Chief Executive, in consultation with the Executive Member for Sustainable Communities – Strategic Planning and Economic Development, to make any minor amendments to the Gypsy and Traveller Local Plan:**
  - (i) prior to Publication**
  - (ii) after Publication but before Submission; and**
  - (iii) during the Examination process.**

**[Please note that a copy of the draft Gypsy and Traveller Local Plan is attached to this minute. Maps will be circulated separately.]**

# **Gypsy and Traveller Local Plan**

Pre-Submission January 2014

1. Introduction.....	2
2. Vision and Objectives .....	7
3. Gypsy and Traveller Accommodation Need .....	8
4. Travelling Showpeople Accommodation Need .....	12
5. Consideration of New Sites and Expansion of Existing Sites...	14
6. Safeguarding Sites .....	21
7. Gypsy and Traveller Site Allocations .....	22
8. Travelling Showpeople Site Allocations .....	28
9. Monitoring .....	29
Appendix 1: Glossary .....	30
Appendix 2: Allocation Maps .....	32



## 1. Introduction

- 1.1 Local authorities are required by Government, through the Housing Act 2004, to assess the accommodation needs of Gypsies and Travellers alongside the settled population, and develop a strategy that addresses any unmet need that is identified.
- 1.2 The Gypsy and Traveller Local Plan sets out how the Council will meet Gypsy and Traveller and Travelling Showpeople accommodation needs in Central Bedfordshire until 2031. It specifies the number of Gypsy and Traveller pitches and Travelling Showpeople plots required and identifies sites to help meet this need. The plan also outlines the planning policies against which all planning applications for Gypsy and Traveller and Travelling Showpeople sites will be assessed.

### National policy

- 1.3 The Department for Communities and Local Government (**DCLG**) published 'Planning Policy for Traveller Sites' (PPTS) in March 2012, to accompany the National Planning Policy Framework (NPPF). PPTS sets out the Government's policy approach to planning for Gypsy and Traveller and Travelling Showpeople sites, with the overarching aim to ensure fair and equal treatment for Gypsies and Travellers, in a way that facilitates the traditional and nomadic way of life whilst respecting the interests of the settled community.
- 1.4 Local Plans are required to set pitch targets for Gypsy and Travellers and plot targets for Travelling Showpeople which addresses the likely accommodation needs in the area, based on local evidence. The Plan is required to:
  - Identify a five year supply of specific deliverable sites and other, developable sites to accommodate growth for years 6-10 and where possible 11-15;
  - Ensure the number of pitches and plots reflect the size and location of a site, and the size of the surrounding population; and
  - Protect local amenity and the environment.
- 1.5 Consideration must also be given to the National Planning Policy Framework which sets out the Government's overarching planning policies for England, with the objective of contributing to the achievement of sustainable development.

## Local policy

- 1.6 The Gypsy and Traveller Local Plan forms part of the statutory development plan for Central Bedfordshire. It sits alongside the Development Strategy, which sets out the overall approach to new development in Central Bedfordshire for the period to 2031. PPTS requires Gypsy and Traveller plans to outline provision for fifteen years, which is up to 2029 in the case of Central Bedfordshire. However, the Council has resolved to plan up to 2031 to bring the Gypsy and Traveller Local Plan in line with the Development Strategy.
- 1.7 The Gypsy and Traveller Local Plan specifies the number of Gypsy and Traveller pitches and Travelling Showpeople plots required in Central Bedfordshire and identifies sites that will deliver 66 pitches and 4 plots over the plan period. The document also contains planning policies against which all planning applications for Gypsy and Traveller and Travelling Showpeople sites will be assessed. Policies contained within the Development Strategy will also apply when considering planning applications for Gypsy and Traveller and Travelling Showpeople sites.

## Purpose of the Gypsy and Traveller Local Plan

- 1.8 Everyone should have the opportunity to live in a decent home. Travelling is an integral part of cultural identity for Gypsy and Traveller households. It is legally accepted that nomadism, and living in a caravan is a reflection of the cultural heritage of Gypsy and Irish Traveller families, not simply a lifestyle choice. Gypsies and Travellers are recognised ethnic groups and are entitled to the same access to housing as the settled community.
- 1.9 Local Authorities have a statutory duty to assess the accommodation needs of Gypsies and Travellers and develop a strategy to address unmet need. There are also practical reasons for making provision for Gypsy, Traveller and Travelling Showpeople accommodation. 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 Gypsies and Travellers have to set up home on land belonging to others or on their own land without permission.
- 1.10 If provision is not made for enough authorised sites, unauthorised camping is likely to continue. The problems associated with unauthorised sites, such as the costs of taking enforcement action, the tension that exists between Gypsies and Travellers and the settled

community and the social exclusion experienced by Gypsies and Travellers on unauthorised sites, will continue. The aim of this Local Plan is to reduce the occurrence of unauthorised sites by making sufficient new provision for Gypsies and Travellers in the area.

## Sustainability Appraisal

- 1.11 The Strategic Environmental Assessment (**SEA**) Directive requires the assessment of environmental impacts of actions contained in a wide range of plans and programmes, including planning policy documents. SEA and Sustainability Appraisal (**SA**) are very closely linked. SA aims to integrate sustainability into decision making by appraising the plan using environmental, social and economic objectives. SEA also aims to facilitate sustainable development, but its emphasis is on integrating environmental considerations into decision making through a thorough analysis of environmental issues.
- 1.12 Although the requirement to carry out both an SA and SEA is mandatory, it is possible to satisfy the requirements of both pieces of legislation through a single appraisal process. The SA therefore incorporates the requirements of both the Planning and Compulsory Purchase Act and the SEA Regulations. A Sustainability Appraisal, incorporating an SEA, has been undertaken which should be considered together with the Gypsy and Traveller Local Plan.

## The Habitats Directive

- 1.13 When preparing planning policy documents, the Council needs to assess whether an 'Appropriate Assessment' is required under the European Directive 92/43/EEC – The Habitats Directive. The Habitats Directive establishes a network of internationally important sites designated for their ecological status, and requires the maintenance or restoration of wildlife habitats and species of interest to a favourable condition. These are referred to as Natura 2000 sites or European Sites, and comprise Special Areas of Conservation (SACs) and Special Protection Areas (SPAs). There are no Natura 2000 or Ramsar sites in Central Bedfordshire. There are 5 European sites outside of the Council's boundary but within the potential influence of the plan.
- 1.14 The Habitats Regulations Screening Assessment concludes that the Gypsy and Traveller Local Plan would have no adverse effects on these sites, either alone or in combination with other plans.

## Site Assessment

- 1.15 Planning Policy for Travellers Sites states that local planning authorities should identify enough deliverable sites to provide five years' worth of sites against locally set targets; and identify a supply of developable sites or broad locations for growth, for years six to ten and, where possible, for years eleven to fifteen.
- 1.16 In order to ensure that sufficient land is available to meet accommodation needs in Central Bedfordshire up to 2031, the Council conducted a call for sites in Spring 2012 inviting landowners to submit details of land for consideration as a Gypsy and Traveller or Travelling Showpeople site. The portfolio of Council owned land was also considered as part of this process.
- 1.17 Local planning authorities are required to ensure that sites are sustainable economically, socially and environmentally. In order to identify the most appropriate sites, each site was subject to a three stage assessment process:
- The first stage assessed sites in terms of their immediate suitability, such as being located within Flood Zone 3 or in an Area of Outstanding Natural Beauty (AONB). Sites that failed one of the criteria were instantly dismissed.
  - The second stage assessed sites against issues which could be mitigated, such as zones of lower flood risk, archaeology, access from the public highway, and landscape. A site could be dismissed at this stage if an issue couldn't be satisfactorily overcome.
  - The third stage used a scoring system to assess sites in terms of access to facilities and services, such as health, schools and public transport; the provision of utilities and servicing for waste and recycling; and whether the site is on greenfield or brownfield land.
- 1.18 This sequential approach allowed unsuitable sites to be filtered out. Sites must satisfy assessment at each level in order to pass onto the next. In identifying sites for allocation, additional considerations were made including the overall impact of a new site and its size on the nearest settlements and the preferences of the Gypsy and Traveller community of where they wish to live.
- 1.19 A full report on the site assessment process has been published as a Technical Report to this Pre Submission document. The Gypsy and Traveller Local Plan identifies sites to help meet the accommodation needs of Gypsies and Travellers and Travelling Showpeople in Central Bedfordshire up to 2031. These sites are included in section 7 of this document.

## **Community engagement**

- 1.20 A Consultation Statement has been prepared which sets out the consultation that has been undertaken during the preparation of the Gypsy and Traveller Local Plan. The Statement sets out how consultation activities have been advertised, who has been consulted and how they have been consulted. It also identifies the ways that people commented upon the Plan and the key issues that were raised.

## **What happens next?**

- 1.21 The new 2014 'Pre-Submission' Gypsy and Traveller Local Plan is subject to formal consultation. All representations received will be made available to a Planning Inspector for consideration, following submission to the Secretary of State (anticipated in June 2014). It is expected that following the Examination process and the consideration of the Inspector's Report, the Gypsy and Traveller Local Plan will be adopted in March 2015.

## 2. Vision and Objectives

- 2.1 The Gypsy and Traveller Local Plan has the following Vision, to ensure the delivery of sites to meet the required needs for the Gypsy and Traveller and Travelling Showpeople community in Central Bedfordshire up to 2031:

*By 2031, Central Bedfordshire will provide a sufficient number of sustainable and high quality sites to meet the needs of the Gypsy and Traveller and Travelling Showpeople communities, enabling access to services and facilities. There will be a reduced incidence of unauthorised developments and encampments, and increased integration between the Gypsy and Traveller and Travelling Showpeople community and the settled community.*

- 2.2 In order to meet this vision the Gypsy and Traveller Local Plan has the following objectives:

- 131 Gypsy and Traveller pitches and 20 Travelling Showpeople plots will be delivered between 2014 and 2031 to meet the accommodation needs of Gypsies, Travellers and Travelling Showpeople in Central Bedfordshire.
- The number of unauthorised sites will be minimised by identifying a supply of deliverable and developable sites throughout the Plan period.
- A supply of permanent sites will be delivered, providing stability for the Gypsy and Traveller and Travelling Showpeople communities and access to healthcare, education and other services.
- Provide a clear policy framework for making decisions on planning applications regarding Gypsy and Traveller and Travelling Showpeople sites in Central Bedfordshire.

### 3. Gypsy and Traveller Accommodation Need

- 3.1 The PPTS defines Gypsies and Travellers as: persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family's or dependants' educational or health needs or old age have ceased to travel temporarily or permanently, but excluding members of an organised group of travelling showpeople or circus people travelling together as such.

#### What is a Gypsy and Traveller Pitch?

- 3.2 A pitch is the space required to accommodate one household and their caravans, parking space and enough room for the turning of vehicles. A study in the East of England found that the average Gypsy and Traveller household across the region would require a pitch able to accommodate 1.7 caravans. However, this will vary from area to area and according to family need. There is no-one size fits all measurement of a pitch, as in the case of the settled community, this depends on the size of the individual families and their particular needs.
- 3.3 Guidance from the Department of Communities and Local Government (DCLG) (Designing Gypsy and Traveller Sites Good Practice Guide 2008) states that as a general guide, it is possible to specify that an average family pitch must be capable of accommodating an amenity building; a large trailer and touring caravan (or two caravans); drying space for clothes/a small garden area; a lockable shed (for bicycles, wheelchair storage etc); and parking space for two vehicles. Smaller pitches must be able to accommodate at least an amenity building; a large trailer; drying space for clothes; and parking for at least one vehicle.

#### Gypsy and Traveller Accommodation Needs to 2031

- 3.4 Planning Policy for Gypsy and 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. In 2013 the Council commissioned a full Gypsy and Traveller and Travelling Showpeople Accommodation Assessment (GTAA) to provide up to date evidence about the accommodation needs of Gypsies and Travellers and Travelling Showpeople in Central Bedfordshire up to 2031.
- 3.5 The GTAA identified the number of pitches needed to 2031 and outlined important observations on the specific needs of the Gypsy and Traveller community in Central Bedfordshire, which have been considered in preparing this Local Plan:

- Only 10% of respondents indicated they need additional pitches. Most households seeking additional capacity suggested there was sufficient space on their existing site to accommodate new pitches. Most households wished to remain in the area they are currently settled in and most households felt their existing site met their needs.
- There was a desire for better health care provision with some respondents suggesting their existing pitch did not meet the care needs of those with health issues.
- There was a desire for better provision of toilets, showers and washing facilities and electricity connections.
- The Gypsy and Traveller community wanted sites to be effectively managed.
- Many of the Gypsy and Traveller households within the study area are very settled, travel is predominately seasonal, 59% of respondents reported their family had lived on their site for 5 years or more.

3.6 The GTAA found a need for 131 additional permanent Gypsy and Traveller pitches in Central Bedfordshire between 2014 and 2031. In the first 6 year period (2014-2019) 54 pitches are required to address the backlog of need and household growth. The remaining 77 pitches are required to meet future household growth from 2020 to 2031.

3.7 The 2014 GTAA outlined the projected growth of the Gypsy and Traveller population using a range of compound growth rates between 1.5% and 3%. Councillors determined a 2% compound growth rate was the most appropriate rate to utilise to project household growth from 2014 to 2031.

Table 1: Pitch Requirement at January 2014

Number of permanent pitches currently in Central Bedfordshire in 2014	247
Total backlog at January 2014	35
Add growth between 2014 and 2019 (2% pa)	+19
Add growth between 2020 and 2024 (2% pa)	+30
Add growth between 2025 and 2029 (2% pa)	+33
Add growth between 2030 and 2031 (2% pa)	+14
<b>Total need from 2014 to 2031</b>	<b>131</b>



## Providing permanent Gypsy and Traveller Pitches

- 3.8 This Gypsy and Traveller Local Plan identifies specific sites to deliver 66 pitches sufficient to provide five years' worth of sites against the locally set targets and to help meet the accommodation need in Central Bedfordshire until the end of 2031. The Gypsy and Traveller Pitch and Plot Trajectory that accompanies this Plan demonstrates the five year supply of specific deliverable sites and identifies other, developable sites to accommodate growth from years 6-19. Annual monitoring over the duration of the Plan period will ensure there is an appropriate, deliverable supply of sites.
- 3.9 Any windfall applications for Gypsy and Traveller accommodation will be considered against policies GT5, GT7 and GT8 and other relevant policies in the Development Strategy for Central Bedfordshire. The need for additional windfall sites will need to be demonstrated as part of any application. Any windfall planning permissions granted for Gypsy and Traveller pitches will contribute to the overall provision of need.

### Policy GT1: Gypsy and Traveller Pitch Requirement

The Council will facilitate the development of 131 pitches to meet the Gypsy and Traveller accommodation need in Central Bedfordshire up to the end of 2031  
The Council will allocate 66 pitches which are deliverable in the first five years of the Plan.

## Visitor Space and Transit Pitches

- 3.10 A preference was expressed in the 2014 Gypsy and Traveller Accommodation Assessment for permanent family sites with visitor spaces, which enable the Gypsy and Traveller community to accommodate members of their family who are visiting. A visitor space would be offered on a short term basis to visiting friends and families of the Gypsies and Travellers residing on the site. These pitches would be in addition to the permanent pitches on site. Any planning applications for visitor space will be considered against Policy GT5, GT7 and other relevant policies in the Development Strategy for Central Bedfordshire.

### Policy GT2: Provision for Visitor Pitches

Provision will be made for visitor space on appropriate sites across Central Bedfordshire. Visitor space provision will be restricted to control the number of people visiting and their length of stay, to be determined on a site by site basis.

- 3.11 As well as visitor spaces, provision will be made for transit pitches. A transit pitch is intended for short term use by Gypsies and Travellers in transit. The pitch is itself permanent, while its residents are temporary, with a maximum period of stay imposed, usually by a site manager. Such sites are provided with basic amenities and services such as boundary fencing, hardstanding, water supply, toilet and washing facilities, waste disposal and (possibly) electricity. Permissions for transit pitches could restrict the size of sites and recommend a “cap” on the number of people allowed to stay on the pitch on a transit basis. There are opportunities for providing transit pitches on existing permanent sites. The appropriateness of sites for this purpose will be determined on a site by site basis using Policy GT5 to determine applications.

**Policy GT3: Provision for Transit Pitches**

Provision for transit pitches will be considered on sites with permanent provision, at site locations determined in accordance with GT5 and in consultation with the Gypsy and Traveller community. Transit provision will be restricted to control the number of people visiting and their length of stay, to be determined on a site by site basis.

## 4. Travelling Showpeople Accommodation Need

- 4.1 The PPTS defines Travelling Showpeople as: members of a group organised for the purposes of holding fairs, circuses or shows (whether or not travelling together as such). This includes such persons who on the grounds of their own or their family's or dependants' more localised pattern of trading, educational or health needs or old age have ceased to travel temporarily or permanently, but excludes Gypsies and Travellers.

### What is a Travelling Showpeople Plot?

- 4.2 Travelling Showpeople's needs are distinct to the needs of the wider Gypsy and Traveller community. Pitches on a Travelling Showpeople site are referred to as plots. Whilst Gypsy and Traveller pitches are typically residential, Travelling Showpeople plots are mixed-use which incorporate space or are split to allow for the storage and maintenance of equipment. The plots also provide secure, permanent bases for the storage of equipment. There is no-one size fits all measurement of a plot as in the case of the settled community, this depends on the size of the individual families and their particular needs.

### Accommodation needs to 2031

- 4.3 In 2013 the Council, commissioned a full Gypsy, Traveller and Showperson Accommodation Assessment (GTAA) to determine the accommodation needs of Travelling Showpeople in Central Bedfordshire to 2031.
- 4.4 The January 2014 GTAA found a need for 25 additional permanent Travelling Showpeople plots in Central Bedfordshire between 2014 and 2031. However, local evidence supported a need for 20 plots to 2031. In the first period (2014-2019) 11 plots are required to address backlog and household growth. The remaining 9 plots are required to meet future household growth from 2020 to 2031.
- 4.5 A 1.5% compound growth rate has been used to identify likely need arising from household growth from 2014 to 2031. The growth rate for the Travelling Showpeople population is typically lower than Gypsies and Travellers at 1-1.5% per annum, and the higher rate was accepted by the Showman's Guild at the examination of the East of England Plan and is considered to remain a robust approach to calculating future growth in Central Bedfordshire.

Table 2: Pitch Requirement for Travelling Showpeople to 2031

Total existing pitches in 2014	43
Total backlog at January 2014	7
Growth between 2014 and 2019 (1.5% pa)	4
Growth between 2020 and 2024 (1.5% pa)	3
Growth between 2025 and 2029 (1.5% pa)	4
Growth between 2030 and 2031 (1.5% pa)	2
<b>Total need to 2031</b>	<b>20</b>

### Providing permanent Travelling Showpeople Plots

- 4.6 This Local Plan identifies sites to deliver 4 plots to help meet the accommodation need in Central Bedfordshire until the end of 2031. The Gypsy and Traveller Pitch and Plot Trajectory that accompanies this Plan demonstrates the five year supply of specific deliverable sites and identifies other, developable sites to accommodate growth from years 6-19. Annual monitoring over the duration of the Plan period will ensure there is an appropriate, deliverable supply of sites.
- 4.7 Any windfall applications for Travelling Showpeople accommodation will be considered against policies GT5, GT6 and GT7 and other relevant policies in the Development Strategy for Central Bedfordshire. The need for additional windfall sites will need to be demonstrated as part of any application. Any windfall planning permissions granted for Travelling Showpeople plots will contribute to the overall provision and meeting of need.

#### Policy GT4: Travelling Showpeople Plot Requirement

The Council will facilitate the development of 20 plots to meet identified Travelling Showpeople needs in Central Bedfordshire up to the end of 2031.  
The Council will allocate 4 plots which are deliverable in the first five years of the Plan.

## 5. Consideration of New Sites and Expansion of Existing Sites

- 5.1 The following policies provide a more detailed policy framework against which planning applications for Gypsy and Traveller sites or pitches, visitor pitches, transit sites or pitches and Travelling Showpeople sites or plots will be assessed.
- 5.2 New sites should be planned sensitively to take account of the needs of both the travelling and settled communities. Issues of sustainability are important, relevant considerations include:
- The promotion of peaceful and integrated co-existence between the site and the local community;
  - The wider benefits of easier access to GP and other health services;
  - Access to local schools to enable Gypsy and Traveller children to attend school regularly;
  - A settled base that reduces the need for long distance travelling, and the possible environmental damage caused by unauthorised encampments;
  - Consideration of the effect of local environmental quality, such as noise or air quality, on the health and well being of any Gypsy and Travellers or on others as a result of the development;
  - Consideration of the need to protect the historic environment
  - Not locating sites in areas of high flood risk, and functional floodplains;
  - Access to local shops; and
  - Access to local employment opportunities.
- 5.3 In order to benefit from access to facilities and services such as health and education, first preference should be given to sites that are located closer to existing settlements. However, traditionally some Gypsy and Traveller families prefer to live in the countryside, on privately owned and managed sites. Such locations will be considered where they are constraint free, or where any constraints could be satisfactorily mitigated.

### Development in the Green Belt

- 5.4 National planning policy (NPPF and PPTS) states inappropriate development is harmful to the Green Belt and should not be approved, except in very special circumstances. Traveller sites (temporary or permanent) in the Green Belt are inappropriate development. The Development Strategy for Central Bedfordshire confirms that there is a general presumption against inappropriate development, and planning permission will only be granted where there are demonstrable, very special circumstances that clearly outweigh harm to the Green Belt.

Sites within the Green Belt will only be allocated to meet a specific identified need.

- 5.5 Where an existing site or extension to an existing site in the Green Belt is allocated through the plan-making process, the site will remain within or “washed over” by Green Belt as the Council wishes to protect Green Belt boundaries, retain its key characteristics of openness and permanence, and prevent the removal of small areas from the Green Belt
- 5.6 PPTS enables local planning authorities to make an exceptional limited alteration to the defined Green Belt boundary to accommodate a site inset within the Green Belt, to meet a specific identified need for a traveller site, only through the plan making process and not in response to a planning application. Central Bedfordshire intends to make one alteration to the defined Green Belt boundary, to enhance the deliverability of a new Gypsy and Traveller Site at Land West of Barton-Le-Clay (See policy GT10)

### **Assessing planning applications**

- 5.7 Planning applications will be judged using the policies in this Local Plan and the relevant policies set out in the Development Strategy for Central Bedfordshire and national planning policy. Applications will be considered on their merits in the context of site size and location, and the characteristics of the surrounding area. Planning permissions might restrict the size of sites and where appropriate recommend a “cap” on the number of people allowed to live on the site on a permanent basis or the number of caravans being stationed on a site. Proposals for mixed residential and business uses should have regard to the safety and amenity of the occupants and neighbouring residents. Applications for business use will be assessed against the criteria included within Policy GT8. Consideration must also be given to site specific factors such as vehicular access from the public highway, as well as provision for parking, turning, servicing on site, and road safety for occupants and visitors.

### **Flood Risk**

- 5.8 In accordance with Planning Policy for Traveller Sites, Gypsy and Traveller sites should not be permitted in areas of high flood risk as they are considered as highly vulnerable development. In areas of flood risk, where a site is otherwise considered suitable for development, a flood risk assessment will be required to identify the extent of flood risk and recommend alleviation and mitigation measures necessary to address the problem. Sites will only be permitted where any effects can be overcome by appropriate alleviation and mitigation. Surface water drainage and storm water drainage systems should be installed where appropriate.

### Highway Access

- 5.9 Safe and convenient vehicular access to a Gypsy and Traveller or Travelling Showpeople site is essential. Access and road safety must adhere to the Highway Authority's guidance. Gypsy and Traveller pitches or Travelling Showpeople plots will not be permitted where site access is deemed unsafe or inadequate. As well as an appropriate access, there must be adequate space provided on sites for the parking and turning of vehicles. Access to local services by foot, cycle or public transport should ideally be available, to reduce the reliance on private vehicles. An area for children to play may be required where access to existing facilities is not available.

### Residential Amenity

- 5.10 Consideration should be given to the potential for noise and other disturbance from the movement of vehicles, the stationing of vehicles on the site and any on site business activities. This will be judged on a site by site basis, based on the proposals and the type and proximity of neighbouring development. Hard and soft landscaping should be used to ensure the impact on the character of the area and landscape is minimised, and site boundaries should be clearly defined.
- 5.11 In order to protect the occupants of Gypsy and Traveller and Travelling Showpeople sites, sites will not be permitted in the immediate vicinity of railway lines, water bodies or power lines. Consideration will need to be given to noise and disturbance arising from roads adjacent to or in close proximity to sites. Sites should also be serviceable by electricity, water, drainage and sanitation.
- 5.12 Detail about site design is set out in the DCLG guidance document Designing Gypsy and Traveller Sites Good Practice Guide (2008). Consideration should be given to this document in preparing and assessing planning applications for Gypsy and Traveller and Travelling Showpeople sites. Site design will also have to comply with the conditions of a license issued by the Local Authority under the Caravan Sites Control of Development Act 1960.

### Policy GT5: Assessing planning applications for Gypsy and Traveller sites

Sites for Gypsies and Travellers will be granted planning permission providing that all of the following issues are addressed:

- Satisfactory evidence is submitted to justify local need for the scale and nature of the accommodation proposed;
- The scale of the site and the number of pitches would not dominate the nearest settled community and would not place

- undue pressure on local infrastructure;
  - The site would not be located in an area at high risk of flooding, including functional floodplain. A flood risk assessment will be required in areas of flood risk;
  - The site is not located in an area immediately adjacent to railway lines, water bodies or power lines;
  - Satisfactory and safe vehicular access to and from the public highway is provided to allow manoeuvrability of living accommodation to the site and the pitch;
  - Site design demonstrates that the pitches are of a sufficient size to accommodate trailers/caravans, parking, and storage and amenity space for the needs of the occupants.
  - Ensure that any detrimental impact upon the character and appearance of the locality is minimized and specifically addressing impact on biodiversity, nature conservation and landscape designations which could include the use of hard and soft landscaping.;
  - Consideration should be given to the need to protect the historic environment
  - Sensitive boundary treatment, which may include hedges, walls and fences, is erected to provide clear demarcation of the perimeter of the site;
  - The amenity of nearby occupiers will not be unduly harmed by the development;
  - Pollution from light and noise sources on the site are minimised and visual and acoustic privacy is maintained for both site residents and the occupiers of nearby land and property;
  - Adequate schools, shops, healthcare and other community facilities are within reasonable travelling distance; and
  - Suitable arrangements can be made for drainage, sanitation and access to utilities.
- Planning permission for Gypsy and Traveller sites in the Green Belt will only be granted where there are demonstrable, very special circumstances that clearly outweigh harm to the Green Belt.

5.13 Travelling Showpeople’s needs are distinct to the needs of the wider Gypsy and Traveller community:

- They do not share the same cultures or traditions as Gypsies and Travellers.
- Travelling Showpeople sites combine residential, storage and maintenance uses, and require secure permanent bases for the storage of their equipment.

Applications for Travelling Showpeople sites will be assessed against the criteria in Policy GT5, and the specific criteria in Policy GT6 below.



### **Policy GT6: Assessing planning applications for Travelling Showpeople sites**

Sites for Travelling Showpeople will be granted planning permission provided that:

- The criteria in Policy GT5 are satisfactorily met;
- Sufficient space is provided to accommodate the storage and maintenance of equipment; and
- Satisfactory and safe vehicular access to and from the public highway is provided both to allow manoeuvrability of living accommodation and equipment to the site and plot, and to ensure the safety of other road users with the use of traffic calming measures where appropriate.

Planning permission for Travelling Showpeople sites in the Green Belt will only be granted where there are demonstrable, very special circumstances that clearly outweigh harm to the Green Belt.

### **The expansion of Gypsy and Traveller and Travelling Showpeople sites**

- 5.14 Existing, permanent Gypsy and Traveller and Travelling Showpeople sites may be expanded to accommodate an additional, identified need for pitches/plots. This need is likely to arise from the expansion of families residing on the site. The density of Gypsy and Traveller and Travelling Showpeople sites varies depending on the scale, location and number of occupants. There is no maximum density for sites. On some sites there may be opportunities to subdivide or infill existing pitches/plots in order to provide additional accommodation.
- 5.15 The following sequential approach should be adopted when assessing the expansion of a site:
1. Subdivision or infilling of existing pitches/plots will be preferential where there is sufficient space to do so and this would not be detrimental to the amenity of site occupants and neighbouring residents. New pitches would still need to meet the relevant licensing requirements.
  2. Expansion of sites directly adjacent to the current boundary, providing sufficient land to meet the identified need and this would not be detrimental to the amenity of site occupants or to neighbouring residents. New pitches would still need to meet the relevant licensing requirements.

- 5.16 All planning applications for the expansion of existing sites will be considered against policies GT5, GT6, GT7, GT8 and other relevant policies in the Development Strategy for Central Bedfordshire.

**Policy GT7: Assessing Planning Applications for the Expansion of Existing Gypsy and Traveller and Travelling Showpeople Sites**

The expansion of existing sites for Gypsies and Travellers and Travelling Showpeople will be permitted provided that satisfactory evidence demonstrates the need for the scale and nature of accommodation proposed.

In order to safeguard the countryside, the expansion of sites should be achieved through the subdivision or infilling of existing pitches or plots.

Where a site cannot be subdivided, expansion will be considered provided that the area of expansion is directly adjoining the existing site and has no adverse impact on the area.

Planning permission for the expansion of Gypsy and Traveller and Travelling Showpeople sites in the Green Belt will only be granted where there are demonstrable very special circumstances that clearly outweigh harm to the Green Belt.

**Provision of space/facilities for business use on permanent sites**

- 5.17 The Gypsy and Traveller community tends to be self employed, sometimes running their businesses from the site on which their caravans are stationed. Gypsy and Traveller sites suitable for mixed residential and business uses should have regard to the safety and amenity of the occupants and neighbouring residents. Sites in the rural area will need to pay particular attention to minimising the impact of any business use on the countryside.
- 5.18 The Council will consider applications for business use for the Gypsy and Traveller community provided they meet criteria set out in the policy below.

**Policy GT8: Provision of Space/Facilities for Business Use on Permanent Gypsy and Traveller Sites**

Planning applications for business use on or directly adjoining Gypsy and Traveller sites for the Gypsy and Traveller community will be granted provided that all of the following issues are addressed:

- The business use proposed is proportionate to the site and would not have an unacceptable detrimental impact on the visual appearance of the surrounding area;

- The amenity and safety of the occupants of the site and/or neighbouring residents should not be harmed;
- A safe, convenient and adequate standard of access can be provided;
- There are suitable areas for parking vehicles or storage of materials; and
- Appropriate safeguards are put in place to prevent the pollution of ground and surface water.
- The use should relate to at least one of the households on the site

In circumstances where the business use on a Gypsy and Traveller site is considered inappropriate development in the Green Belt, planning permission will only be granted where there are demonstrable very special circumstances that clearly outweigh harm to the Green Belt.

## 6. Safeguarding sites

- 6.1 To ensure the levels of Gypsy and Traveller and Travelling Showpeople accommodation are maintained and that a range of sites exist, current authorised sites with permanent planning permission will be safeguarded. This will also apply to the sites allocated in this Gypsy and Traveller Local Plan and any windfall sites that receive permanent permission in the future.
- 6.2 Safeguarding will ensure that development or redevelopment of land for uses other than Gypsy and Traveller and Travelling Showpeople accommodation would not be permitted. A permanent protected site will give certainty to the Gypsy and Traveller community and settled community.

### **Policy GT9: Safeguarded sites**

The Council will safeguard existing authorised Gypsy and Traveller sites, new allocated sites and windfall sites with permanent permission where there is an existing, demonstrable need for accommodation.

## 7. Gypsy and Traveller site allocations

### Land west of Barton Le Clay

- 7.1 The site is situated to the west of Barton Le Clay and the A6, and to the south of Faldo Road. Barton Le Clay offers a good level of services and facilities including a lower and middle school, a doctor's surgery and shops. This is recognised in the Development Strategy, which defines the settlement as a Minor Service Centre. The site could accommodate up to 15 pitches.
- 7.2 The site is adjacent to the A6 and to the east of Barton Industrial Estate. There may be issues relating to noise, light and odour that will require mitigation and a full assessment will be required in advance of a planning application being submitted.
- 7.3 The site is located within the setting of the Moated Site at Faldo Farm, Scheduled Ancient Monument and an appropriate buffer will be required to ensure the historical site is protected. The archaeological potential of the site will need to be investigated prior to the submission of a planning application.
- 7.4 There could be long ranging views of the site from the Chilterns AONB. Appropriate landscaping will be required to minimise the impact of the site on the wider landscape.
- 7.5 The site is located within the existing Green Belt. The defined Green Belt boundary will be amended in order to accommodate and enhance the deliverability of the site. The Council consider removing this site from the Green Belt would have limited harm on the openness of the countryside as the site is adjacent to the Faldo Road Industrial Estate, the A6 trunk road, the Olde Watermill Shopping Village and the existing settlement of Barton-Le-Clay.

#### **Policy GT10: Land west of Barton Le Clay (Site 16)**

Land west of Barton Le Clay is allocated for 15 pitches. The development will need to provide the following:

- A full noise and odour assessment being undertaken prior to a planning application being submitted.
- Provision of appropriate buffer landscaping to minimise the impact of development on the landscape.
- Appropriate mitigation against the impact on the Moated Site at Faldo Farm, Scheduled Ancient Monument.
- An archaeological field investigation being undertaken prior to an application being submitted.
- A full ecological survey should accompany the planning application

## Land south of Dunton Lane and west of Dunton, Biggleswade

- 7.6 The site is located on Dunton Lane between Biggleswade and Dunton and is currently used for agriculture. Biggleswade is within a reasonable travelling distance and offers a high level of facilities and services. This is recognised in the Development Strategy, which defines the settlement as a Major Service Centre. The site is considered to be adequately accessible from Dunton Lane and could accommodate up to 15 pitches.
- 7.7 The site is located in the open countryside and careful screening will be required to minimise the impact of the site on the wider landscape.
- 7.8 There are no known archaeological remains on the site and the site is not an area of ecological significance.

### **GT11: Land south of Dunton Lane and west of Dunton, Biggleswade (Site 26)**

Land south of Dunton Lane and west of Dunton, Biggleswade is allocated for 15 pitches. The development will need to provide the following:

- Provision of appropriate buffer landscaping to minimise the impact of development on the landscape. Treebelt to be retained as buffer landscaping.
- A full ecological survey should accompany the planning application

## Land east of Watling Street and south of Dunstable

- 7.9 The site is situated within the Green Belt, to the south of Dunstable and to the east of the A5. There is an existing site with permission for 6 permanent Gypsy and Traveller pitches. The allocation is an extension to the existing site, directly adjacent to the northern boundary, and could accommodate up to 9 additional pitches. Planning permission has been granted for an 8 pitch extension. This site is privately owned and occupied and will be privately managed by the current owner.
- 7.10 The site is in a rural location but is within a reasonable distance of Dunstable, one of the largest settlements in Central Bedfordshire, which offers a significant level of services. The site is directly adjacent to the A5 and can be satisfactorily accessed. The existing roadside verge, ditch and hedgerow should be retained and reinforced to improve privacy and mitigate against traffic noise.
- 7.11 The site is located within the Chilterns AONB and careful landscaping will be necessary. A landscape buffer will be required along the northern and eastern boundary to screen the site, define the boundary and provide separation from the pylons located to the east.

### **GT12: Land east of Watling Street and south of Dunstable (Site 92)**

Land east of Watling Street and south of Dunstable is allocated for 9 pitches. The site will not be removed from the Green Belt. The development will need to provide the following:

- Retention of the existing roadside verge, ditch and hedgerow, and a reinforcement of the hedgerow to improve privacy and reduce traffic noise.
- Provision of a landscape buffer to the northern and eastern boundaries.
- A full ecological survey should accompany the planning application

## 1 Old Acres, Barton Road, Pulloxhill

- 7.12 The site is situated off the A6, south of Pulloxhill and has been occupied since July 2004 by a single Gypsy and Traveller family occupying 8 caravans. Permanent consent was granted for 8 pitches in August 2013. The site is allocated for up to 13 pitches comprising 8 pitches accommodating the current site occupants and an additional 5 pitches. This site is privately owned and occupied and will be privately managed by the current owner.
- 7.13 This site is in a rural location, but is within a reasonable distance to Barton le Clay, which offers a good level of services including a lower and middle school, doctor's surgery and shops. This is recognised in the Development Strategy, which defines the settlement as a Minor Service Centre.
- 7.14 Access to the site is acceptable and has the capacity to cater for the proposed number of pitches. Additional landscaping and boundary treatments will be required in extended the site, in accordance with policies GT5 and GT7.

### Policy GT13: 1 Old Acres, Barton Road, Pulloxhill

- 1 Old Acres, Barton Road, Pulloxhill is allocated for 13 pitches.
- A full ecological survey should accompany the planning application



## Land south of Fairfield, West of Stotfold Road, Stotfold

- 7.15 The site is situated to the south of Fairfield, Stotfold, between Lower Wilbury Farm and Stotfold Road. Fairfield has a small number of local services including a food shop and a lower school and is recognised as a Large Village in the Development Strategy. The site is also within a reasonable distance to Stotfold, a Minor Service Centre with a larger number of services and facilities, and also to Letchworth and Hitchin in the south. The site could accommodate up to 10 pitches.
- 7.16 Access to the site is considered to be acceptable and screening and planting will ensure that it is integrated within the landscape. The site could contain some contamination and a full contaminated land survey would be required in advance of a planning application.

### Policy GT14: Land south of Fairfield

Land south of Fairfield is allocated for 10 pitches. The development will need to provide the following:

- A full contaminated land survey being undertaken prior to a planning application being submitted.
- A full ecological survey should accompany the planning application
- An odour assessment is required prior to development
- A risk assessment is required prior to development to determine whether mitigation is required to address environmental amenity issues arising from the nearby waste water treatment works
- An archaeological field investigation is required prior to the application being submitted

## Land east of the M1, Tingrith

- 7.17 This site is located within the Green Belt to the east of the M1 in Tingrith and is occupied by a single Gypsy and Traveller family with temporary planning permission for 4 caravans. The site is allocated for up to 4 pitches, to accommodate the current family. This site is privately owned and occupied and will be privately managed by the current owner.
- 7.18 The site is in close proximity to the M1 motorway and this may present noise issues. However, the site is in residential use and the occupants will not be permanently resident on site. Additional screening along the boundary should be used to mitigate against any noise and landscape impact.

### **Policy GT15: Land east of the M1, Tingrith (Site 78)**

Land east of the M1, Tingrith is allocated for 4 pitches. The site will not be removed from the Green Belt. The development will need to provide the following:

- Provision of additional screening along the site boundary to minimise the impact of noise on the occupants and to mitigate against the impact on the landscape.
- A full ecological survey should accompany the planning application

## 8. Travelling Showpeople site allocations

### Kennel Farm Holding, off Dunton Lane, Biggleswade

- 8.1 This site is located on the edge of Biggleswade, adjacent to some small industrial units at Stratton Park and the Manor Court mobile home site. Biggleswade offers a high level of facilities and services and is defined as a Major Service Centre in the Development Strategy. The centre of Biggleswade and nearby facilities at Saxon Gate will be accessible on foot or by cycling. The site will accommodate 4 plots to meet the local need identified in Biggleswade.
- 8.2 Vehicles associated with the Travelling Showpeople community are often long and can comprise a number of vehicles connected as one unit. Access requirements are unique and will require detailed analysis. The most appropriate point of access is considered to be to the north west of the site, using an existing roundabout on Saxon Drive and where the public highway is subject to a 40mph speed limit.
- 8.3 The site is located adjacent to an adopted watercourse and a flood risk assessment will be required to assess the likely impact of development and identify alleviation and mitigation measures.
- 8.4 The site is located adjacent to the Stratton Moat Scheduled Ancient Monument and an appropriate buffer will be required to ensure the historical site is protected. The archaeological potential of the site will be investigated prior to the submission of a planning application.

#### **GT16: Kennel Farm Holding, Biggleswade (Site 82)**

Kennel Farm Holding, Biggleswade is allocated for 4 plots for the Travelling Showpeople community. Limited and small scale commercial activity and maintenance will be permitted on this site provided this is connected to the Travelling Showpeople business only. The development will need to provide the following:

- Appropriate mitigation against the impact on the Stratton Moat Scheduled Ancient Monument.
- An archaeological field investigation being undertaken prior to an application being submitted.
- A full ecological survey should accompany the planning application

## 9. Monitoring

- 9.1 Regular monitoring and review is necessary to assess the effectiveness of planning policies and proposals. There is a requirement for all Local Planning Authorities to publish an Annual Monitoring Report (AMR) providing an assessment of its policies and progress towards achieving planning objectives and targets. The monitoring and evaluation process will form part of the feedback mechanism to ensure the effective operation of policies or highlight any revisions that may be required.
- 9.2 The Council will review the Gypsy, Traveller and Travelling Show person Accommodation Assessment periodically to ensure there is a locally derived, robust evidence base to establish accommodation needs to inform the preparation of future local plans and make planning decisions.
- 9.3 The PPTS requires local planning authorities to:
- Identify and update annually a five year supply of specific deliverable sites; and
  - Identify a supply of developable sites or broad locations to accommodate growth for years 6-10 and where possible 11-15.
- 9.4 The Council will monitor annually the delivery of Gypsy and Traveller pitches and Travelling Showpeople plots to ensure there is a supply of sites. Twice yearly counts are conducted to ascertain the number of caravans on each Gypsy and Traveller and Travelling Showpeople site in Central Bedfordshire and views are sought to identify the level of hidden need (Gypsy and Travellers living in bricks and mortar housing). The following indicators will be used to monitor and review policies and proposals, and will be reported in the AMR:
- Net additional permanent Gypsy and Traveller and Travelling Showpeople pitches
  - The levels of vacancy on permanent Gypsy and Traveller sites
  - The levels of vacancy on permanent Travelling Showpeople sites
  - The number of illegal encampments and enforcement action carried out
  - The number of applications by Gypsies and Travellers and Travelling Showpeople approved and refused.

## Appendix 1: Glossary

**Gypsy and Travellers:** Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family's or dependants' educational or health needs or old age have ceased to travel temporarily or permanently, but excluding members of an organised group of travelling showpeople or circus people travelling together as such.

**Travelling Showpeople:** Members of a group organised for the purposes of holding fairs, circuses or shows (whether or not travelling together as such). This includes such persons who on the grounds of their own or their family's or dependants' more localised pattern of trading, educational or health needs or old age have ceased to travel temporarily or permanently, but excludes Gypsies and Travellers as defined above

**Site:** A Gypsy and Traveller Site is the area where Gypsies and Travellers live. One site may have a number of pitches and be home to a number of families.

**Pitch:** A pitch is the space required to accommodate one household and their caravans, parking space and enough room for the turning of vehicles. There is no one-size-fits-all measurement of a pitch as, in the case of the settled community, this depends on the size of individual families and their particular needs. However, as a general guide it is possible to specify that an average family pitch must be capable of accommodating an amenity building, a large trailer and a touring caravan (or two caravans) drying space for clothes/ a small garden, a lockable shed and parking space for two vehicles.

**Permanent Pitch:** A pitch with planning permission where the residents have the right to remain on the site permanently

**Transit Pitch:** A transit pitch is intended for short term use by Gypsies and Travellers on the move. The pitch is itself permanent, while its residents are temporary, with a maximum period of stay imposed, usually by the site manager.

**Visitor Space:** Space on site that enables the Gypsy and Traveller community to accommodate members of their family who are visiting. A visitor space would be offered on a short term basis to visiting friends and families of the Gypsies and Travellers residing on the site. These pitches would be in addition to the permanent pitches on site.

**Plot:** A plot is a pitch on a Travelling Showpeople site (often called a 'yard'). This terminology differentiates between residential pitches for Gypsies and Travellers and mixed-use plots for Travelling Showpeople, which will need to incorporate space or be split to allow for the storage of equipment such as fairground rides.

**Windfall sites:** These are sites that have not been identified for development in a Local Plan, but which subsequently become available for development. Any windfall planning permissions granted for Gypsy and Traveller pitches and Travelling Showpeople plots will contribute to meeting the overall need in Central Bedfordshire.

## Appendix 2: Allocation Maps

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<b>Recommendation to Council on 30 January 2014</b>	<b>From: General Purposes Committee on 20 January 2014</b>	<b>Item 10(ii)(c)</b>
	<b>Proposed Amendments to the Constitution – Planning Matters</b>	
1.	Council is asked to approve the following recommendation:-	
	<b>that the proposed amendments to the Constitution at Parts E2, H3 and the Ethical Handbook, as set out at Appendices A, B and C to this report, be approved in order to give effect to the decision agreed by the General Purposes Committee.</b>	
	<b>Background</b>	
2.	The General Purposes Committee considered a report of the Chairman of the Development Management Committee which set out a number of proposed amendments to the latter's current composition, procedures and approach to reaching decisions. Members noted that the purpose of the amendments was to increase the focus and business-like approach of the Development Management Committee.	
3.	The Chairman of the Development Management Committee introduced his report and explained the reasons behind the proposed amendments. Full discussion then took place, during which the Chairman of the Development Management Committee responded to various queries and comments. Consideration was also given to any additional changes that were suggested.	
4.	Members acknowledged in full the benefits that would arise from amending the processes and membership of the Development Management Committee and indicated their support for the approach set out before them.	
5.	<p>The following amendments were then approved by the Committee:</p> <p>a) that site visits should normally be held for all planning applications to be determined by the Development Management Committee, unless otherwise agreed by the Chairman or Vice-Chairman;</p> <p>b) that all members and nominated substitute members of the Development Management Committee should attend site visits;</p> <p>c) that the number of members on the Development Management Committee should be reduced from 18 to 13, with effect from the beginning of the 2014/15 municipal year;</p> <p>d) to note that the Constitution required the call-in of planning applications for determination by the Committee through use of a</p>	

	<p>proforma, stating a valid planning reason, and that this would be enforced from the beginning of the 2014/15 municipal year;</p> <p>e) that all Development Management Committee members and substitute members would be expected to undertake annual accredited training by an external trainer, starting in 2014/15;</p> <p>f) that any planning applications submitted by senior officers of the Council (Heads of Service, Assistant Directors, Directors, and the Chief Executive) or officer in the Development Management Team would routinely be determined by the Development Management Committee, however minor, and not through an officer's delegated powers.</p>						
6.	<p>Members were aware that it was also necessary to recommend to Council that the Constitution be amended to give effect to the Committee's decisions.</p>						
<b>Appendices</b>	<table border="1"> <tr> <td data-bbox="485 853 683 1037">Appendix A</td> <td data-bbox="683 853 1356 1037">Tracked Changes Between the Existing and Proposed Committee Terms of Reference - Development Management Committee (Part E2 of the Constitution).</td> </tr> <tr> <td data-bbox="485 1037 683 1220">Appendix B</td> <td data-bbox="683 1037 1356 1220">Tracked Changes Between the Existing and Proposed Scheme of Delegation by the Council and the Executive to Directors and Other Officers (Part H3 of the Constitution).</td> </tr> <tr> <td data-bbox="485 1220 683 1364">Appendix C</td> <td data-bbox="683 1220 1356 1364">Tracked Changes Between the Existing and Proposed Members' Planning Code of Good Practice (Part 2 of the Ethical Handbook).</td> </tr> </table>	Appendix A	Tracked Changes Between the Existing and Proposed Committee Terms of Reference - Development Management Committee (Part E2 of the Constitution).	Appendix B	Tracked Changes Between the Existing and Proposed Scheme of Delegation by the Council and the Executive to Directors and Other Officers (Part H3 of the Constitution).	Appendix C	Tracked Changes Between the Existing and Proposed Members' Planning Code of Good Practice (Part 2 of the Ethical Handbook).
Appendix A	Tracked Changes Between the Existing and Proposed Committee Terms of Reference - Development Management Committee (Part E2 of the Constitution).						
Appendix B	Tracked Changes Between the Existing and Proposed Scheme of Delegation by the Council and the Executive to Directors and Other Officers (Part H3 of the Constitution).						
Appendix C	Tracked Changes Between the Existing and Proposed Members' Planning Code of Good Practice (Part 2 of the Ethical Handbook).						

## Appendix A

### E2 COMMITTEE TERMS OF REFERENCE

#### 1. The Development Management Committee

<b>Appointed by:</b>	The Council under Section 101 of the Local Government Act 1972
<b>No of Members:</b>	<del>18</del> <u>13</u>
<b>Chairman and Vice-Chairman appointed by:</b>	The Council
<b>Quorum</b>	At least 50% of the membership of the Committee
<b>Frequency</b>	Four weekly or as otherwise determined by the Monitoring Officer in consultation with the Chairman
<b>Venue</b>	Chicksands or as otherwise determined by the Monitoring Officer in consultation with the Chairman
<b>Co-opted Members</b>	None
<b>Code:</b>	The Planning Code of Good Practice

#### 1.1 Terms of Reference

To exercise the following functions of the Council (as set out in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and any subsequent amendments thereto and detailed in Annex A below), which are not delegated to officers in Part H3 of the Constitution:-

##### 1.1.1 Planning and Conservation

To exercise all powers relating to town and country planning and development control functions.

1.1.2 Commons Registration

The registration of common land or town and village greens and of the variation of rights of common and powers of enforcement, protecting unclaimed registered common land, and to institute proceedings for offences in respect of unclaimed common land.

1.1.3 Highways Use and Regulation and Public Rights of Way

The exercise of powers relating to the regulation of the use of highways and relating to public rights of way.

1.1.4 Trees and Hedgerows and other miscellaneous functions

The exercise of powers relating to the preservation of trees and the protection of important hedgerows and other miscellaneous functions.

**1.2 Limitation of Powers**

1.2.1 The Committee has full delegated powers on behalf of the Council.

## Appendix B

### SCHEME OF DELEGATION BY THE COUNCIL AND BY THE EXECUTIVE TO DIRECTORS AND OTHER OFFICERS

#### Development Management

4.4.19	To carry out the functions of the Council as the Waste and Minerals Planning Authority.	None
4.4.20	To enforce provisions under Town and Country Planning Regulations in respect of minerals and waste management matters.	None
4.4.21	To determine applications required under the Planning Acts and Statutory Instruments; and other planning matters (including applications for planning permission made under Regulation 3 of the Town and Country Planning General Regulations 1992), except where:-	As shown in 4.4.97.1 to 4.4.97.5
4.4.21.1	A ward member of the Council requests in writing, on an agreed pro-forma and supported by the planning reason(s), within 3 weeks of the application being registered, for it to be referred to a meeting of the Development Management Committee. The Member making a call-in is required to set out the planning reasons for the call-in on the proforma and speak about the reasons for the call-in at the Committee where the application may be considered <sup>1</sup> ;	None

<sup>1</sup> A Member may withdraw a request by notifying the Assistant Director, Planning no later than six clear working days before the date of the Committee meeting.

- 4.4.21.2 It is proposed to grant None  
planning permission for a  
**major development**<sup>2</sup> and:-
- 4.4.21.2.1 a material None  
planning  
representation(s)  
has been  
received in  
writing from  
Town and Parish  
Councils which  
has not been  
resolved by the  
Local Planning  
Authority  
through  
negotiation with  
the applicant  
and/or through  
the imposition of  
conditions; or
- 4.4.21.2.2 the application None  
or matter is  
considered to be  
a departure from  
the Development  
Plan; or
- 4.4.21.3 The application (or matter) is None  
made by or on behalf of, or  
involves in any capacity, any  
Member or senior officers of  
the Council (ie Head of  
Service, Assistant Director,  
Director or the Chief  
Executive) or officer in the  
Development Management  
Team;
- 4.4.21.4 The Assistant Director, None  
Planning considers it prudent  
to refer the application or  
matter to the Development  
Management Committee; or
- 4.4.21.5 the application is made  
under Regulation 3 of the  
Town and Country Planning  
(General) Regulations 1992  
or is for development on the

Council's own land and in either case a material planning representation(s) has been received in writing that is contrary to the Officer delegated decision otherwise to be made and in the case of objections these cannot be resolved through the imposition of conditions.

4.4.21.6 The application is made under Regulation 4 of the Town and Country Planning (General) Regulations 1992.

<sup>2</sup> The definition of "major development" shall be that used by the Department for Communities and Local Government in the General Development Control Return

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## Appendix C

### Central Bedfordshire Council Ethical Handbook

	<b>Page</b>
<b>Part 2 Members' Planning Code of Good Practice</b>	<b>6</b>
1. Background	6
2. Introduction	6
3. Relationship to the Code of Conduct for Councillors	7
4. Development Proposals and Interests under the Code of Conduct for Councillors	8
5. Fettering Discretion in the Planning Process	9
6. Contact with Applicants, Developers and Objectors	12
7. Presentations by Applicants/Developers	13
8. Lobbying of Councillors	13
9. Lobbying by Councillors	15
10. Site Visits	16
11. Public Participation at Meetings	17
12. Officers	18
13. Decision Making Process and Decisions Contrary to Officer Recommendation	19
14. Training	20
App A Code of Practice for Conduct of Site Inspections	21

## Part 2: Members' Planning Code of Good Practice

### 1. Site Visits

The advice contained in this section has particular relevance to members of the planning authority who are or may be involved in determining an application for planning permission.

10.1 It is often desirable before determining a planning application that members of the planning authority visit an application site to view it in its surroundings and have relevant features drawn to their attention. The Council has adopted a Code of Practice for such inspections with which it will comply. This is attached at Appendix "A" to this Code. Debate and decisions on applications must take place in a committee meeting, therefore any discussion that does take place during these site visits should not lead into a debate on the merits of the application.

#### 10.2 Remember

10.2.1 **Do not** request a site visit if you have a disclosable pecuniary interest in the matter. For the avoidance of doubt the principles in paragraph 4 of this Planning Code of Good Practice shall apply.

10.2.2 **Do not** attend a site visit where you have a disclosable pecuniary interest in the site or the matter in hand.

~~10.2.3 **Do not** request a site visit unless you feel it is strictly necessary and consider that:-~~

~~10.2.3.1 particular site factors are significant to the determination of the application; or~~

~~10.2.3.2 there are significant policy or precedent implications and specific site factors need to be carefully addressed; and~~

~~10.2.3.3 the factors which justify a site visit have been provided to the Planning Officer with the site visit request.~~

10.2.4 **Do** attend site visits organised by the Council, where possible, where you ~~are an appointed member of the site visit team, or the ward/local Member for the area where the site is.~~ plan to attend the Development Management Committee meeting considering the application.

- 10.2.5 **Do** ensure that any information which you gained from the site visit is reported back to the planning authority, so that all Members have the information.
- 10.2.6 **Do** ensure that you treat the site visit only as an opportunity to seek information and to observe the site.
- 10.2.7 **Do** ask the officers at the site visit questions or seek clarification from them on matters which are relevant to the site inspection.
- 10.2.8 **Do not** hear representations from any other party with the exception of the ward/local Member(s) whose comments must focus only on site factors and site issues. Where you are approached by the applicant or a third party, advise them that they should make representations in writing to the authority and direct them to or inform the officer present.
- 10.2.9 **Do not** express opinions or views to anyone.
- 10.2.10 **Do not** enter a site which is subject to a proposal other than as part of an official site visit, even in response to an invitation, as this may give the impression of bias unless:-
  - 10.2.10.1 you feel it is essential for you to visit the site other than through attending the official site visit; and
  - 10.2.10.2 you have first spoken to the Assistant Director of Planning about your intention to do so and why (which will be recorded on the file); and
  - 10.2.10.3 you can ensure you will comply with these good practice rules on site visits.

## 2. Training

- 14.1 ~~Do not~~ **Unless you have** ~~participate in~~ attended a mandatory training session on decision making at meetings dealing with planning matters ~~if you have not attended the mandatory planning training as~~ prescribed by the Council, ~~you will not be permitted to participate in Development Management Committee decision-taking.~~

- 14.2 ~~Do endeavour to~~**You are expected to** attend ~~any~~ other specialised training sessions provided, at least once during the course of a municipal year, since these will be designed to extend your knowledge of planning law, regulations, procedures, Codes of Practice and Local Plans beyond the minimum referred to above and thus assist you in carrying out your role properly and effectively.
- 14.3 **You should**~~Do~~ participate in the annual review of a sample of planning decisions to ensure that Members' judgement has been based on proper planning considerations.

APPENDIX A

**Code of Practice for Conduct of Site Inspections**

1. A site inspection will ~~only~~ be carried out ~~in the circumstances set out below: for all planning applications to be determined by the Development Management Committee, unless agreed otherwise by the Chairman or Vice Chairman.~~

*(a) Prior to Consideration by Committee*

~~Any member of the Council may request that an item contained in the draft index of applications to be considered at the next meeting of the Development Management committee, should be the subject of a site inspection prior to that meeting.~~

~~Such requests must be submitted to the Assistant Director of Planning by the date and time specified in the draft index, together with the factors which justify a site visit.~~

~~The Assistant Director of Planning will notify the chairman of the Committee of the request. The request may be refused if the Assistant Director of Planning, following consultation with the chairman, does not consider that a site inspection is justified in respect of the application.~~

A Member with a disclosable pecuniary interest in the site or the matter in hand should not request a site visit. Do not try to represent ward/local views, but ask another ward/local member to do so instead. Always act in accordance with paragraph 10 of the Planning Code of Good Practice.

*(b) Following Consideration at Committee*

~~Where the Development Management Committee wishes to address site specific issues, it may determine to hold a site inspection, the purpose of which will be to familiarise members with the site.~~

- ~~12.~~ 12. A Member with a disclosable pecuniary interest in the site or the matter in hand must not attend the site visit.

- ~~23.~~ 23. No lobbying or debate on issues relating to determination of the application shall take place during the site visit (any such discussion could be regarded as prejudicial to the committee's decision on the matter).

- ~~34.~~ The timing and arrangements for the conduct of site inspections shall be agreed by the Monitoring Officer and the Assistant Director of Planning, in consultation with the chairman of the Committee. Site visits will normally be undertaken from public vantage points and the land and premises the subject of the application. Only in exceptional circumstances will the visit take place on private third party land. If it is considered exceptional circumstances exist the site visit request must include a specific reference to the third party land and the reasons why it is necessary to visit that land.
5. ~~The number of Members to conduct site inspections will normally be limited to:-~~ All members and nominated substitutes who will attend the relevant Development Management Committee meeting should attend all site visits. The representative(s) of the ward in which the site is located may also attend.
- 5.1 ~~The chairman and vice-chairman of the Committee or their nominees; plus~~
- 5.2 ~~No more than three other members of the Committee; plus~~
- 5.3 ~~The representative(s) of the ward in which the site is located.~~
- ~~6.~~ ~~Where necessary and, after consultation with the chairman or vice-chairman, the Monitoring Officer shall be authorised to appoint substitute Members to conduct the site inspections.~~
- ~~47.~~ Members of the Development Management Committee ~~conduct~~undertaking the site inspection are encouraged to share transport wherever possible, as long as drivers who provide shared transport hold adequate insurance cover.
- ~~58.~~ (a) No person other than officers of the Council, or invited representatives of consultee bodies, shall accompany Members during an inspection;
- (b) If a person with an interest in land to be inspected or his/her representative accompanies ~~M~~members to enable access or ensure safety, no lobbying or discussion with that person will be permitted.
- ~~9.~~ ~~Provision will be made in the committee agenda to enable the separate consideration of any matter which has been the subject of a site inspection.~~

<b>Recommendation to Council on 30 January 2014</b>	<b>From: General Purposes Committee on 20 January 2014</b>	<b>Item 10(ii)(d)</b>
	<b>Pay Policy Statement 2014/15</b>	
1.	Council is asked to approve the following recommendations:-	
	<p><b>1 that the draft Pay Policy Statement 2014/15, as set out at Appendix A, be approved and adopted;</b></p> <p><b>2 that, following approval and adoption, the Pay Policy Statement 2014/15 be published on the Council's website.</b></p>	
	<b>Background</b>	
2.	The General Purposes Committee considered a report by the Director of Improvement and Corporate Services which set out the draft Pay Policy Statement for 2014/15. Members were advised that sections 38-43 of the Localism Act 2011 required all local authorities to publish a comprehensive Pay Policy Statement before 31 March every year.	
3.	The Committee noted that the Localism Act had further extended the existing requirements under the Code of Transparency to publish Chief Officer remuneration on the Council website and ensure that full Council had the opportunity to approve senior appointments or severance arrangements outside of existing approved policies and pay arrangements.	
4.	Members also noted that the Localism Act had introduced requirements to ensure a comparison was possible between the policies adopted on the remuneration of Chief Officers and other employees and, in addition, set out a policy on the lowest paid.	
5.	The Head of Policy and Development stated that the draft Pay Policy Statement before Members reflected existing policies and terms and conditions previously agreed and also met the requirements set out in the Department for Communities and Local Government's supplementary guidance on Pay Policy Statements issued in February 2013. As such it represented an updated version of the Pay Policy Statement adopted for 2013/14 and fully complied with all statutory requirements.	
6.	Members were reminded that the Localism Act required that the Policy be approved by full Council.	
<b>Appendices</b>	Appendix A	Central Bedfordshire Council Pay Policy Statement 2014/15

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## **CENTRAL BEDFORDSHIRE COUNCIL PAY POLICY STATEMENT 2014/15**

### **1. INTRODUCTION**

This Pay Policy Statement is produced in accordance with Chapter 8 of the Localism Act 2011 and with regard to the guidance issued by the Secretary of State under Section 40 of the Act.

It is made available on the Council's website. The Council's website also includes separately published salary information relating to Chief Officers as part of the Transparency Code.

Salary ranges published in this policy are correct as at 31 March 2014.

### **2. SCOPE**

The Localism Act sets out the posts that are considered to be Chief Officers. In terms of Central Bedfordshire, this will cover the Chief Executive as Head of Paid Service, Directors, the Monitoring Officer, Section 151 Officer and a number of Assistant Directors/Chief Officers and Heads of Service who are regarded as Deputy Chief Officers.

In accordance with the Act, the Pay Policy Statement provides information about the remuneration paid to the Council's Chief Officers and other prescribed categories of employee. It covers all employees of Central Bedfordshire Council irrespective of legacy terms and conditions where they remain.

This policy does not apply to staff employed by local authority schools as the Localism Act does not include them.

### **3. REMUNERATION OF CHIEF OFFICERS**

The Chief Executive and Directors Terms and Conditions are in line with the JNC Conditions of Service for Chief Executives and Chief Officers.

#### **Chief Executive**

The Chief Executive is the Council's Head of Paid Service. The Council has set the salary range for this post and as at 31 March 2014, the annual FTE range for the grade of this post is £161,700 - £186,200. There are 5 incremental points in the grade.

Incremental progression for Chief Officers is not automatic but is awarded following the achievement of set performance objectives. The decision to award an incremental increase to the Chief Executive is made by the Leader.

The starting salary paid to the Chief Executive will be that determined by the Appointments Sub-Committee, taking in to consideration guidance from the JNC

National Framework and market forces and subject to it being within the published salary range.

Any appointment proposed above this published salary range would require a recommendation from General Purposes Committee to Full Council.

The Head of Paid Service is additionally the Council's Returning Officer. The responsibility of this role is one of a personal nature distinct from duties as an employee of the Council. The fee paid to the Returning Officer is determined by legislation and the recovery of the costs of the Returning Officers' services and expenses at a UK or European Parliamentary election is met from Central Government funds and so does not constitute a cost to the Council. Where local elections occur a scale of fees and charges, approved by the Council, determines the total overall amount the Returning Officer may expend in connection with an election. The fees paid to staff who undertake election duties are broadly in line with Central Government rates.

### **Directors**

Council has set the salary range for Directors as £115,461 - £140,561 with 6 incremental points. In reviewing this approach, new appointments are now on a 'spot salary' basis within or below the salary range set by Council. This allows a salary to be determined by the Appointments Sub-Committee, taking into consideration guidance from the JNC National Framework and market forces.

Any appointment proposed above this published salary range would require a recommendation from General Purposes Committee to Full Council.

The Council will apply JNC nationally agreed cost of living pay awards to the salaries of Directors.

The Director of Children's Services is entitled to an additional duties allowance of £13,051.56 per year as the Council's Deputy Chief Executive and to a business mileage related lump sum allowance of £375. This amount is as determined under the Council wide scheme.

### **Assistant Directors/Chief Officers and Heads of Service**

Terms and Conditions for Assistant Directors/Chief Officers and Heads of Service are in accordance with the National Joint Council (NJC) conditions of service for Local Government Services.

The Council's pay scales for these posts are as follows:

Assistant Directors/Chief Officers - the salary scale is determined by the job-evaluated grade for the post but will be within the range £61,335 - £89,972. These are across 4 separate pay bands each with 3 incremental points.

Heads of Service - the salary scale is determined by the job-evaluated grade for the post but will be within the range of £47,200 - £51,492 or £57,213 - £61,505. Each grade has 3 incremental points.

### **Section 151 Officer and Monitoring Officer**

The Council's Chief Finance (Section 151) Officer and Chief Legal and Democratic Services (Monitoring) Officer are graded at £83,986 - £89,972 and £75,305 - £83,986 respectively.

Currently the Council does not have any performance related pay systems or bonus schemes in place for any Chief Officers.

## **4. REMUNERATION OF OTHER EMPLOYEES**

Terms and Conditions for Assistant Directors/ Chief Officers, Heads of Service and remaining officers are in accordance with the National Joint Council (NJC) conditions of service for Local Government Services.

The pay spine used by the Council is aligned but not directly comparable to the national pay spine, following a 2% reduction to pay implemented in October 2011. In order to protect lowest earners, salaries at or below £21,519 were exempted from this reduction.

Pay rates are negotiated at a national level through the NJC; therefore the Council will apply any cost of living pay awards to the revised pay scales.

All posts up to spinal column point (scp) 37 are evaluated under the NJC job evaluation scheme. Posts on and above scp 37 are evaluated under the Hay job evaluation scheme. The pay scale ranges from £12,435 - £45,779.

The Council does not have any performance related pay systems or bonus schemes in place for any employees.

Any Market Rate Supplement that is paid for specifically identified posts will be in accordance with the Council's Market Rate Supplement policy.

Employees may be eligible for a business mileage related lump sum car allowance in accordance with the published scheme.

## **5. PAY COMPARISONS**

For the purposes of the Pay Policy Statement, the Council's pay scales define the lowest paid employees as those whose salary falls within the lowest grade which at 31 March 2014 has a salary range of £12,435 - £12,613pa.

The current pay relationship between the highest paid employee who is the Chief Executive (Head of Paid Service) and the Council's median earner and the mean average salary has been measured.

For the period 2014/15, the ratio of pay of the Chief Executive to that of the median earner is 1:7.28.

For the period 2014/15, the ratio of pay of the Chief Executive to that of the mean average salary is 1:6.72.

Both these ratios are below the expected multiples of 8.1 for the public sector as identified in the Hutton Review of Fair Pay in the Public Sector (March 2011) Report.

It is the Council's policy that the salary of the Chief Executive will be no greater than 8x the median earner of the Council's workforce.

## **6. PENSIONS PROVISIONS**

The Local Government Pension Scheme (LGPS) is open to all employees up to 75 years of age and with a contract of more than 3 months' duration. Details are set out on the [LGPS website](#).

No additional pension payment to the Local Government Pension Scheme is made to Chief Officers.

## **7. SEVERANCE PROVISIONS FOR ALL EMPLOYEES INCLUDING CHIEF OFFICERS**

The Council will normally pay severance in redundancy situations based upon the Statutory Redundancy Payment Scheme using actual weekly salary where this is greater than statutory redundancy pay. Any Council employee with 2 years' continuous service, including Chief Officers, irrespective of hours worked, is eligible for a redundancy payment should he or she be dismissed by reason of redundancy.

Any request for early retirement on the grounds of efficiency of the service must receive Member approval.

The Council will meet its statutory and contractual obligations in respect of any severance package, and does not make discretionary payments. However, if in exceptional circumstances a discretionary payment is proposed, the details of the full package would require a recommendation by General Purposes Committee to Full Council for approval.

## **8. REVIEW**

The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each subsequent financial year. Our next Statement is scheduled to be for 2015/16 and will be submitted to Full Council for approval by 31 March 2015.

If it should be necessary to amend this 2014/15 Statement during the year that it applies, an appropriate resolution will be made by Full Council.