

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



please ask for Sandra Hobbs
direct line 0300 300 5257
date 20 September 2012

NOTICE OF MEETING

EXECUTIVE

Date & Time

Tuesday, 2 October 2012 at 9.30 a.m.

Venue

Council Chamber, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

To: The Chairman and Members of the EXECUTIVE:

Cllrs	J Jamieson	– Chairman and Leader of the Council
	M Jones	– Deputy Leader and Executive Member for Corporate Resources
	M Versallion	– Executive Member for Children's Services
	Mrs C Hegley	– Executive Member for Social Care, Health and Housing
	N Young	– Executive Member for Sustainable Communities – Strategic Planning and Economic Development
	B Spurr	– Executive Member for Sustainable Communities – Services
	Mrs P Turner MBE	– Executive Member – Economic Partnerships
	R Stay	– Executive Member – External Affairs

All other Members of the Council - on request

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

AGENDA

1. **Apologies for Absence**

To receive apologies for absence.

2. **Minutes**

To approve as a correct record, the Minutes of the meeting of the Executive held on 21 August 2012.

3. **Members' Interests**

To receive from Members any declarations of interest.

4. **Chairman's Announcements**

To receive any matters of communication from the Chairman.

5. **Petitions**

To consider petitions received in accordance with the Scheme of Public Participation set out in Annex 2 of Part A4 of the Constitution.

6. **Public Participation**

To respond to general questions and statements from members of the public in accordance with the Scheme of Public Participation set out in Appendix A of Part A4 of the Constitution.

7. **Forward Plan of Key Decisions**

To receive the Forward Plan of Key Decisions for the period 1 October 2012 to 30 September 2013.

Decisions

Item	Subject	Page Nos.
8.	Houghton Regis North Framework Plan	43 - 108
	To adopt the Framework Plan as technical guidance for Development Management purposes.	

9. **Woodside Link** 109 - 120
- The report sets out progress in delivering a new road from Houghton Regis to the proposed new Junction 11a of the M1. It examines the costs and benefits of delivering such a scheme and seeks Executive's approval to progress it.
10. **Site Allocations Policy MA5 - Development Brief for land at Biggleswade Road, Potton** 121 - 208
- The report recommends that the Executive adopt the development brief as technical guidance for development management purposes.
11. **Statement of Community Involvement** 209 - 232
- To adopt the Statement of Community Involvement.
12. **Priorities for Leisure Facility Capital Programme Investment** 233 - 238
- To approve expenditure of capital programme funds to commence implementation of improvements at Saxon Pool and Leisure Centre and Tiddenfoot Leisure centre in 2012/13.
13. **Publication of Parking Strategy** 239 - 308
- To consider how Central Bedfordshire Council managed parking across the district, recognising the needs of shoppers businesses, residents and new developments.
14. **Adoption of Neighbourhood Plans** 309 - 320
- The report sets out the process how the Council adopts Neighbourhood Plans to be part of the Development Plan for Central Bedfordshire.

Monitoring Matters

15. **Annual Report of the Bedford Borough and Central Bedfordshire Adult Safeguarding Board** 321 - 380
- To receive the annual report of the Bedford Borough and Central Bedfordshire Adult Safeguarding Board.

16. **Exclusion of the Press and Public**

To consider whether to pass a resolution under section 100A of the Local Government Act 1972 to exclude the Press and Public from the meeting for the following item of business on the grounds that the consideration of the item is likely to involve the disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Act.

Exempt Decisions

Item	Subject	Exempt Para.	Page Nos.
17.	Priorities for Leisure Facility Capital Programme Investment The appendix sets out a summary of anticipated costs and budget requirements for the proposed schemes and the estimated return on investment.	3	381 - 384

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **EXECUTIVE** held in the Council Chamber, Priory House, Monks Walk, Shefford on Tuesday, 21 August 2012.

PRESENT

Cllr J G Jamieson (Chairman)
Cllr M R Jones (Vice-Chairman)

Executive Members:	Cllrs	Mrs C Hegley R C Stay	Cllrs	M A G Versallion J N Young
Deputy Executive Members:	Cllrs	A D Brown I Dalgarno A L Dodwell D J Hopkin	Cllrs	A M Turner B Wells R D Wenham
Apologies for Absence:	Cllrs	Mrs S Clark B J Spurr	Cllr	Mrs P E Turner MBE
Members in Attendance:	Cllrs	P N Aldis Mrs A Barker A R Bastable R D Berry M C Blair D Bowater Mrs C F Chapman MBE Mrs G Clarke N B Costin	Cllrs	Mrs R J Drinkwater C C Gomm Mrs S A Goodchild D Jones D McVicar J Murray A Shadbolt P Williams
Officers in Attendance		Mr J Atkinson		Head of Legal and Democratic Services
		Mr P Dudley		Assistant Director Children's Services (Learning & Strategic Commissioning)
		Mr A Fleming		Project Director - Business Services
		Mrs S Hobbs		Committee Services Officer
		Mr G Muskett		Head of Revenues & Benefits
		Mrs J Ogley		Director of Social Care, Health and Housing
		Mr D Pywell		Regeneration Lead

E/12/30

Minutes

RESOLVED

that the minutes of the meeting held on 3 July 2012 be confirmed as a correct record and signed by the Chairman.

E/12/31 **Members' Interests**

None were declared.

E/12/32 **Chairman's Announcements**

The Chairman acknowledge the success of Team GB at the Olympics. He also congratulated 'A' level students on their results as the pass rate in Central Bedfordshire had improved.

The Chairman advised that there had been a second reading of the Scrap Metal Dealers Bill which Council had supported on 19 January 2012.

E/12/33 **Petitions**

No petitions were received.

E/12/34 **Public Participation**

No members of the public had registered to speak.

E/12/35 **Forward Plan of Key Decisions**

RESOLVED

that the Forward Plan of Key Decisions for the period 1 September 2012 to 31 August 2013 be noted.

E/12/36 **Future Options for the Provision of Housing for Older People in Toddington (Crescent Court)**

The Executive considered a report from the Executive Member for Social Care, Health and Housing that proposed that a flexible, older persons' accommodation be re-provided on a new site in Toddington, which should be identified and brought forward through the Neighbourhood Plan process.

Reason for decision: To enable the Council to provide flexible, older persons accommodation in Toddington that contributes to meeting the growing demand of housing for older people.

RESOLVED

that flexible, older person's accommodation be re-provided on a new site in Toddington, which shall be identified and brought forward through the Neighbourhood Planning process.

E/12/37

Budget Strategy and Medium Term Financial Plan

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that proposed the medium term financial planning framework for 2013/14 through to 2016/17. The report also set out the process and timetable for setting the budget and updating the Medium Term Financial Plan up to its approval by Council on 21 February 2013.

Reason for decision: To enable the Council to put in place a framework to meet the financial challenges faced over the medium term.

RESOLVED

1. **that there would be a significant impact on the Council due to the proposed changes in funding arrangements but these were not currently known in detail;**
2. **that the proposed framework for updating of the Medium Term Financial Plan and the preparation of a budget for 2013/14 be endorsed; and**
3. **that the timetable for the consultation process be endorsed.**

E/12/38

Determination of Statutory Proposals to Expand Shefford Lower School, Fairfield Park Lower School and Greenleas Lower School

The Executive considered a report from the Executive Member for Children's Services that set out the responses to the statutory proposals to expand Shefford Lower School, Fairfield Park Lower School and Greenleas Lower School. The proposals have been subject previously to statutory consultation and a statutory notice period had now concluded requiring the Council to consider representations received and to determine the outcome of the proposals.

The Executive Member for Children's Services advised that all options including the building of a new school in Shefford had been considered and the appropriate feasible action for this area was to expand Shefford Lower School.

It was noted that Bedford Borough Council had rejected a submission for a free school in Bedford and the implications for Central Bedfordshire Council were being considered.

Reason for decision: To enable the Council to determine the outcome of the statutory proposals following the close of the representation period on 9 July 2012. If the Council were to fail to decide these proposals within 2 months of the end of the representation period it must forward proposals, and any received representations, to the schools adjudicator for decision.

RESOLVED

1. that the procedures established by the Education and Inspections Act 2006 (EIA 2006) and The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended by The School Organisation and Governance (Amendment) (England) Regulations 2007 and The School Organisation and Governance (Amendment) (England) Regulations 2009 be noted and have been complied with in bringing forward the proposals outlined in the report;
2. that the representations attached at Appendix A, to the statutory notices as set out in Appendices B – D to the report, issued on 11 June 2012 under Section 19(1) of the Education and Inspections Act 2006 for Shefford Lower School, Fairfield Park Lower School and Greenleas Lower School be noted;
3. that the statutory proposal to expand Shefford Community Lower School from a 2 form of entry (300 place) lower school for pupils aged 4+ to 9 to a 3 form of entry (450 place) lower school catering for pupils aged 4+ to 9 be approved with effect from September 2013, increasing the schools planned admission number from 60 to 90;
4. that the statutory proposal to expand Fairfield Park Community Lower School from a 1 form of entry (150 place) lower school for pupils aged 4+ to 9 to a 2 form of entry (300 place) lower school for pupils aged 4+ to 9 be approved with effect from September 2013, increasing the schools planned admission number from 30 to 60;
5. that the statutory proposal to expand Greenleas Community Lower School from a 2 form of entry (300 place) lower school for pupils aged 4+ to 9 to a 4 form of entry (600 place) lower school for pupils aged 4+ to 9 be approved through the creation of a new second campus at Pratts Quarry, off Kestrel Way, Leighton Buzzard, with effect from September 2013, amending the schools planned admission number to provide for 60 pupils on each of the school's two sites; and
6. that the detailed business cases for each proposal as attached at Appendix E to G to the report be approved.

E/12/39

Safeguarding and Looked After Children Post Inspection Action Plan

The Executive considered a report from the Executive Member for Children's Services that presented the action plan following the Ofsted inspection of Safeguarding and Looked After Children Services.

The overall effectiveness of safeguarding services was judged to be good, but the overall effectiveness of services for looked after children was judged to be adequate. An Action Plan had been developed with partners and was divided into work streams. It was anticipated that the Council would be inspected in the autumn of 2013.

Reason for decision: To enable the health and wellbeing of children to be improved.

RESOLVED

that the Action Plan to support improvement following the inspection of services for Safeguarding and Looked After Children be approved.

E/12/40

Draft Council Tax Support Scheme

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that provided an overview of the Government's proposals to localise Council Tax Benefit, through the introduction of the Local Council Tax Support Scheme from 1 April 2013 but must be approved by Council by 31 January 2013 following a 12 week consultation period.

It was noted that the Council would have greater discretion over the discounts from Council Tax available in respect of second homes and empty properties. Members commented that this could trigger owners of empty properties into bringing them back into use.

The Executive Member highlighted that Corporate Resources Overview and Scrutiny Committee on 11 September 2012 would be considering the draft Scheme and that all Members were welcome to attend.

Reason for decision: To enable the major preceptors and the wider community to be consulted on the draft Council Tax Support Scheme.

RESOLVED

1. **that the draft Central Bedfordshire Council Tax Support scheme be endorsed for the purposes of consultation. The draft Council Tax Support Scheme is set out in Appendix D to the report;**
2. **that the communications and consultation plan as set out in paragraphs 33 to 36 in the report, be approved; and**
3. **that the draft scheme is required to undergo consultation with the Fire and Police authorities before wider consultation with the Community be noted.**

E/12/41 **Quarter 1 Revenue Report 2012/13**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that provided information on the revenue position as at Quarter 1 in 2012/13 and the forecast outturn position for 2012/13.

Reason for decision: To enable a greater contribution to reserves to be made, thus strengthening the Council's long term financial position.

RESOLVED

1. **noted that the Revenue forecast position is an overspend of £0.83M; and**
2. **to request officers to continue with their efforts to achieve a minimum balanced outturn or an under spend.**

E/12/42 **Quarter 1 Capital Report 2012/13**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that provided information on the Capital position as at Quarter 1 2012/13 and the forecast outturn position for 2012/13. The transfer from 2011/12 had been transferred across into the 2012/13 budget.

Members noted that officers were reviewing the realism of the approved capital programme and would be reported back to the Executive in due course.

RESOLVED

1. **noted that the overall forecast is to spend £94.3M (proposed slippage of £13.4M into 2013/14 and £0.4M overspend);**
2. **noted that profiled Capital gross budgets are now reported for June results;**
3. **noted that the transfer of unused budgets from 2011/12 has now been incorporated into the June results; and**
4. **to request officers to review the realism of the approved Capital programme and report back to Executive at the earliest opportunity.**

E/12/43 **Quarter 1 Housing Revenue Account Revenue and Capital Report 2012/13**

The Executive considered a report from the Executive Member for Social Care, Health and Housing and the Deputy Leader and Executive Member for Corporate Resources that provided information on the Housing Revenue Account and capital position as at Quarter 1 2012/13 and the forecast outturn position for 2012/13.

RESOLVED

that the Housing Revenue Account financial position as at the end of June 2012 be noted.

E/12/44

Quarter 1 Performance Report

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that presented the Quarter 1 2012/13 performance for the Council's corporate performance indicator set. Members noted that Quarter 1 had seen the introduction of seven new Public Health indicators further aiding the Council's understanding of factors affecting Central Bedfordshire.

Executive Members responded to question regarding their individual responsibilities. In particular Members welcomed the comments to thank officers regarding the Council's positive support for residents who were in arrears with their rent and council tax.

Members also acknowledged the request that where an indicator had not been scored and explanation should be included within the report.

Reason for decision: To ensure a rigorous approach to performance management across Central Bedfordshire Council.

RESOLVED

that the overall strong performance in Quarter 1 for the indicators in the corporate indicator set be noted and to recommend officers to further investigate and resolve underpinning indicators as appropriate.

(Note: The meeting commenced at 9.30 a.m. and concluded at 10.28 a.m.)

Chairman

Dated

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**Central Bedfordshire Council
Forward Plan of Key Decisions
1 October 2012 to 30 September 2013**

- 1) During the period from **1 October 2012 to 30 September 2013**, Central Bedfordshire Council plans to make key decisions on the issues set out below. “Key decisions” relate to those decisions of the Executive which are likely:
- to result in the incurring of expenditure which is, or the making of savings which are, significant (namely £200,000 or above per annum) having regard to the budget for the service or function to which the decision relates; or
 - to be significant in terms of their effects on communities living or working in an area comprising one or more wards in the area of Central Bedfordshire.
- 2) The Forward Plan is a general guide to the key decisions to be determined by the Executive and will be updated on a monthly basis. Key decisions will be taken by the Executive as a whole. The Members of the Executive are:

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

- 3) Those items identified for decision more than one month in advance may change in forthcoming Plans. Each new Plan supersedes the previous Plan. Any person who wishes to make representations to the Executive about the matter in respect of which the decision is to be made should do so to the officer whose telephone number and e-mail address are shown in the Forward Plan. Any correspondence should be sent to the contact officer at the relevant address as shown below. General questions about the Plan such as specific dates, should be addressed to the Committee Services Manager, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ.
- 4) The agendas for meetings of the Executive will be published as follows:

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

Central Bedfordshire Council

Forward Plan of Key Decisions for the period 1 October 2012 to 30 September 2013

Key Decisions

Date of Publication: 14 September 2012

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
1.	Leisure Capital Programme -	To approve priorities for investment of the Leisure Strategy Implementation Invest to Save capital programme to commence in 2012/13.	2 October 2012		Report	Executive Member for Sustainable Communities - Services Comments by 01/09/12 to Contact Officer: Jill Dickinson, Head of Leisure Services Email: jill.dickinson@centralbedfordshire.gov.uk Tel: 0300 300 4258
2.	Publication of Parking Strategy -	To consider how Central Bedfordshire Council manage parking across the district, recognising the needs of shoppers businesses, residents and new developments.	2 October 2012	The Strategy has been through a full public consultation before coming back to the Executive for approval.	Report	Executive Member for Sustainable Communities - Services Comments by 01/09/12 to Contact Officer: Basil Jackson, Assistant Director Highways & Transport Email: basil.jackson@centralbedfordshire.gov.uk Tel: 0300 300 6171

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
3.	Development Brief for Site Allocations Policy MA5 - Land East of Biggleswade Road, Potton -	To adopt the Development Brief for Site Allocations Policy MA5 - land east of Biggleswade Road, Potton as technical guidance for development management purposes.	2 October 2012	<p>November 2011 – A Stakeholder Group comprising ward Members, Town Councillors, residents, local interest groups and developers has been established whose purpose is to inform the emerging Development Brief. In accordance with the signed Planning Performance Agreement, consultation will take place:-</p> <p>April 2012 – The Development Brief will require sign off by Director/Portfolio Holder in order to commence consultation. Members will also be notified.</p> <p>April/May 2012 – A four week public consultation exercise will be carried out that will include a public exhibition.</p> <p>September 2012 – A presentation on the Development Brief (together with consultation responses) will be given to the Sustainable Communities Overview and Scrutiny Committee seeking Members to endorse it before the Executive take a decision.</p>	Development Brief and Statement of Community Involvement	<p>Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 01/09/12 to Contact Officer: Mark Saccoccio, Local Planning and Housing Team Leader Email: mark.saccoccio@centralbedfordshire.gov.uk Tel: 0300 300 5510</p>

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
4.	Statement of Community Involvement -	To adopt the Statement of Community Involvement.	2 October 2012	Statutory consultation carried out in May/June 2012. Member consideration through the Sustainable Communities Overview and Scrutiny Committee.	Statement of Community Involvement Report of Consultation Responses	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 01/09/12 to Contact Officer: Richard Fox, Head of Development Planning and Housing Strategy Email: richard.fox@centralbedfordshire.gov.uk Tel: 0300 300 4105
5.	Houghton Regis North Framework Plan -	To endorse the Houghton Regis North Framework Plan and supplementary written document for development management purposes.	2 October 2012	The Council has consulted residents, councillors, local businesses and statutory consultees for a period of 7 weeks between 20 June and 8 August 2012. The consultation has been conducted using letters, emails, the Council's consultation services, including Central Bedfordshire Council updates and the Member's Bulletin.	Framework Plan and the Framework Plan supplementary written document	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 01/09/12 to Contact Officer: Lachlan Robertson, Consultant Project Manager for Central Bedfordshire Council or Stuart Robinson, Planning Officer (Project Support/Admin) Email: lachlan.robertson@centralbedfordshire.gov.uk Tel: 07943 842861 or stuart.robinson@centralbedfordshire.gov.uk Tel: 0300 300 4236

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
6.	Woodside Link -	The Woodside Link is a key piece of infrastructure without which the proposed growth development east and north of Houghton Regis cannot go ahead. The scheme has now reached the point where the Council will need to apply for planning permission to take it forward. Executive is being asked to agree to consult on this scheme prior to a planning application being made to the National Infrastructure Plan and to consider other matters relating to the scheme.	2 October 2012		Report	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 04/09/12 to Contact Officer: Paul Cook, Head of Transport Strategy and Countryside Access Email: paul.cook@centralbedfordshire.gov.uk Tel: 0300 300 6244
7.	Annual Adult Safeguarding Report -	To receive the annual Adult Safeguarding Report.	2 October 2012		Report	Executive Member for Social Care, Health and Housing Comments by 01/09/12 to Contact Officer: Julie Ogley, Director of Social Care, Health and Housing Email: julie.ogley@centralbedfordshire.gov.uk Tel: 0300 300 4221

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
8.	Neighbourhood Planning Process -	To adopt a process whereby Neighbourhood Plan Area boundaries are approved and the Council adopts Neighbourhood Plans to be part of the Development Plan for Central Bedfordshire.	2 October 2012	No public consultation has been undertaken with the report as it identifies a compliant with statutory regulations process. Consultation with internal Central Bedfordshire Council officers has been undertaken in the preparation of the report.	Report and Neighbourhood Planning Process Table	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 01/09/12 to Contact Officer: Sally Chapman, Development Planning Project and Process Team Leader Email: sally.chapman@centralbedfordshire.gov.uk Tel: 0300 300 4336
9.	Central Bedfordshire CCTV Strategy -	To agree the CCTV Strategy for Central Bedfordshire.	6 November 2012	Key strategic partners will be consulted on the draft Strategy during July 2012. Further consultation on elements of the Strategy will be undertaken once the Strategy is agreed. Sustainable Communities Overview and Scrutiny Committee will consider the draft Strategy on 26 September 2012.	Report and draft Strategy	Executive Member for Sustainable Communities - Services Comments by 05/10/12 to Contact Officer: Jeanette Keyte, Head of Community Safety Email: jeanette.keyte@centralbedfordshire.gov.uk Tel: 0300 300 5257

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
10.	Development Strategy -	The Development Strategy will set out the broad approach to new development across Central Bedfordshire to 2031, including new housing and employment targets and new large-scale development sites. The Executive will be requested to consider and recommend to Council the Central Bedfordshire Development Strategy for the purposes of Publication and subsequent Submission to the Secretary of State.	6 November 2012	Consultation expected in May/June 2012, Member consideration through the Sustainable Communities Overview and Scrutiny Committee.	Draft Development Strategy (Pre-Submission version) Sustainability Appraisal Report of consultation and other technical/evidence reports	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 05/10/12 to Contact Officer: Richard Fox, Head of Development Planning and Housing Strategy Email: richard.fox@centralbedfordshire.gov.uk Tel: 0300 300 4105

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
11.	Consultation on the Council's Admissions Arrangements for the academic year 2014/15 -	To approve the commencement of the consultation on the Council's Admissions Arrangements for the academic year 2014/15.	6 November 2012	<p>a) Governing bodies of Local Authority schools.</p> <p>b) All other admission authorities within the relevant area.</p> <p>c) Parents of children between the ages of two and eighteen.</p> <p>d) Other persons in the relevant area who have an interest in the proposed admissions.</p> <p>e) Adjoining neighbouring authorities.</p> <p>f) The Church of England and Catholic Diocese.</p> <p>Method of consultation: Website. In addition: Letter to a, b, e and f. Information distributed to academies/schools and nurseries and notice in the local press to consult with c and d.</p>	Report	<p>Executive Member for Children's Services</p> <p>Comments by 05/10/12 to Contact Officer:</p> <p>Pete Dudley, Assistant Director Children's Services (Learning & Strategic Commissioning)</p> <p>Email: pete.dudley@centralbedfordshire.gov.uk</p> <p>Tel: 0300 300 4203</p>

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
12.	Shaping the Social Care Market: A New Approach in Commissioning for Outcomes -	To adopt the recommended: - quality system for care homes and quality accreditation for dementia care; - fee level structure and incentive payment scheme; and - contractual model of a framework agreement for care home provision.	6 November 2012	Presentation to Social Care, Health and Housing Overview and Scrutiny Committee on 10 September 2012.	Report	Executive Member for Social Care, Health and Housing Comments by 05/10/12 to Contact Officer: Elizabeth Saunders, Assistant Director Commissioning Email: elizabeth.saunders@centralbedfordshire.gov.uk Tel: 0300 300 6494
13.	Asset Disposal List -	To consider the Asset Disposal List.	6 November 2012		Asset Property Disposal List	Deputy Leader and Executive Member for Corporate Resources Comments by 05/10/12 to Contact Officer: Peter Burt, MRICS, Head of Property Assets Email: peter.burt@centralbedfordshire.gov.uk Tel: 0300 300 5281

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
14.	Land at Steppingley Road and Froghall Road, Flitwick Masterplan -	To endorse the masterplan for development at land at Steppingley Road and Froghall Road, Flitwick (Policy MA2, Site Allocations Development Plan Document, 2011) for development management purposes.	4 December 2012	Members and Officers briefed February 2012. Members and Officers briefed on 25 July 2012 at West Placemaking. Public Exhibitions on 7/8 September 2012. Public Consultation from 7 September to 5 October 2012.	Land at Steppingley Road Masterplan Site Allocations Development Plan Document (Adopted 2011)	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 03/11/12 to Contact Officer: Connie Frost-Bryant, Senior Planning Officer, Local Planning and Housing Team Email: connie.frost-bryant@centralbedfordshire.gov.uk Tel: 0300 300 4329
15.	Award of Kitchen and Bathroom Refurbishment Contract 2013 to 2016 to Council Housing Properties -	To award the preferred contractor for this service.	4 December 2012		Report on tenders	Executive Member for Social Care, Health and Housing Comments by 03/11/12 to Contact Officers: Ian Johnson, Housing Asset Manager or Basil Quinn, Housing Asset Manager Performance Email: ian.johnson@centralbedfordshire.gov.uk Tel: 0300 300 5205 or basil.quinn@centralbedfordshire.gov.uk Tel: 0300 300 5118

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
16.	Revenue and Capital Quarter 2 Budget Monitor Reports -	To consider the revenue and capital quarter 2 budget monitor reports.	4 December 2012		Reports	Deputy Leader and Executive Member for Corporate Resources Comments by 03/11/12 to Contact Officer: Charles Warboys, Chief Finance Officer & Section 151 Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
17.	Delivering Superfast Broadband in Central Bedfordshire -	To approve the proposed procurement process and criteria for selecting a private sector partner in delivering superfast broadband in Central Bedfordshire.	4 December 2012	An online broadband survey has been running since February 2012. This has been widely promoted (including through the Parish Council network) and the results used in developing the Local Broadband Plan and local priorities. A formal market consultation will also be undertaken (likely in August/September) to comply with EU state aid requirements.	The adopted Joint Local Broadband Plan and the Council's Broadband Plan www.centralbedfordshire.gov.uk/local-business/business-information-and-advice/broadband.aspx set the context for intervention.	Deputy Leader and Executive Member for Corporate Resources Comments by 03/11/12 to Contact Officer: James Cushing, Economic Policy Manager Email: james.cushing@centralbedfordshire.gov.uk Tel: 0300 300 4984

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
18.	Contract for Refurbishment of Timberlands Gypsy and Travellers Site -	To award the contract to the preferred contractor for the refurbishment of Timberlands Gypsy and Travellers Site, Pepperstock, Slip End.	4 December 2012		Report	Executive Member for Social Care, Health and Housing Comments by 03/11/12 to Contact Officer: John Holman, Head of Housing Asset Management or Ian Johnson, Housing Asset Manager Email: john.holman@centralbedfordshire.gov.uk Tel: 0300 300 5069 or ian.johnson@centralbedfordshire.gov.uk Tel: 0300 300 5202
19.	Future of the Adult Skills and Community Learning Service -	To agree the future delivery arrangements for the externally funded Adult Skills and Community Learning Service in Central Bedfordshire (please note that this service is currently a shared service with Bedford Borough Council)	4 December 2012	November/December 2011 and August/September 2012: Key strategic partners through series of external interviews. May/June 2012: Focus groups and interviews with service users and no users (individuals and business).	Report	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 03/11/12 to Contact Officer: Kate McFarlane, Head of Community Regeneration & Adult Skills Email: kate.mcfarlane@centralbedfordshire.gov.uk Tel: 0300 300 5858

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
20.	Property Joint Ventures -	To consider property joint ventures.	8 January 2013		Joint Venture Examples	Deputy Leader and Executive Member for Corporate Resources Comments by 07/12/12 to Contact Officer: Peter Burt, MRICS, Head of Property Assets Email: peter.burt@centralbedfordshire.gov.uk Tel: 0300 300 5281

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
21.	Master Plan for Site Allocations Policy MA8 - Land at Chase Farm and Land West and North-East of High Street, Arlesey -	To adopt the Master Plan for Site Allocations Policy MA8 - land at Chase Farm and land west and north-east of High Street, Arlesey as technical guidance for development management purposes.	8 January 2013	<p>May – August 2012: A Stakeholder Group comprising ward Members, Town Councillors, residents, local interest groups and developers has been established whose purpose is to inform the emerging Master Plan. In accordance with the signed Planning Performance Agreement, consultation will take place:</p> <p>August 2012: The Master Plan will require sign off by Director/Portfolio Holder in order to commence consultation. Members will also be notified.</p> <p>22 August 2012: The Master Plan will be presented to Corporate Management Team.</p> <p>September/October 2012: A four week public consultation exercise will be carried out.</p> <p>December 2012: A presentation on the Master Plan (together with consultation responses) will be given to Overview and Scrutiny Committee with a recommendation that they endorse it.</p>	The Master Plan and Statement of Community Involvement	<p>Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 05/10/12 to Contact Officer: Mark Saccoccio, Local Planning and Housing Team Leader Email: mark.saccoccio@centralbedfordshire.gov.uk Tel: 0300 300 5510</p>

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
22.	Leisure Facility Strategy -	To adopt the Leisure Facility Strategy.	8 January 2013	<p>Communication and Consultation Plan identifies stakeholders and methods of consultation at key stages.</p> <p>Consultation on emerging issues April 2012.</p> <p>Consultation on issues and options October – December 2012.</p>	Leisure Facility Strategy	<p>Executive Member for Sustainable Communities - Services</p> <p>Comments by 07/12/12 to Contact Officer:</p> <p>Jill Dickinson, Head of Leisure Services</p> <p>Email: jill.dickinson@centralbedfordshire.gov.uk</p> <p>Tel: 0300 300 4258</p>
23.	Abolition of the Discretionary Social Fund and Transfer of Funding to Central Bedfordshire Council for a New Provision -	To approve the development of alternative provision to replace what is currently delivered by the discretionary aspects of the Social Fund.	8 January 2013	A wide-ranging consultation process will be planned to take place from October to December 2012.	Report and consultation responses	<p>Executive Member for Social Care, Health and Housing</p> <p>Comments by 07/12/12 to Contact Officer:</p> <p>Tim Hoyle, Head of Business Systems</p> <p>Email: tim.hoyle@centralbedfordshire.gov.uk</p> <p>Tel: 0300 300 6065</p>

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
24.	Astral Park Football Project -	To approve expenditure for playing pitches, changing facilities and car parking at Astral Park, Leighton Buzzard. The project is led by Leighton Linslade Town Council, with project management advice and support provided by Leisure Services. The scheme is funded entirely by Section 106 funds of £1.1m.	5 February 2013	Consultation carried out with Leighton Linslade Town Council.	Report	Executive Member for Sustainable Communities - Services Comments by 04/01/13 to Contact Officer: Jill Dickinson, Head of Leisure Services Email: jill.dickinson@centralbedfordshire.gov.uk Tel: 0300 300 4258
25.	Implementation of the Refreshed School Organisation Plan: New School Places Programme 2013/14 - 2017/18 -	To consider the implementation of the refreshed School Organisation Plan: New School Places programme 2013/14 to 2017/18.	5 February 2013		Report	Executive Member for Children's Services Comments by 04/01/13 to Contact Officer: Pete Dudley, Assistant Director Children's Services (Learning & Strategic Commissioning) Email: pete.dudley@centralbedfordshire.gov.uk Tel: 0300 300 4203

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
26.	East Leighton Linslade Framework Plan -	To consider the east Leighton Linslade Framework Plan for the delivery of up to 2,500 dwellings and 16 hectares of employment land together with its supporting infrastructure.	5 February 2013	<p>September 2012 – Placemaking meeting to take place at which the Landowners are to offer a presentation on the Draft Framework Plan.</p> <p>October 2012 – Executive Member and Director of Sustainable Communities to sign off the Draft Framework Plan for the purposes of public consultation.</p> <p>October 2012 – A 7 week public consultation to begin that will include a 2 day public exhibition event. Consultation with residents, councillors and statutory consultees. Consultation will be conducted using letters, emails, the Council’s consultation services, including Central Bedfordshire Council updates and the Member’s bulletin.</p> <p>January 2013 – A presentation on the Framework Plan (together with consultation responses) will be given to the Sustainable Communities Overview and Scrutiny Committee seeking Members to endorse it before the Executive take a decision.</p>	Framework Plan and the Framework Plan supplementary written document	<p>Executive Member for Sustainable Communities - Strategic Planning and Economic Development</p> <p>Comments by 26/11/12 to Contact Officer:</p> <p>Mark Saccoccio, Local Planning and Housing Team Leader</p> <p>Email: mark.saccoccio@centralbedfordshire.gov.uk</p> <p>Tel: 0300 300 5510</p>

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
27.	Outdoor Access Improvement Plan -	To endorse the Outdoor Access Improvement Plan.	19 March 2013	The Central Bedfordshire and Luton Local Access Forum has established a sub group input into the development of the plan this will be followed by a full 13 week public consultation with both stakeholder and public engagement activities during period.	Report	Executive Member for Sustainable Communities - Services Comments by 18/02/13 to Contact Officer: Paul Cook, Head of Transport Strategy and Countryside Access Email: paul.cook@centralbedfordshire.gov.uk Tel: 0300 300 6999
28.	Revenue and Capital Quarter 3 Budget Monitor Reports -	To consider the revenue and capital quarter 3 budget monitor reports.	19 March 2013		Reports	Deputy Leader and Executive Member for Corporate Resources Comments by 18/02/13 to Contact Officer: Charles Warboys, Chief Finance Officer & Section 151 Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
29.	Community Infrastructure Levy -	To approve the consultation and subsequent Submission of the Community Infrastructure Levy draft charging schedule.	19 March 2013		Report	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 18/02/13 to Contact Officer: Jonathan Baldwin, Senior Planning Officer Email: jonathan.baldwin@centralbedfordshire.gov.uk Email: 0300 300 5510

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
30.	Council's Admissions Arrangements for the Academic Year 2014/15 -	To determine the Council's Admissions Arrangements for the Academic Year 2014/15.	19 March 2013		Report	Deputy Executive Members for Children's Services Comments by 18/02/13 to Contact Officer: Pete Dudley, Assistant Director Children's Services (Learning & Strategic Commissioning) Email: pete.dudley@centralbedfordshire.gov.uk Tel: 0300 300 4203
31.	Draft Gypsy and Traveller Plan -	To consider the draft Gypsy and Traveller Plan prior to submission.	7 May 2013	In line with Regulation 18 of the new Town and Country Planning Regulations 2012, consultation will have been undertaken in autumn 2012 on what a Gypsy and Traveller plan ought to contain. This report follows that consultation and will propose the preferred sites and policies for Gypsy and Traveller provision.	Report and draft Plan	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 06/04/13 to Contact Officer: Richard Fox, Head of Development Planning and Housing Strategy Email: richard.fox@centralbedfordshire.gov.uk Tel: 0300 300 4105

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
32.	Central Heating Installations Contract District Wide -	To award the contract to the preferred contractor for the central heating installations contract district wide for 2013 to 2016 to council housing properties.	7 May 2013		Report	Executive Member for Social Care, Health and Housing Comments by 06/04/13 to Contact Officer: Peter Joslin, Housing Asset Manager or Basil Quinn, Housing Asset Manager Performance Email: peter.joslin@centralbedfordshire.gov.uk Tel: 0300 300 5395 or basil.quinn@centralbedfordshire.gov.uk Tel: 0300 300 5118
33.	Revenue and Capital Provisional Outturn 2012/13 -	To consider the revenue and capital provisional outturn 2012/13.	25 June 2013		Reports	Deputy Leader and Executive Member for Corporate Resources Comments by 24/05/13 to Contact Officer: Charles Warboys, Chief Finance Officer & Section 151 Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147

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

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
NON KEY DECISIONS						
35.	Business Case for the Use of Prudential Borrowing to Fund the Central Bedfordshire Energy and Recycling Project -	To recommend to Council that the Business Case for the inclusion of funds within the capital programme to assist the delivery of the BEaR Project be approved.	6 November 2012		A business case will be the basis of the report	Executive Member for Sustainable Communities - Services Comments by 05/10/12 to Contact Officer: Ben Finlayson, BEaR Project Manager Email: ben.finlayson@centralbedfordshire.gov.uk Tel: 0300 300 6277
36.	Budget Consultation Policy -	To consider the budget consultation policy.	6 November 2012		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 05/10/12 to Contact Officer: Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
37.	Capital Programme Review -	To consider the updated/recently reviewed capital programme and make recommendations to Council regarding any proposed changes to the programme including the revenue implications (financing and MRP) of the proposed programme.	6 November 2012		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 05/10/12 to Contact Officer: Charles Warboys, Chief Finance Officer & Section 151 Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
38.	Quarter 2 Performance Report -	To consider quarter 2 performance report.	4 December 2012		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 03/11/12 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: elaine.malarky@centralbedfordshire.gov.uk Tel: 0300 300 5517

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
39.	Draft Revenue Budget 2013/14 -	To consider the first draft of the revenue budget for 2013/14.	4 December 2012		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 03/11/12 to Contact Officer: Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
40.	Community Safety Partnership Plan and Priorities 2013 - 2014 -	To recommend to Council to approve the Community Safety Partnership Plan and Priorities 2013 - 2014	8 January 2013	Strategic Assessment & Partnership Plan will be considered by the Community Safety Partnership Executive, the relevant Overview and Scrutiny Committee and the Local Strategic Partnership.	Strategic Assessment Priorities & Community Safety Partnership Plan 2013-2014	Executive Member for Sustainable Communities - Services Comments by 07/12/12 to Contact Officer: Joy Craven, CSP Manager Email: joy.craven@centralbedfordshire.gov.uk Tel: 0300 300 4649
41.	Treasury Management Policy and the Treasury Management Strategy -	To recommend to Council the adoption of the Treasury Management Policy and the Treasury Management Strategy.	8 January 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 07/12/12 to Contact Officer: Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
42.	Localisation of Council Tax Support Scheme -	To recommend to Council the approval of the Localisation of the Council Tax Support Scheme.	8 January 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 07/12/12 to Contact Officer: Charles Warboys, Chief Finance Officer & Section 151 Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
43.	Housing Revenue Account 2013/14 -	To recommend to Council the Housing Revenue Account budget 2013/14 for approval.	5 February 2013		Report	Deputy Leader and Executive Member for Corporate Resources, Director of Social Care, Health and Housing Comments by 04/01/13 to Contact Officer: Chief Finance Officer or Tony Keaveney, Assistant Director Housing Services Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147 or tony.keaveney@centralbedfordshire.gov.uk Tel: 0300 300 5210

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
44.	Budget 2013/14 -	To recommend to Council the proposed budget for 2013/14: <ul style="list-style-type: none"> • Revenue budget • Capital budget • Fees and Charges 	5 February 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 04/01/13 to Contact Officer: Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
45.	Quarter 3 Performance Report -	To consider quarter 3 performance report.	19 March 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 18/02/13 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: elaine.malarky@centralbedfordshire.gov.uk Tel: 0300 300 5517

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

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

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

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

Date of Publication	Period of Plan
13.04.12	1 May 2012 – 30 April 2013
15.05.12	1 June 2012 – 31 May 2013
15.06.12	1 July 2012 – 30 June 2013
13.07.12	1 August 2012 – 31 July 2013
15.08.12	1 September 2012 – 31 August 2013
14.09.12	1 October 2012 – 30 September 2013
15.10.12	1 November 2012 – 31 October 2013
15.11.12	1 December 2012 – 30 November 2013
14.12.12	1 January 2013 – 31 December 2013
15.01.13	1 February 2013 – 31 January 2014
14.02.13	1 March 2013 – 28 February 2014
15.03.13	1 April 2013 – 31 March 2014

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Meeting: Executive
Date: 2 October 2012
Subject: Houghton Regis North Framework Plan
Report of: Cllr Nigel Young, Executive Member for Sustainable Communities - Strategic Planning and Economic Development
Summary: The report recommends that Executive adopt the Framework Plan as technical guidance for Development Management purposes.

Advising Officer: Gary Alderson, Director of Sustainable Communities
Contact Officer: Lachlan Robertson, Consultant Project Manager for Central Bedfordshire Council
Public/Exempt: Public
Wards Affected: Dunstable wards, Heath and Reach, Houghton Hall, Parkside, Tithe Farm and Toddington wards
Function of: Executive
Key Decision Yes
Reason for urgency/ exemption from call-in (if appropriate) N/A

CORPORATE IMPLICATIONS

Council Priorities:

The Framework Plan will support the Medium Term Plan priorities of 'Enhancing Central Bedfordshire' and delivering 'Better Infrastructure'.

Financial:

1. The creation of the Framework Plan will not represent a financial burden on the Council. The costs for creating the Framework Plan have been borne in their entirety by the promoters. Furthermore, a Planning Performance Agreement (a collaborative project management tool) has been entered into which secured funding for the administration and supervision of the Framework Plan and subsequent determination of any future outline planning applications.

Legal:

2. Once adopted as technical guidance the Framework Plan will constitute a material planning consideration to be taken into account when determining applications made in respect of the site.

Risk Management:

3. A failure to endorse the Framework Plan would potentially risk the cohesive development of the urban extension. The uncertainty may limit the Council's ability to meet agreed Planning Performance Agreement timelines, which may result in the Council being forced to pay back a meaningful proportion of the monies secured through the Planning Performance Agreement. Ultimately, the lack of coherence across infrastructure provision could result in the urban extension not being delivered.
4. An adopted Framework Plan will give more certainty to the development management process.

Staffing (including Trades Unions):

5. Not Applicable.

Equalities/Human Rights:

6. Public authorities have a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and to foster good relations in respect of nine protected characteristics; age disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Many parts of Houghton Regis are in the most deprived 50% in England, including two areas in the most deprived 20%. Houghton Regis' unemployment rate is higher than the Central Bedfordshire average, and higher rates of residents are claiming out of work benefits. Levels of higher qualifications are lower than in Central Bedfordshire and people's health is worse than the area average. A lower proportion of children achieved good GCSEs than in Central Bedfordshire.

The Framework Plan highlights a vision for new developments where people can experience a good quality of life and where neighbourhoods will have an attractive mix of housing, a wide range of local employment opportunities, shops, schools, faith spaces, health facilities community and cultural facilities, access to local jobs and access to a range of quality open spaces as well as the countryside.

The Plan also includes a headline aim related to creating opportunities for promoting and realising the regeneration of adjacent communities, including the regeneration of the physical environment within Houghton Regis and for supporting the Town Centre of Houghton Regis and the Town Centre of Dunstable.

If these objectives are achieved the proposal could have a positive impact in terms of advancing equality of opportunity across a range of indicators. Careful consideration will need to be given to the need to ensure that the development of employment opportunities and service provision matches the needs of the growing population in order to ensure that good community relations are maintained.

Public Health:

7. The provision of health facilities for the area will be determined through a Health Impact Assessment. The Council will need to ensure that it complies with its duties to promote access to green space, encourage sustainable transport and ensure that the built environment maximises opportunities for physical activity. This in turn will help the Council to improve outcomes for health and wellbeing.

Community Safety:

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

Sustainability:

9. The environmental and sustainability implications of this development will be identified through the Environmental Impact Assessment. Mitigation measures would be agreed and put in place through the planning process. The Framework Plan seeks to promote sustainable development through the accessible location of broad infrastructure and land uses.

Procurement:

10. Not applicable.

Overview and Scrutiny:

11. The Sustainable Communities Overview and Scrutiny Committee will be considering the Plan on 26 September 2012 and their comments/recommendations will be provided at the Executive.

RECOMMENDATION(S):

The Executive is asked to:

1. **adopt the Framework Plan as technical guidance for Development Management purposes.**

Reason for Recommendation: To provide planning guidance to the development of the Houghton Regis Strategic Allocation, proposed to be allocated in the Development Strategy for Central Bedfordshire.

Executive Summary

12. The report recommends that the Executive adopt the Framework Plan as technical guidance for Development Management purposes.
13. Given the short lead-in times between the Overview and Scrutiny Committee and the Executive, a verbal update (together with any Overview and Scrutiny Committee recommendation(s)) will be provided at the Executive.

Purpose of the Framework Plan

14. The Framework Plan is a high level document which is intended to guide development in the area. The document sets out the vision and the aims expected to be delivered for the urban extension.
15. The Framework Plan is made up of two parts; a Framework Plan diagram and a supplementary written document. The Framework Plan diagram identifies the indicative location of infrastructure and land uses. The supplementary written document sets out the vision for the urban extension and Central Bedfordshire Council's expectations for any planning applications that may be submitted.

Background

16. The land north of Houghton Regis was identified as a sustainable location for growth through the Sustainable Communities Plan (ODPM, 2003) and the MKSM Sub-Regional Strategy. Following this plan the land was identified in the Luton and southern Central Bedfordshire Core Strategy for 7,000 dwellings, 40 ha of employment land and associated infrastructure.
17. On the 29 July 2011 the Luton and South Bedfordshire Joint Committee resolved to seek the withdrawal of the Luton and southern Central Bedfordshire Joint Core Strategy. Immediately following that decision, Central Bedfordshire Council Executive announced their intention to pursue the content of that Strategy via its own Development Strategy. This is currently in production.
18. Also following the withdrawal of the Luton and South Bedfordshire Joint Core Strategy, several consortia and individual land owners indicated that they would pursue the development of the land through the Development Management process. The site is to be advanced through two large consortia and a number of smaller non-consortium groups. The consortia will submit outline planning applications, along with illustrative Masterplans to support their application, before producing smaller, more detailed, applications and Area Masterplans in the future. The first outline application, to be submitted by the main consortium (Land Improvement Holdings/Axa), is expected in October 2012.
19. CBC have encouraged the use of Planning Performance Agreements (PPAs) to project manage any planning application process. Central Bedfordshire Council and LIH/Axa have entered into the first of these PPAs to cover the planning process over the years it will take to complete the relevant planning consents. Other PPAs are expected to be signed by the developers in the coming months. The first PPA identifies key milestones and timescales for the delivery of planning decisions by both Central Bedfordshire Council and the applicant. Whilst it offers the advantage of clear project management this does not imply or guarantee a favourable planning application outcome.

20. One of the first actions was the production of a Houghton Regis North Framework Plan which covers the whole of the proposed urban extension. The Framework Plan has been developed through discussions with Central Bedfordshire Council officers, elected Members and with the co-operation of the various consortium and non-consortium groups. CBC has assembled a Project Team, made up of specialist Central Bedfordshire Council officers and led by a dedicated Project Manager who meet on a monthly basis to deliver the Framework Plan as well as the objectives of the PPA. The Project Manager also organises a Member Advisory Group, with invitations to ward Members from Houghton Regis and Dunstable and relevant Executive Members for the Sustainable Communities brief. This group meets every two to three months and has discussed and advised upon the content of the Framework Plan.

Consultation

21. Public consultation began on 20 June and concluded on 8 August 2012. To provide a greater level of visibility, the consultation ran parallel to the public consultation for the Development Strategy for Central Bedfordshire.

The Framework Plan

22. The northern expansion of Houghton Regis will be a sustainable urban extension, building upon the existing strong sense of local community, and will help form a distinctive place, whilst ensuring that it appropriately integrates and connects with the existing urban form of Houghton Regis. It will complement the wider regeneration efforts taking place in Central Bedfordshire and will help to encourage inward investment and strengthen the local economy. The urban extension will:
- (a) Connect with its surroundings
 - (b) Help form new communities
 - (c) Contribute to a sustainable future
 - (d) Have an emphasis on design
 - (e) Providing for new businesses and employment opportunities
 - (f) Protect and enhance the water environment.

23. The Framework Plan identifies a series of headline aims that planning applications must take account of and demonstrate how they are to be achieved. A detailed description of these aims can be found in the Framework Plan supplementary written document, which has been attached as Appendix B.
- a) To positively contribute to the delivery of new housing stock
 - b) To mitigate the impact on the area
 - c) To contribute to providing a wide range of new employment opportunities
 - d) To contribute to a greater level of public access
 - e) To create opportunities for promoting and realising the regeneration of adjacent communities
 - f) To contribute to the provision of new supporting community infrastructure
 - g) To contribute in managing and improving the GI network, flood risk measures, water quality and water conservation
 - h) To contribute to transport, walking and cycling links
 - i) To provide and maintain sustainable and healthy environments
 - j) To ensure development will deliver buildings which are highly resource efficient
 - k) To follow best practice in design and layout of the built environment.
24. The Framework Plan identifies the essential and critical infrastructure required for the development to be delivered. The critical Infrastructure is that which must be provided to enable the strategic sites to commence. This includes; the A5 – M1 link road, the Woodside Connection and the diversion and replacement of strategic services associated with those roads. The essential infrastructure is that which must be provided for growth to be achieved in a timely and sustainable manner and to ensure existing and new communities are provided with the facilities considered necessary to allow development to progress. A detailed description of the infrastructure can be found in the Framework Plan.

Analysis from the Consultation Exercise

25. The full results of the public consultation exercise can be found in the Framework Plan Questionnaire Responses document (Appendix C) and the Consultation Responses Summary document (Appendix D). In brief, 53 people responded to the online questionnaire and 29 people commented by email.
26. The consultation on the Framework Plan received little direct feedback with the overwhelming majority of comments being about the principle of development itself, or concerned about expected infrastructure. This suggests that the content of the Framework Plan itself is not contentious.

Comments of relevance to the Framework Plan include:-

- a) Transport infrastructure
- b) Conformity with the Development Strategy
- c) Alternative locations for development/infrastructure
- d) Preserving heritage assets
- e) Managing flood risk.

Changes to the Framework Plan

27. In the Consultation Responses Summary document (Appendix D) the consultation responses have been summarised and addressed.
28. The majority of comments received were about the principle of development and of a detailed nature directed at the subsequent planning application stages. Whilst valuable, they are not salient to informing the Framework Plan given its purpose as a high level document which identifies key principles and key infrastructure. The Development Strategy for Central Bedfordshire, when adopted, will establish that the principle of development is acceptable for this urban extension.
29. In light of the comments received, the Framework Plan diagram has been amended to identify the Thorn Spring Scheduled Ancient Monument. The Framework Plan supplementary written document has been modified to now make greater reference to health and well-being, the historic environment, heritage assets and the protection of water environments. The specific changes to the Framework Plan supplementary written document are visible in Appendix B.

Conclusion and Next Steps

30. Consideration has been afforded to the consultation exercise and where necessary, changes made to the Framework Plan. As a technical document, the Framework Plan is fit for development management purposes.

Appendices:

Appendix A – Framework Plan - Diagram

Appendix B – Framework Plan – Supplementary written document

Appendix C – Framework Plan Questionnaire Responses

Appendix D – Consultation Responses Summary

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**HOUGHTON REGIS (NORTH)
FRAMEWORK PLAN**

14 JUNE 2012



- KEY**
- RESIDENTIAL AND MIXED USES
 - EMPLOYMENT AREA
 - GREEN INFRASTRUCTURE AND OPEN SPACE
 - HISTORIC AND ECOLOGICAL HEDGE ROWS
 - STRATEGIC ROAD (M1)
 - STRATEGIC ROAD (A5-M1 LINK)
 - STRATEGIC ROAD (WOODSIDE CONNECTION)
 - MAIN ROAD NETWORK
 - SECONDARY ROAD NETWORK
 - RECONFIGURED ROAD NETWORK
 - PROPOSED MAIN ROAD NETWORK
 - PROPOSED LOCAL ROAD CONNECTION
 - PROPOSED MAIN ROAD & BUS NETWORK
 - GUIDED BUSWAY
 - INDICATIVE MAIN BUS ROUTE
 - MAIN PEDESTRIAN AND/OR CYCLING NETWORK
 - PEDESTRIAN CROSSING
 - POWERLINE
 - EXTENT OF FLOOD ZONE 2
 - FLOODING AREA FROM RIVERS WITHOUT DEFENCES
 - FLOODING AREA SUBJECT TO RECONFIGURATION
 - DRAINAGE PONDS ASSOCIATED WITH A5-M1 LINK ROAD
 - BUS GATE
 - HOUGHTON REGIS TOWN CENTRE (EXISTING)
 - NEW COMMUNITY HUB
 - MAIN PUBLIC TRANSPORT ROUTE
 - NEW PRIMARY SCHOOL
 - NEW PRIMARY SCHOOL EXTENSION
 - NEW SECONDARY SCHOOL
 - KINGSLAND EDUCATION FACILITIES
 - ALL SAINTS ACADEMY
 - MIXED USE EMPLOYMENT, LEISURE AND RETAIL
 - JOINT USE LEISURE CENTRE
 - WASTE AND ENERGY FACILITY
 - CYCLE CONNECTION / LINK
 - MAIN CYCLE ROUTE (M16)
 - FORMAL SPORTS AREA
 - RECREATION AREA
 - NATURE AND ECOLOGY AREA, STRATEGIC GREEN LINKS, STRUCTURAL LANDSCAPING, SUDS AND WETLAND, WILDLIFE SITE, HABITAT CREATION AREA, COMMUNITY GARDENS, ORCHARDS AND MEADOW
 - NATURE CENTRE
 - SCHEDULED ANCIENT MONUMENT



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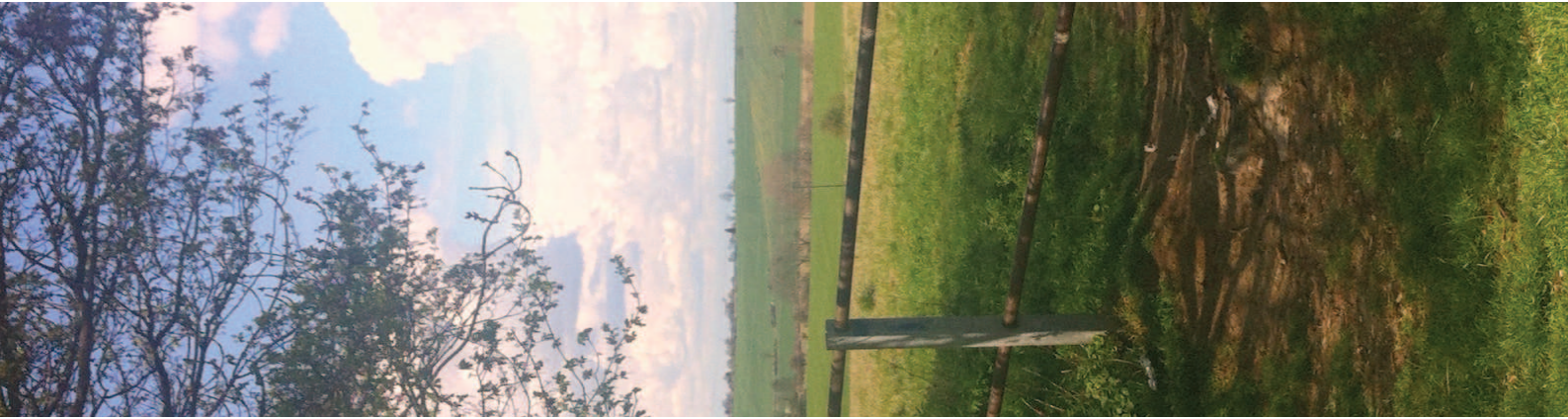


Central Bedfordshire Council

HOUGHTON REGIS NORTH FRAMEWORK PLAN

The Strategic Urban Extension of
Houghton Regis

The Houghton Regis North Project Team
June 2012



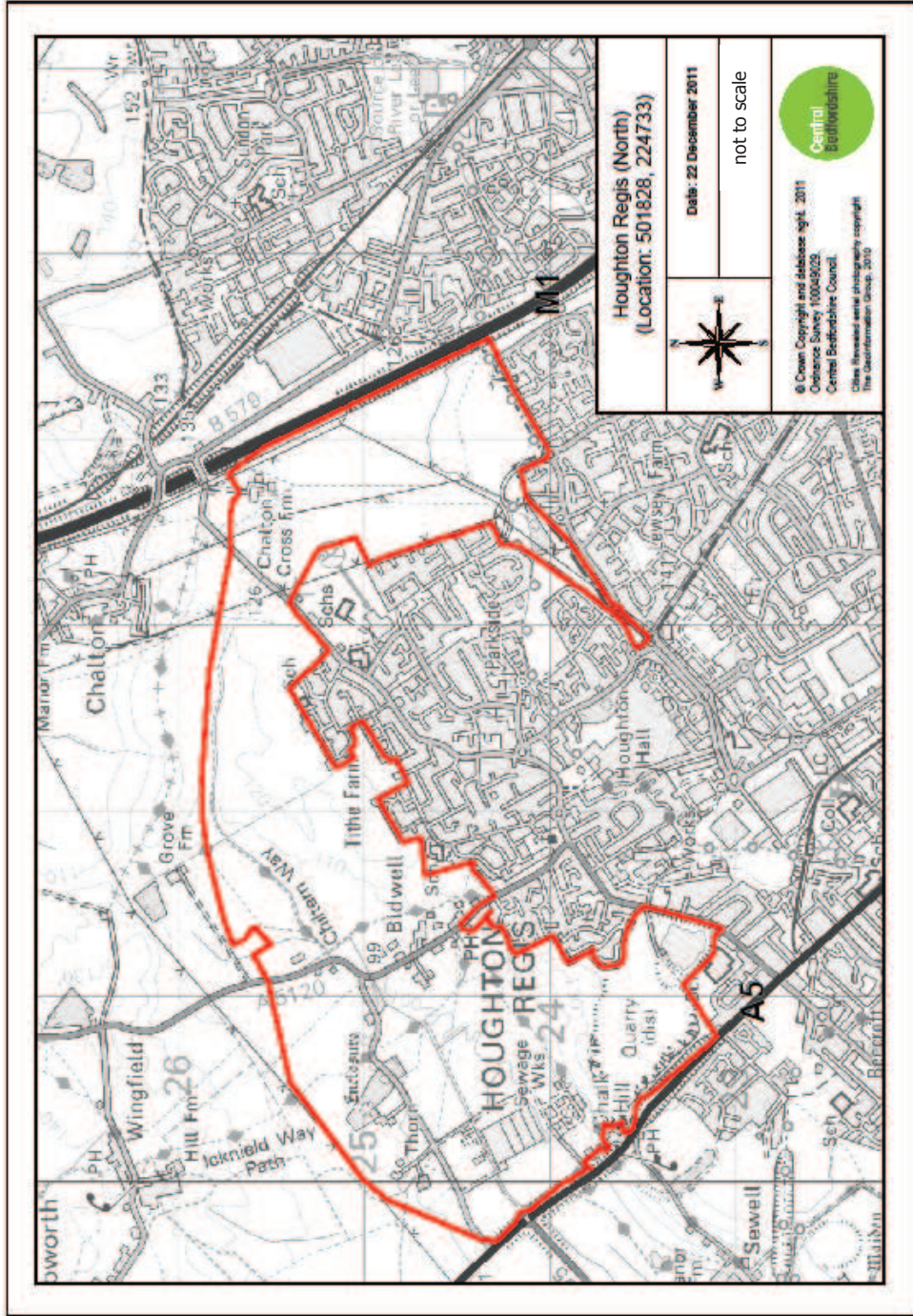
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1.0 INTRODUCTION

- 1.1 Central Bedfordshire Council (CBC) has been planning for the provision of good quality housing within well constructed environments. The purpose is to achieve sustainable development to meet rising population pressure. After assessing alternatives through the *Development Planning*¹ process, CBC considers that the best way to achieve a sustainable expansion of growth within the southern part of its administrative area is to pursue the extension of Houghton Regis northwards. This will be a residential led, mixed use scheme of about 7,000 dwellings and 40 hectares of employment land together with its supporting infrastructure. This is known as Houghton Regis North. The area is shown on the next page..

¹ The Luton and southern Central Bedfordshire Joint Core Strategy endorsed by CBC July 2011; The Central Bedfordshire Development Strategy



1.2 This document together with the accompanying Framework Plan diagram² sets out a *Vision*³ for the development of the extension to Houghton Regis and CBC's expectations for any planning applications that may be submitted.

1.3 CBC recognises that the process of preparing a new Development Strategy for Central Bedfordshire will lag behind the consideration of some of the planning applications within the Houghton Regis North area that will be submitted over the coming months and years. Nevertheless, the Council does not wish to discourage appropriate planning applications from being submitted and for development to proceed, provided that:

- The *critical infrastructure*⁴ that is necessary for the area (such as the A5 – M1 Link Road and the Woodside Connection at Houghton Regis) is confirmed to be available;
- Where it can be demonstrated by means of a transport assessment for any planning application that critical infrastructure is not required for a particular quantum of development there will be the potential for early releases in different locations within the strategic allocation
- The planning applications are consistent with the overall vision for expansion set out in the emerging Development Strategy and this Framework Plan; and
- That planning applications incorporate agreed measures of mitigation for the impacts caused cumulatively as a result of development.

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² Note, no measurements should be taken from the diagram: any references to measurements in the text over-rides the diagram

³ A *Vision* is a broad statement about how the area should develop and the qualities it should have over the long term.

⁴ *Critical infrastructure* is defined as that which is required to be in place before significant development can be commenced.

1.4 Until the new Development Strategy is adopted, CBC will consider the Luton and southern Central Bedfordshire Joint Core Strategy as it was drafted in July 2011⁵ as an important material consideration, along with the *National Planning Policy Framework*⁶, this Framework Plan, and other material considerations⁷ in determining planning applications.

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2.0 VISION

2.1 The *Vision*, presents a picture of the type of place that CBC wishes to create through the northern expansion of Houghton Regis. Planning applications will be expected to show how they comply with this Vision.

2.2 The northern expansion of Houghton Regis will be a sustainable urban extension, building upon the existing strong sense of local community, and will help form a distinctive place, whilst ensuring that it appropriately integrates and connects with the existing urban form of Houghton Regis. It will complement the wider regeneration efforts taking place in Central Bedfordshire and will help to encourage inward investment and strengthen the local economy. The urban extension will:

⁵ See www.shapetheyourfuture.org.uk for details.

⁶ The NPPF is a recent Government document that sets planning policy for the Country as a whole.

⁷ [These material considerations will include the Water Framework Directive \(WFD\) and River Basin Management Plans \(RBMPs\).](#)

CONNECT WITH ITS SURROUNDINGS ...

... by being a place with easy access to the places people will want to visit as part of their everyday lives. This will include good public transport, and safe and convenient walking and cycling.

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HELP FORM NEW COMMUNITIES ...

... by being a place where people can experience a good quality of life and where neighbourhoods will have an attractive mix of housing, a wide range of local employment opportunities, shops, schools, faith spaces, health facilities community and cultural facilities, access to local jobs and access to a range of quality open spaces as well as the countryside generally for the health and well-being of its residents.

CONTRIBUTE TO A SUSTAINABLE FUTURE ...

... by including measures that will help the community adapt to the changes caused by climate change such as designing a place that has a low impact on, or positively improves, the environment, health and well-being of the residents..

HAVE AN EMPHASIS ON DESIGN ...

... by taking the best design cues from the area and designing a place that has character with a local distinctiveness that offers an opportunity to give people a sense of pride in their environment.

PROVIDING FOR NEW BUSINESSES AND EMPLOYMENT OPPORTUNITIES...

... by providing land and facilities that will allow for a place that supports the development of sustainable business growth and that helps provide a wide range of good local jobs and training opportunities.

PROTECT AND ENHANCE THE WATER ENVIRONMENT...

...by encouraging the use of sustainable methods to protect and improve the groundwater and surface water quality and quantity, and enhancing surface water hydromorphology

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3.0 AIMS

3.1 All planning applications that are made within the Houghton Regis North and associated areas should demonstrate how the *Vision* is to be achieved. The planning applications must also demonstrate how the following headline aims are to be achieved:

1. To positively contribute to the delivery of new housing stock which meets a range of needs as well as assisting in resolving issues of affordability and housing supply in the wider area;
2. To mitigate the impact on the area, due to the scale of the development, on local infrastructure.
3. To contribute to providing a wide range of new employment opportunities to help enable the diversification and enhancement of the local economy;
4. To contribute to a greater level of public access to a broad range of open spaces within, and on the edge of the urban area;
5. To create opportunities for promoting and realising the regeneration of adjacent communities, including the regeneration of the physical environment within Houghton Regis and for supporting the Town Centre of Houghton Regis and the Town Centre of Dunstable:

access ^{achieved}
 applications **business**
 area buildings centre
 changes **community**
 create **contribute**
 cycling development economy
 employment enhancement
 design **environment**
 existing flood follow form
 generally **health help**
houghton housing
 impact including **local** ^{open}
opportunities people
 planning proposed providing
 public **quality range**
 regeneration **regis** ^{safe}
spaces supporting vision
 water wide **sustainable**
 countryside **urban**

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6. To contribute to the provision of new supporting community infrastructure to meet the needs of the new development but in a way that also benefits the health and well-being of the existing community;

7. To contribute in managing and improving flood risk measures, water quality and water conservation. Improving the GI network, developing its role in ecosystem services. To contribute to the protection and enhancement of ecological biodiversity, ecological networks, historic environment; and

8. To contribute to transport, walking and cycling links both around the area generally and to the centre of Houghton Regis and the forthcoming Guided Busway in particular.

9. To provide and maintain sustainable and healthy environments through the mitigation of proposals which are likely to cause pollution or are likely to be exposed to potential sources of pollution.

10. To ensure that the proposed development will deliver buildings which are highly resource efficient (especially in regards to energy and water use) and resilient to future climate changes such as flooding and overheating.

11. To follow best practice in the design and layout of the built environment to ensure development proposals demonstrate a strong character, with public spaces that are safe,

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↑¶¶<#> To contribute to the protection and enhancement of ecological biodiversity, historic environment; and¶¶

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accessible, pleasant to use and human in scale. The buildings and layout will seek to improve social well-being and the quality of life for residents.

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4.0 FRAMEWORK PLAN PROPOSALS

4.1 The proposal as put forward in the endorsed Luton and southern Central Bedfordshire Joint Core Strategy and as re-inserted into the forthcoming Central Bedfordshire Development Strategy is for a *strategic allocation*⁸ that will accommodate about 7000 new dwellings, about 40 hectares of employment land and with sites for retail, leisure, strategic roads, open spaces, green infrastructure and associated development.

4.2 That part of the strategic allocation east of the Bidwell Road (A5120) is known as Site 1 and is relatively unconstrained. However, the site does contain landscape, surface water and ecological features that will need to be protected and improved, including an area of flooding, in the south east corner near Kestrel Way and electrical power lines running along the eastern edge of the M1 corridor and through the site next to the Parkside estate.

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Deleted: However, the site does contain landscape and ecological features, including an area of flooding

4.3 The western end of the growth area between the A5120 and the A5 is known as Site 2 and is more challenging to develop with an existing sewage treatment works, steep topography in the south, a scheduled monument, areas of ecological interest and areas of flood risk. The site contains landscape, surface water, historic features and ecological features that will need to be protected and improved, including an area of flooding.

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⁸ This is the formal terminology for a major allocation within a Development Strategy, aka an strategic urban extension.

4.4 The Framework Plan, attached to this document sets out the Council's general expectations on how the aims of the urban extension may take physical form. This is achieved principally by the Council considering outline planning applications in this area that will come forward. Such applications are expected to deliver a comprehensive overall development which will generally conform to this Framework Plan.

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~~4.5~~ The Framework Plan includes the following main elements:

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~~4.6~~ The strategic access to the development will be obtained from the proposed A5 to M1 link road, the associated Junction 11a to the M1 motorway and, where relevant, via the new Woodside Connection. The development is generally not expected to proceed without these critical elements of infrastructure. Should such early proposals be made, there will need to be a full justification given and any necessary mitigation made through the planning process.

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~~4.7~~ There are three existing main access roads into and through the development: Thorn Turn Road, the A5120 and the Sundon Road. There will be a new main road and combined bus route through the new area and a new link that is capable of linking buses to the forthcoming Dunstable to Luton Guided Busway linking through the Houghton Regis Town Centre.

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~~4.8~~ Neighbourhoods of primarily residential use will be mostly contained within a multifunctional network of Green Infrastructure, including recreational open spaces and landscaped routes through which roads, footpaths and/or cycleways will run. This will provide connections

between the existing urban area and countryside to the north and activities to promote the health and well-being of the community. All these areas will have designated uses and maintained to the standard that designated use demands. The settlement of Bidwell will be set into one of those areas to retain its distinctive identity.

Deleted: and activities to promote the health and wellbeing of the community

4.9 There will be three main employment areas.

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- The area at Thorn Turn will form a commercial gateway into Dunstable from the north (A5) and west (A505) with high quality strategic landscaping at its entrance. This is also the location for a significant recycling facility for the area as a whole,
- The mixed use employment area in the north east corner of the site near to Junction 11a will offer an opportunity for commercial, retail, leisure and associated uses with, if appropriate, some residential uses to add variety and liveliness to the area.,
- The employment area on the eastern edge of the area will offer an opportunity for employment associated with a significant regional scale warehousing facility or other employment use This will also serve as a useful buffer to many of the residential and commercial areas from the M1 traffic.

4.10 It is envisaged that residents and workers at the completed development will have access to a number of new or expanded existing community hubs which will contain a number of uses and facilities. Central to the success of integrating existing and proposed communities is the shared community use of such spaces as leisure centres, community buildings and schools – the places where people come together every day. These nodes of activity are positioned to

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provide convenient walking distances for all. Full advantage will be taken of opportunities to link with the Houghton Regis Town Centre as the central community and retail hub for the area as a whole.

~~4.11~~ There is an anticipated need for four new primary schools located as follows: to the east of the Parkside Estate, to the north-west of the Tithe Farm Estate, to the north-east of the Tithe Farm Estate and to the west of Bidwell. In addition, Tithe Farm Primary School will be proposed for expansion.

~~4.12~~ It is expected there will be two existing schools which will be improved and expanded to cater for the secondary school needs of the area: at All Saints School to the south west of Site 2 and at Kingsland Campus to the north-east. All Saints School will require 3 additional sports pitches to be provided.

~~4.13~~ There will be provision for formal sports pitches and associated facilities for general use in promoting the health and well-being of residents. This is anticipated to be provided in a number of locations: to the north of Kestrel Way; within a refurbished Kingsland Campus (with all-weather facilities potentially included); at an expanded Tithe Farm Road open area; to the south of the A5 – M1 link, east of the A5120; to the west of Roslyn Way and at, or in close proximity to, All Saints School.

~~4.14~~ It is expected there will be two large informal recreation areas to the west of Roslyn Way and to the south of the A5 – M1 link. These will be supplemented by smaller recreation areas within

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the neighbourhoods, the location of which will be determined through the master planning process for those specific areas later. There will also be links to the existing recreation area at Houghton Hall Park and other local open spaces via links to existing footpath and road networks.

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4.15 There are three open areas that will require management for their natural and ecological interest; the area along and around Houghton Brook to the south-east, the area formed south of the A5 – M1 link/ east of the A5120 and also to the south of Bidwell. In addition there will be areas which will require specific mitigation and management for their natural, wildlife, archaeological, historic environment (such as Thorn Spring and the old Houghton Regis Chalk Pit), important footpaths or other landscape interest throughout the area and where necessary, identified through the master planning process. There will be a specific protection for the ecological interest of the old Houghton Regis chalk pit and a local visitor centre will be established if shown it can be viably managed. Other open areas will be defined for specific purposes through the master planning process.

4.16 The impacts to the water environment due to the sensitivity of the site, as it is underlain by a Principal Aquifer of the Upper Bedford Ouse Chalk groundwater body which is a Drinking Water Protected Area (DrWPA) and of good ecological status under the Water Framework Directive (WFD) will be mitigated against.

5.0 DESIGN PRINCIPLES

- 5.1 Any planning application within the strategic allocation and areas associated with it will be required to demonstrate how it incorporates and positively responds to the following design principles.
- 5.2 Central Bedfordshire Council has published a Design Guide ⁹ which represents the Council's policy on the urban design aspects of development in its area. However, CBC recognises that this strategic allocation represents a development on a scale and in a location that is not specifically mentioned in the Design Guide and therefore there may be additional requirements. The Design Guide will be applied appropriately and flexibly.
- 5.3 Development proposals should value the historic town centres, heritage assets, villages, open spaces and the vernacular forms found there and aspire to including the best from those sources of inspiration, with a modern take to suit modern living requirements.
- 5.4 The potential to add value and variety by introducing modern and innovative design will be encouraged provided that it does not compromise the general intent of the above statement. This particularly applies to new commercial and community facilities development
- 5.5 A wide range of residential densities is expected. There will be a requirement to provide lower density traditional family houses reflecting an aspiration for generous private spaces and high

⁹ <http://www.centralbedfordshire.gov.uk/environment-and-planning/planning/ldf/central-bedfordshire-design-guide.aspx>.

privacy standards. It is expected that housing of higher density will provide a choice of a wide range of housing types and tenures across the area. Higher density housing will be carefully located in areas that support the viability of local centres and public transport routes. There will be an expectation that planning applications will ensure through their design approach, the delivery of inclusive rather than an exclusive place.

5.6 The Framework Plan anticipates that each appropriate part of each neighbourhood will be designed using design codes to ensure that all land within the urban extension (including open spaces, greens and landscaped areas) is used efficiently, designed for a stated purpose, provide variety, has the ability to be properly and economically maintained for the long term and the public realm treatment is consistent between different places.

5.7 The Framework Plan will seek to preserve and enhance the heritage assets within and surrounding the site. Opportunities for enhancing heritage assets, such as improved management of Thorn Spring and the improvement of Houghton Hall Park will be encouraged.

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6.0 INFRASTRUCTURE AND DEVELOPMENT MITIGATION

- 6.1 To deliver the Houghton Regis North extension the following infrastructure will be required:
- 6.2 **The Critical Infrastructure** that must be provided to enable the strategic sites to commence includes; the A5 – M1 link road, the Woodside Connection and the diversion and replacement of strategic services associated with those roads.

6.3 **The Essential infrastructure** that must be provided for growth to be achieved in a timely and sustainable manner and to ensure existing and new communities are provided with the facilities considered necessary to allow development to progress includes:

- a) Education – improved and expanded secondary schools (new facilities will be required), new primary schools and enhanced existing primary schools where necessary. Provision will also be made for additional “early years” places.
- b) Healthcare – Any necessary facilities will be provided dependent upon a Health Impact Assessment that will be made in association with the outline planning applications.
- c) Leisure and recreation – a replacement sports centre at Kingsland Campus, new formal sports pitches and a network of informal recreational spaces.
- d) Community – combined service community facilities, (capable of being shared) for community hall use, library outreach facilities, hub for access to public services, health services, performance spaces and faith facilities.
- e) Open Space – parks and gardens, natural and semi-natural green space (including green corridors), informal open space, provision for children and young people (play areas), outdoor sport pitches and courts, allotments, a cemetery and community gardens.

- f) Strategic Landscaping – at the “gateway” points along the A5 – M1 link road corridor, along the southern arm of the Woodside Connection, for any necessary visual, noise or pollution mitigation, associated with water and green infrastructure features, associated with protected hedgerows and as focal points within the design of neighbourhoods.
- g) Affordable housing – There will be provision of affordable housing to a level commensurate with the scale of the development proposed and in accordance with the policies of Central Bedfordshire Council. Some consideration will be given to off-site provision if this can enhance the existing affordable housing provision with the Houghton Regis area.
- h) Employment – provision of 40 hectares of specifically allocated employment land, small scale employment generating uses appropriate to predominantly residential areas and training support through defined links with local colleges or similar employment training organisations (with particular emphasis on the construction skills associated with the needs of the urban extension).
- i) Other requirements needed to specifically mitigate the impacts of specific application proposals which emerge through the master planning and planning application process.

- j) New utilities infrastructure (electricity, gas, potable water and telecommunications including next generation broadband access¹⁰) will be extended into the proposed developments and installed throughout development phasing. Potential connection points will be determined with the incumbent utility providers which, in some cases may require offsite reinforcement and/or upgrades to their existing infrastructure to provide sufficient available capacity.
- k) An on-site foul drainage strategy will be developed to discharge foul flows into either the public foul sewerage system or directly to a Sewage Treatment Works (STW)¹¹. Flood risk management will also be considered in a strategic and integrated manner throughout the development of the site.

l) Police – Subject to the assessment of need, the provision of policing facilities may arise.

6.4 Each planning application will be required to demonstrate that it is providing an acceptable mitigation package. Mitigation will take the form of one or more of:

1. On-site provision by developer;
2. Off-site mitigation by developer;
3. Transfer of land from developer to Central Bedfordshire Council;
4. Off-site financial contributions paid by the developer to CBC for it to deliver mitigation;

¹⁰ As set out in the emerging Development Strategy

¹¹ By means of a Sewer Requisition application, under S.98 of the Water Industry Act.

5. CBC pooling of contributions from several developers to use to mitigate wider impacts arising from several developments in combination.

6.5 CBC will not have an adopted Community Infrastructure Levy Charging Schedule until April 2014. Therefore until that date, all mitigation, including financial contributions, associated with these will be negotiated for individual planning applications and secured through planning conditions and formal Planning Agreements¹² prior to April 2014. In negotiating the mitigation packages regard will be had to:

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1. The National Planning Policy Framework;
2. The endorsed Luton and southern Central Bedfordshire Joint Core Strategy or as replaced by the Central Bedfordshire Development Strategy.
3. The Luton Gateway Infrastructure Delivery Plan and Funding Study, dated 15 October 2010 and as updated by CBC.
4. The financial viability of development proposals.
5. Other material considerations that may emerge during the master planning and planning application process, including relevant GI Plans.

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¹² AKA S106 Agreements or Planning Obligations.

7.0 NEXT STEPS

- 7.1 The Framework Plan is part of the process of public consultation on the Development Strategy which will take place for seven weeks over the summer period in 2012. The Framework Plan will be presented before the Central Bedfordshire Council Executive to seek approval for its use for Development Management purposes.
- 7.2 The implementation of the Framework Plan will be dependant of the following actions by organisations other than CBC. Firstly, it is expected that a decision to approve the implementation of the A5 – M1 link road will be announced by the Secretary of State for Transport towards the end of 2012. Secondly, it is expected that the principal developer of Site 1 will be making a planning application in the autumn of 2012 which is likely to be followed by other significant developers and landowners in the months and years following. These will involve pre-application consultations during the summer of 2012 and beyond and it is expected that those consultations will inform illustrative Master Plans that will be expected to follow the principles of this Framework Plan.
- 7.3 In addition, Central Bedfordshire Council will be designing and submitting for approval the planning applications necessary for the Woodside Connection and ancillary infrastructure. This has been determined to be a nationally significant infrastructure project (NSIP) that will require

approval by the National Infrastructure Directorate of the Planning Inspectorate. It is anticipated that the first outline planning applications will be considered in 2014¹³.

- 7.4 As part of any approval of outline planning applications to deliver the expansion of Houghton Regis, there will be a requirement for detailed overarching and neighbourhood level Master Plans to be prepared throughout the development process. These will be expected to be in accordance with the Framework Plan.
- 7.5 The development of the Houghton Regis North strategic allocation is expected to take place over a period of 20 years and possibly beyond. Therefore the developments will need to be phased in a consistent and efficient manner. This will be determined at the later master planning stages.

¹³ The decision date will be dependant upon timing set by the Secretary of State if he/she decides to "call-in" the planning applications.

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Draft Houghton Regis North Framework Plan Consultation - Headline Results

Total responses - 53
Valid percentages are based on the number of responses to the question.

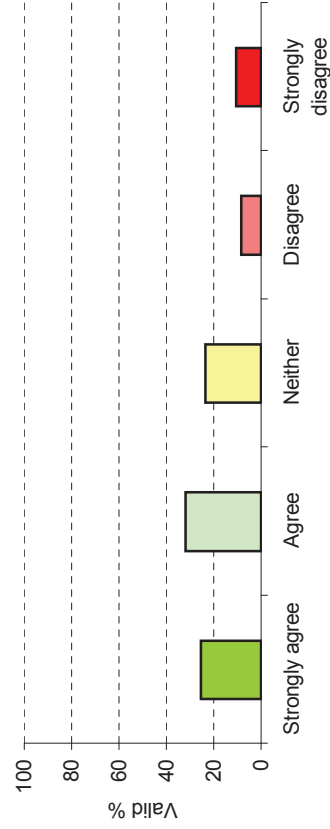
Q1. Are you responding as a: (please pick one)

	Frequency	Percent	Valid Percent
Central Bedfordshire resident	45	85	87
Town/Parish Council	3	6	6
Community/ Voluntary organisation	2	4	4
Local Business	1	2	2
Other (please specify)	1	2	2
Total	52	98	100
Missing	1	2	
Total	53	100	

Education Facilities

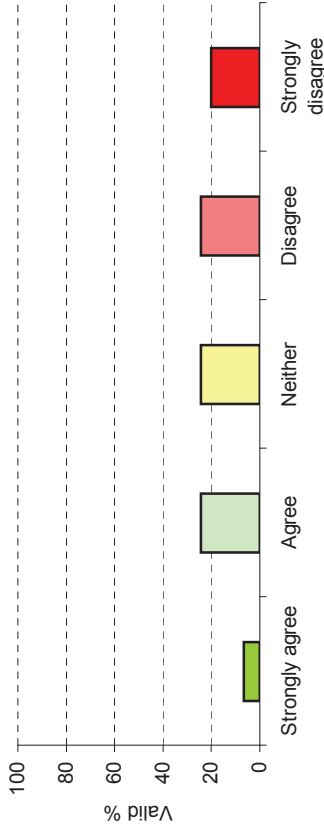
Q2a.A new Secondary School at Kingsland Campus

	Frequency	Percent	Valid Percent	Strongly agree + agree (Valid %)
Strongly agree	12	23	26	57
Agree	15	28	32	
Neither	11	21	23	
Disagree	4	8	9	
Strongly disagree	5	9	11	
Total	47	89	100	
Missing	6	11		
Total	53	100		



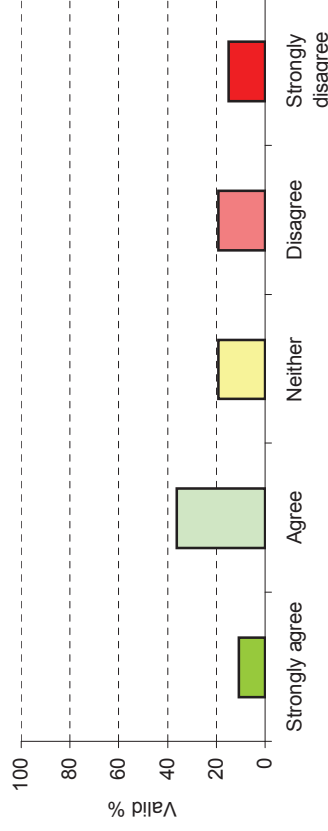
Q2b. An improved and expanded All Saints Academy (new facilities will be required)

	Frequency	Percent	Valid Percent	Strongly agree + agree (Valid %)
Strongly agree	3	6	7	
Agree	11	21	24	31
Neither	11	21	24	
Disagree	11	21	24	
Strongly disagree	9	17	20	
Total	45	85	100	
Missing	8	15		
Total	53	100		



Q2c. Four new primary schools and one enhanced existing primary school at Tithe Farm School.

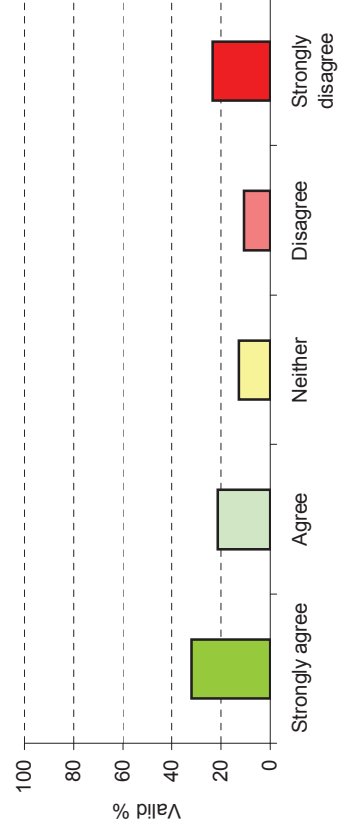
	Frequency	Percent	Valid Percent	Strongly agree + agree (Valid %)
Strongly agree	5	9	11	
Agree	17	32	36	47
Neither	9	17	19	
Disagree	9	17	19	
Strongly disagree	7	13	15	
Total	47	89	100	
Missing	6	11		
Total	53	100		



Road, Cycle and Pedestrian Network

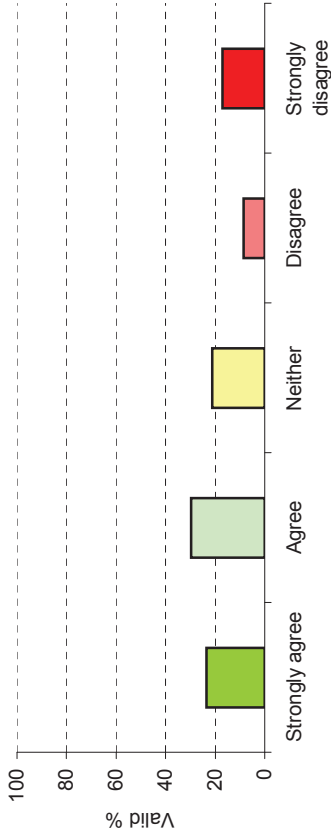
Q3a. Realignment of road network with new roads, including new strategic access to the area

	Frequency	Percent	Valid Percent	Strongly agree + agree (Valid %)
Strongly agree	15	28	32	
Agree	10	19	21	53
Neither	6	11	13	
Disagree	5	9	11	
Strongly disagree	11	21	23	
Total	47	89	100	
Missing	6	11		
Total	53	100		



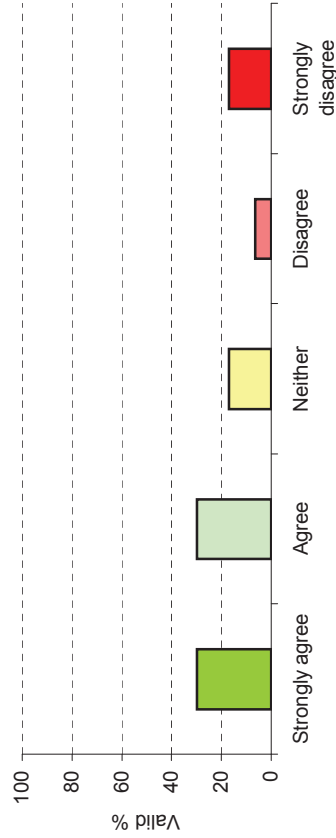
Q3b. New cycling links

	Frequency	Percent	Valid Percent	Strongly agree + agree (Valid %)
Strongly agree	11	21	23	53
Agree	14	26	30	
Neither	10	19	21	
Disagree	4	8	9	
Strongly disagree	8	15	17	
Total	47	89	100	
Missing	6	11		
Total	53	100		



Q3c. New pedestrian links.

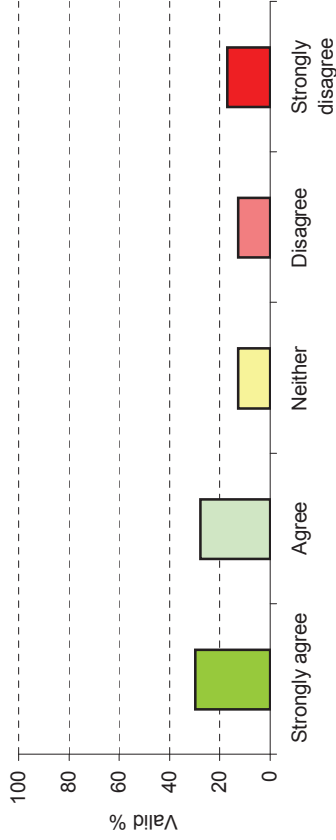
	Frequency	Percent	Valid Percent	Strongly agree + agree (Valid %)
Strongly agree	14	26	30	60
Agree	14	26	30	
Neither	8	15	17	
Disagree	3	6	6	
Strongly disagree	8	15	17	
Total	47	89	100	
Missing	6	11		
Total	53	100		



Public Transport

Q4a. A primary bus route will be accommodated through the development, directly linking to the Dunstable and Luton Guided Busway. This will include bus gates from the new development at locations near Kestrel Way and Tithe Farm School. All bus routes will be furnished with a high standard of bus waiting facilities.

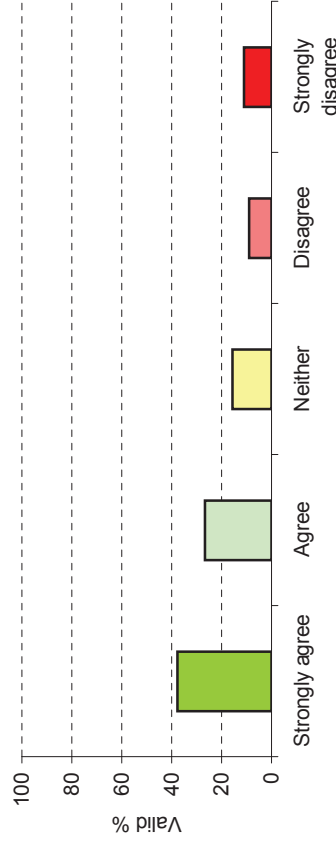
	Frequency	Percent	Valid Percent	Strongly agree + agree (Valid %)
Strongly agree	14	26	30	57
Agree	13	25	28	
Neither	6	11	13	
Disagree	6	11	13	
Strongly disagree	8	15	17	
Total	47	89	100	
Missing	6	11		
Total	53	100		



Community Facilities

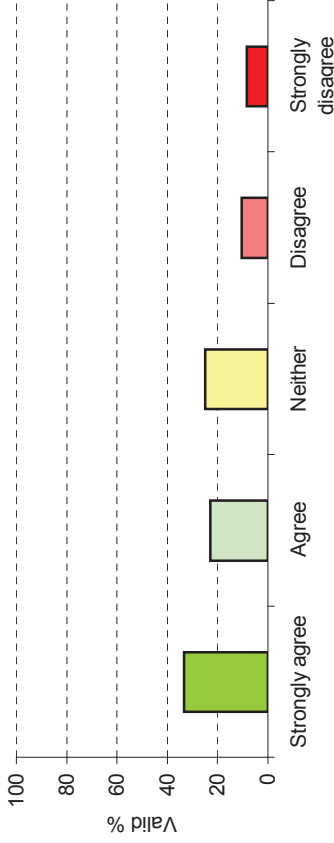
Q5a. Combined service community facilities, (for shared for community meeting use, pre-school education and care, library facility, outreach for access to public services, faith facilities)

	Frequency	Percent	Valid Percent	Strongly agree + agree (Valid %)
Strongly agree	17	32	38	64
Agree	12	23	27	
Neither	7	13	16	
Disagree	4	8	9	
Strongly disagree	5	9	11	
Total	45	85	100	
Missing	8	15		
Total	53	100		



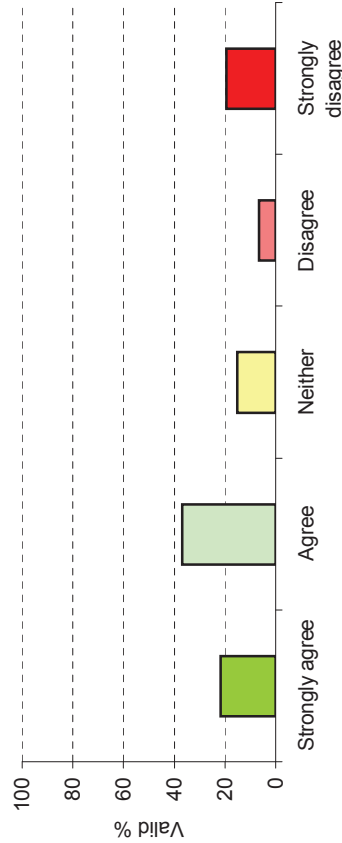
Q6a. Replacement sports centre at Kingsland Campus to be used jointly with the education facilities

	Frequency	Percent	Valid Percent	Strongly agree + agree (Valid %)
Strongly agree	16	30	33	56
Agree	11	21	23	
Neither	12	23	25	
Disagree	5	9	10	
Strongly disagree	4	8	8	
Total	48	91	100	
Missing	5	9		
Total	53	100		



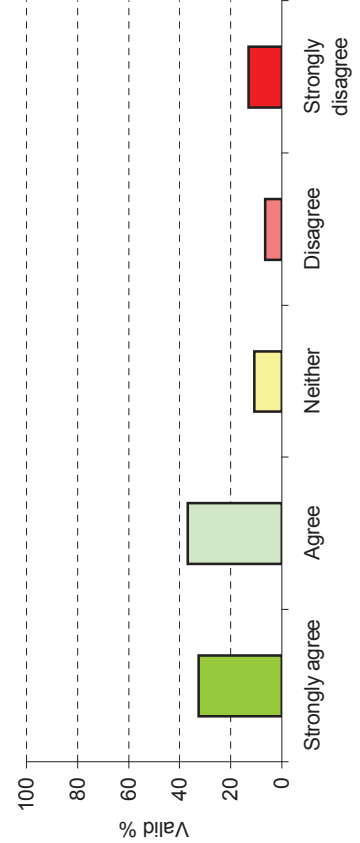
Q6b. New formal sports pitches in the areas of Kestrel Way, Tithe Farm Road, to the south of the A5-M1 link road near the A5120 and to the west of the Bidwell settlement

	Frequency	Percent	Valid Percent	Strongly agree + agree (Valid %)
Strongly agree	10	19	22	59
Agree	17	32	37	
Neither	7	13	15	
Disagree	3	6	7	
Strongly disagree	9	17	20	
Total	46	87	100	
Missing	7	13		
Total	53	100		



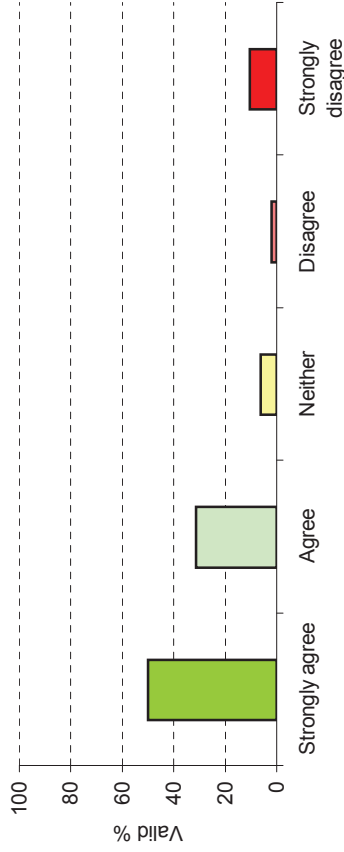
Q6c. A network of informal recreational spaces throughout. This may include informal recreation areas, formal and unstructured play areas.

	Frequency	Percent	Valid Percent	Strongly agree + agree (Valid %)
Strongly agree	15	28	33	70
Agree	17	32	37	
Neither	5	9	11	
Disagree	3	6	7	
Strongly disagree	6	11	13	
Total	46	87	100	
Missing	7	13		
Total	53	100		



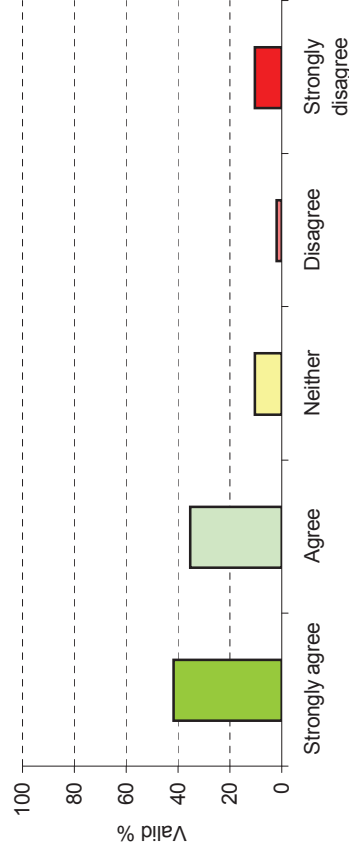
Q7a. Parks and gardens, natural and semi-natural green space (including green corridors) and informal open spaces

	Frequency	Percent	Valid Percent	Strongly agree + agree (Valid %)
Strongly agree	24	45	50	81
Agree	15	28	31	
Neither	3	6	6	
Disagree	1	2	2	
Strongly disagree	5	9	10	
Total	48	91	100	
Missing	5	9		
Total	53	100		



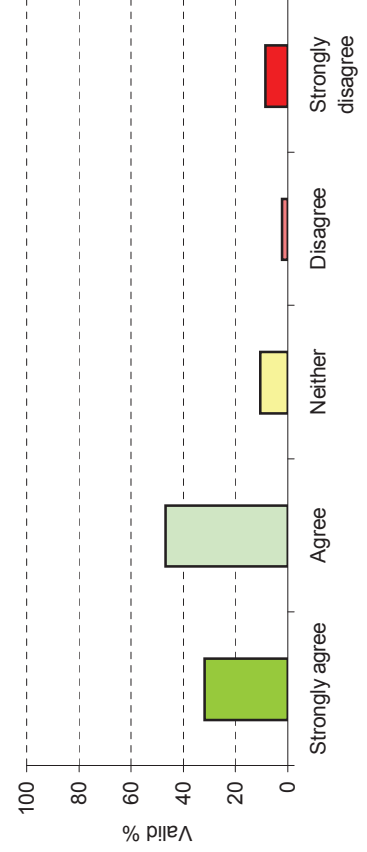
Q7b. Play areas for children and young people and outdoor sport pitches and courts

	Frequency	Percent	Valid Percent	Strongly agree + agree (Valid %)
Strongly agree	20	38	42	77
Agree	17	32	35	
Neither	5	9	10	
Disagree	1	2	2	
Strongly disagree	5	9	10	
Total	48	91	100	
Missing	5	9		
Total	53	100		



Q7c. Allotments, a cemetery and community gardens

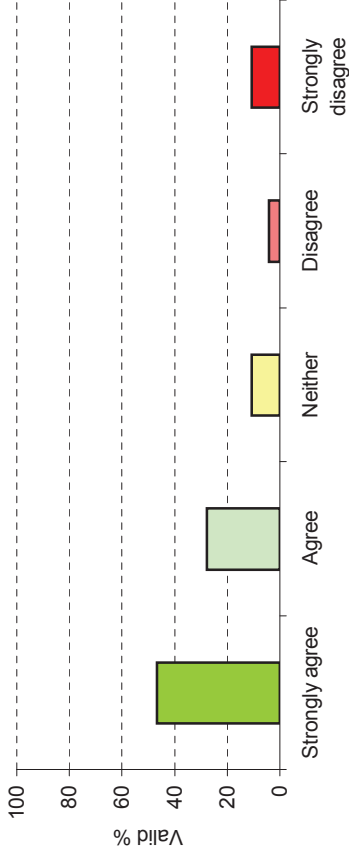
	Frequency	Percent	Valid Percent	Strongly agree + agree (Valid %)
Strongly agree	15	28	32	79
Agree	22	42	47	
Neither	5	9	11	
Disagree	1	2	2	
Strongly disagree	4	8	9	
Total	47	89	100	
Missing	6	11		
Total	53	100		



Ecology and Landscape

Q8a.Landscaping at the “gateway” points along the A5 - M1 link road corridor, along the southern arm of the Woodside Connection, for any necessary visual, noise or pollution mitigation, associated with water and green infrastructure features, protected hedgerows and as focal points within the design of neighbourhoods.

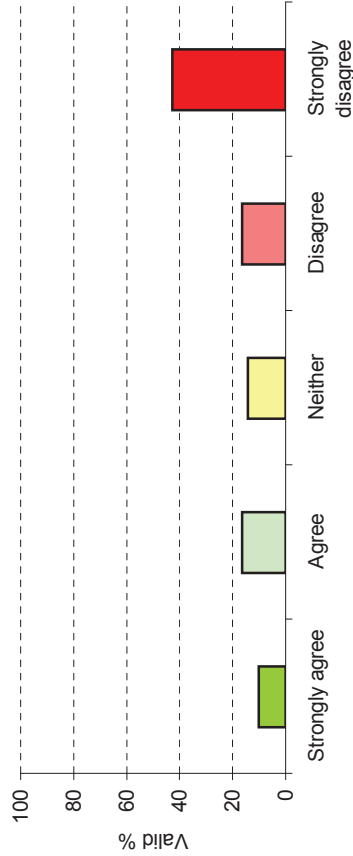
	Frequency	Percent	Valid Percent	Strongly agree + agree (Valid %)
Strongly agree	22	42	47	74
Agree	13	25	28	
Neither	5	9	11	
Disagree	2	4	4	
Strongly disagree	5	9	11	
Total	47	89	100	
Missing	6	11		
Total	53	100		



Housing

Q9a.Provision of 7,000 dwellings in the North Houghton Regis area, broadly located as shown on the Framework Plan.

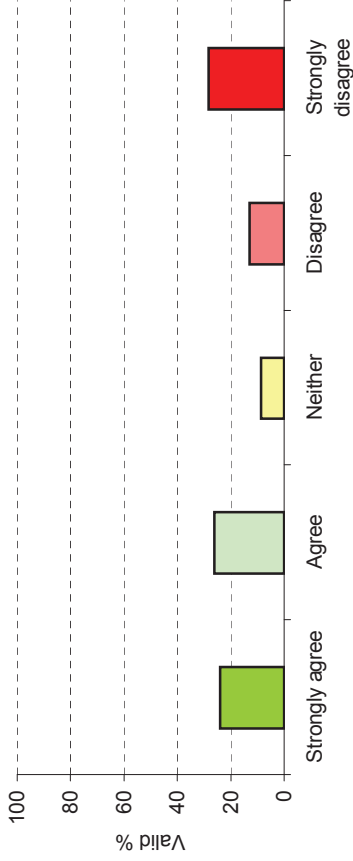
	Frequency	Percent	Valid Percent	Strongly agree + agree (Valid %)
Strongly agree	5	9	10	27
Agree	8	15	16	
Neither	7	13	14	
Disagree	8	15	16	
Strongly disagree	21	40	43	
Total	49	92	100	
Missing	4	8		
Total	53	100		



Employment and Training

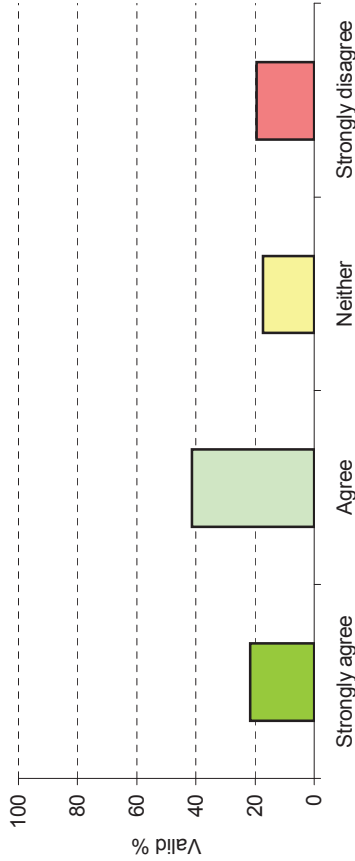
Q10a. Provision of 40 hectares of employment land in the North Houghton Regis area, broadly located as shown on the Framework Plan

	Frequency	Percent	Valid Percent	Strongly agree + agree (Valid %)
Strongly agree	11	21	24	50
Agree	12	23	26	
Neither	4	8	9	
Disagree	6	11	13	
Strongly disagree	13	25	28	
Total	46	87	100	
Missing	7	13		
Total	53	100		



Q10b. Training support through links with local colleges or similar employment training organisations with particular emphasis on the construction skills associated with the needs of the area.

	Frequency	Percent	Valid Percent	Strongly agree + agree (Valid %)
Strongly agree	10	19	22	63
Agree	19	36	41	
Neither	8	15	17	
Strongly disagree	9	17	20	
Total	46	87	100	
Missing	7	13		
Total	53	100		



Q12. Are you

	Frequency	Percent	Valid Percent
Male	26	49	52
Female	24	45	48
Total	50	94	100
Missing	3	6	
Total	53	100	

Q13. What is your age?

	Frequency	Percent	Valid Percent
30-44 yrs	16	30	33
45-59 yrs	17	32	35
60-64 yrs	4	8	8
65-74 yrs	10	19	20
75 yrs +	2	4	4
Total	49	92	100
Missing	4	8	
Total	53	100	

Q14. Do you consider yourself to be disabled?

	Frequency	Percent	Valid Percent
No	46	87	92
Yes	4	8	8
Total	50	94	100
Missing	3	6	
Total	53	100	

Q15. To which of these groups do you consider you belong?

	Frequency	Percent	Valid Percent
White British	49	92	98
Other Ethnic group	1	2	2
Total	50	94	100
Missing	3	6	
Total	53	100	

Responses by area

	Frequency	Percent	Valid Percent
Houghton Regis	18	34	39
Toddington	9	17	20
Luton	4	8	9
Plantation	2	4	4
Watling	2	4	4
Flitwick East	1	2	2
Harlington	1	2	2
Leighton Buzzard	1	2	2
Leighton Linlade Central	1	2	2
Marston Moretaine	1	2	2
Maulden & Houghton Conquest	1	2	2
Silsoe & Shillington	1	2	2
South East Bedfordshire	1	2	2
Southcott	1	2	2
Woburn & Harlington	1	2	2
Bedford	1	2	2
Total	46	87	100
Missing	7	13	
Total	53	100	

Draft Houghton Regis North Framework Plan Consultation - Verbatim comments

Q11. Do you have any comments about the Houghton Regis North Draft Framework Plan?

Unfortunately the draft framework plan shows a secondary road and cycle network running through, and potentially seriously damaging the Houghton Regis Chalk pit Site of Special Scientific Interest and County Wildlife Site. The Wildlife Trust must formally object to this proposal. This site is elsewhere considered a vital part of the green infrastructure that will be delivered by the Houghton Regis development. The concept of a "nature Centre" at Houghton Regis Chalk Pit may be a good one but it slightly misses the point in that a large nature reserve plus additional greenspace will need staff to manage it, machinery to be stored, a point of contact for the public to deal with all the issues that arise from day to day and some form of income generation to carry that forward into the long term.

From: [REDACTED] Clerk to Chalgrave Parish Council. Chalgrave Parish Council does not consider that the online questionnaire constitutes a proper consultation on the major development proposals for the area north of Houghton Regis. Given the huge impact that the proposed development will have on Houghton Regis and the surrounding area, nine very selective questions to be answered by simply ticking a box allows no scope for expressing considered opinions. Indeed the only place where views and comments can be made is here right at the very end of the questionnaire. The online questionnaire is also difficult to find and not easily accessible. Chalgrave Parish Council feels strongly that the general public, in the main, would be unaware that in order to find current consultations they would first have to click on 'Council and Democracy' on the CBC Home Page followed by 'Have your Say'. A more obvious and fairer process would be to have a direct link to consultations from the home page. Chalgrave Parish Council is also dismayed that one of Chalgrave's councillors was unable to obtain a copy of the questionnaire at either Houghton Regis or Toddington libraries despite several attempts to do so and several messages to Central Bedfordshire Council to inform them of that fact.

1) We are against that part of the plan which sees a new road running alongside M1 to Porz Avenue industrial estate because:- a) New road passes behind properties in Thresher Close and Wheatfield Road, introducing noise and vibration which will lower property value. b) The road will destroy our only local woodland by bisecting it. c) New housing will overload fresh water sewers, which already fail in heavy rain. d) Instead of 7,500 new houses, we need 7,500 fewer families. Spend our taxation on population control instead.

Amend Framework Plan page 6 Help Form New Communities to read ".... local employment opportunities; high quality social and community infrastructure, including shops, schools, community centres, cultural facilities and places of worship; and access to a range of quality open spaces" Amend Framework Plan page 8 Aim 6 to read: 6. to contribute to the provision of new social and community infrastructure to meet the needs of the new development and in a way that also benefits existing communities. Add to Framework Plan Page 16 new paragraph (e) (and renumber accordingly): Interim Community Facilities - developers will be required to provide interim community facilities and cover their maintenance and running costs until permanent community facilities are available. They will also be required to meet the costs of providing adequate social infrastructure, including the cost of community development workers. Reason for amendments: for the avoidance of doubt and to ensure the provision of adequate social and community infrastructure for large scale developments. This amendments provide due weight (in the form of policy) to important points included in the draft Development Strategy for Central Bedfordshire but which do not seem to have been carried forward into this Framework. We believe there is a need for three interim community facilities: one to the west of Site 1, one to the east of Site 1 and one on Site 2 and for the associated social infrastructure (including maintenance, running costs and community development staff). They should be provided from prior to the first occupation (in each phase) until six months after the last occupation. We will be pleased to discuss costs and plans for the provision of interim community facilities and the provision of social infrastructure, drawing on our experience of running such a facility/project in southern Leighton Buzzard. Please contact [REDACTED] Director, Voluntary and Community Action. Email: [REDACTED]

Strongly object to any building on green belt land

<p>As employment forecast is to the south of Luton. Housing should be closure to the airport area. No details of access improvements to Houghton Regis/South Luton given inadequate bus way for expected workforce. M1 not a 1 or 2 junction commuter route. Plan looks ok as a plan but in reality?</p>
<p>I maintain that this consultation is fatally flawed The public are being misled because there is no mention that the whole of this site is green Belt. This is not mentioned in this survey or in your Houghton Regis Framework Plan. No additional notes possible on individual questions There are no questions on Green Belt or taking farmland for housing. It also talks of Secondary and Primary schools when this area has a three tier not two tier system The consultation makes the assumption that this plan is finalized and all you are asking for comment on is details rather than fundamentals</p>
<p>I maintain that this consultation is fatally flawed The public are being misled because there is no mention that the whole of this site is green Belt. This is not mentioned in this survey or in your Houghton Regis Framework Plan. No additional notes possible on individual questions There are no questions on Green Belt or taking farmland for housing. It also talks of Secondary and Primary schools when this area has a three tier not two tier system The consultation makes the assumption that this plan is finalized and all you are asking for comment on is details rather than fundamentals</p>
<p>Nobody wants your development. It's Green Belt. Go away.</p>
<p>Your document is not a consultation as it does nothing to ask the views of the public concerning the overall redevelopment and impact on the green belt. Neither does it address the issues that 5000 new homes will not be social housing but affordable (e.g. unaffordable) housing and owner occupied for commuters to the area not for local people who can not get a mortgage. Similarly, the plan fails to take into account the provisions of the Localism Bill, Social Welfare Reform, or the increasing ageing population and the need for downgrading homes to avoid the penalty of payment being deducted for over occupation. None of this is mentioned. Neither is the fact that Central Beds have any alternative than the M1 link which is predominantly sought to raise income for CBS in selling homes and promoting the introduction at a later date of the rail freight site PROLOGIS. Houghton Regis is the most deprived area of CBC, yet no thought has been giving to the Community infrastructure levy that will be applied or the percentage rate applicable. There is no alternative suggested and the consultation document, which does not consult at all, merely seeks to ask questions without offering any right to reply for alternatives.</p>
<p>You are proposing to build over green belt land but dont mention this ! Your previous surveys resulted in a preference for Low or Medium growth but you disregard this ! Why do we need all of these homes? Where are the people coming from?</p>
<p>We do not want it</p>
<p>Yes. My comment is that you should abandon Houghton Regis North. Luton/Dunstable/HoughtonRegis is too big and awful already. You should not be making it any bigger.</p>
<p>I don't think you should be building here at all. This is all green belt land. And should be protected from your blight</p>
<p>I would still prefer the Woodside Connection not to go through the new development because of the noise and pollution it will inflict on neighbouring housing very close by. I cannot see the point of building the A5-M1 by-pass to replace the A505 as the access road to the M1 because of hte high incidence of asthma and other attendant results of pollution on the A5 and A505, and then put the Woodside Connection through the middle of a new housing estate to blight new families lives in the new housing areas as well as ruining the peaceful green area between Wheatfield Road and Sandringham Way. Your map shows clearly a much shorter route from Woodside Estate to the NW, tunnelling under the SSSI (cutting the turf and replacing it as has been suggested in the M1--A505 section of the bypass development to the north of Luton, from Arenson Way to High Street North, following the old railway track from the point at which the guided busway veers away from it. I suggest th is route will not increase the amount of traffic travelling along the A5 north to the M1-A5 link because much of the traffic from the north will already have been diverted to the M1. I have to say that there was no consultation or opportunity to express our views on the choice of route of the Woodside Connection as from early on in the this process, the eastern route was designated the 'preferred route' but preferred by whom I was not informed.</p>
<p>I agree with the proposed amount of housing as long as they are all located south of the A5-M1 link road.</p>

I don't agree that this scale of development is required in the area, and that the whole plan is unsustainable in the long term and a disaster for central Bedfordshire, along with the other proposals in the area such as the one to the east of Leighton Buzzard. A specific concern with regard to this particular development is the proposal to build houses on the steep hill above Dunstable sewage works. This urban block will be visible from miles of the surrounding countryside, and it's proximity to the Houghton Regis chalk pit SSSI will have a negative impact on the ecology of the site from the additional visitor pressure, such as for dog emptying! This hillside should remain undeveloped and restored to chalk grassland. This would help to buffer the SSSI from excessive visitor pressure, would itself provide a scenic area of public open space with good views, and would maintain a more rural aspect to this scarp when viewed from the adjacent rural areas.

I don't actually know Houghton Regis at all so I don't feel I'm in a strong position to comment on this plan without a visit. However, in general I think green infrastructure is very important in towns as are cycle routes and things that encourage people to walk. It's a health issue. As a general rule of principle and given the huge level of construction that has taken part in this county over the past fifty years I would favour renovation, improvement and reallocation of existing buildings where possible. Entire new builds can be alienating and cut people off from past memories: good and bad. I don't think this is a good thing. What is more productive is to learn from the past and sensitively respond to it. As a general rule of thumb there is too much residential development in the South East and not enough promotion of other areas.

Reference:- Draft Houghton Regis North Framework Plan Dear Sir/Madam, With regards to your recent Consultation document entitled 'Draft Houghton Regis North Framework Plan' we would like to make comment with regards to the proposed development of the Community Infrastructure Levy (CIL). These comments are detailed below. Other planning related elements contained within Central Bedfordshire documents such as the forecast of an additional 28,750 new homes built across Central Bedfordshire by the year 2031 as outlined in Development Strategy for Central Bedfordshire – Draft June 2012 will be commented upon by this Service as additional details become clearer and the formal statutory planning process is commenced. CIL - The need for Bedfordshire Fire and Rescue Service Contributions Bedfordshire Fire & Rescue Service (BF&RS) has a statutory duty under the Fire and Rescue Services Act 2004, via the Fire and Rescue Services' National Framework to prepare an Integrated Risk Management Plan (IRMP). IRMP is termed a Community Risk Management Plan within BF&RS. The Community Risk Management Plan 2012 - 2016 sets out BF&RS strategy in collaboration with other agencies. A copy of this document is available on line at www.bedsfire.com. The legislation imposes a requirement on Fire and Rescue Authorities and Local Authorities to ensure efficient and effective Fire and Rescue provision and that the Service contributes to the wider community safety agenda. New development schemes such as that highlighted in your document would undoubtedly place additional demand on Fire and Rescue Service resources, both in terms of the need for additional capital investment in new facilities and funding for additional firefighters, officers and support staff. It is, therefore, reasonable for Fire and Rescue Service needs to be taken into account by local authorities when determining planning applications relating to the provision of new developments. Any new 'growth' development across Central Bedfordshire, Bedford Borough and the Luton area would be subject to our Fire Service Emergency Cover (FSEC) process which is a Central Government provided software programme aimed at assisting us to analyse risk, resources and response when compiling our CRMP and subsequently our response(s) to ever changing community risk profiles. There should be no assumption that Fire and Rescue Service infrastructure could be provided by funding generated outside of the planning framework. BF&RS have no automatic access to sources of capital funding that could contribute towards new infrastructure arising from growth, although it will continue to seek to identify potential funding sources through other mechanisms in support of its strategy. In view of our funding position, our reliance on developer contributions is, therefore, paramount to ensuring we can continue to provide an effective Fire and Rescue Service as growth takes place. Possible infrastructure requirements of BF&RS should this development occur could potentially include:-

- o Provision of adequate water supplies for effective firefighting
- o Provision of firefighting appliances
- o New community stations - building and land costs
- o Associated operational IT infrastructure
- o Personnel recruitment
- o Training
- o Personal protective equipment
- o Increase in community safety initiatives
- o Increase in technical fire safety costs

The list above is certainly not meant to be exhaustive but indicative of possible areas of need and would be subject to discussion and clarification when more detail(s) of any proposals become clearer. Some limited growth may be absorbed within the current infrastructure. Any development being considered would require provision of adequate water supplies for effective firefighting. Existing Fire and Rescue Service funding may be insufficient to meet the cost of providing fire hydrants in all new residential developments across the Central Bedfordshire area, and BF&RS will be looking for developer contributions towards their continuing provision in response to this anticipated growth. Summary Given the current position with national and local planning policy, BF&RS presently has a window of opportunity to position itself to receive developer contributions towards its infrastructure over the next circa 15 - 20 years through the existing Section 106 system and, more importantly, through the Government's emerging CIL tariff based system. The inclusion of BF&RS in this developing CIL process is clearly essential in order to ensure that the Service is not materially disadvantaged in any future planning developments over the next 15 - 20 year period as highlighted within your consultation document and, with this in mind, we would strongly recommend that BF&RS is considered a full partner in this developing process. BF&RS would also suggest that we would be better engaged in discussions at the initial early planning stage of any future developments in the Central Bedfordshire area rather than purely at the statutory building control stage. This will help ensure that BF&RS is in a better position to help shape and influence issues such as overall site layout, accessibility for fire appliances and within any detailed engineered design for example, the fitting of sprinklers. On behalf of the Service I will also submit an electronic comment form as detailed on your website as part of this overall Consultation process. Yours faithfully, Group Commander [REDACTED] Area Fire Safety Manager (North) Bedfordshire Fire & Rescue Service 20th July 2012

Traffic jams are caused by bad planning as outside the COOP single lane were double lane needed, and vice versa. Bus stop were road narrow end of cemetery road. Wide two lanes opposite, the bus stop so traffic can ignore white dot round about. Lets have roads before any more building at all in Houghton Regis. We have enough dumping time to get some benefits instead.. Come on lets have some roads and leave the Lower school alone.

I am not impressed with your new plan. are you going to pay me the money by which my house is going to devalue due to the new dual carriageway which is going to run right in front of my house. i think the plan is shocking and i strongly disagee.

Due to global warming is it right and fair to destroy more country side as i was lead to believe that all political party's are supposed to be eco logicly friendly we have problems with flash floods and gobal warming as it is without adding to the problem.

<p>What impact will this have on existing bus frequency on parkside</p> <p>It is important to develop the framework sensitively providing new infrastructure along side existing amenities to ensure that existing residents do not lose any local schools, clubs and societies to avoid alienation of existing residents.</p> <p>I don't agree with 'Milard' or 'Houstone' or 'Kyngs' as names for new neighborhood centres. Caldecote was the name given to land that was given to the Prior, see "A Brief History of Dunstable with the Priory 1100-1550 by Vivienne Evans. Alice Milard was not even called Alice Milard when she had Houghton Hall built. She was a Brandreth. There is plenty of evidence to show that "Zouche" owned land in Houghton Regis. Maybe that should be a neighbourhood name?</p> <p>Two words: TRAFFIC CHAOS.</p> <p>Disagree with the building of more houses in the area. Its like a concrete jungle.</p> <p>Strongly disagree to Q8 as I disagree to the new road. It will do nothing to alleviate traffic in Houghton Regis. In fact the new housing will make the traffic so horrendous Houghton Regis will be a virtual car park 24/7. I very often use houghton regis for shopping, library etc. This will cease with any new houses, due to the traffic congestion.</p> <p>Get the employment opportunities in place BEFORE building more homes. Think about it. Where are all these new people going to work?</p> <p>my concern is that the number of homes suggested for this are to many for those people already living in area will services be provided if its all very well ticking the boxes but if these issues are not addressed i do not see the point of this</p> <p>Houghton Regis has a major problem with traffic congestion as it is now have any of these decision makers thought of that!! the road accesses for this northern framework should be as far away from the centre of the houghton regis as there will be complete gridlock at peak traffic time. We don't have the doctors, dentists or jobs in the area to support these houses and even though the development will create jobs when it is complete those people will be unemployed as well as finding employment for the 7,000 families that will live there. I live in Grove road and am already looking to move as I fear the noise from the deveopment will be close to my home, the view will be awful (just a sea of roofs) as well as the chaos to the towns roads will all be to much. I feel we have been 'dumped' on by the government without thought for the people who live and work here.</p> <p>Plans need to be made clearer. I don't think Houghton Regis town centre can support this massive influx of new residents. I would be very unhappy if the open fields near where I reside were used for housing etc and would consider moving out of the area altogether. We moved out of London to be close to open fields and this proposed development would destroy the small community feel of the town. We already ready have two large building sites for new houses including the Edge in H. Regis town centre and French's gate. Furthermore, the creation of 7000 new dwellings would also reduce house prices in the area. Overall I vehemently oppose these plans.</p> <p>Hopefully development of this area would encourage new businesses into the area and would help regenerate the shopping area in Dunstable as a major town on the A5.</p> <p>The M1/A5 link road may not be built for years, if ever, and may not be where the plan assumes it will be. There's no obvious way to get to a rail station to commute to London or is the idea that everyone drives? It's far too big. Dunstable and Houghton Regis will be swallowed up by Luton.</p> <p>NO I DONT HAVE ANY MORE COMMENTS</p> <p>No</p> <p>It is not wanted by the residents of Houghton Regis. The town is large enough as it is. If England alters its immigration rules to those used by Australia, all this extra housing would not be required.</p> <p>The plan of 7000 homes is too many for that area, and would have a major impact on the surrounding area. The necessary roads, main utilities and support for that number of homes needs to be provided, and carefully planned before that decision is final. A much reduced number of homes, with all the proper provision, would be better for the area.</p>
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Although somewhat improved over the years, the reputation of Houghton Regis has been far from ideal. Any new estate must be correctly monitored & policed to ensure the harassment & petty crime levels are kept down. Will there be sufficient police resources (with proposed cuts) to ensure sufficient cover? Daytime patrols are mostly a waste of time, it's evening when most 'young' crime takes place. It must be a pleasant place to live with sufficient play areas & good schools to give children a positive start in life.

Houghton Regis has been devastated by the so called progress over the last 50 years, leave our 'village alone' it is not a dumping ground for other areas that dont want to be spoilt. The draft plan shows an area subject to flooding, north of Kestrel Way, that is designated for development as 'Residential and Mixed Use'. That's a bad idea. Don't do that. A better plan might be to use that flooding area in to green/open space.

This area of development has been long awaited and although I don't look forward to the period of upheaval, I do look forward to the benefits of the 106 agreements for the current as well as the new area. This development will almost double the size of Houghton Regis and it is of the utmost importance that Houghton Regis North is not seen as a separate entity, but is well integrated into the existing community. The supplementary text states, on page 5 "The northern expansion of Houghton Regis will be a sustainable urban extension, building upon the existing strong sense of local community". It has always been considered that although territorial, community spirit generally (until the recent issues over the leisure centre closure) is something which has been sadly lacking in Houghton Regis. One of my concerns about this new development is the potential for a new "territory" and it will be important to involve the use of community workers across the whole of Houghton Regis to make sure that new "them and us" situations don't occur and a strong sense of pride in the whole town is fostered. Regarding the Leisure Centre: The Central Bedfordshire Leisure Strategy, Initial Summary Report, Built Facilities, April 2012 states that in Central Bedfordshire there are "low levels of unemployment and overall deprivation at present", this is not the case in Houghton Regis, we are an anomaly in an otherwise fairly affluent area. This has caused problems in bidding for large grant finance for facilities in the past, so it is important that in a development of the proposed magnitude, emphasis is put on facilities for both the current town and the expanded town. The summary built facilities report also says "The main current issue for sports hall provision in Central Bedfordshire appears to be the apparent high use of the existing facilities at Biggleswade, Flitwick, Sandy, Dunstable; Houghton Regis and Tiddenfoot, which are operating well above comfortably full levels and in some cases at capacity." As you are aware, the swimming pool at Houghton Regis Leisure Centre is currently closed and the centre as a whole is now a very popular and well-used centre, having had 500+ new members since the change of management recently. If the existing facilities are already operating well above comfortably full levels I don't see that simply "a replacement sports centre at Kingsland Campus" will be sufficient. We need to ensure that the sports centre will be big enough to cover the new population on top of the existing population and ensure that sufficient wet sports facilities are available without people having to travel out of the area, to the already "at capacity" facilities at Dunstable, Tiddenfoot or Flitwick, especially as there are no current or proposed direct public transport connections to Flitwick and Tiddenfoot. The transition from the old to the new facilities must be seamless in order not to disadvantage the people of Houghton Regis further. Regarding public transport: it is good to see that there is a proposed bus route through the new development and I feel that it is important to make sure that this will connect to the guided busway as well as direct links from Houghton Regis to other areas like Leighton Buzzard, Milton Keynes, Bedford and even further afield, to London. On the Core Strategy, July 2011 there was an aspiration of a railway connection to Houghton Regis. This would be a very important and highly desirable facility for the people of Houghton Regis. I acknowledge that there is a station at Leagrave but to get from Houghton Regis to Leagrave on public transport is a disproportionately long journey considering the close proximity. A community of over 33,000 people, as Houghton Regis is likely to be once this development is complete, warrants serious consideration for the provision of a rail connection. This facility would, very quickly, improve the area and make it a far more desirable place to live. This should be considered even if it would mean the closure of Leagrave station as Luton has three mainline rail stations and a good network of bus services to get people to the other two stations. Regarding road networks: It has always been the opinion locally that there should be no connection from Sundon Road to the new A5-M1 link road. A connection here would not only cause havoc to the residents of the area but also to the village of Chalton should there be a problem on the motorway. The road through to Chalton and Leagrave from this end of Houghton Regis is already a busy road, the connection to the top of Sundon Road via the Woodside Connection is not necessary and would be detrimental to the lives of people at the current top end of the town as opposed to benefiting them. On a similar concern, the M1-A5 link road is seen as an important/essential road in the regeneration of Dunstable Town Centre.

FROM REP ABOVE - The Woodside Connection will benefit Woodside Industrial Estate making it a more desirable estate. I don't see how either of these links will directly benefit the people in Houghton Regis, particularly the people in North Houghton Regis. The government's Circular 05/2005 says that matters agreed, as part of a S106 must be: relevant to planning necessary to make the proposed development acceptable in planning terms directly related to the proposed development fairly and reasonably related in scale and kind to the proposed development reasonable in all other respects I do not believe that the link roads fit with these criteria and I will strongly oppose S106 agreement money from the development being used to benefit the people of Dunstable and the owners of property on Woodside Industrial Estate more than the people of Houghton Regis. Regarding a new cemetery, allotments & community gardens: There has long been a need for allotments in Houghton Regis, but sadly, nowhere for them to be placed. I welcome this provision in Houghton Regis. I would also welcome a green burial site rather than a cemetery in the new development area. Green burial sites are gaining popularity and fit well with conserving green areas. They discourage the use of hard wood caskets in favour of biodegradable materials and can be presented as a discreet peaceful area for people to pay their respects. From a green burial web site – "A green burial is a natural way to celebrate a life, a way of giving back to nature and the environment a gift for our children, grandchildren and all future generations, the gift being a memorial woodland. Peace and tranquility with the knowledge that the memorial woodland will evolve and little by little become a haven for wildlife and people alike. The woodland will be safe and secure for perpetuity, with the knowledge that by the passing of a loved one, and the celebration of their life, new life is given. The very nature of the burial ground and they way in which it will develop alleviates the need for maintenance and there would never be the risk of neglect as nature will look after itself" Finally, the Houghton Regis North Framework Plan says "Transfer of land from developer to Central Bedfordshire Council". Surely the transfer of land should be to Houghton Regis Town Council. The area will need more football fields, changing facilities and storage as exist already at Parkside & Tithe Farm. These areas are already managed locally, so any similar areas should fall under the same system. The area on Windsor Drive was due to be developed for leisure and recreation from 106 agreements, but I understand that this money was moved to Creasey Park and lost for Houghton Regis. Houghton Regis always loses out and it is time for the people of Houghton Regis to benefit from the massive development that is going to affect the lives of everyone here already and to those joining us. Thank you

Most of any development plans will only cater for the natural expansion of Houghton Regis's future requirements. The vast amount of residential development will obliterate totally the character of the area. This will in effect flood services now already overburdened as in hospital, doctors & social needs. Already local roads are having inflicted traffic displaced from Dunstable or rat running around the area. A moderate development would be reasonable, catering for natural expansion, 7000 extra dwellings plus traffic, is not reasonable.

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No.	Respondent	Support / Object	Summarised Comments	Response
01	Cambridgeshire Police Authority	n/a	n/a – Admin request	n/a
02	English Heritage	Comment	<ul style="list-style-type: none"> Very concerned that the draft Framework Plan lacks reference to the historic environment and the heritage assets in the area The main Framework Plan diagram does not show Thorn Spring, a Scheduled Ancient Monument. (SAM) The supplementary written text provides no guidance regarding how the SAM will be treated. “Specific protection” is required for the old Houghton Regis chalk pit, and similar explicit protection should be stated for the SAM The design principles in Section 5 need explicit reference to preserving and enhancing the heritage assets within and surrounding the site 	<p>Change: references to historic environment added.</p> <p>Change: references added.</p> <p>No change: not appropriate for a high level FP.</p> <p>No change: FP identifies these as protected areas</p> <p>Change: design principle added.</p>
03	St Francis Group	Comment	<ul style="list-style-type: none"> The West Bidwell Consortium have proposed a revised layout for their area of the Framework Plan, identifying and buffering the areas of historic significance. 	Change: FP diagram amended
04	The Theatres Trust	Comment	<ul style="list-style-type: none"> Page 15 at para.6.3 a) – states new facilities will be required for secondary schools. We suggest that theatres in schools can be vital performance spaces which should be encouraged for new and existing schools Page 6 - states that new communities will have neighbourhoods including community and cultural facilities. It is unclear what community and cultural facilities would be provided. We suggest a performance space in a new or expanded school would cover this expectation 	No change: detailed matter for CBC to consider when commissioning school buildings. As above.
05	Sports England	Comment	<ul style="list-style-type: none"> The proposals for providing new formal sports pitches/courts and a new joint use leisure centre are particularly welcomed in principle The framework plan should therefore developed in continued consultation with the Council's leisure team to be consistent with the emerging Leisure Strategy When providing for outdoor sports facilities in major new developments Sport England and sports governing bodies (such as the FA and ECB) advocate that a small number of large multi-pitch sites are provided rather than a larger number of small sites. The number of pitches should be clarified. The principle of the development providing sports facilities for meeting the additional educational needs generated by the development is welcomed. However, attention will need to be given to the siting of, and access to, any new playing fields that will serve these sites. 	<p>Noted.</p> <p>Noted.</p> <p>No change: this level of detail will be provided in subsequent Master Plans.</p> <p>No change: detailed matter for CBC to consider when commissioning schools.</p>

			<ul style="list-style-type: none"> In the case of natural turf playing pitches, Sport England does not support new school playing fields being used to meet the community's playing pitch needs when the needs of new residential developments are considered. 	No change: as above.
06	Resident	Comment	<ul style="list-style-type: none"> The main road connections to the site are already heavily congested. The proposed Woodside Connection is to be welcomed, however it is unclear whether the benefit will be lost with the provision of 7,000 dwellings Concern regarding the benefits the A5-M1 Link and Guided Busway would bring 'Flood risk management' should, in the very least, be apart of the critical or essential infrastructure, detailed in Chapter 6. 	<p>Noted.</p> <p>No change: for consideration at policy level i.e. the Development Strategy.</p> <p>Change: appropriate text added.</p>
07	Buckingham and River Ouzel Internal Drainage Board	Comment	<ul style="list-style-type: none"> The framework plan incorporates Houghton Regis Marl Lakes SSSI. This area forms part of the wider Houghton Regis Chalk Pit CWS, an area of significant local biodiversity interest and believed to be of similar ecological value to the SSSI area. Any assessment of impacts and mitigation proposals must consider the interest of the pit in its entirety, rather than as separate SSSI and CWS elements. Any proposals to open up this site for public access and a visitor centre will require a full assessment of likely impacts on the special interest features of the Chalk Pit. We believe that such a proposal will require a detailed access strategy. We have concerns that the Framework Plan appears to indicate transport access (cycle/pedestrian and indicative main bus route) along the north western boundary of the SSSI/CWS area. In a residential development of this size, we would expect the inclusion of 40% GI (National England's aspirational target). Natural England strongly recommends the production of a GI strategy for the entire area. The development site is within 2km of the Chilterns Area of Outstanding Natural Beauty (AONB) and adjacent to the Chiltern Way & Chelgrove Heritage Trail. To consider the direct and indirect effects of the proposal, we advise you contact the Chilterns Conservation Board Natural England would wish to see details of local landscape character areas mapped at a scale appropriate to the development site as well as any relevant management plans or strategies pertaining to the area. Consideration should also be given to the potential impacts on the adjacent/nearby Chiltern Way & Chalgrove Heritage Trail, and Ridgeway National Trail (if any). Development proposals will need to consider any impacts upon local wildlife and geological sites. We strongly recommend that surveys for protected species should be carried out within the area affected by the development. Development proposals should aim to avoid damage to existing biodiversity features, 	<p>No change: this level of detailed assessment will be considered at planning application stage.</p> <p>As above.</p> <p>No change: links considered to be essential. Mitigation will be required at Master Plan and Planning Application stages.</p> <p>No change: FP is the overall GI strategy which will be supplemented by detailed local strategies at Master Plan level.</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
08	Natural England	Comment		

	<p>and to create opportunities for enhancing biodiversity through the delivery of Local Biodiversity Action Plan (LBAP) targets and the local GI Strategy.</p> <ul style="list-style-type: none"> Any environmental assessment should identify, describe and evaluate the effects that are likely to result from the project in combination with other projects and activities that are being, have been or will be carried out. Early consideration should be given to the quality of soil resource on potential development sites and therefore the development strategy process provides a useful opportunity to consider soils and to ensure their protection during the plan making process. 		<p>Noted</p> <p>Noted</p>	
09	Environment Agency	<p>Comment</p> <ul style="list-style-type: none"> We have concerns regarding the lack of flood risk recognition and consideration that should have been carried forward from the June 2010 Framework Document. We have a number of groundwater and contaminated land concerns. we recommend that the Water Framework Directive (WFD) and River Basin Management Plans (RBMPs) are referenced as an important material consideration. We recommend that the provision of wastewater infrastructure should be regarded as critical, and the 'drainage strategy' referred to should therefore be developed and agreed at the earliest opportunity - and at very least ahead of the submission of any planning applications for individual developments. The council's Water Cycle Study has identified a number of potential foul drainage solutions for Houghton Regis North, but at this point in time none has been confirmed as the agreed option and none has been confirmed as deliverable without causing a breach of environmental legislation. Previous documents on Houghton Regis have referred to a Waste Strategy to be developed for the construction and operational phases of the development. It is important that waste management is addressed for this development The framework document makes very limited reference to water supply and water resources regarding this new development. 	<p>No change: FP identifies areas at risk. Change: reference added.</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Change: additional references added.</p>	
10	Bedfordshire Police (Colliers International)	<p>Support</p>	<p>Noted. Change: reference added.</p> <p>Noted.</p>	
11	Resident	<p>Support</p>	<p>No change: for consideration at planning application stages.</p>	<p>No change: all opportunities for direct access included in FP. No change: matter to be</p>

			<p>to suit their particular needs and desires?</p> <ul style="list-style-type: none"> There does not seem to be sufficient provision for places of worship. 	<p>considered at Master Plan and planning application stages. No change: provision of faith facilities included in text.</p> <p>Noted.</p> <p>No change: FP identifies position of Bidwell within GI network.</p> <p>No change: FP identifies reasonable separation proposals. No change: to be considered at Master Plan and planning application stages.</p> <p>No change: reference to respecting character of area included in the text.</p> <p>Noted.</p>
12	Bidwell Residents	Comment	<ul style="list-style-type: none"> Whilst we are supportive of the planned A5-M1 link road we have overall reservations about the Northern Houghton Regis Framework Plan Bidwell Hamlet should be set into an area of green infrastructure to retain its distinctive rural identity taking into account the heritage asset nature of all of the dwellings in Bidwell. "A development buffer or exclusion zone" should be defined around Bidwell with appropriate boundaries to be set by pre-existing significant features The environment surrounding Bidwell Farm and Bidwell Spinney is home to a wide variety of fauna. It is likely that many of these species are located/nest in Bidwell Spinney and rely on the surrounding fields/open areas for feeding. This local rural biodiversity should be maintained and protected Although the Bidwell Farm and Barns are not listed, they should be considered to be non-designated heritage assets, given the age of the original buildings in situ, and the fact that the dwellings establish historical links to Bedfordshire's rural and farming heritage. The Barns have combined sewerage facilities as a septic tank, with discharge rights in to a tributary to the river Ouzel under the water resources act 1991 any development of the surrounding locales must either preserve this discharge right or incorporate the sewerage from our properties into the national system 	<p>No change: not in accordance with emerging Development Strategy. No change: constraints referred to in text.</p> <p>Noted.</p> <p>Change: reference to crime assessment requirements added.</p> <p>Noted. No change: Employment provision included in text referring to proposed Development Strategy.</p>
13	Trenport Investments Ltd. and Cemex (David Lock)	Comment	<ul style="list-style-type: none"> We consider that this proposed Strategic Allocation and Framework area should be limited to its eastern part, east of the A5120 The Framework Plan itself does not take proper account of these constraints, especially Thorn Spring, the heritage assets at Bidwell, the areas of ecological interest and the visually sensitive and topographically constrained areas 	
14	Resident	Object	<ul style="list-style-type: none"> The Houghton Regis North Framework plan comes across as a deliberately vague document which hints at all sorts of "good things" but with enough caveats and generalisations to make it meaningless The document fails to recognise the adverse impacts, such as crime, on the surrounding areas, for example the village of Chalton which although likely to be one of the worst affected. Central Bedfordshire is already one of the most densely populated council areas The document fails to give any indication of how many jobs will be supported. The surrounding existing industrial areas (e.g. Camford way, Woodside) already have a high proportion of unoccupied factory /office units, some of which have never been fully occupied 	

			<ul style="list-style-type: none"> The plan implies that the A5 M1 link road is a critical component of infrastructure for this development. I fail to see how that can be the case as the link road is primarily designed to move traffic between the A5 and M1 and while that may have some positive effects on Dunstable traffic it provides little support for the infrastructure requirements of the proposed development. Woodside link would undoubtedly ease the HGV traffic in Dunstable and Luton Oppose the Guided Busway 	Noted. The FP could not be constructed without the A5 M1 link. Noted. Noted.
15	Greensand Trust	Comment	<ul style="list-style-type: none"> The vision must include reference to the creation and enhancement of GI networks, linking existing assets, buffering and expanding them, creating multi-functional networks for the benefit of people and wildlife We support the linking of Houghton Hall Park to the network to the north-west, highlighted by a proposed footpath /cycling link. The quality and design of this link is important in encouraging its use. We welcome the creation of a 'Nature Centre' as a visitor hub at the Houghton Regis Chalk Pit. Links to the wider countryside are shown and are very important, but it is not clear from the Framework Plan diagram what the paler green shading represents. Design should take surface water management, carbon reduction, pollution and noise reduction into account 	No change. Vision refers to GI networks appropriately. Noted. Noted. Noted. Refers to existing open areas. Noted.
16	Jeremy Peters Associates	Comment	<ul style="list-style-type: none"> We are broadly supportive of the HRNFP, its visions and objectives. However we are concerned over certain designations that are shown attributed to our clients land such as Flooding areas and Green Infrastructure and Open space areas which may not be appropriate when considered in detail as they stymie much of the land for development. 	No change: appropriate assessments will be required at master Plan and Planning Application stages.
17	Markyate Parish Council	Comment	<ul style="list-style-type: none"> The need for more schools is highlighted. Markyate is looking more and more to Dunstable for secondary education. There seems to be a commitment to good leisure provision for the future, which does not reflect in the current much publicized closure of same. There should be far more effort put into making full use of the facility 	Noted. Noted.
18	St Albans Diocesan Board of Finance (Old Road Securities)	Comment	<ul style="list-style-type: none"> Supports the vision of its development as set out in the Framework Plan. Concerned to note that critical infrastructure is required prior to the commencement of significant development Paragraphs 3.1 and 5 would benefit from clarification 	Noted. No change: reflects the requirements of the emerging Development Strategy. No change: text appropriate for the level of a FP.
19	WM Morrison Supermarkets PLC (Peacock and Smith)	Object	<ul style="list-style-type: none"> There are several inconsistencies with the Draft Development Strategy and the Framework Plan Object to Chapter 4. In particular the retail should complement and not compete. There is no indication of scale. 	Noted. Noted.

20	Aylesbury Vale District Council	n/a	<ul style="list-style-type: none"> No comments to make. 	Noted.
21	Bidwell West Consortium	Comment	<ul style="list-style-type: none"> Whilst supportive of this principle, the Consortium is concerned that the conceptual style of the Framework Plan could lead to misunderstanding from consultees and members of the public and does not reflect the more detailed assessment of constraints and opportunities that has informed the Masterplan prepared by the Consortium's Project Team, which has been submitted to the Council The Framework Plan does not accurately reflect the Consortium's Masterplan as submitted The Consortium Members are pleased to see in paragraph 1.3 acknowledgment that the Council is supportive of the principle of early planning applications for the strategic allocation North of Houghton Regis and that these will not have to wait for the adoption of the Development Strategy Paragraph 4.3 should be amended to reflect that many of the existing constraints within Site 2, such as the Ouzel Brook and the topography can be turned into opportunities and help to give the site a more interesting character In Paragraph 6.3 g) reference should be made to viability considerations informing any decision on the scale of affordable housing given the high level of infrastructure that is to be delivered The Consortium would expect to see the Local Planning Authority ensure that it fully assesses the implications of any future Charging Schedule on the delivery of this site before it is adopted 	<p>No change: the FP is intended to be a high level document that will inform individual Master Plans and Planning Applications.</p> <p>Noted.</p> <p>Noted.</p> <p>No change: such opportunities are best explored at Master Plan and Planning Application levels.</p> <p>No change: a matter for detailed negotiation at Planning Application level.</p> <p>Noted.</p>
22	Highways Agency	Comment	<ul style="list-style-type: none"> In Paragraph 1.3 it is unclear when development would be expected to commence. There are potential contradictions between the Framework Plan and the Development Strategy. Greater clarity needs to be provided regarding bus links The Guided Busway is not listed as a part of the essential infrastructure in Paragraph 6.3 The location for retail/non-B use employment developments is not considered appropriate 	<p>Change: additional text added on timing.</p> <p>No change: FP identifies strategic links. The Guided Busway is not a proposal of the FP.</p> <p>No change: the urban extension requires such facilities and it is appropriate to locate these at strategic transport nodes.</p>
23	London Luton Airport Operations Limited (Terence O'Rourke)	Support	<ul style="list-style-type: none"> LLAOL supports the approach, which has been taken by the council in preparing the Framework Plan to inform any development proposals. LLAOL has previously supported the planned growth to the north of Houghton Regis and continues to do so. It is suggested that a policy should be incorporated to deal with noise insulation associated with proposals for residential and other forms of development, which are particularly sensitive to aircraft noise 	<p>Noted.</p> <p>No change: a matter for the Master Plan and Planning Application stages.</p>
24	Optimis Consulting	Object	<ul style="list-style-type: none"> There is a lack of consideration and detail within the Framework Plan in relation to the 	Noted.

			<p>settlement of Bidwell and how the development surrounding it will integrate with the existing built form of the settlement.</p> <ul style="list-style-type: none"> • Specific policies relating to Bidwell should come forward through a masterplanning exercise and development brief for the specific area which will encourage the organic growth of the settlement. Developments should build upon the individuality of the settlement which will help to create an area which will form the cultural heart of the development defined by its own unique character. • Green links and transport routes throughout Site 2 need careful consideration due to topographical constraints. The transport route through Bidwell needs addressing to allow the settlement to become a community hub for the whole of the development. • The Framework Plan needs to direct the housing growth of Site 2 to the areas in and around Bidwell in the first instance to help create a critical mass of development where the main infrastructure is currently available. • The importance of the role of Bidwell as an individual character area needs adding to the document. • The direction of growth and the masterplanning exercise for Bidwell will help the existing character area to integrate with the development surrounding it. Without this the provision of homes and employment may be delivered in a piecemeal and incoherent manner. • Bidwell also has the opportunity of being an area where land can come forward in the early phases of the delivery of the site as it can be delivered without major infrastructure being delivered. 	<p>No change: Bidwell is identified broadly for separation from significant development and not as a focus for development.</p> <p>No change: as above.</p> <p>No change: as above.</p> <p>No change: existing text in section 4 makes appropriate reference to Bidwell.</p> <p>No change: as above.</p> <p>No change: as above.</p>
25	Optimis Consulting	Object	<ul style="list-style-type: none"> • There is a lack of consideration and detail within the Framework Plan in relation to the settlement of Bidwell and how the development surrounding it will integrate with the existing built form of the settlement. • Specific policies relating to Bidwell should come forward through a masterplanning exercise and development brief for the specific area which will encourage the organic growth of the settlement. Developments should build upon the individuality of the settlement which will help to create an area which will form the cultural heart of the development defined by its own unique character. • Green links and transport routes throughout Site 2 need careful consideration due to topographical constraints. The transport route through Bidwell needs addressing to allow the settlement to become a community hub for the whole of the development. • The Framework Plan needs to direct the housing growth of Site 2 to the areas in and around Bidwell in the first instance to help create a critical mass of development where the main infrastructure is currently available. • The importance of the role of Bidwell as an individual character area needs adding to the document. • The direction of growth and the masterplanning exercise for Bidwell will help the existing 	<p>As above.</p>

		<p>character area to integrate with the development surrounding it. Without this the provision of homes and employment may be delivered in a piecemeal and incoherent manner.</p> <ul style="list-style-type: none"> • Bidwell also has the opportunity of being an area where land can come forward in the early phases of the delivery of the site as it can be delivered without major infrastructure being delivered. 		
26	Houghton Regis Development Consortium (Barton Willmore)	<p>We strongly support the creation of a CBC's Framework Plan both plan and written text to guide the development at Houghton Regis North.</p> <ul style="list-style-type: none"> • Section 3.0 Aims – bullet 5 – change the wording of District Centre to 'Town Centre of Houghton Regis' for consistency with the rest of the written text in the Framework Plan and to reflect the settlement hierarchy as set out in Policy 4 of the Draft Development Strategy, which identifies both Houghton Regis and Dunstable as Major Service Centres. • There should be explicit mention of a foodstore being included in the Mixed Use Area to avoid any ambiguity. It may be helpful in this context to confirm either on the Plan or in the text that it is anticipated that there will be three local centres and one Mixed Use Area (i.e. with the foodstore). • The Framework Plan or text should recognise that there may be a requirement for the Secondary School to serve Site 1 to be provided on the development site rather than CBC land, notwithstanding the close working relationship between council as landowner and the developer on this matter and in relation to linkages. • Paragraph 6.5 Line 4 – We welcome the Council's acknowledgement that viability should be a factor in determining the mitigation package. • Paragraph 6.5 Line 2 – We suggest wording is amended as follows: '...all mitigation, including financial contributions, associated with for completeness. 	Support/ Comment	<p>Noted.</p> <p>Change: appropriate amendment.</p> <p>No change: specific proposals will be a matter for later assessment at the Master Plan and Planning Application stages.</p> <p>No change: the FP reflects CBCs preferred approach.</p> <p>Noted.</p> <p>Change: clearer text.</p>
27	Willis Dawson Holdings Ltd (Pegasus Planning Group)	<ul style="list-style-type: none"> • Although one of the provisos refers to the need for "critical infrastructure" to be provided such as the A5/M1 link road and the Woodside Connection, the precise details and timing are questionable and appear inconsistent with the Development Strategy. • Given the land supply position there is a good case for seeking to advance this delivery date on both (HRN and LB) sites as there appear to be "very special circumstances" justifying an early release from the Green Belt 	Comment	<p>Change: additional clarity added.</p> <p>Noted: a matter for the emerging Development Strategy.</p>
28	Landhold Capital (Phillips Planning Services)	<ul style="list-style-type: none"> • Clients land holding at Osbourne House and Windy Willows Nursery is not currently considered by the Framework Plan which simply leaves it without annotation other than some green dots running through it which we understand to reference a pedestrian or cycle route • It is requested that our clients land is identified on future drafts of the Framework Plan as a housing area with the same yellow shading as utilised elsewhere • We ask that the public footpath / cycle way annotation is removed / re-routed around the site which is presently private land comprising a mixture of storage and commercial uses • As our clients land is not included within the allocation area for the North Houghton 	Comment	<p>Noted: at the scale of the FP, individual land holdings are not identified.</p> <p>No change: however CBC would welcome further discussions.</p> <p>No change: as above.</p> <p>Noted. However any proposals</p>

			<p>Regis site, its development should not to be constrained by the infrastructure delivery requirements related to it</p> <ul style="list-style-type: none"> The site could deliver at an early stage and aid land supply in the early years of the plan. 	<p>will be required to contribute to infrastructure requirements arising from any development and any supporting infrastructure required to facilitate such development. Noted: As above.</p> <p>No change: there is the potential for mitigation at Master Plan and Planning Application stages.</p>
29	Paul Newman New Homes	Comment	<ul style="list-style-type: none"> Do not believe that the level of detail showing land use distributions accurately reflects the impacts of constraints on the master plan and appropriate levels of mitigation Concerned that the site provides for dwellings for development post 2031, but does not show any differentiation between allocations under this Development Strategy and reserve sites for future development Concerned that the Council has not evaluated the financial viability of the proposed development site to be reasonably assured of its delivery in an appropriate manner, having regard to the Vision and Objectives of the draft development Strategy. PNNH do not therefore believe that this proposed allocation has been justified 	
Online Questionnaire Representations				
30	Community/Voluntary organisation (Wildlife Trust)	Object	<ul style="list-style-type: none"> The plan shows a secondary road and cycle network running through, and potentially seriously damaging, the Houghton Regis Chalk pit Site of Special Scientific Interest and County Wildlife Site. The Wildlife Trust objects to this. The concept of the 'nature centre' may be good, but it does not consider the management of the site, storage of equipment and income generation to carry the site forward. The online questionnaire is hard to find and does not constitute a proper consultation 	<p>No change: text includes requirements for mitigation.</p> <p>No change: this will be a matter for later Master Plan and Planning Applications.</p> <p>Noted.</p>
31	Chalgrave Parish Council	n/a		Noted.
32	Resident	Object	<ul style="list-style-type: none"> Object to the alignment of the new road running alongside M1 to Porz Avenue industrial estate. Object to the level of housing in the area. 	Noted.
33	Voluntary and Community Action	Comment	<ul style="list-style-type: none"> Amend Framework Plan page 6 Help Form New Communities to read ".... local employment opportunities; high quality social and community infrastructure, including shops, schools, community centres, cultural facilities and places of worship;and acces to a range of quality open spaces" Amend Framework Plan page 8 Aim 6 to read: 6. to contribute to the provision of new social and community infrastructure to meet the needs of the new development and in a way that also benefits existing communities. Add to Framework Plan Page 16 new paragraph (e) (and renumber accordingly): Interim Community Facilities - developers will be required to provide interim community facilities and cover their maintenance and running costs until permanent community facilities are available. They will also be required to meet the costs of providing adequate social infrastructure, including the cost of community development workers. 	<p>No change: existing wording suffices.</p> <p>No change: as above.</p> <p>No change: resources should address permanent facilities.</p>

			<ul style="list-style-type: none"> We believe there is a need for three interim community facilities: one to the west of Site 1, one to the east of Site 2 and one on Site 2 and for the associated social infrastructure (including maintenance, running costs and community development staff). They should be provided from prior to the first occupation (in each phase) until six months after the last occupation. 		No change: as above.
34	Resident	Object	<ul style="list-style-type: none"> Object to any development on Green Belt 		Noted.
35	Resident	Comment	<ul style="list-style-type: none"> Housing should be closer to the airport No details of access improvements for the busway. 		Noted. Noted. Guided Busway not a FP proposal.
36	Resident	Comment	<ul style="list-style-type: none"> The public are being misled as there is no mention that the site is currently Green Belt. The Framework Plan talks of secondary and primary schools, however this area has a three tier school system 		Noted. Noted. Provision in the area will be changing.
37	Resident	Object	<ul style="list-style-type: none"> The development is not wanted and is located on Green Belt land 		Noted.
38	Resident	Object	<ul style="list-style-type: none"> The Framework Plan consultation is not a proper consultation. The new homes will not be affordable to the nearby population The plan does not take account of the Localism Bill and Social Welfare Reform. 		Noted. Noted. Noted.
39	Resident	Object	<ul style="list-style-type: none"> Object to the development and building on Green Belt land 		Noted.
40	Resident	Object	<ul style="list-style-type: none"> The development is not wanted 		Noted.
41	Resident	Object	<ul style="list-style-type: none"> The Luton/Dunstable/Houghton Regis area is too big already and there should not be further development 		Noted.
42	Resident	Object	<ul style="list-style-type: none"> The land is Green Belt and not suitable for development 		Noted.
43	Resident	Object	<ul style="list-style-type: none"> Prefer the Woodside Connection to not go through the new development due to the noise and pollution it will create Do not believe the A5-M1 link road will provide any benefits Concerned that there has been no consultation on the preferred route of the Woodside Connection 		No change: the position of the road previously established. Noted. Noted.
44	Resident	Support	<ul style="list-style-type: none"> Agree with the development as long as it is south of the A5-M1 link road 		Noted.
45	Resident	Object	<ul style="list-style-type: none"> Do not agree that the scale of development is required Disagree with development on steep hills near Dunstable sewage works, which will be highly visible. There will be added visitor pressure on the Houghton Regis Chalk Pit SSSI. 		Noted. No change: there is the potential for visual impact which will require further analysis and mitigation at Master Plan and Planning Application stages. No change: text identifies visitor centre as a positive management tool for the area.
46	Resident	Comment	<ul style="list-style-type: none"> Green Infrastructure should be encouraged where possible. The renovation, improvement and reallocation of existing buildings would be preferred 		Noted. Noted.

47	Bedfordshire Fire and Rescue Service Fire Safety Department	Comment	<ul style="list-style-type: none"> New development schemes such as that highlighted in your document would undoubtedly place additional demand on Fire and Rescue Service resources, both in terms of the need for additional capital investment in new facilities and funding for additional fire-fighters, officers and support staff. It is, therefore, reasonable for Fire and Rescue Service needs to be taken into account by local authorities when determining planning applications relating to the provision of new developments. There should be no assumption that Fire and Rescue Service infrastructure could be provided by funding generated outside of the planning framework. BF&RS have no automatic access to sources of capital funding that could contribute towards new infrastructure arising from growth, although it will continue to seek to identify potential funding sources through other mechanisms in support of the delivery of its strategy. The inclusion of BF&RS in this developing CIL process is clearly essential in order to ensure that the Service is not materially disadvantaged in any future planning developments over the next 15 – 20 year period as highlighted within your consultation document and, with this in mind, we would strongly recommend that BF&RS is considered a full partner in this developing process. 	No change: matter to be considered at Master Plan and Planning Application stages. No change: as above. Noted.
48	Town/Parish Council	Comment	<ul style="list-style-type: none"> Roads should be developed prior to residential. 	Noted.
49	Resident	Object	<ul style="list-style-type: none"> Object to the development and the impact on nearby dwellings 	Noted.
50	Resident	Object	<ul style="list-style-type: none"> The development will add to flash floods and global warming 	Noted.
51	Resident	Comment	<ul style="list-style-type: none"> Unclear what impact the development will have on bus frequency in Parkside 	No change: matter will require addressing at the Master Plan and Planning Application stages.
52	Resident	Comment	<ul style="list-style-type: none"> New infrastructure/development must be developed sensitively to integrate with existing communities 	Noted.
53	Resident	n/a	n/a – Regards naming of Site 1 Masterplan area	n/a
54	Resident	Object	<ul style="list-style-type: none"> Traffic concerns 	Noted.
55	Resident	Object	<ul style="list-style-type: none"> Disagree with the level of development 	Noted.
56	Resident	Object	<ul style="list-style-type: none"> The development will only make the area more congested Do not agree with the new road 	Noted. Noted.
57	Resident	Comment	<ul style="list-style-type: none"> The employment needs to be provided before the residential. 	No change: any need for phasing arrangements will be considered at Master Plan and Planning Application stages.
58	Resident	Comment	<ul style="list-style-type: none"> Concern regarding the level of development for the area 	Noted.
59	Resident	Object	<ul style="list-style-type: none"> The area already suffers from considerable congestion. The area does not have any doctors, dentists and jobs, which will be exacerbated by this development 	No change: text refers to requirement for a Health Impact Assessment when Planning

				Applications submitted.
60	Resident	Comment	<ul style="list-style-type: none"> The plans need to be clearer Do not feel the town can support the level of development The area will develop valuable countryside Development may encourage new business and regenerate Dunstable 	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p>
61	Resident	Comment	<ul style="list-style-type: none"> The development is too large 	Noted.
62	Resident	Object	<ul style="list-style-type: none"> There is no obvious access to get to a rail station Uncertainty regarding the location and development of the A5-M1 link road 	<p>No change: text and diagram refers to road linkages and cycle links.</p> <p>No change: location of A5 M1 link road is clear on the diagram.</p>
63	Resident	Object	<ul style="list-style-type: none"> It is not wanted by residents of Houghton Regis The town is at its capacity 	<p>Noted.</p> <p>Noted.</p>
64	Resident	Object	<ul style="list-style-type: none"> The level of development is too great for the area The utilities and infrastructure need to be planned early in the process 	<p>Noted.</p> <p>Noted. This is the purpose of the FP.</p>
65	Resident	Comment	<ul style="list-style-type: none"> There needs to be sufficient police involvement/resources for the development 	Noted. Police comment above.
66	Resident	Object	<ul style="list-style-type: none"> Houghton Regis is too large Disagree with the development 	<p>Noted.</p> <p>Noted.</p>
67	Resident	Comment	<ul style="list-style-type: none"> An area of flooding, north of Kestrel Way, is identified for residential and mixed use development 	<p>No change: FP identifies this area for specific attention and mitigation.</p>
68	Resident	Comment	<ul style="list-style-type: none"> The new area must be integrated with the existing community. It is expected that simply "a replacement sports centre at Kingsland Campus" is insufficient for the increased population of the Houghton Regis area A railway connection should be provided for Houghton Regis There should not be a road connection from Sundon Road to the new A5-M1 link road It is unclear how either the A5-M1 link road or Woodside Connection will benefit the residents of Houghton Regis. S106 money should be used to benefit Houghton Regis, not Dunstable The development provides the opportunity to provide green burial sites 	<p>Noted.</p> <p>No change: facilities are as advised by CBC specialist officers.</p> <p>No change: no direct rail link available.</p> <p>No change: road link required for accessibility reasons.</p> <p>Noted.</p> <p>No change: text refers to cemeteries.</p>
69	Resident	Object	<ul style="list-style-type: none"> Will destroy the character of the area Will negatively affect social infrastructure The scale of development is too large. 	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p>
70	CBC Corporate	Support		

	Management		<p>Minutes of CMT meeting dated 22/08/12: AGREED</p> <p>to note and endorse the approach being undertaken, subject to the Council's priority of promoting health and wellbeing being positively addressed in the Framework Plan;</p> <p>to note that further reports on the progress of the scheme would be brought to CMT:-</p> <ul style="list-style-type: none"> • when a planning application had been submitted • prior to determination of a planning application; <p>that in view of the need to encompass health and wellbeing considerations in the Framework Plan, a public health representative would be nominated to work on this by MS.</p>	<p>Change: references added</p> <p>Noted.</p>
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Meeting: Executive
Date: 2 October 2012
Subject: Woodside Link
Report of: Cllr Nigel Young, Executive Member for Sustainable Communities - Sustainable Planning and Economic Development

Summary: This report sets out progress in delivering a new road from Houghton Regis to the proposed new Junction 11a of the M1. It examines the costs and benefits of delivering such a scheme and seeks Executive's approval to progress it.

Advising Officer: Gary Alderson, Director of Sustainable Communities
Contact Officer: Paul Cook, Head of Transport Strategy and Countryside Services

Public/Exempt: Public
Wards Affected: All southern Central Bedfordshire wards
Function of: Executive
Key Decision Yes
Reason for urgency/ exemption from call-in (if appropriate) N/A

CORPORATE IMPLICATIONS

The Woodside Link contributes to the Council's priorities as follows:

- i. The Woodside Link is a crucial piece of transport infrastructure needed to promote employment, facilitate growth and improve the quality of life and of the environment in Central Bedfordshire. The road will support the delivery of improved infrastructure, in particular the M1-A5 link road and detrunking of the A5, thereby underpinning the regeneration of Dunstable town centre.
- ii. The road will reduce the numbers of heavy vehicles in residential streets, thus improving air quality and reducing noise in these areas, promoting health and wellbeing and protecting the vulnerable.
- iii. The construction of the link road will provide better infrastructure in the area.

Financial:

1. The total cost of the scheme is currently estimated at around £42 million, although there are risks of around £10 million associated with this figure. Work is being undertaken to reduce this figure and to find sources of funding. However, should the Council choose to fund this scheme at this price, the revenue costs of borrowing such a sum would be around 8% per annum.

2. There is a need for an additional £450,000 capital this year to bring forward the scheme so as to be able to apply for planning permission in early 2013.

Legal:

3. Current legal advice suggests that the Council may have to apply for development consent from the Planning Inspectorate as the road may qualify as a Nationally Significant Infrastructure Project. This will take between one year and 18 months from the submission of the application.
4. As part of this process, the Council will need to be able to ensure that all of the land necessary for the road is able to be acquired and that indicative funding can be found.

Risk Management:

5. A risk assessment has been carried out on the delivery of this project. Appropriate action will be taken to mitigate the identified risks.
6. Risks identified include:
- Failure to obtain planning permission on a timely basis.
 - Failure to deliver the Local Transport Plan.
 - Failure to deliver the Council's priorities, including sustainable growth, homes and employment.
 - Environmental risks associated with the construction.
 - Financial risks, including the failure to secure adequate financing and failure to secure reductions to the overall cost of the scheme.

Staffing (including Trades Unions):

7. Not Applicable.

Equalities/Human Rights:

8. The Woodside link will enable sustainable growth in Central Bedfordshire. This will be of benefit to all. Additionally, by reducing air pollution and noise in existing residential areas, the road will bring benefits to all residents living in those areas.

Public Health:

10. The link will promote public health in a number of ways, including:
- an improvement in air quality and a reduction in noise in existing residential areas;
 - improved accessibility to jobs and facilities throughout the area; and
 - improvements to health by providing footpaths and cycleways along parts of the route and provision for crossing by non motorised users; and by reducing traffic in existing urban areas, so making it possible to promote walking and cycling in those areas.

Community Safety:

11. Section 17 of the Crime and Disorder Act 1998 places a duty on councils to do all they reasonably can to reduce crime and disorder locally and improve people's quality of life as a result. The duty requires the Council to consider and do all that is reasonable to support the reduction of crime and disorder in our area.
12. The delivery of Woodside Link will provide benefits to local communities including new housing and opportunities for increasing employment in the area. To maximise these benefits the Council will ensure that it fully considers the impact on community safety as part of the planning application process.

Sustainability:

13. Building the road will facilitate homes and employment, reducing the need to travel, promoting sustainability and bringing air quality and noise reduction benefits. However, construction of the road will have an impact on the local environment. This is being assessed as part of the application.

Procurement:

14. The design and planning of the link is being procured under the existing Highways Contract.
15. Ways of procuring the construction of the road and associated works have yet to be decided. The possibilities include a separate competition or else use of an existing contract, such as that offered through the eastern highways alliance.

Overview and Scrutiny:

16. This matter has not been considered by Overview and Scrutiny.

RECOMMENDATIONS:

The Executive is asked to:

1. **agree to the submission of a planning application for the construction of the Woodside Link road and to commence consultation on the proposed scheme in November 2012;**
2. **agree that council officers continue preparatory work into the acquisition of the land required for the scheme, including compulsory purchase if that proves necessary;**
4. **agree to the addition of £450k to this year's capital programme to cover the costs of design and planning application development for the scheme;**
5. **agree that this scheme should be included in the review of the capital programme which is currently taking place and will be recommended to Council; and**
6. **instruct officers to do all they can to secure funding for the scheme.**

<i>Reason for Recommendation(s):</i>	<i>The detailed design for the Woodside Link Road and consultation on the proposals is now required to meet with the timescales of the Highways Agency and developers of the land to the north of Houghton Regis.</i>
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Executive Summary

17. The Woodside Link is a key piece of transport infrastructure needed to promote employment, facilitate growth and improve the quality of life and of the environment in Central Bedfordshire.
18. The proposed construction of the road is contained within the Local Transport Plan and the Medium Term Plan.
19. Much work has been carried out to take forward the road. This has included an accelerated programme of delivery which is now needed. The point has now been reached, where, in order to deliver the road, planning permission will need to be obtained.
20. This report sets out the progress made in delivering the Woodside link, seeks permission to apply for that planning permission and requests additional funding to develop the scheme further.

Background

21. The Council's Plan for Central Bedfordshire includes a commitment to significant improvements to its town centres including Dunstable and Houghton Regis. Central Bedfordshire is also making provision for nearly 30,000 new houses to be built over the next twenty years or so. More than 7,000 of these new houses can be provided in the area to the north of Houghton Regis.
22. This planned growth to the north of Houghton Regis is also expected to bring wider benefits to the area, such as new and improved educational, leisure and community facilities.
23. The Council's Draft Development Strategy identifies the need for more employment land across Central Bedfordshire, but with particular need in the south. Land for employment has been identified north of Dunstable adjacent to areas of existing employment. However, this already gives rise to significant levels of lorry traffic passing through residential areas.
24. The key to unlocking the housing and employment opportunities, dealing with the issue of inappropriate and rising levels of heavy traffic lies in the provision of the A5 to M1 Link road, a new junction 11a on the M1 and construction of the Woodside Link Road.

25. The delivery of the Woodside Link is essential to achieving the planned growth. The road will provide a strategic artery through the growth area to the wider transport network. Transport modelling has shown that, without the Woodside Link, traffic levels in the area would rise to unacceptable levels when growth occurs. The road is therefore essential to sustainable growth.
26. The resultant de-trunking and downgrading of the A5 through Dunstable would facilitate and underpin the regeneration of the town centre and complement the impact of the Dunstable to Luton busway, currently under construction.

Implementation Proposals

27. The A5 to M1 Link and the new M1 junction (11a) is being taken forward by the Highways Agency.
28. Central Bedfordshire's Local Transport Plan lists the Woodside Link as a major scheme for completion in 2017 and the start of it is included in the Council's plan – "Delivering your Priorities".
29. The road would connect Houghton Regis and the industrial estates in Dunstable to the new junction (11a) on the M1 north of the town. By providing a new, more convenient link between the industrial areas and the trunk road network, the road will promote employment and provide greater opportunities for residents throughout the area. The construction of the new link road is likely to facilitate and require the placing underground of two major power lines, one of 132kv in the south and the other of 33kv in the north.
30. In order to progress the road, development consent may need to be obtained. Legal advice is that the road probably falls under the category of a Nationally Significant Infrastructure Project as it is being built in connection with the M1 and the planned A5-M1 link, for which the Secretary of State is the Highway Authority. Therefore, an application could have to be made to the Planning Inspectorate, a body reporting to the Secretary of State for Communities and Local Government.
31. Consultation on options for the Woodside Link was carried out by Bedfordshire County Council and reported to the Luton and South Bedfordshire Joint Committee in March 2009. This recommended a route connecting the industrial estates in East Dunstable to the new Junction 11a of the M1 and was subsequently confirmed by Central Bedfordshire Council as part of the Local Transport Plan in April 2011.
32. Consultation on the more detailed proposal will need to commence in November 2012 to marry in with the timescales of the Highways Agency and the potential developers of the land to the north of Houghton Regis. The council will also need to make a resolution to use compulsory powers of acquisition for the land required to build the Woodside Link. At this stage, however, all that needs to be done is that officers start the process of making it possible to compulsory purchase land should this prove necessary.

Housing and economic growth

33. The Woodside Link is one of a number of transport infrastructure measures identified through modelling as being essential to allow growth to take place to the north of Houghton Regis. The other key elements include:
- the Dunstable to Luton busway, currently under construction;
 - measures to support and promote sustainable growth within existing urban areas, which are currently being delivered through the Council's Local Area Transport Plans and the Local Sustainable Transport Fund; and
 - the A5-M1 link being taken forward by the Department for Transport.
34. All of these measures reduce congestion and promote the economy within Central Bedfordshire and all have been put forward or are being promoted on the basis of accommodating needed housing growth to the north of Houghton Regis. This growth area is contained within the Council's draft development strategy, which proposes 7,000 houses and related employment in the area: one quarter of the entire housing allocation for Central Bedfordshire.
35. Growth to the north of Houghton Regis will also bring wider benefits to the area, such as new and improved educational facilities, leisure and community facilities and jobs. The housing it will provide will serve the needs of future generations of Central Bedfordshire residents and is very much needed.
36. The delivery of the Woodside link is essential to this growth. The road will provide a main artery going through the growth area connecting employment sites and residential areas to the existing urban area and to the wider transport network.
37. Transport modelling has shown that, without the Woodside link, traffic levels in the area would rise to unacceptable levels should planned growth go forward. The road is therefore essential to sustainable growth.

Dependencies between the Woodside Link and the A5-M1

38. The government recently completed an inquiry into the A5-M1 link to the north of Houghton Regis. The results of this inquiry are pending, but the government has previously said that, subject to certain specified conditions being met, they intend to commence works leading to the construction of that road in 2014, completing it in 2016.

39. The A5-M1 link is even more important to Central Bedfordshire than Woodside. It will:
- i. remove a major trunk road from the heart of Dunstable, with all of the economic regeneration, road safety, air quality and noise reduction benefits this will make possible;
 - ii. provide much faster and easier access to the motorway network throughout the southern part of Central Bedfordshire;
 - iii. make it possible for Central Bedfordshire to introduce restrictions to freight movement in villages to the north of the link road, bringing with it considerable improvements to the quality of life of many of the parishes in the area; and
 - iv. with other transport measures, make growth to the north of Houghton Regis possible.
40. The Roads Minister has announced the government's intention to build the A5-M1 link subject to a £45 million contribution from developers and a £5 million contribution from Central Bedfordshire Council. Central Bedfordshire's contribution has already been made available, following Executive approval for this on 7 December 2010. A legal agreement between the developers for Houghton Regis north and the Department for Transport has been drawn up, setting out the terms under which the developers will make their contribution. A key condition in this agreement is that the developers will only make funding available once a "satisfactory" planning permission has been received from Central Bedfordshire for land north of Houghton Regis.
41. Part of this "satisfactory planning permission" is that the land is capable of implementation and development. However, transport modelling shows that, without the Woodside link, this would not be the case. This is recognised within the agreement between DfT and the developers, where the Secretary of State acknowledges its "critical importance" to the developers.

Getting agreement for the Woodside Link is therefore a key component of the "satisfactory" planning permission.

Timescales

42. The Local Transport Plan puts a timescale of 2017 for the completion of the road. This would fit in well with the planned completion of Junction 11A of the M1 and of the A5-M1 link by the end of 2016.
43. However, the connection between the Woodside link, the A5-M1 link and the growth area to the north of Houghton Regis means that it is essential to obtain planning permission for the link no later than the end of 2013. Moreover, in order to take opportunities for early development to the north of Houghton Regis, in particular to bring forward employment there, the completion of the northern part of the road would best be completed by 2015, with the southern part then continued in 2016.
44. An accelerated timescale for the road is therefore envisaged as follows. Note that this timescale is subject to further discussions with the Planning Inspectorate about precise planning timescales and with United Kingdom Power Network about the undergrounding of electric cables and may well change.

45.	Date	Measure
	Nov 2012	Consultation on the Woodside link
	Feb/March 2013	Formal planning application to NIP for the road
	May 2013	Public inquiry into the road
	Dec 2013	Planning decision
	2014	Putting electric cables underground and commencement of construction of the northern part of the route.
	2015	Completion of the northern part of the route and putting cables underground for the southern part of the route and commencement of the southern part of the road
	2016	Completion of the southern part of the road and the joining of the route up to the new Junction 11a of the M1

Costs of the Woodside Link

46. The current estimated cost of the work is £42 million at 2012 prices. There is some £10 million of risk in addition to this. Based on the timescales shown above, in broad terms, the spend profile is as follows:

47.	2012	2013	2014	2015	2016	2017 and beyond
	£0.75	£0.75	£8	£16	£12	£4.5

48. Of this, the first two years are for development costs: detailed design of the scheme and the costs of obtaining planning permission.

49. Central Bedfordshire Council has already agreed to fund some £300,000 this year for the link, consisting of capital spending and a GAF contribution. In order to deliver this accelerated timescale, a further £450,000 will be needed this financial year.

Financing the Woodside link

50. At present, it is not clear exactly how the link will be financed. A number of approaches are being considered and will be the subject of future reports, either directly related to the Woodside Link or more generally finance based. Routes being explored include:

- i. developer contributions to the scheme, either directly as part of section 106 agreements or more indirectly through CIL;
- ii. Government grants and bids for funding;
- iii. LEP grants and bids;
- iv. deals with government, for example through a City Deal or Tax Incremental Funding, whereby the scheme could be funded by future additional business and council tax receipts; and
- v. capital funding for the scheme by Central Bedfordshire Council.

51. Steps are also being taken to reduce the overall cost of the scheme and to look again at the requirements for facilities from the new development to the north of Houghton Regis.

52. In reality, it is unlikely that the scheme can be wholly funded by external sources, so if the Council wish to take the scheme forward, the Council will need to be prepared to fund at least some of it.
53. A decision is needed now to agree the additional funding for the scheme to take it forward to the point where planning permission can be applied for. This is for an additional £450,000 of capital funding. For the rest, a further £750,000 will be needed in 2013/14 to complete the planning process, but the decision on this can be taken as part of next year's capital budget allocation. Larger amounts of money will be needed after April 2014 once planning permission has been achieved. At that point, it is envisaged that a much clearer picture as to any external funding will be available.
54. The Council's Constitution requires all capital requirements to be included in its Capital Programme and it is planned this project will be included in a review of the programme currently underway. A revised Capital Programme will be included for approval at the earliest opportunity which is the full Council meeting scheduled for 29 November 2012.

Other matters

55. The application process requires that a number of other issues are sorted out concurrently. One of these is the ownership and possible acquisition of land needed to build the road. To this end, officers have started a process which may eventually lead to the compulsory purchase of land, should this prove necessary.

Summary

56. The Woodside Connection is a key piece of transport infrastructure that will bring great benefits to the residents of Central Bedfordshire, promoting employment, reducing congestion and improving air quality, and making it possible to deliver other key pieces of infrastructure, including improved educational, leisure and community facilities and the A5-M1 Link.
57. The scheme needs to be brought forward from previously envisaged timescales because of the dependencies associated with it and to accelerate economic growth and promote jobs. To do this, planning permission must now be sought. Executive are therefore asked to approve the process which will lead to a successful planning application for the road.

Appendices:

Appendix 1 – Map showing the route of the proposed Woodside Link.

Background Papers: (open to public inspection)

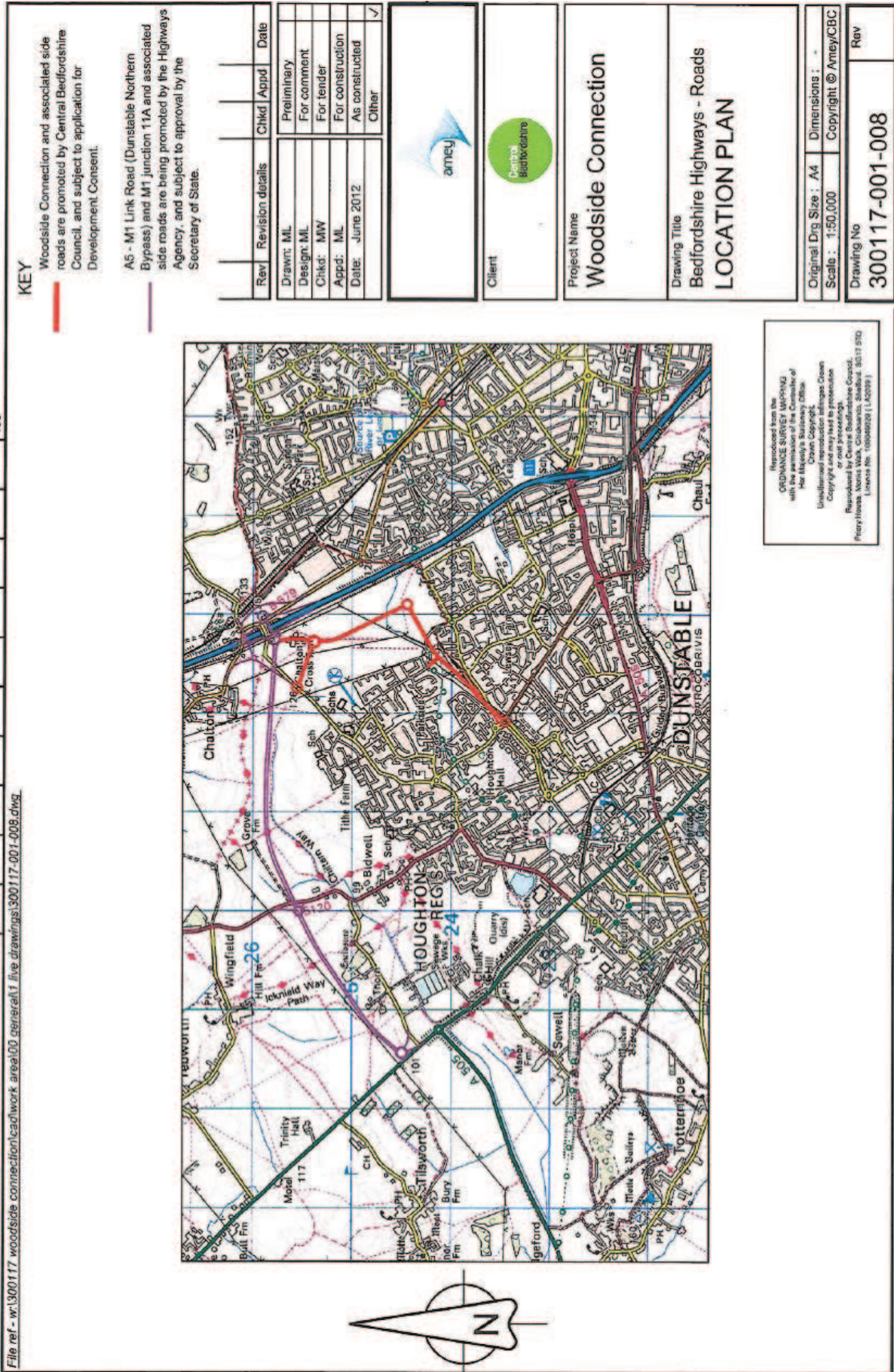
1 Section 274 agreement between the Secretary of State for Transport and Central Bedfordshire Council http://www.persona.uk.com/A5dunstable/deposit-docs/New_DD/DD-155.pdf

2 Section 278 agreement between developers of Houghton Regis north and the Secretary of State for Transport. http://www.persona.uk.com/A5dunstable/deposit-docs/New_DD/DD-156.pdf

3 Central Bedfordshire report to Executive, 10th December 2010.
<http://www.centralbedfordshire.gov.uk/modgov/documents/s20502/101207%20Executive%20report%20-%20GAF%20and%20A5-M1%20link.pdf>

Appendix 1: map of the Woodside Connection

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Meeting: Executive
Date: 2 October 2012
Subject: Site Allocations Policy MA5 – Development Brief for land at Biggleswade Road, Potton
Report of: Cllr Nigel Young, Executive Member for Sustainable Communities – Strategic Planning and Economic Development
Summary: The report recommends that the Executive adopt the development brief as technical guidance for development management purposes.

Advising Officer: Gary Alderson, Director of Sustainable Communities
Contact Officer: Carry Murphy, Principal Planning Officer, Local Planning and Housing Team
Public/Exempt: Public
Wards Affected: Potton
Function of: Executive
Key Decision Yes
Reason for urgency/ exemption from call-in (if appropriate) N/A

CORPORATE IMPLICATIONS

Council Priorities:

The development brief will contribute to the Council's priority of enhancing Central Bedfordshire – creating jobs, managing growth, protecting our countryside and enabling businesses to grow.

Financial:

1. The creation of the development brief will not represent a financial burden on the Council. Many of the costs for creating the development brief have been borne by the promoters. Furthermore, a Planning Performance Agreement (PPA), a collaborative project management tool, has been entered into which secured funding for the administration and supervision of the development brief and subsequent determination of any future planning applications.

Legal:

2. Once adopted as technical guidance the development brief will constitute a material planning consideration to be taken into account when determining applications made in respect of the site.

Risk Management:

3. Policy MA5 of the Site Allocations Development Plan Document (DPD) makes clear the requirement for the production of a development brief for the site. A failure to endorse the development brief and determine any subsequent planning applications in accordance with the PPA timelines agreed between both parties may result in the Council being forced to pay back a meaningful proportion of the monies secured through the PPA.
4. An adopted development brief will give more certainty to the development management process, although there are still risks associated with this separate statutory stage. This may include the inability to secure adequate planning obligations to meet the needs of the development and a failure to meet the public's expectations of the development.

Staffing (including Trades Unions):

5. Not Applicable.

Equalities/Human Rights:

6. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination and to foster good relations in respect of nine protected characteristics; age disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation
7. The Site Allocations DPD Equality Impact Assessment (EIA) highlighted the need for:
 - The delivery of affordable housing within towns and villages throughout Central Bedfordshire north area.
 - The selection of housing sites on the basis that future residents live in locations close to services and public transport routes.
 - Provision of land for community facilities.
 - New employment units allocated close to centres of population in order to increase job opportunities locally and help to address unemployment and out-commuting.
8. The DPD EIA concluded that the emphasis placed on ensuring that developments are allocated within sustainable locations and ensuring that residents are able to access employment opportunities, facilities and services to meet their everyday needs should help to ensure a positive impact for all sections of the community.

9. In addition data suggests that there will also be a rapid increase in the elderly population in coming years. Providing appropriate accommodation for this age group will therefore also become a priority. In order to provide accommodation for the increasing elderly population, development briefs for large housing sites should make provision for housing suitable for the increasing elderly population and for disabled people, through the provision of Lifetime Homes.
10. Section 32 of this report highlights the key design principles of the development brief, which will help to address key equality issues such as affordable housing and Lifetime Homes.

Public Health:

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

Community Safety:

12. The Council will need to ensure that it complies with its statutory duties under Section 17 of the Crime and Disorder Act. Any proposals submitted as part of a future planning application will be required to fulfil the criteria set down for community safety within the adopted Central Bedfordshire Design Guide.

Sustainability:

13. The Site Allocation DPD was assessed under the Sustainability Appraisal/ Strategic Environmental Assessment regulation requirements. The entire document is aimed at promoting and enabling sustainable development and Potton has been identified to take further housing and employment land growth. The proposed development would contribute toward the vitality and viability of local facilities, thereby reducing the need to travel.
14. In accordance with Council's adopted development management policies DM1 and DM2, the prospective developers will need to demonstrate how 10% of the predicted energy requirements of the development will be generated either on site or near to the site by renewables or low carbon technologies. They will also be required to incorporate measures to reduce water consumption, as well as building all dwellings to the mandatory standards of the level of the Code of Sustainable homes that applies at the time of planning application.

Procurement:

15. Not applicable.

Overview and Scrutiny:

16. This matter is to be considered by Sustainable Communities Overview and Scrutiny Committee (OSC) on 26 September 2012. Given the short lead-in times between OSC and Executive, a verbal update (together with any recommendation) will be given at the Executive meeting.

RECOMMENDATION:

The Executive is asked to:

- 1. adopt the development brief as technical guidance for development management purposes.**

<i>Reason for Recommendation:</i>	<i>To meet the housing requirements for Central Bedfordshire (North) for the period up to 2026 as set out in the Core Strategy and Development Management Development Plan Document (adopted November 2009).</i>
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Executive Summary

17. The report recommends that Executive adopt the development brief as technical guidance for development management purposes.

Purpose of the Development Brief

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

Background

20. In November 2009, the Council adopted the Core Strategy and Development Management DPD (for the former Mid Bedfordshire Area) following an Examination in Public that same year. The Core Strategy required the delivery of at least 17,950 new homes between 2001 and 2026 with 5,000 new homes required in addition to those already committed (such as those allocated in the Mid Bedfordshire Local Plan 2005). Of these 5,000 the Core Strategy stated that between 150 and 250 should be provided in Potton (Policy CS5: Providing Homes).

21. In April 2011, the Council formally adopted the Site Allocations DPD following an examination in late 2010. Policy MA5 allocates the land at Biggleswade Road for a minimum of 150 dwellings, approximately 1 hectare of employment land, a community hall and an extension to the existing sports ground. There is also a requirement in the policy for a development brief to be prepared to help inform subsequent planning applications and guide the development.
22. Since late 2011 Council officers, from a wide range of service areas, have been working in partnership with the landowners/promoters for the site, on the preparation of a development brief for this site. A planning performance agreement (PPA) has been entered into between Central Bedfordshire Council and the landowners/promoter. The agreement identifies a shared vision and identifies key milestones and timescales for the delivery of a planning decision by both Central Bedfordshire Council and the developer. Whilst it offers project management certainty, this does not mean a favourable planning application outcome is guaranteed.
23. A stakeholder group was established in October 2011 and comprises representatives of Pottton Town Council and local groups suggested by the Town Council. The group meets regularly with the landowners/promoters and CBC planning officers to discuss local issues and the emerging development brief for the site. Those participating represent:
 - Pottton Town Council
 - Chairman of Pottton Town Plan
 - Local Ward Member Councillor Adam Zerny
 - Local interest groups including choral society, amateur dramatics, The Hollow cricket club, "Hall for All" group.
24. As set out in the agreed Terms of Reference, the stakeholder group has no legal status but exists to provide a forum for local groups and individuals to help inform the creation of the development brief and to have an input in the preparation of the application scheme. Beyond the planning application stages, it is hoped that the group can develop into a community based forum.
25. As part of the consideration of different sites for inclusion in the Site Allocations DPD was the delivery of benefits to the community. One of the findings coming out of the Pottton Town Plan (2009-2019) is the wish to deliver a new community facility and this has been reflected as a policy requirement within Policy MA5. However, for some stakeholders, a new community facility is seen as an unnecessary additional burden/business threat given the existence of other community halls within the town (believed to be in excess of 10). Although the Town Council support the principle, they are unwilling to support the proposal financially. For other stakeholders, the delivery of a community hall that is fit for purpose and meets modern day requirements for a range of different uses is a necessity and without embracing the opportunity that planning obligation monies will afford, it is unlikely to be delivered within this plan period or indeed ever.

26. As a consequence some of the bodies represented in the group have explored alternative ways for the delivery of a community hall and this has led to the creation of a 'Hall for All' steering group of local residents. The steering group has sought to engage with the town increasing awareness of the development proposals and the opportunity and has canvassed views on what the facility might achieve.
27. Whilst Central Bedfordshire Council is supportive of this policy objective, the attendant risks of delivering and maintaining such a facility are recognised. To this end, the stakeholder group has been charged with putting together a business case that demonstrates how the residual capital cost required (beyond planning obligation contributions) can be met and more importantly how such a facility can be managed and self funded. This is a matter the Council will have to consider as part of the planning obligation negotiations that will take place at the more detailed stage of the planning application process, expected to commence late 2012.
28. The steering group has instructed Bedfordshire Rural Communities Charity to work up a business case in support of the community hall project (and its early findings are expected in September). This work is being informed by a project brief (Appendix C) and preliminary architectural drawings. Also, the group is seeking advice from the nearby parish of Gamlingay who successfully delivered an Eco-Hub building.

The Development Brief

29. Land off Biggleswade Road, Potton comprises of a 7.4 hectare site located south of the town centre. Location plans are shown on page 4 of the brief.
30. The site is in two ownerships and comprises two distinct areas separated by an established hedge boundary. The eastern field is used for grazing. The site abuts established developed areas of Potton to the north and west which are primarily residential with a petrol station at the north west corner. To the south the site adjoins residential properties and The Hollow Sports Area.
31. In accordance with policy MA5 the brief outlines the range of uses that are considered suitable, subject to details, for the site. The brief aims to ensure that quality design is achieved throughout the development, providing an attractive environment that enhances the existing character of Potton and its environs.
32. The brief sets out a number of design principles (page 9 onwards with accompanying concept diagram on page 12) to which any development proposals will need to adhere. In particular, the amount and type of development (both residential and commercial) as well as the mix and type of dwellings (including affordable housing and lifetime housing provision), scale, massing, layout, drainage, open space and landscape requirements will need to be carefully considered.
33. In response to addressing these issues in any layout scheme the developer will need to take account of the site constraints and opportunities associated with the site (identified on pages 6 to 8) together with other relevant urban design principles set out in the Council's adopted Residential Design Guide to address, for example, parking and the street hierarchy.

34. The brief also sets out the Council's specific requirements for access and connectivity both within and immediately surrounding the site – see Sections 5.36 – 5.41. There will be the provision of new roundabout on Biggleswade Road to serve the new development. A new alternative vehicular access to The Hollow will be provided through the new development. There are also opportunities to improve linkages to existing Rights of Way paths to the wider area. This will include links to the western edge to connect to Biggleswade Road. A connection to Sheepwalk Close and public footpath 1 has also been identified and remains an objective. However the ability to deliver this is subject to on-going negotiations with third parties and may not necessarily be resolved before the development brief is adopted as technical guidance.
35. Given the extent of the green infrastructure to be provided and enhanced as part of the proposed development a high quality strategic landscaping scheme is crucial to its overall success and is a requirement of the brief.
36. As set out in the policy MA5, the brief is explicit in that appropriate solutions for dealing with the drainage requirements of the development will need to be investigated and addressed as part of any planning application package.
37. The brief also sets out the Council's requirements for developer contributions in line with the adopted Planning Obligations Strategy. Sections 5.24 – 5.26 make reference to the provision for a new community hall within the site located to complement the green areas on the eastern side of the site and provide a built form at the end of the main access road; whilst recognising that this proposal will further depend on local aspirations and funding opportunities to support the delivery of a new hall.

Public Consultation and Feedback

38. On 17 May 2012 a presentation was made by the landowners to the Executive and Deputy Executive Members for Sustainable Communities - Strategic Planning and Economic Development (Councillors Young and Brown), as well as Councillor Gurney as Ward Member for their comments before a draft brief was formally issued for formal public consultation purposes. At their request some amendments to the document were taken on board, prior to the document being finalised for consultation purposes.
39. On 19 June 2012, delegated authority was given for the commencement of formal public consultation. In doing this the Director of Sustainable Communities consulted the Executive Member for Sustainable Communities - Strategic Planning and Economic Development and Ward Members in respect of the draft document. The public consultation period ran for a total of 4 weeks (1 July - 30 July) which was considered appropriate given the existence of the stakeholder group. A copy of the details of the consultation undertaken are summarised in the draft statement of community involvement – see Appendix B.

40. In summary, the consultation exercise was publicised by a leaflet being distributed to every home in Potton and other appropriate advertising of the consultation in accordance with established procedures. Copies of the document were made available to view on the Council's web-site and at various public buildings within the town. A questionnaire was available to complete and return. Within this, a two day public consultation event was also undertaken (17 and 18 July) at Potton Town Council Community Centre. This was attended by representatives of the landowners/promoters as well as CBC planning officers. Members of the 'hall for all' group were also in attendance. Over the course of the two days it is estimated that approximately 50 visitors attended the exhibition.
41. A total of 73 questionnaires were completed. The comments have largely been from members of the public residing in a number of different locations within the town. Whilst there were a few responses opposing development altogether (12 in total), the overwhelming majority of comments were constructive in highlighting the issues residents perceive to have a bearing on the development and their personal aspirations for the site. A breakdown of the comments may be found in the consultation statement.
42. A number of comments received have been about the principle of development itself and in the context of Potton being able to absorb further development. Adopted planning policies will prevail and therefore comments which relate to dwelling numbers, mix and tenure, for example, are not pertinent. Comments have also included suggestions about what residents would like to see included within the development. Whilst valuable, they are not salient to informing the development brief given its purpose is to identify key principles for the site, opportunities and constraints and are therefore more relevant to any subsequent planning application.
43. Other comments received of relevance to the development itself are as follows.
 - a) Access to and from the site (including that for The Hollow)
 - b) Proposed location of new roundabout on Biggleswade Road
 - c) Impact of additional traffic on Biggleswade Road and safety issues
 - d) Pedestrian and cycle access beyond site boundaries to reach other areas of the town
 - e) Housing numbers and housing mix
 - f) Density of development
 - g) Appropriate location for different land uses within the site
 - h) Heights of buildings
 - i) Drainage and flooding
 - j) Potential impact on the natural environment
 - k) Provision of play areas
 - l) Integration with the existing neighbourhood
 - m) Amenity impact for existing neighbouring properties
 - n) Impacts on the natural environment
44. Some comments of a technical nature have also been received and are largely concerned with clarification being made in the brief on the requirements for the development.

45. The stakeholder group has been kept fully informed of the process, and the comments and thoughts of the group were sought in preparing the brief. This group has also been consulted on the responses to the public consultation feedback and proposed amendments to the draft Brief.

Changes to the Development Brief

46. Some proposed changes to the development have been identified and these are indicated as underlined text or deletions in the following sections of the draft brief.
- i) Section 1 (pages 1 and 2) - The introduction has been updated to reflect the consultation programme and consideration of the consultation responses.
 - ii) Section 3.5 (page 4) - The plan illustrating the site's relationship to services in the town. N.B. this plan will be updated prior to final publication.
 - iii) Section 4.1 (pages 6 and 7) - The constraints and opportunities section has been updated to acknowledge:
 - Bullet point 1 - The undulating nature of the site with reference to the raised mounds and slopes added.
 - Bullet point 2 - Protected trees on the boundaries.
 - Bullet point 4 - The established boundary planting.
 - Bullet point 10 - There are residential properties to the south of the site where amenity will need to be considered and the differing ground level of some of the adjacent properties.
 - Bullet point 11 - Light sources from The Hollow sports area to be considered.
 - Bullet point 12 - Bat flight paths crossing the site.
 - iv) Section 4.2 (page 7):
Bullet point 1 - Update of text following the conclusion of the archaeology investigation.
 - v) Constraints Plan (page 8) - Updated to acknowledge neighbouring housing amenity to the south of the site.
 - vi) Section 5.9 (page 10) - Clarification that the affordable housing will be integrated with the rest of the development in appropriate clusters.
 - vii) Section 5.14 (page 11) - Clarification that the layout plan is conceptual and the simple building blocks this identifies are intended to only loosely represent the final possible built form.
 - viii) Section 5.16 (page 11) – Wording clarification on the intended character of the development to the north of the site and that a play area will be included within the development.
 - ix) Indicative Concept/Layout Plan (page 12) - Revised to highlight further access links to The Hollow.

- x) Section 5.20 (page 13) - Greater emphasis given to ensuring footpath/cycle links through the development and to the north-east and north-west of the site.
- xi) Section 5.27 (page 14) - Clarification on the definitions of intended play areas to be provided.
- xii) Section 5.35) (page 16) - The employment development images updated in the light of comments received.
- xiii) Section 5.40 (page 17) - Clarification of the aim to try and secure footpath cycle link connection to Sheepwalk Close and existing footpath number 1.
- xiv) Section 5.44 (page 18) - Clarification of the need to ensure the existing hedgerow feature is retained and is subject to a management plan and maintenance contribution.
- xv) Section 7.3 (page 20) - Clarification at bullet point 1 in respect of additional contributions for new footpath links within the site, the maintenance of the hedgerow and contributions generally in accordance with the Council's adopted planning obligations strategy.

Conclusion

47. Consideration has been afforded to the consultation exercise and where appropriate amendments have been made to the brief. Subject to the recommended changes being made, the development brief is fit for development management purposes and should therefore be adopted as technical guidance.

Appendices:

Appendix A – Draft Development Brief and proposed changes

Appendix B – Draft Statement of Community Involvement and consultation responses

Appendix C – Brief to produce a Feasibility Study for Potton “Hall for All”

Background Papers:

Core Strategy and Development Management Policies DPD

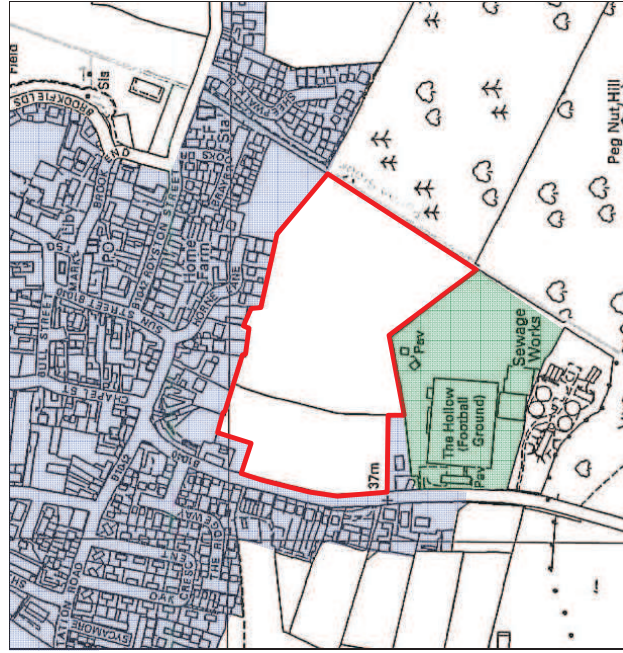
Site Allocations DPD

Location of papers: Priory House, Chicksands

Appendix A

**DEVELOPMENT BRIEF FOR RESIDENTIAL & EMPLOYMENT MIXED-USE
DEVELOPMENT WITH ACCESS, OPEN SPACE AND COMMUNITY HALL
LAND EAST OF BIGGLESWADE ROAD, POTTON, BEDS. SG19 2LX**

FINAL DRAFT



AUGUST 2012

1.0 INTRODUCTION

1.1 This Development Brief has been prepared to guide the development of the land east of Biggleswade Road, Potton.

1.2 The land extending to 7.4 hectares is allocated for mixed use residential and employment development, together with community hall and an extension to the existing sports ground by Policy MA5 of the Central Bedfordshire (North Area) Site Allocations Development Plan Document adopted in April 2011.

- Provide an indication of the likely planning obligations required to support development on the site;
- Confirm the nature of the technical work required to support any planning application for the development of the site;
- Provide a mechanism through which members of the public can have greater involvement in the development of proposals for the site; and
- Provide certainty for prospective developers and members of the public as to the future development of the site.

1.3 This Brief aims to ensure that a quality design is achieved throughout the development, providing an attractive environment that complements the existing built form of Potton.

Development Brief Status

1.5 The Development Brief has been adopted by the Central Bedfordshire Council as technical guidance and will be a material consideration in guiding and informing development management decisions in respect of any future planning applications for the site.

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Purpose

1.4 The purpose of this Development Brief is to:

- Establish an urban design framework for the site, based on site characteristics and constraints;
- Provide design guidance for the preparation of detailed proposals for the site and assist the consideration of future planning applications.

Consultation

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1.6. Following the allocation of the site the promoters for the land entered into a dialogue with the Council and this led to a series of Stakeholder Group meetings involving representatives of the Town Council, local groups and officers in the council to explore the local and site specific issues that should inform the development and how the proposals can be brought forward.

1.7. Following the production of a draft Brief the document was the subject of a four week consultation exercise in July 2012 in accordance with the Council's adopted Statement of Community Involvement. During this period members of the public, groups and organisations commented on the draft proposals.

1.8. Following the consultation exercise the Brief was updated, to take into account the relevant suggestions or comments that were received. Inthe revised Brief was considered and adopted by the Central Bedfordshire Executive Committee of the Council.

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PLANNING POLICY

2.0

2.1 Policy MA5 of the Site Allocations DPD states:

'Land to the East of Biggleswade Road, Potton, as shown on the Proposals Map, is allocated for a mixed-use development providing a minimum of 150 dwellings approximately 1 hectare of B1 employment land, a community hall and an extension to the existing sports ground.'

In addition to the general policy requirements in the Core Strategy and Development Management Policies DPD and appropriate contributions to infrastructure provision in the Planning Obligations SPD, development on this site will be subject to the following:

- *Production of a development brief to guide development;*
- *Provision of a new roundabout on Biggleswade Road to provide safe and convenient access to the development;*
- *Provision of employment units which are flexible in their use in order to meet changing future requirements;*
- *Provision of multifunctional green space with enhancements for biodiversity;*
- *Control of surface water drainage to ensure that there is no increase of run-off into surrounding water courses;*
- *Provision of an alternative access to the existing recreation ground;*
- *Provision of sufficient capacity within the public foul sewer system and at the wastewater treatment works to meet the needs of the development;*

- *In order to safeguard local amenity, a buffer zone shall be created between the proposed mixed-use development and the existing wastewater treatment facility. Its siting and design shall form part of the Development Brief that will be created for the site; and*
- *Preparation of a Transport Assessment to determine the impact on the Biggleswade Eastern Relief Road and A1 southern junction. If an impact is identified, contributions may be required towards the Biggleswade Eastern Relief Road and A1 southern junction improvements.'*

2.2 Relevant policies from the Core Strategy and Development Management Policies DPD are referred to as required throughout this Brief. The full text of the policies can be viewed on the Council's website: (<http://www.centralbedfordshire.gov.uk>).

2.3 Developers are also advised to have regard to the Design in Central Bedfordshire: A Guide for Developers SPD and its companion Design Supplements in preparing proposals for the site.

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3.0 SITE CONTEXT

- 3.1 Potton is a small historic market town situated in the north-eastern corner of Central Bedfordshire. Detailed information on the town and its development can be found on the Town Council's website: www.pottontowncouncil.co.uk
- 3.2 The Biggleswade Road site is located south of Potton town centre, and is shown in context on the plan below:
- 3.3 The site extending to 7.4 hectares is in two ownerships and comprises two distinct areas separated by an established hedge boundary. The eastern field is used for grazing.
- 3.4 The site abuts the wider Potton built framework immediately to the north and west. The adjoining development is primarily residential to the north and west, with a petrol filling station at the north west corner. To the south the site adjoins residential properties and The Hollow sports area.
- 3.5 The site is in a highly accessible location and well related to the town's facilities, which are within easy walking distance.

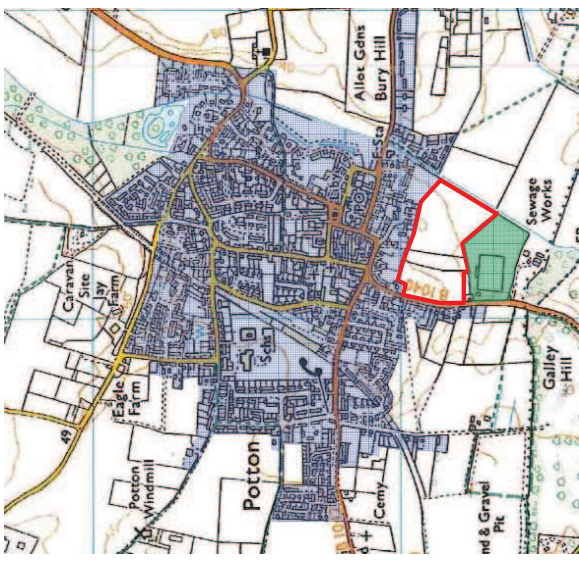
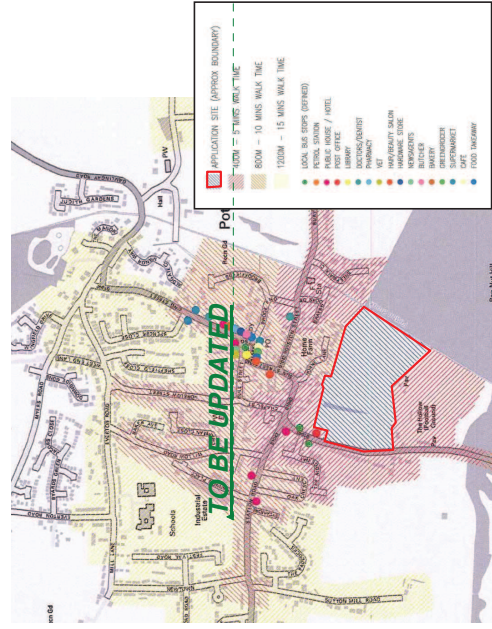


FIGURE 1: SITE CONTEXT PLAN



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VISUAL CONTEXT

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ADOPTED DEVELOPMENT BRIEF FOR LAND EAST OF BIGGLESWADE ROAD, POTTON

ADOPTED DEVELOPMENT BRIEF FOR LAND EAST OF BIGGLESWADE ROAD, POTTON

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4.0 CONSTRAINTS AND OPPORTUNITIES

4.1 The site has been assessed to identify the constraints that will have a bearing on the form and layout of the site and following have been identified:

- Levels: the site is undulating with raised mounds and slopes that will influence the detailed design. Overall the site falls from the north west corner to the south east corner with levels varying from 43.8 metres ODN to 33.75 metres ODN.
- Protected Trees: a number of trees on and adjoining the site are the subject of Tree Preservation Orders.
- Established hedge feature: this separates the two ownerships and provides an established 'green' feature and habitat area.
- Established boundary planting: This provides established screening and the development should aim to retain as much as possible.
- Potton conservation area boundary: this abuts a small part of the development area northern boundary.
- Flood: a small part of the site adjacent to the brook is within the 1 in 100 year flood area.
- Main Sewer: Anglian Water has a foul main sewer crossing the eastern half of the site, which is subject to a 3 metre wide easement either side.

- Elevated views: the changes in levels across the site are quiet dramatic resulting in longer distant views from and into parts of the site.

- Odour Buffer Zone: monitoring, sampling and assessments of odour emanating from Potton Sewage Treatment Works to the south of The Hollow sports ground has been undertaken on a number of occasions in co-operation with Anglian Water. The results have been analysed to identify a series of contours that reflect the potential odour exposure from the works across the site. As a precautionary measure and to ensure a satisfactory living environment the Council has sought an odour threshold not exceeding 1.5 OUE/m3 for the residential development.

- Neighbouring housing amenity: along the north side the development backs on to residential properties in Horne Lane and new residential development currently under construction off Sheepwalk Close. Along the south – west edge the development backs onto properties accessed from Biggleswade Road. Any development will need to ensure that the amenity of existing residential properties is safeguarded from issues such as loss of privacy or light. This will need to include consideration of the differing ground levels of some adjacent properties.

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• Light Sources: flood lighting on The Hollow football pitch may have a bearing on residential amenity, but with the separation and intervening employment development this is expected to be limited.

• Ecology: an ecological appraisal and protected species report has been undertaken and this has recorded the presence of Water Voles along the Potton brook. Water Vole habitat is safeguarded under the Wildlife and Countryside Act 1981 and to safeguard their habitat it is proposed there will be no development within 5 metres of the top of the bank. The established hedge feature has also been identified as a flight path for bats. This will be retained with the exception of a single break to accommodate the site access and will be subject to a management regime.

4.2 Although not specific to areas of the site, the following further constraints have been identified and will need to be considered with the preparation of detailed proposals:

- Archaeology: the site is close to local archaeological finds and the land to the north was the subject of an investigation where a number of pits were found, suggesting evidence of tanning. More recent archaeology on the site is a small World War 2

warden's hut. In the circumstances an investigation has been undertaken and this found features mostly associated with land division and some degree of settlement activity in the vicinity.

• Ecology: Although the ecological appraisal and protected species report concluded the site overall is habitat poor, this identified a small population of lizards on part of the site. Prior to any development commencing the lizards will need to be caught and relocated to new wildlife friendly habitat that will be provided on the eastern part of the site.

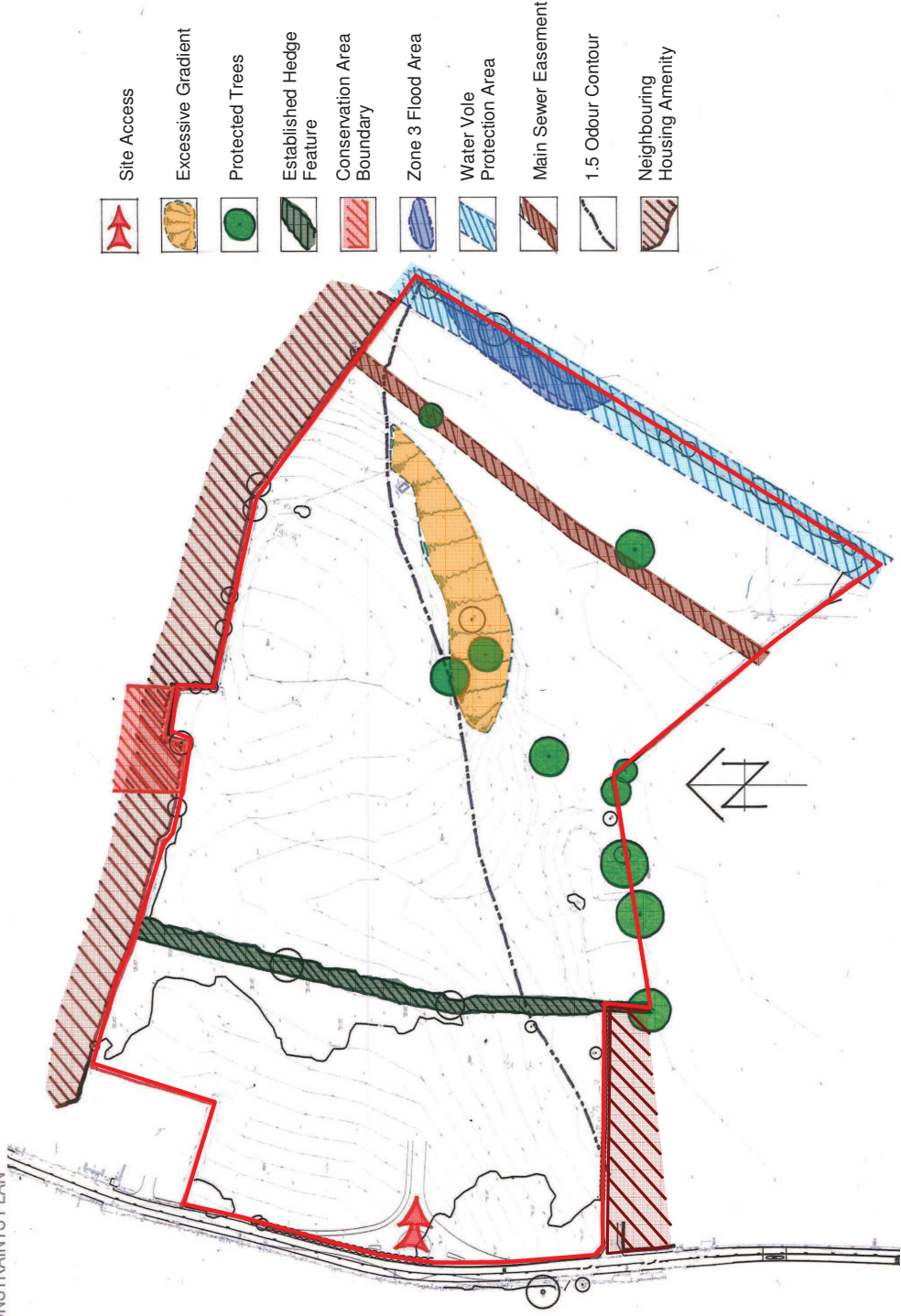
4.3 The constraints and opportunities in respect of the site are shown on the following plan and prospective developers will need to demonstrate how these have been addressed in detailed proposals.

- 4.4 The opportunities that have been identified are:
- A community hall site
 - Public open space
 - Improved access to The Hollow sports ground
 - Wildlife enhancement
 - The connection of the development site with the Rights of Way network to the south and east of the site.

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BIGGLESWADE ROAD, POTTON
CONSTRAINTS PLAN



ADOPTED DEVELOPMENT BRIEF FOR LAND EAST OF BIGGLESWADE ROAD, POTTON

DESIGN PRINCIPLES

AMOUNT

5.0

5.1 Central Bedfordshire Council's commitment to achieving high quality design is set out in the Core Strategy and Development Management Policies DPD and the Design Guide for Central Bedfordshire. Prospective developers should ensure they are familiar with these documents and that their proposals for the site adhere to the principles contained therein, ensuring a high quality well designed development. Of particular importance is the need to ensure the development successfully incorporates local vernacular architecture.

5.2 The residential development area extends to about 4.2 hectares, the employment development extends to about 0.84 hectares, the community hall site with land for car park extends to 0.4 hectares. The remaining area will be developed as a green area for a range of recreation uses.

5.3 To satisfy the Council's Open Space policies, it is envisaged the development will need to ensure about 1.152 hectares of on-site Open Space, including equipped play space, informal open space and formal outdoor recreation. In this instance the proposed green area will exceed the open space requirement significantly.

5.4 To satisfy the Council's Open Space policies, it is envisaged the development will need to ensure about 1.152 hectares of on-site Open Space, including equipped play space, informal open space and formal outdoor recreation. In this instance the proposed green area will exceed the open space requirement significantly.

USE

5.2 Policy MA5 of the Site Allocations DPD establishes the parameters for the residential and employment development with reference to a minimum 150 dwellings, approximately 1 hectare of B1 employment land, a community hall and an extension to the existing sports ground.

Housing Density

5.5 The Council's Design Guide identifies densities of around 35-45 dwellings per hectare for Market Town residential areas. To reflect the range of different properties in the locality, and its edge of settlement location the site will be developed at a density of 35 dwellings per hectare. This is consistent with the Kier development currently underway south of Braybrooks Drive.

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5.6 It is accepted that some of the open space needs of the development will be provided outside of the identified residential area on the adjoining green area. Density calculations generally include residential open space and on this basis it is envisaged the residential component will have a notional area of 4.61 hectares. At the proposed density of 35 dwellings per hectare the site should therefore yield a minimum 150 dwellings.

5.7 Densities across the site will range from very low density areas with detached houses located within spacious plots to semi-detached houses with front gardens, driveways and garages to the side, to high density houses of continuous terraces and some apartment units.

Housing Mix

5.8 In accordance with Policy DM10 Housing Mix, prospective developers will be expected to provide a mix of both market and affordable dwellings on the site. The housing will comprise a mix of property types and sizes ranging from 2 to 4+ bedroom properties, with a predominance of generous family living units. A proportion will meet the Lifetime Homes standards and some units will specifically be focused on older generation needs.

Affordable Housing

5.9 The development will include 35% of the units as affordable dwellings, in accordance with the Core Strategy and Development Management Policies DPD and will comprise a mix of rented and shared equity units. The local housing needs survey has identified a preference for 2 and 3 bedroom family units. The affordable housing will be integrated with the market housing [in appropriate clusters](#) to create a sustainable mixed community.

5.10 The developer will be expected to provide justification for the mix of market dwellings proposed, and to seek the advice of the Council's affordable housing team in determining an appropriate mix of affordable housing that best meets local needs.

Employment Development

5.11 It is envisaged the employment development will provide small flexible workshop buildings suitable for light industrial uses that will not give rise to noise or dust nuisance to the existing and proposed residential development. The units will be focused on small starter type units, but be flexible to accommodate expanding businesses.

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5.12 It is envisaged the area will achieve around 40% site coverage and provide around 3,200 sq metres of floor area in a range of buildings, together with car parking and a vehicle manoeuvring areas.

Residential

5.15 The residential properties along Biggleswade Road will be set back from the frontage with the opportunity for new planting to maintain the rural lane character, whilst allowing views into and out of the development at the entrance.

LAYOUT

5.13 The layout of the scheme should respond to the site constraints and opportunities, together with the urban design principles set out in the Design Guide.

5.16 The housing to the north of the site core will have a more urban character with relatively small building blocks in a distorted grid pattern providing strong frontages, corner turning buildings and focal points at key locations. This should ensure a built form that draws on the historical pattern of the town, adding variety and interest to the development. The aim will be to substantially improve on the quality of development in comparison to recent housing developments in the area. This will include a play area, along with areas of incidental open space located around existing trees and hedges, which will create features within the development.

- 5.14 Reviewing the site opportunities and constraints, together with the surrounding local context, an indicative layout has evolved with the creation of 5 character areas comprising:
- housing fronting Biggleswade Road;
 - housing to the north of the site core;
 - housing fronting the leisure uses and area of open space on the eastern side;
 - employment development to the south of the core; and
 - areas of open space, leisure and recreation to the east of the site core.

5.17 The layout also identifies the opportunity for rear access to the terraced properties on the corner of Blackbird Street/Biggleswade Road.

The layout is conceptual at this stage with simple building blocks intended to loosely represent the possible built form.
This will be developed in more detail with subsequent planning applications.

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INDICATIVE/CONCEPT LAYOUT PLAN



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5.18 On the eastern edge the residential properties will be arranged to achieve a balance with properties fronting onto the green area, whilst at the same time ensuring the frontage is not too dominated by buildings. The proposal will ensure a careful planning scheme that allows for visual permeability with views into and out of the development from the open space, ensuring natural surveillance of the open space area.

5.19 The housing will include areas of higher density dwellings which will help to enclose key public spaces. A range of housing typologies will be required to ensure a range of house types for future residents and establish a varying grain and character to the entire development. This will include greater use of modelled house types to add interest and distinctiveness to the development.

5.20 The layout will incorporate footpath/cycle tracks to ensure good access through the development and good links to the wider area. This will include links to the western edge to connect to Biggleswade Road. The opportunity for a connection to Sheepwalk Close which joins Bury Hill and public footpath 1 has been identified. This will involve other land ownerships, but reasonable efforts will be made to facilitate the provision of the on-site footpath network to be connected to the off-site footpath network.

5.21 The layout of the properties will take advantage of the southerly aspect, whilst also respecting the changing levels within the site, and the need to safeguard the amenity of existing adjoining properties.

Employment Development

5.22 The new business premises will be laid out around a courtyard to create a screen that will contain the associated activities to prevent encroaching onto the residential areas. This will provide a mixture of flexible workplace premises able to meet the requirements of small start-up and expanding businesses.

5.23 The proposal offers the opportunity to reinforce the existing planting on the southern boundary adjacent to The Hollow with additional trees and understory vegetation that will provide a green edge adjacent to The Hollow sports area.

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Community Hall

5.24 The Community Hall will be located to complement the green area on the eastern side of the site and provide a built form at the end of the main access road. This will be in proximity to the adjacent sports facilities so that it can be used by sports clubs based at The Hollow. The proposed siting will also ensure the Community Hall does not affect residential properties by reason of noise generation.

5.25 The Community Hall proposal will depend on the local aspirations. An assessment is being undertaken by a Steering Group comprising local bodies, which is exploring the form and layout this should take and developing a business plan in consultation with the local community.

5.26 The proposal will ensure sufficient space for the hall, together with adequate land for car parking.

Open Space

5.27 The residential layout will incorporate a children's play area that will be equipped to the Local Area of Play for children (LAP) standard. On the edge of the housing and within the green area a further children's play area will be provided equipped to the Local Equipped Area of Play (LEAP) standard. These will have suitable buffers around them to ensure they do not cause nuisance issues and be overlooked by surrounding properties, ensuring natural surveillance.

5.28 The open space will be provided along the level swathe of land, and the lower slope towards the eastern edge of the site. This will provide an attractive and pleasant area in a highly accessible location that will relate to the community hall with potential for 'kick around' areas that can be linked to the recreation activities on the existing Hollow. The remaining open space will be a combination of informal open space, including opportunities for a community orchard, which will also provide enhanced wildlife habitat areas.

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SCALE PARAMETERS

Community Hall

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5.32 The hall will be expected to provide a sports hall and ancillary leisure uses such as a bar, function room(s) and storage areas. Specific proposals will very much be in the hands of the local community.

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APPEARANCE

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5.33 Prospective developers will be required to ensure the development successfully incorporates local vernacular architecture and is recognisably part of Potton.

Residential

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5.34 The buildings will be domestic in scale and respect the local vernacular. Brick will provide the main finished construction element with a careful blend of locally indigenous types to reflect the traditional use of stock reds and buff stock bricks.

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Renders and boarding of various colours will further enhance the streetscene and will create harmony as well as variety throughout the development. Brick and roof detailing and fenestration will also reflect the detailing found within the town.

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5.31 This will provide a range of different sized flexible workplace premises suitable for B1 light industrial use.

Employment Development



Possible types of development incorporating materials common to Potton.



Employment Development

5.35 These will comprise simple modern and flexible industrial units.



Example of modern small industrial unit.

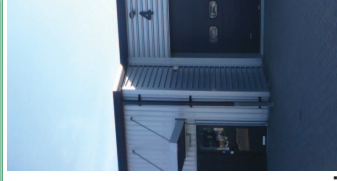
ACCESS & CONNECTIVITY

5.36 The site will be accessed from a roundabout on Biggleswade Road. This will be a compact designed raised structure and create a gateway feature at the town entrance, introducing traffic calming and improve forward visibility by removing the high bank on the road frontage.

5.37 An issue highlighted in the public consultation is the on street parking that occurs along Biggleswade Road due to limited parking arrangements for properties on the west side. The proposal will ensure the potential for parking will not be prejudiced.

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Parking

5.38 Within the site, a clear hierarchy of streets should be created, all of which should be pedestrian and cyclist friendly. Within the residential areas the road layout will ensure 'home zone' streets where speeds will be limited to 20mph via the use of restricted forward visibility, contrasting surface treatments and raised platform traffic calming measures.

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5.42 In accordance with Policy CS4 and the Council's Design Guide, adequate space will be required, to avoid the need for cars to park on the footpath and impede pedestrian variety of appropriate ways, through detached or integral movement. Residential parking will be accommodated in garaging, car ports or driveways and appropriate on street parking. The proposal should also ensure adequate manoeuvring for vehicles.

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5.39 The estate road layout will provide a new and safer alternative access to The Hollow sports ground, enabling safer vehicular access onto Biggleswade Road and pedestrian access links.

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5.40 Prospective developers will be required to maximise access links between the site and the rest of the town to encourage more sustainable travel modes. In particular, links to Potton town centre and to The Hollow Sports Ground should be introduced.

LANDSCAPE STRATEGY

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5.43 Given the extent of green infrastructure to be delivered as part of the proposed development, a high quality landscaping scheme is crucial to its overall success.

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5.41 A secondary link to Sheepwalk Close off Bury Hill and Potton footpath 1 would also enhance the connectivity and permeability of the site for residents on the development and provide access to the community hall and sports area from the town. This will involve other land ownerships, but every opportunity will be taken to reinforce the existing footpath network both on and off-site. How this is achieved will be a matter for further consideration at subsequent planning application stage.

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5.44. Within the development both hard and soft landscaping will be utilised to differentiate between various areas and define routes and areas for different purposes and hierarchies. A variety of paving materials and carriageway surfacing will also be utilised to emphasise changes in community zones and to guide one safely through the changing pedestrian/vehicular priorities.

GREEN INFRASTRUCTURE

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5.45. Policy MA5 states there will be an extension to the existing sports ground. To ensure the Community Hall and open space land remain in public ownership the Potton Town Council has indicated it will take ownership of the areas and the developer will be expected to enter into an agreement to transfer the land to the Potton Town Council, with a capital payment towards the future maintenance of the area.

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SECURE BY DESIGN

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5.46. The development will adhere to the principals set out in the Government's 'Better Places to Live' by maximising opportunities for natural and passive surveillance, providing active and self-policing routes and introduce appropriate levels and types of lighting and planting.

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DRAINAGE

5.49. At set out in Policy DM2, the Council expects the provision of a Sustainable Drainage System as part of any development scheme. Percolation investigations have established that soakaways will be adequate for surface water from the development, ensuring no greater water run off.

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5.50. Investigations in respect of capacity at the treatment works have been undertaken and it has been confirmed there is available capacity.

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SERVICES

5.51. Investigations indicate services are readily available to the site. This will necessitate some upgrading and it may be possible to put in place on-site infrastructure to ensure future connectivity to superfast Broadband services.

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SUSTAINABILITY

5.52. In accordance with Policy DM1, prospective developers will need to demonstrate how 10% of the predicted energy requirements of the development will be generated either on or near the site by renewable or low-carbon energy generation techniques.

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5.53. In 2006 the government announced a rating system for homes (known as The Code for Sustainable Homes) in which level 1 was marginally more efficient than building regulations at that time. Level 6 was 'carbon neutral'. In the budget of March 2011 the government set out a timetable to require new homes to attain level 5 by 2016. Policy DM2 requires all dwellings on the site to be built to meet the mandatory standards at the level within Code for Sustainable Homes and incorporate measures to reduce white water consumption in all major developments. As such, the developers will need to demonstrate how these requirements will be met.

6.0 APPLICATION REQUIREMENTS

- 6.1 Given the extent of guidance available the Council expect prospective developers to make either a full or outline application for planning permission for the development of site MA5.
- 6.2 An Environmental Impact Assessment screening opinion has been obtained from the Council confirming that the likely environmental effects of the proposed development would not warrant the preparation of an Environmental Statement to accompany the application. However, due to the issues highlighted in this Brief and statutory national requirements, any future planning application will be required to be supported with the following technical documents:
- Tree Survey and Arboricultural Impact Assessment;
 - Land Contamination Report;
 - Transport Assessment and Travel Plan;
 - Flood Risk Assessment and Drainage Strategy;
 - Habitat and Protected Species Survey;
 - Archaeological Assessment;
 - Planning Statement;
 - Design & Access Statement;
 - Draft Section 106 Heads of Terms.

7.0 PLANNING OBLIGATIONS

- 7.1 To mitigate the impact of the development on local community facilities and services, and secure the proposed community benefits, developers will be required to enter into a planning obligation.
- 7.2 Prospective developers are advised to enter into early discussions with the Council to determine appropriate draft Heads of Terms, although it is acknowledged that the precise terms of any planning obligation will not be agreed until a resolution to approve planning permission has been made.
- 7.3 The Council's Planning Obligations Supplementary Planning Document (2009) will provide a starting point for negotiations, although the Council acknowledges that any obligation sought will need to comply with the statutory tests laid out in the Community Infrastructure Levy Regulations 2010. This will be expected to secure:
- Affordable housing to meet the Council's standards;
 - A contribution to meet the education needs of the development;
 - The transfer of the community hall site and open space.
 - A contribution to meet the maintenance of the public open space, new Public Rights of Way and footpaths within the site and connections to wider rights of way network.

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- A maintenance contribution to ensure the future of the hedgerow feature through the site.
- Contributions in accordance with the Central Bedfordshire Council's adopted Supplementary Planning Guidance.

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1.6 The Council adopted a Statement of Community Involvement (SCI) in February 2006. The SCI sets out how the Council will engage with the community as part of the planning process. Although the SCI does not set out specific proposals for consultation on technical guidance, it is intended that consultation on this brief should be carried out in accordance with the broad principles established in the SCI.

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The consultation stage of this draft Brief forms a further stage of the engagement and pre-application discussions. This

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period during July and d

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1.9 To assist in canvassing views a leaflet has been distributed to all residents in Potton with a questionnaire and this can be downloaded at: www.barfords.co.uk/downloads/potton-summary-and-questionnaire.pdf

1.10 **Comments on the proposed development are invited and these will be taken into account when finalising the development brief. These need to be received by 30th July 2012 at the latest.**

Comments can be posted to:

D H Barford + Co, Howard House, 17 Church Street,
St Neots, Cambs. PE19 2BU

OR emailed to: potton@barfords.co.uk

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ill then be placed before

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for approval as technical guidance.

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A particular aim of the development is to secure a site for a new community hall for the town. With the opportunity a number of local organisations have come together to form a Community Hall Steering Group, which is undertaking its own consultation within the town to explore the support and needs, and how the hall can be realised.

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5.20 The layout will ensure permeability with pedestrian and cycle links to the western edge to connect to Biggleswade Road. These will be overlooked by properties though the development.

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opportunity will be taken to reinforce the existing footpath network both on and off-site. How this is achieved will be a matter for further consideration at subsequent planning application stage.		

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Appendix **B**

DEVELOPMENT BRIEF PREPARATION FOR LAND EAST OF BIGGLESWADE ROAD POTTON

STATEMENT OF COMMUNITY INVOLVEMENT ON BEHALF OF THE LANDOWNERS/PROMOTERS

1.0 INTRODUCTION

1.1 This statement details the public consultation undertaken on behalf of the landowners/promoters in connection with the draft development brief for a Mixed Use development on land east of Biggleswade Road

1.2 The document is a Statement of Community Involvement in accordance with the Central Bedfordshire Council's guidelines.

2.0 POLICY BACKGROUND

2.1 Policy MA5 of the Central Bedfordshire (North Area) Site Allocations Development Plan Document adopted in April 2011 allocates land to the east of Biggleswade Road, Potton for a 'mixed-use development providing a minimum of 150 dwellings approximately 1 hectare of B1 employment land, a community hall and an extension to the existing sports ground'. A requirement of the policy is 'the production of a development brief to guide development'.

2.2 Paragraph 155 of the National Planning Policy Framework states 'Early and meaningful engagement and collaboration with neighbours, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that local plans, as far as possible, reflect a collective vision a set of agreed priorities for the sustainable development of the area'. Paragraphs 188-191 also note the participation of other consenting bodies in pre-application discussions should enable early consideration of all the fundamental issues relating to whether a particular development will be acceptable in principle and the guidance notes Local Planning Authorities have a key role to play in encouraging other parties to take maximum advantage of the pre-application stage, which can improve the efficiency and effectiveness of the planning application system for all parties.

2.3 The Planning and Compulsory Purchase Act 2004 requires Local Authorities to prepare a Statement of Community Involvement and Central Bedfordshire Council (CBC) adopted their Statement of Community Involvement (SCI) for the north Central Bedfordshire area in (former Mid Beds area) in February 2006. The CBC SCI sets out four key ways the Council would wish to see the Community engaged on major applications (para 6.11):

- *“Developers or landowners take a key role in this [public consultation] as part of their obligation to the local community;*
- *Consultation carried out at the earliest stage of the application process with local people to explore their reactions and optimise potential community benefits as part of the development;*
- *Extra effort made to engage with hard to reach groups;*
- *Exhibitions and/or workshops being held to involve people in a non confrontational way, if appropriate.”*

3.0 CONSULTATION WITH THE PREPARATION OF THE BRIEF

3.1 Prior to preparing the brief the landowners/promoters appointed consultants to undertake reports and appraisals to inform the development proposals for the site. This included the preparation of a Flood Risk Assessment which has been the subject of exchanges with the Internal Drainage Board, the preparation of Ecology and Tree Reports, Ground Investigation Report and an updated Odour Assessment. These reports in their draft stages were forwarded to both CBC and the Potton Town Council.

3.2 An issue that was identified with the allocation of the site was securing an odour protection zone. The landowners/promoters’ planning consultant and advisers had early discussions with Anglian Water to review the conclusions and agreement was reached with Anglian Water and the Council’s Environmental Health Officer to ensure the necessary safeguarding by limiting the housing development on parts of the site.

3.3 The proposals generally were reviewed by officers within CBC.

4.0 **PUBLIC ENGAGEMENT**

Stakeholder Group

4.1 A Stakeholder Group was formed in October 2011 with representatives of the Potton Town Council and local groups suggested by the Town Council. The Stakeholder Group met regularly to inform the interested parties and consider the emerging issues for the site, and its future development. Those participating represented:

- Potton Town Council
- Chairman of Potton Town Plan
- The Hollow Cricket Club
- The Potton Football Club
- Tennis Club
- Arts groups

4.2 The Stakeholder Group included representatives from CBC, the landowners/promoters and their planning consultant.

4.3 The Stakeholder Group have been kept fully informed of the process, and the comments and thoughts of the group were sought in preparing the brief.

Community Hall Steering group

4.4 A major objective within Policy MA5 is securing a site for a community hall and this emerged in response to a need identified in the Potton Town Plan. At an early stage it emerged however that the Potton Town Council does not support this proposal and questions the need. As a consequence some of the bodies represented in the Stakeholder Group meeting have explored alternative ways for the delivery of a community hall and this has led to the creation of a 'Hall for all' Steering Group of local residents. The group has sought to engage with the town increasing awareness of the development proposals and the opportunity, and has canvassed views on what the facility might achieve. This consultation has involved:

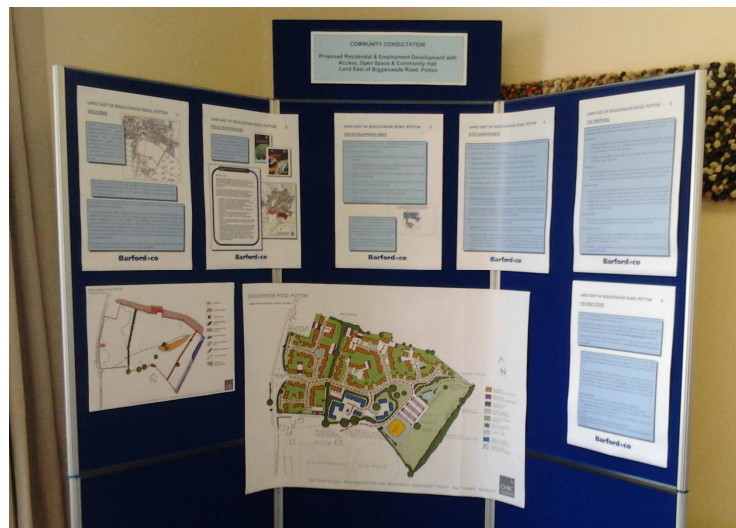
- Producing a questionnaire that was distributed to every home in March. **See appendix A**

- 24th April 2012 – the Steering Group had a stall on the market square and discussed with the locals.
 - 7th May - The Steering Group had a stall at the Cricket Club fayre
- 4.5 On the 17th May the draft brief was reviewed by the Placemaking Group meeting attended by representatives of the landowners/promoters. Following this alterations to the consultation document were reviewed with officers.
- 4.6 On the 12th June the landowners/promoters' planning consultant attended a meeting of the Town Council to update it on the progress of the brief and explain the consultation programme/arrangements.
- 4.7 A formal public consultation exercise on the brief commenced on 1st July 2102 for just over four weeks until the 30th July.
- 4.8 The consultation programme was publicised by a Public Notice and feature article in the Biggleswade Chronicle on the 29th June (**Appendix B & C**). In addition a consultation leaflet with a brief summary of the proposals including the indicative layout/concept plan and a questionnaire (**Appendix D**) was distributed to every home in Pottton (more than 2,600 leaflets), with further copies left in the library, local Post Office and the town petrol filling station.
- 4.9 Copies of the draft consultation document were made available for public inspection at the Pottton Town Council offices, the Pottton Library and the Pottton Vineyard Church offices in the Market Square. In addition this was available on the Council's and landowner/promoters' planning consultant's web-site.
- 4.10 The Public Notice, feature article and leaflet informed residents of a public display and the opportunity to meet representatives able to explain the proposals and answer questions. These meetings were held at the Town Council Community Hall between 2.00 pm – 8.00 pm on the 17th July and 10.00 am – 2.00 pm on the 18th July. This was attended by representatives of the landowners/promoters and their planning consultant, and CBC officers. The display comprised of panels with information on the proposed development and these are attached - **Appendix E**. Over the course of the two days it is estimated about 50 visitors attended the exhibitions (21 signed the visitor book), where further leaflets and questionnaire

forms were available. The supporting technical documents were also available for inspection by the public. The comments of those who attended showed there was a good level of understanding locally of the proposed development.

4.11 The leaflet provided a brief summary of the proposals including the indicative layout/concept plan. The leaflet invited any member of the public to talk direct to the landowners/promoters' planning consultant and this opportunity was taken up by a number of residents.

4.12 To ensure as many people as possible were able to be involved in the consultation the display board was also put on exhibit at the Vineyard Church Office in the Market Square throughout the consultation period.



Display Board

4.13 Arrangements were made for the questionnaire to be returned to a comments box left at the Town Council offices, by post or by email to the landowners/promoters' planning consultant.

4.14 A total of 73 completed questionnaires and responses were received (this included some representations received after the closing date). Of the response: 37 were posted in a comments box in the Town Council offices; 16 were sent to a dedicated email address; and, 20 were posted directly to the landowners/promoter's planning consultant.



5.0 RESULTS OF THE PUBLIC CONSULTATION

5.1 The comments have largely been from members of the public residing in Potton. A breakdown of the comments found in the completed questionnaires is attached – **Appendix F**.

5.2 Whilst there were a few responses opposing development altogether (12 in total), the overwhelming majority of comments were constructive in highlighting the issues residents perceive to have a bearing on the development and their personal aspirations for the site. Appendix F includes a response to the specific comments.

6.0 CHANGES TO THE DEVELOPMENT BRIEF

6.1 Taking account of all comments received during the public consultation, a number of proposed changes to the development brief are considered appropriate and these are as follows:

1. The introduction has been updated to reflect the consultation programme and consideration of the consultation response.
2. Page 4 - The plan with the site's relationship to services in the town will be updated prior to final publication.
3. Paragraph 4.1 - the constraints and opportunities have been updated to acknowledge:

- the undulating nature of the site with reference to the raised mounds and slopes added.
 - protected trees on the boundaries
 - the established boundary planting
 - there are residential properties to the south of the site where amenity will need to be considered and the differing ground level of some of the adjacent properties.
 - Light sources from The Hollow sports area to be considered
 - bat flight paths crossing the site
5. Update following the conclusion of the archaeology investigation
 6. Constraints plan updated to acknowledge neighbouring housing amenity to the south.
 7. Paragraph 5.9 - clarification the affordable housing will be integrated in appropriate clusters.
 8. Paragraph 5.14 - clarification the layout plan is conceptual and the simple building blocks this indicates are intended to only loosely represent the final possible built form.
 9. Paragraph 5.16 - wording clarification
 10. Indicative plan revised to highlight pedestrian access links to The Hollow.
 11. Paragraph 5.20 - greater emphasis given to ensuring footpath cycle links through the development and to the north-east and north-west.
 12. Paragraph 5.27 - clarification with reference to jargon.
 13. Page 16 - employment development image updated in light of comments.
 14. Paragraph 5.37 One of the issues highlighted in the consultation is the possible loss of on street parking used by residents along Biggleswade Road and text has been added to reflect this.
 15. Paragraph 5.41 - clarification of the aim to try and secure footpath cycle link connection to Sheepwalk Close and existing footpath number 1.
 16. Paragraph 5.45 - clarification of the need to ensure the existing hedgerow feature is retained and is subject to a management plan and maintenance contribution.
 17. Paragraph 7.3 - clarification in respect of additional contributions for new footpath links within the site, the maintenance of the hedgerow and contributions generally in accordance with the Council's adopted SPG.

7.0 **APPENDICES**

- Appendix A 'Hall for All' Steering Group Questionnaire
- Appendix B Biggleswade Chronicle Public Notice 29th June
- Appendix C Feature article in the Biggleswade Chronicle
- Appendix D Consultation leaflet and questionnaire
- Appendix E Public meeting display board panels
- Appendix F Summary of consultation response

Appendix A to Appendix B

POTTON NEEDS YOUR VIEWS !



March 2012

Dear Potton Resident,

There is a strong opportunity for Potton to have a Community Hall and outdoor space to be developed in parallel with the new mixed use development east of Biggleswade Road.

There have been attempts to build a Community Hall before, without success. A Steering Group of interested organisations has been set up to work on a feasibility study and business plan with the developers and Central Bedfordshire Council. Potton already has over five thousand people living here and if the proposed housing developments go ahead, we would like community facilities to keep up with the growing population and support all the sports and cultural activities we enjoy.

That's why we are now writing to every household in Potton to ask whether there are individuals who may be interested in setting up a club e.g. badminton, ball room dancing, martial arts or special interest, or whether you feel there is a need for a community hall large enough to provide private parties, wedding receptions etc. This may be the last opportunity to provide a Community Hall suitable for all our residents, whatever their age or interests. In 2008, overseen by Potton Town Council, 46% of respondents to the Potton Town Plan said there was a need for a larger self-financing hall in Potton. We would like to test this with further public consultation.

We plan to use your responses to produce an outline plan for public consultation in April (details will be in The Chronicle) which will show whether we have a sustainable business plan for the future of the hall. That's why we need to know your views and that there is sufficient demand for this proposal. Even if you don't want a new hall to be built, it would be helpful to know why.

I would be grateful if you could complete the questionnaire and return it either to The Library or The Post Office, or if you prefer, or come and see us in person at the Potton Four Seasons Market on Saturday 24th March.

Yours sincerely,

Geoff Emery,
Chairman, Potton Hall for All Steering Group

For more details please contact Judy Oliver, Tel: 01767 261624; Email – judy@youunlimited.co.uk

QUESTION	Yes or No	SPECIFIC POINTS
Are there any activities you enjoy outside Potton because there is not a hall large enough here ?		
Are there activities you would like to see started in Potton if we had a large enough hall ?		
Are you likely to hire or attend a large Community Hall in Potton?	Hire / visit/ both / neither	
How often would you use a large hall, (big enough for 2 badminton courts?)	Daily / weekly / monthly/ annually / less often / not at all	
How often would you use smaller meeting rooms?	Daily / weekly / monthly/ annually / less often / not at all	
Out of 5, how important is it that the hall has the following facilities:	0 – not important 5 – very important	
Bar		
Café		
Kitchen		
Changing Rooms		
Showers		
Stage		
Storage		
Wi Fi		
Disabled access and toilets		
Car Parking		
Other requirements		
How much per month would you be prepared to pay on your rates for such a facility ?	Nothing/ £2 / £5 / £10	
How much would you be willing to pay to hire a large community facility in Potton?	£15 /£20 /£25/£30 per hour / other amount	
Would you be interested in joining the steering / management committee ?	Yes / No / Please contact me on to discuss	

Are you a member of an organisation? If so which one(s)?

Please keep me up to date with developments about the Potton Hall For All

Name.....

Address.....

Phone Number.....

Email Address.....

Classifieds.

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What are you looking for?

DEVELOPMENT BRIEF CONSULTATION FOR LAND EAST OF BIGGLESWADE ROAD, POTTON

A draft Development Brief has now been prepared and comments are invited on this document through public consultation which commences for four weeks until the 30th July

There are a number of ways in which to view the Development Brief as detailed below:

1. Visit the website www.barfords.co.uk/downloads/potton-brief.pdf
2. Paper copies of the document are available to view at the following locations:

The Central Bedfordshire Council reception
Monks Walk, Chicksands, Shefford, SG17 5TQ during normal office hours

Potton Library
Monday & Wednesday 2.00pm – 6.00pm
Friday 10am – 1pm & 2.00pm – 6.00pm
Saturday 10am – 1pm

Potton Town Council offices, Brook End, Potton
Monday 9-12.30am
Tuesday 9-12.30am
Thursday 9-12.30am and 2-4pm

The Vineyard Church offices, 24 The Square, Potton
Monday, Tuesday, Thursday & Friday 10.00am – 1.00pm
Monday, Tuesday & Friday 2.00pm – 5.00pm

A summary leaflet with a questionnaire can also be viewed and downloaded at www.barfords.co.uk/downloads/potton-summary-and-questionnaire.pdf

All comments should be submitted by 30th July 2012. These can be posted to: Martin Page, D H Barford + Co., Howard House, 17 Church Street, St. Neots, Cambs. PE19 2BU

Or email to: potton@barfords.co.uk

Barford+co
01480 213811
www.barfords.co.uk

For further information on this Press Release please contact Martin Page of D H Barford + Co Ltd on (01480) 213811.

CENTRAL BEDFORDSHIRE COUNCIL

(LANGFORD ROAD, BIGGLESWADE) (TEMPORARY PROHIBITION OF TRAFFIC) ORDER 2012



NOTICE IS HEREBY GIVEN that the Central Bedfordshire Council has made an Order the effect of which will be to prohibit any vehicle, except a vehicle being used for fire, police or ambulance purposes in an emergency, from proceeding along that length of Langford Road, Biggleswade which extends from A1 overbridge to Church Street, Langford.

This temporary closure is required to enable carriageway patching and surface dressing work to take place and shall apply to such extent as may from time to time be indicated by the appropriate traffic signs. Where possible access will be maintained to property and premises but may be restricted from time to time according to local signing.

It is expected that the works will take place during THREE PERIODS of up to THREE DAYS during July, August and September 2012 between 9am and 3.30pm. Specific dates will be advertised locally closer to the time.

Proceed south on Church St., then High St., Langford, Langford Rd and High St., Henlow to roundabout with A507. Take 3rd exit and continue on A507 to roundabout with A600, Shefford. Take 2nd exit and continue on A600 to roundabout with Bedford Rd., Shefford. Take 2nd exit and continue on B658 Bedford Rd., taking 1st exit at next mini roundabout on Stanford Rd. Continue on B658 through Stanford to roundabout with Hill Lane. Take 3rd exit and continue on B658 Hill Lane over A1 roundabout and then on B659 and Shortmead St to mini roundabout with St. Andrews St. Take 2nd exit and continue on St. Andrews St the Teal Rd to junction with Hitchin St. Turn right and continue on Hitchin St then Langford Rd to site and vice versa.

The proposed Order will come into operation on 2 July 2012 for a period of twelve months or until the proposed works have been completed, as detailed above, whichever is the earlier.

For further information please contact Central Bedfordshire Highways, Tel. 0300 300 8049.

(SUTTON ROAD, POTTON) (TEMPORARY PROHIBITION OF TRAFFIC) ORDER 2012

NOTICE IS HEREBY GIVEN that the Central Bedfordshire Council has made an Order the effect of which will be to prohibit any vehicle, except a vehicle being used for fire, police or ambulance purposes in an emergency, from proceeding along that length of Sutton Road, Potton which extends from B1042 Bury Hill, Potton to High Street, Sutton.

This temporary closure is required to enable carriageway patching and surface dressing works to take place and shall apply to such extent as may from time to time be indicated by the appropriate traffic signs. Where possible access will be maintained to property and premises but may be restricted from time to time according to local signing.

It is expected that the works will take place during THREE periods of up to THREE days during July, August and September 2012 between 9:00am and 3:30pm. Specific dates will be advertised locally closer to the time.

The alternative routes available for vehicles affected by the proposed Order are:-

Proceed west on High St, Sutton to junction with B1040, Biggleswade Rd. Turn right and continue on B1040 to Potton. Turn right and continue on B1040. Turn right on B1042 Royston Street and continue on Bury Hill to crossroads with Sutton Rd and site and vice versa.

The proposed Order will come into operation on 2 July 2012 for a period of four months or until the proposed works have been completed, as detailed above, whichever is the earlier.

For further information please contact Central Bedfordshire Highways, Tel. 0300 300 8049.

Central Bedfordshire Council
Technology House, Amphill Road
Bedford MK42 9BD

Basil Jackson
Assistant Director for Highways

ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14(1) (BIGGLESWADE: PART OF BRIDLEWAY NO 52)

(TEMPORARY PROHIBITION OF THROUGH TRAFFIC) ORDER 2012

Notice is hereby given that Central Bedfordshire Council intend not less than seven days from the date of this Notice to make an Order the effect of which will be to prohibit any person proceeding on foot or on horseback or lead a horse or cycle along the length of part of Bridleway No 52, Biggleswade Ordnance Survey Grid Reference (OS GR) TL 2105 4166 to OS GR TL 2082 4166.

This temporary closure is required to allow the installation of a pipe work system in an adjacent field. The closure is expected to take place from 16 July 2012 for up to six months.

There is no alternative route for bridleway users while the closure is in operation.

The proposed Order will come into operation on 16 July 2012 for a period not exceeding six months or until the works which it is proposed to carry out on or near to the bridleway have been completed, whichever is the earlier. If the works are not completed within six months the Order may be extended for a longer period with the consent of the Secretary of State for Transport.

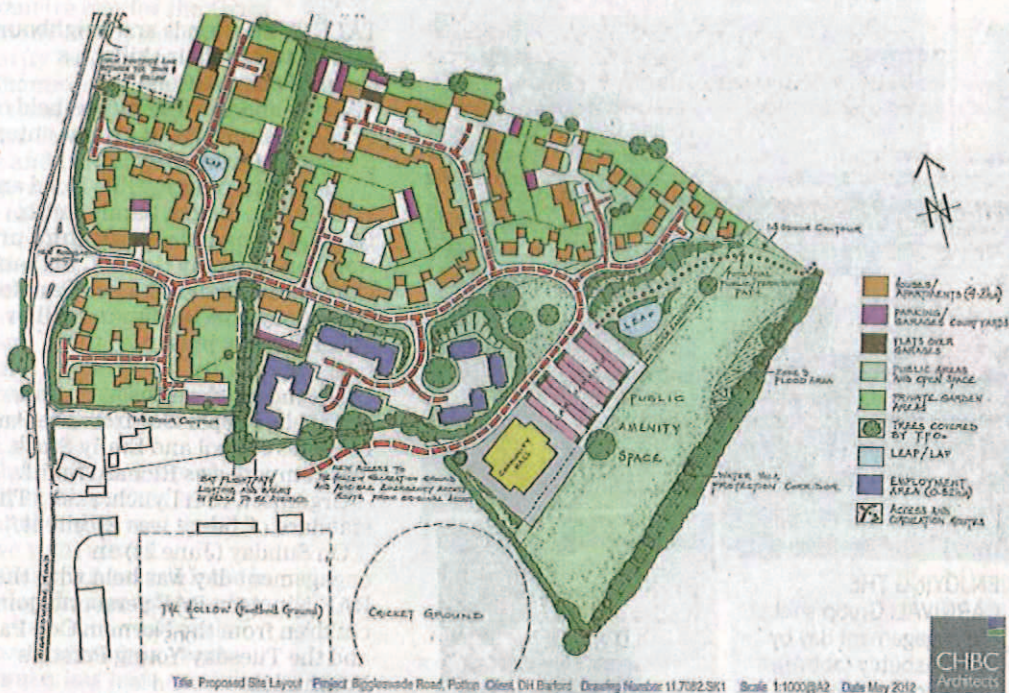
For further information please contact Andrew Gwilliam, Central Bedfordshire Council, Tel: 0300 300 6544

ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14 (POTTON: PART OF FOOTPATH NO 1)

(TEMPORARY PROHIBITION OF THROUGH TRAFFIC) ORDER 2012

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Discuss plans for new houses



Title: Proposed Site Layout Project: Biggleswade Road, Potton Client: DH Barford Drawing Number: 117082-SK1 Scale: 1:1000@A2 Date: May 2012



POSSIBLE FUTURE: DH Barford and Co's proposed site layout

PIC: CHBC Architects

by **Ellen Frampton**

01767 224405 ellen.frampton@jpress.co.uk

Public consultation has been launched about development

HAVE your say about plans to build at least 150 homes and other facilities in a new development.

A public consultation has been launched so that you can give your opinion about DH Barford and Co's proposed residential and employment development on land east of Biggleswade Road in Potton.

In 2011 Central Beds Council allocated the land for a mixed use development providing a minimum of 150 homes, around one hectare of employment land, the controversial community hall and an extension to The Hollow sports ground.

Thirty five per cent of the

homes would be affordable.

Most of the properties will be two storeys high.

The employment land would be used for a range of flexible, small workplaces suitable for light industrial use.

A new roundabout would be installed on Biggleswade Road so that people could enter the estate more easily.

To protect the watervoles in Potton Brook there would be no works within five metres of the top of the bank.

The small population of lizards on the site would have to be caught and moved to a

new wildlife friendly habitat.

A leaflet is being sent to every house in Potton this week. You can view the full consultation draft development brief at www.barfords.co.uk/downloads/pottonbrief

It will also be available to view at the Central Beds Council offices in Chicksands, in Potton Library and in the Potton Town Council offices.

Staff from DH Barford and Co will be available to discuss the proposals between 2pm and 8pm on Tuesday, July 17 and from 10am to 2pm on Wednesday, July 18.

Email your comments to potton@barfords.co.uk or drop them off at the town council offices by Monday, July 30.

Once local views have been collected a planning application will be submitted.

It's a good place to Interact

A SUMMER fair will raise money for three charities.

The Interact Club at Biggleswade Academy Trust; Holmemead Middle School will be fundraising for the Great Ormond Street Hospital Charity, the Cystic Fibrosis Trust and Cancer Research at the event tomorrow (Saturday).

There will be a range of stalls and games at the fair, which will run from 10am until noon at the school.

Holmemead students run Interact with help from

More campaign support

A PETITION against closing Biggleswade Hospital has now attracted more than 4,000 signatures.

Campaigners Ken Lynch and Doris Brunt have been collecting signatures in Biggleswade and Sandy.

They will be passing on the final petition to Bedfordshire PCT, Central Beds Council and health secretary and South Cambs MP Andrew Lansley.

The two will also be in Biggleswade Market Square tomorrow (Saturday) and on Friday, July 6 from 9.30am to 12.30pm. Anyone who is running a similar petition



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COMMUNITY CONSULTATION

Proposed Residential & Employment Development with Access, Open Space & Community Hall Land East of Biggleswade Road, Potton



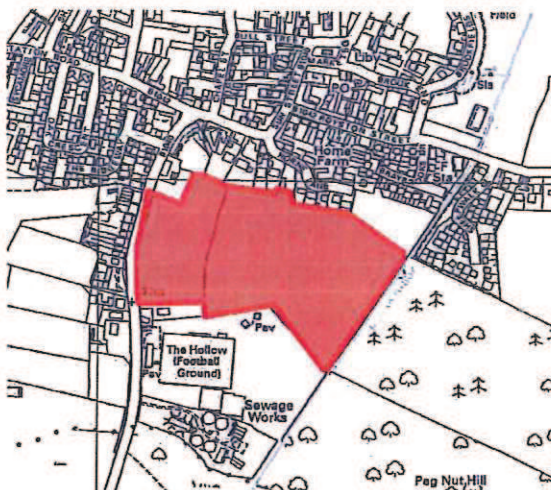
JULY 2012

Barford+co

HOWARD HOUSE 17 CHURCH STREET ST NEOTS CAMBS PE19 2BU
TELEPHONE 01480 213811 • WWW.BARFORDS.CO.UK

Dear Resident,

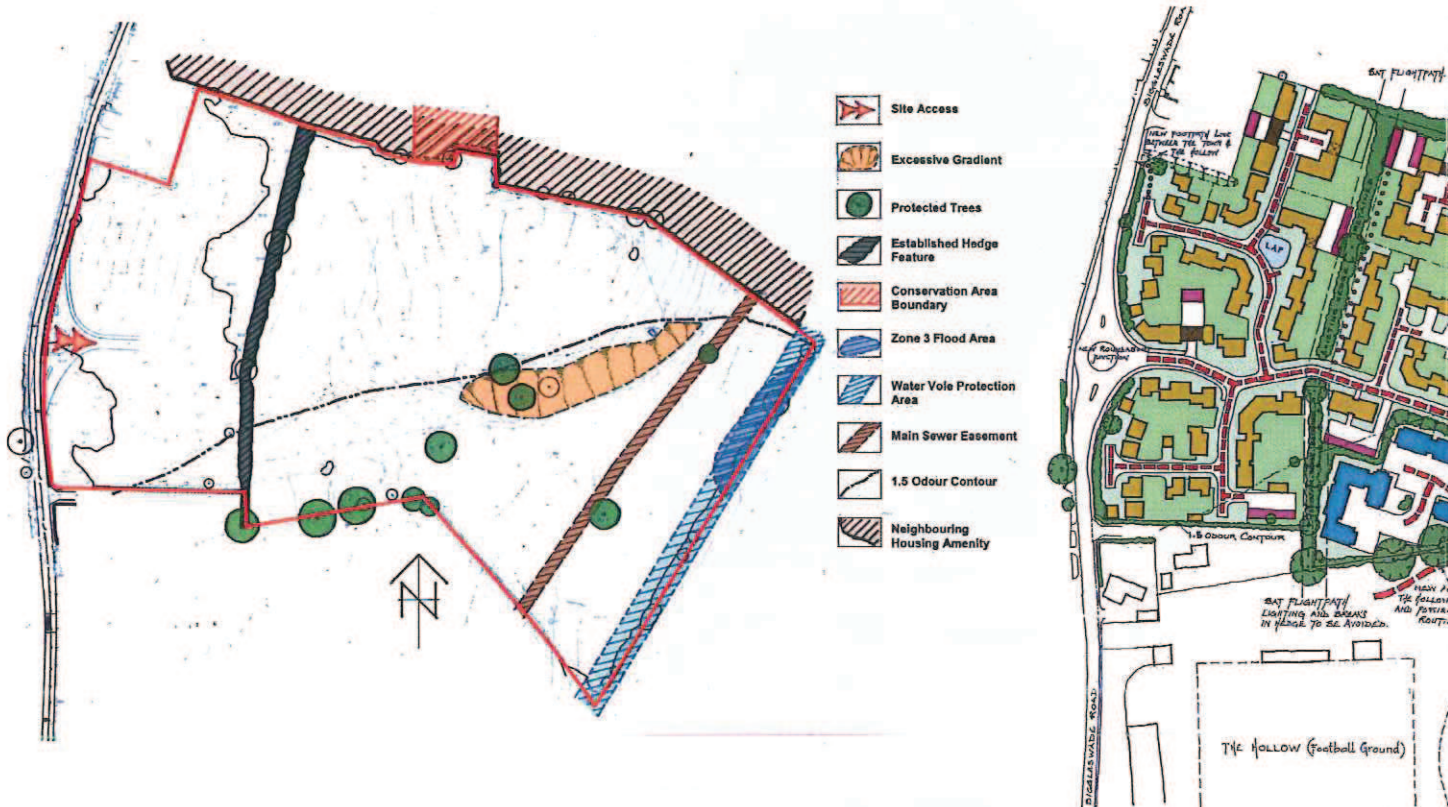
The purpose of this leaflet is to inform you on proposals for development on land to the east of Biggleswade Road, Potton that is identified below:



The land was allocated by the Central Bedfordshire Council in April 2011 for a mixed use development providing a minimum 150 dwellings, approximately 1 hectare of B1 employment land, a community hall and an extension to the existing sports ground.

Prior to submitting a planning application the Central Bedfordshire Council require a Development Brief to be produced that will guide development. In accordance with the Council's Statement of Community Involvement your views on the draft proposals are being invited. This will be the subject of consultation over the next few weeks and comments are requested by the 30th July.

Constraints Plan



What is Proposed?

Residential Development: a high quality residential scheme of about 150 homes with a range of property sizes and types, including affordable homes to buy and/or rent. As part of the development play areas will be provided.

Employment Development: provision of approximately 1 hectare of commercial land. This will provide a range of flexible small workplace premises suitable for light industrial use that will provide new local job opportunities.

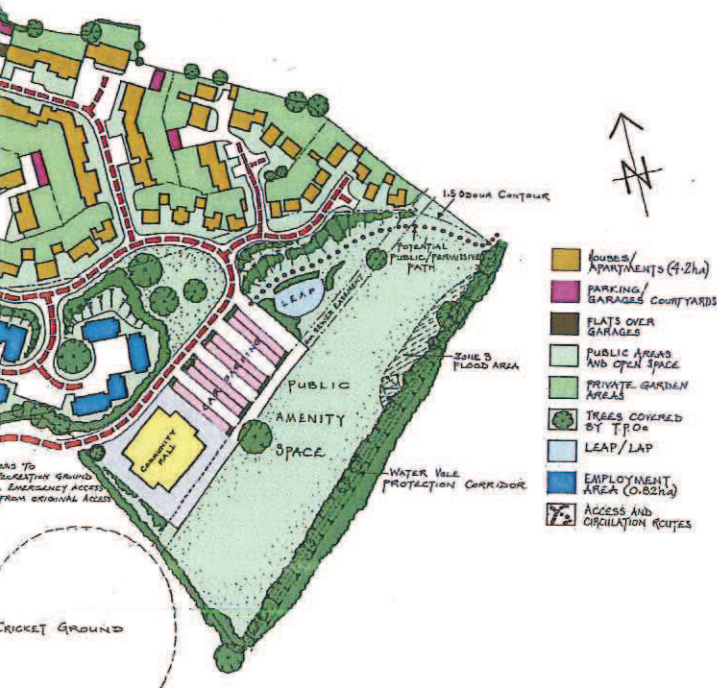
Open Space: this will be integrated into the development and link to the existing sports ground with an alternative safer footpath and vehicle access to The Hollow.

The open space will contribute to the enhancement of Potton Brook and its wildlife habitat.

Community Hall: the development will provide a serviced site for a new hall.

From both responses to the Potton Town Plan and further consultation with local residents, it is clear that there is a strong local desire for a large, multi-purpose community hall to accommodate a broad range of activities for people of all ages. The proposed community hall would be large enough to accommodate musical, dance, professional and amateur dramatic performances for audiences of approximately 200 people. The space could also be used for badminton, church meetings, table tennis, parties, wedding receptions, dances, live bands, 5 aside football and other sports. It would incorporate a bar and kitchen facilities, and other smaller rooms which would be available for business and community meetings, rehearsals and other activities. It is envisaged that there could be a fully equipped gym and perhaps space for indoor bowls and cricket nets.

VIEW THE DETAILS



The full consultation draft development brief can be viewed at:
www.barfords.co.uk/downloads/potton-brief.pdf
Additional copies of this summary and the questionnaire can also be downloaded at:
www.barfords.co.uk/downloads/potton-summary-and-questionnaire.pdf

In addition copies of the draft brief may be viewed at:

The Central Bedfordshire Council reception
Monks Walk, Chicksands, Shefford, SG17 5TQ during normal office hours.

The Potton library
Monday & Wednesday 2.00pm – 6.00pm
Friday 10am – 1pm and 2.00pm – 6.00pm
Saturday 10am – 1pm

The Potton Town Council office, Brook End
Monday 9 – 12.30am
Tuesday 9 – 12.30am
Thursday 9 – 12.30am and 2 – 4pm

The opportunity to discuss the proposals with representatives will be available between 2pm – 8pm on the 17th July and 10am – 2pm on the 18th July at the Town Council Community Centre, Brook End.

Outside of the above dates and until the 27th July a display can be viewed at the Potton Vineyard Church office at 24 The Square, Potton:
Monday, Tuesday, Thursday & Friday 10.00am – 1.00pm
Monday, Tuesday & Friday 2.00pm – 5.00pm

Any queries or need for clarification can be directed to Martin Page at Barfords on 01480 213811

YOUR CHANCE TO HAVE YOUR SAY

Comments on the proposed development are invited and these will be taken into account when finalising the development brief. These need to be received by 30th July 2012 at the latest.

There are three ways you can make your views known:

1. Complete the questionnaire overleaf and post it in the comments box in the Town Council office.
2. Complete the questionnaire overleaf and post to: DH Barford + Co, Howard House, 17 Church Street, St Neots, Cambs. PE19 2BU.
3. Send an email with your name and address along with your comments to: potton@barfords.co.uk

The Hall for All would be a facility that can attract new organisations and clubs that don't yet exist in Potton – for example, Film Club, Youth Club, Dancing Classes, Health Clinics, Exhibitions, Antique and Craft Fairs, lectures and activities for the retired.

The Hall for All would be set in an attractive green space with a proposed community orchard for all to enjoy. There are plans for an equipped play area adjacent to the Hall and an open green park area running down to the brook. As well as being a wildlife haven, this park can be used for picnics and informal leisure activities.

A Steering Group has been formed to progress the Community Hall proposals and anyone interested in getting involved should contact Judy Oliver on 01767 261624 or pottonhallforall@gmail.com

Access: will be taken from a roundabout to be constructed on Biggleswade Road.

LAND EAST OF BIGGLESWADE ROAD, POTTON

Questionnaire

(Please use a separate sheet if necessary)

1) Do you feel there are any further constraints that need to be identified, as illustrated on the Constraints Diagram in the draft Development Brief?

Please write your response here:

2) Do you have any comments on the draft Concept Plan?

Please write your response here:

3) What type of housing development would you like to see provided on the site?

Please write your response here:

4) What type of employment development would you like to see provided on the site?

Please write your response here:

5) Do you support the provision of a new community hall and if so, what facilities should it provide?

Please write your response here:

6) What specific proposals would you favour on the proposed amenity space (e.g. pitch areas, community orchard, wild life habitat)?

Please write your response here:

7) Do you have any additional comments on the draft Development Brief?

Please write your response here:

Your details

Name:.....

Address:.....

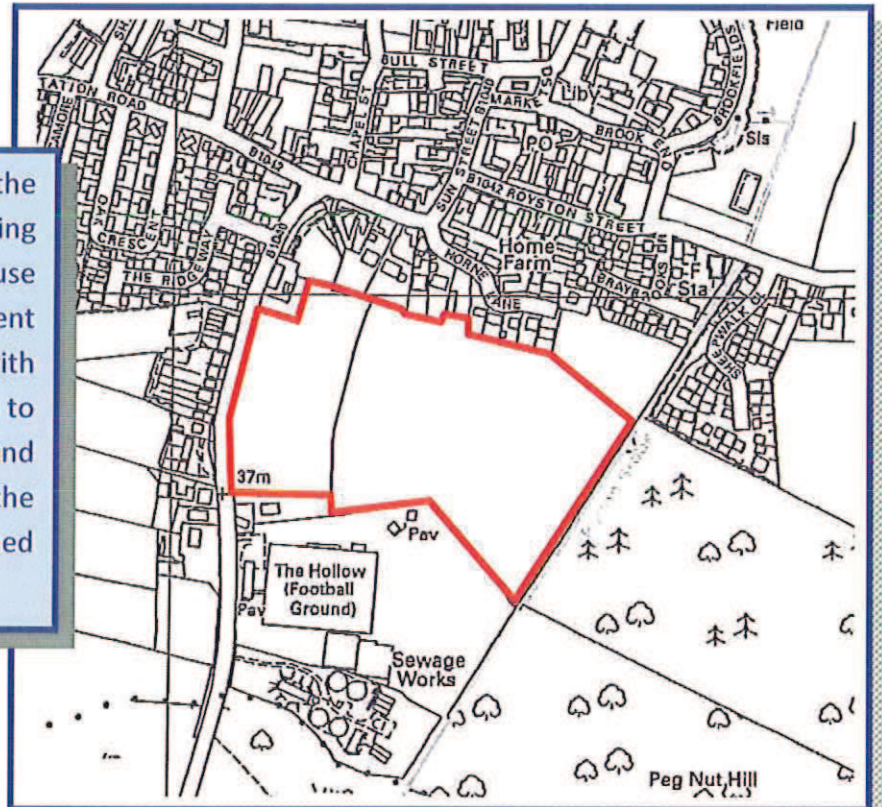
Phone:.....

Email address:.....

LAND EAST OF BIGGLESWADE ROAD, POTTON 1

WELCOME

Barford + Co represent the landowners/promoters seeking planning permission for mixed use residential and employment development, together with community hall and an extension to the existing sports ground on land extending to 7.4 hectares to the east of Biggleswade Road outlined in red.



The site abuts the wider Potton built framework immediately to the north and west. The adjoining development is primarily residential to the north and west, with a petrol filling station at the north west corner. To the south the site adjoins residential properties and The Hollow sports area.

The context for the proposal is that the site was allocated for development by the Central Bedfordshire Council in April 2011.

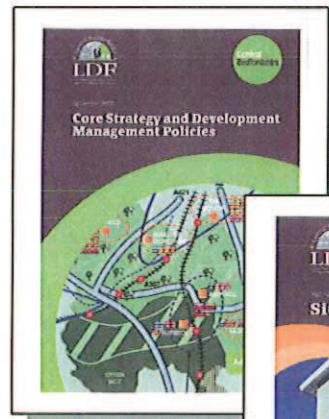
The National Planning Policy Framework places importance on early engagement between key stakeholders, local community groups and other interested parties. The guidance explains that quality pre-application discussion enables a more efficient and effective planning system and improved outcomes for the local community. Following the allocation of the site the promoters for the land have entered into a dialogue with the Council and this led to a series of Stakeholder Group meetings involving representatives of the Town Council, local groups and officers in the council to explore the local and site specific issues that should inform the development and how the proposals can be brought forward.

The purpose of this exhibition is to inform residents on the emerging proposals and to invite comments as part of the Council's policy for community engagement.

LAND EAST OF BIGGLESWADE ROAD, POTTON 2

POLICY BACKGROUND

Following the adoption of the Core Strategy and Development Management Policies DPD in November 2009, the Central Bedfordshire Council adopted its Site Allocations Development Plan Document in April 2011. Policy MA5 of the plan allocates the land the subject of this presentation.



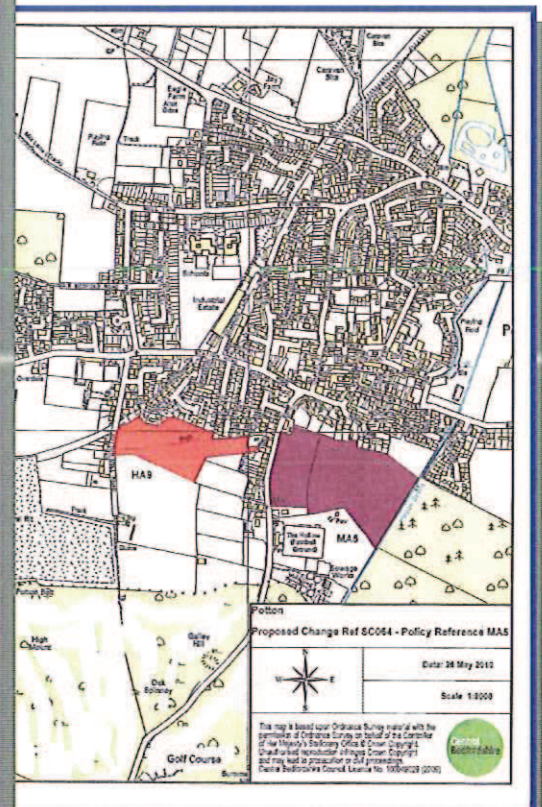
Policy MA5: Land East of Biggleswade Road, Potton

Site Area: 7.61ha

Land to the East of Biggleswade Road, Potton, as shown on the Proposals Map, is allocated for a mixed-use development providing a minimum of 150 dwellings, approximately 1 hectare of B1 employment land, a community hall and an extension to the existing sports ground.

In addition to general policy requirements in the Core Strategy and Development Management Policies DPD and appropriate contributions to infrastructure provision in the Planning Obligations SPD, development on this site will be subject to the following:

- Production of a Development Brief to guide development;
- Provision of a new roundabout on Biggleswade Road to provide safe and convenient access to the development;
- Provision of employment units which are flexible in their use in order to meet changing future requirements;
- Provision of multifunctional green space with enhancements for biodiversity;
- Control of surface water drainage to ensure that there is no increase in run-off into surrounding water courses;
- Provision of an alternative access to the existing recreation ground;
- Provision of sufficient capacity within the public foul sewer system and at the wastewater treatment works to meet the needs of the development;
- In order to safeguard local amenity, a buffer zone shall be created between the proposed mixed use development and the existing wastewater treatment facility. Its siting and detail shall form part of the Development Brief that will be created for the site; and
- Preparation of a Transport Assessment to determine the impact on the Biggleswade Eastern Relief Road and A1 southern junction. If an impact is identified, contributions may be required towards the Biggleswade Eastern Relief Road and A1 southern junction improvements.



LAND EAST OF BIGGLESWADE ROAD, POTTON

3

THE DEVELOPMENT BRIEF

The Council's policy requires that prior to preparing a planning application the landowners/promoters must prepare a Development Brief for the site.

The purpose of the Development Brief is to:

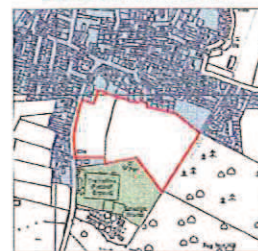
- Establish an urban design framework for the site, based on site characteristics and constraints;
- Provide design guidance for the preparation of detailed proposals for the site and assist the consideration of future planning applications.
- Provide an indication of the likely planning obligations required to support development on the site;
- Confirm the nature of the technical work required to support any planning application for the development of the site;
- Provide a mechanism through which members of the public can have greater involvement in the development of proposals for the site; and
- Provide certainty for prospective developers and members of the public as to the future development of the site.

It is intended that Central Bedfordshire Council will endorse the Development Brief as technical guidance. The approved Brief will then be a material consideration in guiding and informing development management decisions in respect of any future planning application for the site.

However, before approving the document the views of residents on the emerging proposals are being invited and these will be considered by the Council.

DEVELOPMENT BRIEF FOR RESIDENTIAL & EMPLOYMENT MIXED-USE
DEVELOPMENT WITH ACCESS, OPEN SPACE AND COMMUNITY HALL
LAND EAST OF BIGGLESWADE ROAD, POTTON, BEDS. SG19 2LX

CONSULTATION DRAFT



JULY 2012

LAND EAST OF BIGGLESWADE ROAD, POTTON 4

SITE CONSTRAINTS

The site has been assessed to identify the constraints that will have a bearing on the form and layout of the site and following have been identified:

- Levels: the site is undulating with varying levels.
- Protected Trees: a number of trees on the site are the subject of a Tree Preservation Order.
- Established hedge feature: this provides an established 'green' feature and habitat area.
- Potton conservation area boundary: abuts the northern boundary of the development area.
- Flood: a small part of the site adjacent to the brook is within the 1 in 100 year flood area.
- Main Sewer: A foul main sewer crossing the eastern half of the site is subject to an easement.
- Elevated views: changes in levels across the site result in longer distant views from and into parts of the site.
- Odour Buffer Zone: monitoring and assessments of odour emanating from Potton Sewage Treatment Works has been undertaken in co-operation with Anglian Water. The results have been analysed to identify a series of contours that reflect the potential odour exposure.
- Neighbouring housing amenity: along the north side the development backs on to residential properties in Horne Lane and new residential development under construction off Sheepwalk Close. Development will need to ensure that the amenity of residential properties is safeguarded from issues such as loss of privacy.
- Water Vole safeguarding corridor: an ecological appraisal has recorded Water Voles along the Potton brook. Water Vole habitat is safeguarded under the Wildlife and Countryside Act 1981 and to safeguard their habitat there will be no works within 5 metres of the top of the bank.

Although not specific to areas of the site, the following further constraints have been identified and will need to be considered with the preparation of detailed proposals:

- Archaeology: the site is close to local archaeological finds and a number of pits were found on the land to the north suggesting evidence of tanning. An investigation is therefore currently ongoing.
- Ecology: An ecological appraisal and protected species report has concluded the site overall is habitat poor, though this identified a small population of lizards on part of the site. Prior to any development commencing the lizards will need to be caught and relocated to new wildlife friendly habitat that will be provided on the eastern part of the site. The established hedgerow boundary within the site is also considered to have ecological value. This will be retained where possible and brought under a management regime.

LAND EAST OF BIGGLESWADE ROAD, POTTON 5

THE PROPOSAL

It is proposed to prepare an outline planning application for a scheme for a mixed-use development comprising elements of residential, employment and recreation. This will be in accordance with Policy MA5 of the Central Bedfordshire Council Site Allocations DPD.

The planning application will set out the detail of the proposed development. The following is proposed:

Residential:

- Erection of approximately 150 dwellings with a range of property sizes and types, including affordable homes to buy and rent. Children's play areas and other amenity areas will be incorporated within the residential development.
- Dwellings will generally be 2-storey with some 2½-storey along main road frontages and single-storey where appropriate.

Employment:

- Provision of approximately 1 hectare of commercial land for a range of flexible small workplace premises. The premises will be suitable for light industrial use (B1(b) & (c) Use) that will provide accommodation for start-up and incubator companies and local job opportunities.

Public Open Space:

- Extensive area of Public Open Space which will be integrated into the development and link the existing sports ground with the development and provide an alternative safer footpath and vehicle access to serve The Hollow. Use of the proposed Public Open Space will be flexible, and could accommodate new sports pitches, a community orchard or parkland. The new area of Public Open Space will contribute to the enhancement of Potton Brook and its wildlife habitat.

Community Hall:

- A fully serviced area of land which will provide a modern, large, multi-purpose community hall ('Hall for All') to accommodate a broad range of activities for people of all ages.

Access and Connectivity:

- Vehicular and pedestrian access will be taken from Biggleswade Road. A new roundabout junction will be constructed to provide safe and convenient access to and from the site and to and from Potton Town Centre.
- Access permeability and connectivity through the site for pedestrians, cyclists and other visitors. Links will be established from the site to The Hollow Sports Ground, Potton Town Centre via Biggleswade Road and other routes.

LAND EAST OF BIGGLESWADE ROAD, POTTON 6

THE NEXT STEPS

Thank you for taking the time to find out more about the proposals and we hope this display and the information available has been helpful to you.

Comments on the proposed development are invited and these will be taken into account when finalising the development brief. All residents in Potton will have received a leaflet with a questionnaire to comment on and this needs to be received by 30th July 2012 at the latest.

If you need more details or clarification please call Martin Page at Barfords on 01480 213811. The questionnaire can also be downloaded at www.barfords.co.uk/downloads/potton-summary.pdf

The next steps will involve a continuation of the discussions with the Central Bedfordshire Council, refining the proposals in dialogue with them and also taking account of the views received in response to the consultation on the draft Development Brief.

Work on the finalisation of the proposals and the supporting technical and environmental reports that are needed to accompany an outline planning application will continue and the intention is to submit an application to the Central Bedfordshire Council in October. When they receive the application, the Council will advertise it and consult with various statutory bodies, local groups, the Town Council and the public on this.

Planned timetable

July 4 week public consultation and community involvement programme.

August review the response to the public consultation and provide report to CBC.

26th September Development Brief considered by the Central Beds. Sustainable Communities Overview and Scrutiny Committee.

2nd October Development Brief considered as Technical Guidance by the Council's Executive.

Early October 2012 submission of outline planning application.

16th January 2013 application considered by Central Beds. Development Management Committee.

Appendix F to Appendix B

Question 1: Do you feel there are any further constraints that need to be identified, as illustrated on the Constraints Diagram in the draft Development Brief?

Comment:	Response:
Site levels	
1. Does not state the comparative level of the established neighbouring housing to the north (includes gardens & houses of Horne Lane). Corridor of hedging could improve privacy and safeguard the boundary.	<i>Agree. Additional text acknowledging the lower levels for some of the properties to the north. (refer to Paragraph 4.1)</i>
2. Levels in relation to existing houses in Horne Lane.	<i>Agree. Additional text acknowledging the lower levels for some of the properties to the north. (refer to Paragraph 4.1)</i>
3. Undulating levels on the site.	<i>Acknowledged – add text. (refer to Paragraph 4.1)</i>
Adjacent properties	
4. Buffer strip of open land should be maintained along the northern boundary and joining onto the proposed amenity space on the eastern part of the site along the water course. Could be laid out to orchard as was the area historically.	<i>Matter to be addressed at the application stage to satisfy CBC. It is envisaged the proposals will include landscaping around the boundaries within the curtilages of proposed gardens. Detailed proposals will obviously need to ensure satisfactory relationships between existing and proposed properties.</i>
5. Relationship to existing housing - possibility of green buffer adjacent existing housing with cycle path.	<i>The relationship to existing housing is acknowledged – see 4 above.</i>
6. Neighbouring housing amenity needs to be considered at the south of the development for the houses in the hollow.	<i>Agree – add to plan and text. (refer to Paragraph 4.1 and Constraints Plan)</i>
Roads/traffic	
7. Road development to provide safe access and exit to new	<i>Will have to be addressed at the application stage to satisfy CBC. The transport survey and modelling concludes the Royal Oak junction is able to</i>

development and increased traffic flow at Royal Oak junction.	<i>accommodate the additional development.</i>
8. Traffic on Biggleswade Road and traffic impact of development.	<i>The planning application will need to include a Transport Assessment to satisfy CBC on highway access issues and the draft document is with CBC.</i>
Environment	
9. If the amenity space is used for sports the tree with a TPO will need to go. Main sewer easement would need to extend across the cricket field. This will cause disruption to the cricket club.	<i>The indication is there is no demand for additional sports field and consequently no impact on the protected tree. The sewer easement through the cricket field already exists.</i>
10. Plan shows intent for 'no breaks' in established hedge feature, yet proposal shows main access road bisecting this hedge.	<i>Disagree as regards the 'intent'.</i>
11. Retain existing planting on boundaries.	<i>Noted – add text confirming intention to retain existing planting as much as possible. (refer to Paragraph 4.1)</i>
12. Existing trees should be safeguarded whether or not they have TPO's.	<i>Noted – see 11 above.</i>
13. No mention of Bats.	<i>Additional text added in light of updated Ecology and Bat Report. (refer to Paragraph 4.1)</i>
Flooding/sewerage	
14. If the amenity space is used for sports the tree with a TPO will need to go. Main sewer easement would need to extend across the cricket field. This will cause disruption to the cricket club.	<i>The indication is there is no demand for additional sports field and consequently no impact on the protected tree. The sewer easement through the cricket field already exists.</i>
15. Flood potential should not be underestimated.	<i>Agreed and this has been explored with the drainage board who are satisfied with the flood risk conclusions.</i>

16. What is the impact on the brook and on flood risk?	<i>Already considered – see 15 above.</i>
17. Sewerage capacity	<i>AW has confirmed there is capacity within the works to accommodate the additional development.</i>
18. Can foul sewer cope – impact on The Hollow.	<i>Anglian Water confirm the sewer has capacity to serve the proposed development and that a connection can be made from within the development area.</i>
19. Odour from treatment works and how significant will this be?	<i>The level of odour from the treatment works will not change as a consequence of the development.</i>
Other	
20. Has area been checked for archaeology?	<i>Yes – investigation has been undertaken.</i>
21. A new Doctors Surgery. Existing facility would not cope with additional people.	<i>The Doctor's Surgery has planning permission for an extension and this is matter for the PCT. Development will provide funding towards improving facilities. The surgery has been consulted on the proposals and advise.....(Clarification has been requested from the surgery).</i>
22. Lighting from football ground	<i>Noted – add text. (refer to Paragraph 4.1)</i>
23. Petrol tanks on adjacent petrol station.	<i>Not considered an issue.</i>

Question 2: Do you have any comments on the draft Concept Plan?

Comment:	Response:
Layout generally	
1. Put industrial area on amenity land by the brook – use amenity land as buffer and separate road which can feed the Hollow.	<i>Disagree. Design objective was to create a green swathe on the east side linking the Hollow to the open countryside to the east and the flatter area lends itself to more appropriate open space activity.</i>
2. Opposed to public seating and child play areas facing houses in Biggleswade Road.	<i>None envisaged.</i>
3. How high is the proposed screening along Biggleswade Road?	<i>Matter of detail to be considered at the planning application stage.</i>
4. Question access to employment area through housing.	<i>The roads will need to be designed to ensure no conflicts between housing and employment uses. Furthermore the nature of the employment will be light industrial type activities and this would have no greater impact than, for example, dray lorries visiting the community hall. Properties fronting the shard access corridor will obviously have to have regard to noise in the environment in the detailed design.</i>
5. Final footprint for business park to be no further west than as shown on July 2012 plan.	<i>Noted.</i>
6. Retain emergency access to The Hollow.	<i>Noted.</i>
7. Support new access to The Hollow, but should be repositioned through the industrial area for more direct	<i>Matter of detail to be considered at the planning application stage.</i>

access.	
8. Exploit southerly aspect.	<i>Noted.</i>
9. Industrial development & Community Hall should be located near Biggleswade Road to prevent industrial traffic travelling through housing developments.	<i>This would introduce the industrial development into more prominent location that will have greater impact on existing properties. The siting of the community hall also needs to have regard to potential noise affecting neighbouring properties as noted by other respondents. Therefore consider indicative plan achieves the right balance.</i>
10. Hall should be near the top of the development.	<i>See 9 above.</i>
11. Amenity land on flood plain is a waste of time, put industrial area there	<i>Not agreed. Only a small part of the site is regarded to be at risk of more than 1 in 100 year flooding.</i>
12. Should be a wider buffer area between the development and the brook/Pegnut Wood.	<i>Why? Matter for detailed planning application stage.</i>
13. New residents could be put off buying a house if it is near an industrial unit.	<i>To ensure no conflict arises between housing and the employment development the proposal is specifically for Class B1 use which by definition is an activity capable of being undertaken in a residential area without harm in terms of noise, smell, dust, fumes etc.</i>
14. Should existing access to the Hollow be improved to provide additional access.	<i>Not feasible due to alignment and other ownerships.</i>
15. Housing and employment units should be kept separate due to noise/smells and access by lorries & vans.	<i>See 13 above.</i>
Traffic/roads	
16. What provision will be made to reduce problems of existing access to property from roundabout?	<i>This will be a technical matter to be satisfied with the consideration of details at the application stage.</i>
17. Concern over traffic access onto Biggleswade Road and	<i>The planning application will need to include a Transport Assessment to satisfy</i>

traffic speed.	<i>CBC on highway access issues and the draft document is with CBC.</i>
18. Proposed roundabout on Biggleswade Road would be dangerous, downhill and on a bend.	<i>It has been identified as the most appropriate location by the Highway Consultants and has been the subject of a safety audit by Beds County Highways and is currently under consideration by CBC.</i>
19. Opposed to position of roundabout in front of houses in Biggleswade road.	<i>See 18 above.</i>
20. Concern over traffic entering and leaving garage filling station; proximity of the T junction at Biggleswade Road and Station Road/Sun Street will lead to congestion.	<i>Has been considered by the highway consultants and is addressed in the Transport Assessment. Not regard it a problem.</i>
21. Move the roundabout further up nearer the garage and other joining traffic.	<i>See 18 above.</i>
22. Traffic speeds on Biggleswade Road and need for traffic calming.	<i>Transport Assessment currently under consideration by CBC which will consider the need for traffic calming although the roundabout junction itself should assist in delivering traffic calming measure.</i>
23. Any new gateway features should be located as you enter Potton where the town sign is positioned.	<i>See 22 above.</i>
24. Only one or two storey buildings. No flats. <u>Speed restrictions</u> . More trees.	<i>Proposals will need to include a mixed development including smaller units that may be provided in flats. The objective is to restrict speeds with 20 mph homezones and additional landscaping will be incorporated.</i>
25. Loss of resident on street parking in Biggleswade Road. Additional parking bays should be provided for residents & their visitors.	<i>The highway consultant considers the proposal will enable the continuation of on street parking along Biggleswade Road. Highlight consideration in text. (refer to Paragraph 5.37)</i>
26. Speed limit on the Biggleswade Road should be extended to include the entire road to the far side of Sutton Crossroads.	<i>This will considered by CBC with the Transport Assessment.</i>

27. Can there be a guarantee that there will not be a road link between Biggleswade Road to Bury Hill. Sheepwalk Close is a quiet area and making it a rat run would spoil the area and create a safety risk.	<i>Not feasible in highway or ownership terms.</i>
28. Is only 1 access road sufficient/emergency access?	<i>CBC Highways have advised single access is sufficient.</i>
29. Exact roundabout position not clear.	<i>Matter for detailed planning application stage.</i>
Pedestrian access/footpaths/cycle paths	
30. Concern over pedestrian access to Potton Centre – the proposed Biggleswade Road footpath passes in front of the garage filling station and there will be conflicting pedestrian/vehicle movements.	<i>Proposals will include provision of a public footpath along the Biggleswade frontage. The safety issues will be considered and addressed in the Transport assessment.</i>
31. Widen the pavements on Biggleswade Road.	<i>See 30 above.</i>
32. Footpath link via Sheepwalk is important as a link to town centre.	<i>Noted.</i>
33. Access and accessibility between site and town centre.	<i>Noted.</i>
34. Provision for horse riders and cycle access.	<i>Do not see how horse rider access through the development would integrate with the wider network.</i>
35. Provision of walkway link through to Bury Hill. Zebra crossing exit & crossover Bury Hill. Possibly traffic calming on Bury Hill.	<i>Noted and traffic calming will considered by CBC with the Transport Assessment.</i>
36. A footbridge linking the area to Sutton would be useful.	<i>Involves other land ownerships. With the transfer of the open space to the Town Council an option for the future.</i>
37. The new footpath on the east side of Biggleswade Road is described as linking the town and the Hollow but does not	<i>Show more direct access on plan (added to the Concept/indicative plan).</i>

reach the Hollow.	
38. If there is no footpath from the east corner of the development into the town there will be an increased flow of traffic through the site of people to access the proposed Community Hall.	<i>Noted and referred to in the document as an objective.</i>
39. Should be a requirement to provide a cycle path to and from Biggleswade Road through the site and over the water course to Sheepwalk Close. This would form part of the proposed Sandy to Potton cycle path as being developed by Town Plan working parties.	<i>See 38 above.</i>
40. Cycle path links	<i>Add additional text. (refer to Paragraph 5.20)</i>
Types of housing/housing mix	
41. No. All looks good. Are there bungalows?	<i>Noted.</i>
42. Housing density too high.	<i>Density is within the range in the CBC design guide.</i>
43. An executive homes development would have less cars per household.	<i>CBC policies require a mix of house sizes and types.</i>
44. Plan does not give details of the housing and/or workplaces.	<i>Specific house type, sizes, numbers will be determined through the planning application process but will have to satisfy CBC policies for an appropriate mix.</i>
45. What is the true amount of Housing Association and ratio of rented/low cost properties?	<i>CBC aim to achieve 70% rented and 30% shared equity. Precise details to be addressed at the planning application stage.</i>
46. No 2½ storey housing fronting Biggleswade Road.	<i>Have to be demonstrated at detailed planning application stage that there will be satisfactory relationships between the proposed and existing development.</i>
47. <u>Only one or two storey buildings. No flats.</u> Speed restrictions. More trees.	<i>Proposals will need to include a mixed development including smaller units that may be provided in flats. The objective is to restrict speeds with 20 mph</i>

	<i>homezones and additional landscaping will be incorporated.</i>
Adjacent properties	
48. <u>Houses proposed on the south of the development are too close to the hollow house.</u> Consideration needs to be given to the hedge. Who maintains it?	<i>Matter to be addressed at the application stage to satisfy CBC. The proposals are indicative at this stage and detailed proposals will have to meet the CBC's design guide criteria for safeguarding amenity.</i>
49. More clarification of spaces between new and existing houses.	<i>Will be addressed at the detailed planning application stage and have to satisfy CBC design guide criteria.</i>
50. Boundary impact – the plan should not permit roadways, garages or dwellings to be built adjacent or near to the boundaries of existing properties.	<i>Level of detail that will be addressed at the detailed stage and have to satisfy CBC design guide criteria.</i>
51. Concern over noise from community hall for residents of Sheepwalk Close. Also noise from people using footpath link from the hall to Bury Close.	<i>Detailed proposals for the community hall will clearly have to address noise containment for existing and proposed properties.</i>
52. Avoid building close to boundary with existing properties.	<i>See 46 above.</i>
53. Drainage – essential to ensure no run-off into houses in Horne Lane.	<i>Ground investigations confirm soak ways favourable and Flood Risk Assessment and development will be subject to requirement to ensure no greater rate of surface water run off.</i>
Environment	
54. Houses proposed on the south of the development are too close to the hollow house. <u>Consideration needs to be given to the hedge. Who maintains it?</u>	<i>Matter to be addressed at the application stage to satisfy CBC. The proposals are indicative at this stage and detailed proposals will have to meet the CBC's design guide criteria for safeguarding amenity.</i>
55. Pleased to see hedgerows protected and creation of footpath links to the town centre.	<i>Path links is addressed. Add text confirming intention to retain existing planting as much as possible. (refer to Paragraphs 4.1 and 5.20)</i>
56. Concern that hedgerow boundary is not fully protected.	<i>Add text confirming intention to retain existing planting as much as possible</i>

	<i>(refer to Paragraph 4.1)</i>
57. Only one or two storey buildings. No flats. Speed restrictions. <u>More trees</u>	<i>Proposals will need to include a mixed development including smaller units that may be provided in flats. The objective is to restrict speeds with 20 mph homezones and additional landscaping will be incorporated.</i>
58. Existing screening on the south west boundary should be left undisturbed and further enhanced.	<i>Add text confirming intention to retain existing planting as much as possible (refer to Paragraph 4.1)</i>
Other	
59. Too many houses and no to industrial workshops.	<i>The proposal complies with the adopted CBC policy.</i>
60. School should be provided.	<i>No requirement.</i>
61. Noise from the community hall.	<i>See 51 above.</i>
62. Street lighting to be down light only.	<i>Noted.</i>
63. Swales, balancing ponds – sustainable drainage.	<i>See 53above.</i>
64. Jargon. What do 'LEAP'/'LAP' mean?	<i>Noted amend text on plan. (refer to Paragraph 5.27 and Concept/Inductive Plan)</i>

Question 3: What type of housing development would you like to see provided on the site?

Comment:	Response:
Low cost/starter/small	
1. First time buyer/ low cost starter homes.	<i>CBC policies will require an appropriate mix of property sizes and types.</i>
2. 2 & 3 bedroom properties.	<i>CBC policies will require an appropriate mix of property sizes and types.</i>
3. Affordable/smaller homes	<i>CBC policies will require an appropriate mix of property sizes and types.</i>
4. Shared ownership.	<i>CBC policies will require an appropriate mix of property sizes and types.</i>
Affordable/rented	
5. Rental properties.	<i>CBC policies will require an appropriate mix of property sizes and types.</i>
6. No affordable housing.	<i>CBC policies will require an appropriate mix of property sizes and types.</i>
7. No affordable houses at the end of the gardens of Blackbird Street.	<i>Matter for detailed planning application stage, but the indicative plan envisages lower density in this area.</i>
8. How will affordable be integrated?	<i>Add text to clarify (refer to Paragraph 5.9)</i>
Retirement/suitable for the elderly	
9. Bungalows for the elderly or single storey properties.	<i>CBC policies will require an appropriate mix of property sizes and types.</i>
10. Retirement housing.	<i>CBC policies will require an appropriate mix of property sizes and types – emerging policies give greater importance for retirement housing.</i>

11. 2 bedroom bungalows.	<i>CBC policies will require an appropriate mix of property sizes and types.</i>
Flats/building height	
12. No flats.	<i>CBC policies will require an appropriate mix of property sizes and types.</i>
13. Not too many blocks or 3 storey properties.	<i>Noted.</i>
14. No flats that have rooms overlooking the gardens of Blackbird Street and Horne Lane.	<i>See 23 below</i>
15. 2 storey height limitation.	<i>Matter for detailed planning application stage.</i>
Housing mix	
16. Mixed	<i>Noted.</i>
17. Split of housing mix questioned.	<i>Matter for detailed planning application stage. CBC aim to achieve 70% rented and 30% shared equity.</i>
18. No details on proportions of housing types.	<i>Matter for detailed planning application stage.</i>
Other	
19. Low density.	<i>CBC policies in line with national policy promote efficient use of land.</i>
20. Question density.	<i>Policy MA5 refers specifically to achieving a minimum 150 dwellings.</i>
21. Question reference to minimum number of dwellings, why not maximum?	<i>Policy MA5 refers specifically to achieving a minimum 150 dwellings.</i>
22. Sufficient off road parking with wide roads.	<i>Matter for detailed planning application stage and development will have to meet CBC parking standards.</i>
23. Gardens for the properties.	<i>Matter for detailed planning application stage and development will have to meet CBC design standards.</i>

24. Garages attached where possible.	<i>See 23above</i>
25. Environmentally friendly/green/energy efficient/solar panels/swift nest boxes.	<i>See 23above</i>
26. Good design.	<i>Development will have to meet CBC design standards.</i>
27. Medium to larger homes: 3, 4 & 5 bedroom properties.	<i>CBC policies will require an appropriate mix of property sizes and types.</i>
28. None.	

Question 4: What type of employment development would you like to see provided on the site?

Comment:	Response:
Noise/heavy industry	
1. High class, offices not factories. <u>No noise.</u>	<i>To ensure no conflict arises between housing and the employment development the proposal is specifically for Class B1 use which by definition is an activity capable of being undertaken in a residential area without harm in terms of noise, smell, dust, fumes etc.</i>
2. No heavy/noisy plant.	<i>See 1 above.</i>
3. No chemical storage or heavy industry.	<i>See 1 above.</i>
4. No warehouses or industry that will generate noise, air pollution etc.	<i>Not proposed.</i>
5. Noise safeguards for residential properties.	<i>Addressed by restriction to B1 use.</i>
6. Business that is not going to create heavy traffic, lorries and noisy machinery.	<i>See 1 and 8 above.</i>
Small/light/offices	
7. <u>High class, offices not factories.</u> No noise.	<i>To ensure no conflict arises between housing and the employment development the proposal is specifically for Class B1 use which by definition is an activity capable of being undertaken in a residential area without harm in terms of noise, smell, dust, fumes etc.</i>
8. Car mechanics and accessory shop.	<i>Car mechanics may in some situations be B1.</i>

9. Starter units for small businesses.	<i>As proposed.</i>
10. Small light industrial units.	<i>As proposed.</i>
11. Mix of small and medium size units and offices.	<i>Will respond to market demand.</i>
Retail	
12. Car mechanics and <u>accessory shop</u> .	<i>Car mechanics may in some situations be B1.</i>
13. Small builders merchants.	<i>No proposals for retailers.</i>
14. Dry cleaners.	<i>Possibility but a commercial judgement.</i>
15. Opposed to small businesses, shops and supermarket chain stores.	<i>No proposals for retail.</i>
16. Farm (local) produce processing plant.	<i>No retail proposed.</i>
17. Retail units.	<i>No retail proposed.</i>
Restrictions	
18. Restrictions on vehicle sizes and visiting times.	<i>Difficult to regulate, however the nature of the use and size of the units should govern any impact.</i>
19. No HGVs.	<i>Difficult to regulate, however the nature of the use and size of the units should govern any impact.</i>
20. Zero emissions and opportunities for apprentice driven operations.	<i>See 1 above and a commercial judgement.</i>
21. Industrial working hours should be restricted so as not to disturb residents of housing developments.	<i>See 1 above.</i>
Other	

22. Versatile.	<i>As proposed.</i>
23. Units should be flexible enough to accommodate activities of a heavier/more traditional nature so the potential for employment is not unduly constrained.	<i>See 1 above.</i>
24. Class B1 is restrictive. Extending this to B8 and A2 would encourage types of work which could employ the local youth.	<i>B1 is proposed to ensure no nuisance issues.</i>
25. Employment that would help the Potton community.	<i>This is a justification for allocating mixed use development.</i>
26. Would not want business units that enticed businesses from existing buildings in the town.	<i>Commercial judgement.</i>
27. Could the units be placed at the south western end of the development with its own access straight onto Biggleswade Road?	<i>Alternative access not available.</i>
28. Good design.	<i>Agreed. Detailed proposals will have to demonstrate to CBC a good standard of design in accordance with the adopted design guide.</i>
29. Not sure more is needed. Any that are built should ensure no risk of pollution of the brook.	<i>Commercial judgement and the allocation is intended to address the town's growth needs for the next 9 years.</i>
30. None.	
31. None it will become run down and not benefit Potton people.	
32. Is there a need for more industrial units?	<i>Commercial judgement and the allocation is intended to address the town's growth needs for the next 9 years.</i>

Question 5: Do you support the provision of a new community hall and if so, what facilities should it provide?

YES 31 Replies

No 22 Replies

No Answer 20 Replies

<i>Suggested Facilities:</i>
1. Gym and community indoor sports facilities. After school clubs. Scouts, Guides, Youth Club etc. Rentable for weddings, Drama Groups, Dance Groups.
2. Varied facilities for all abilities and ages.
3. Multi purpose and large enough to accommodate shows/concerts/exhibitions.
4. Squash & badminton, basket ball, indoor bowls, indoor tennis, hockey
5. Large dance floor area.
6. Swimming pool.
7. Ice rink.

8. Big stage with lighting and curtains and cinema screen and be a 'green' construction.
9. Should have a sprung floor for dance groups (min size 10m x 15m).
10. Should be self-financing in the future.
11. Staging, lighting & sound for choral and drama productions.
12. Small meeting rooms.
13. Side rooms for other clubs (whist, bridge), History Society
14. Changing rooms
15. Bar
16. Kitchen
17. Youth and OAP club.

Other Comments:

1. Community Hall will bring a rise in Pottton Town Council element of Council Tax. Those groups using it should pay full upkeep costs/
2. The issues surrounding the need for an additional hall in Pottton must be decided by the wider community, and, it is therefore inappropriate for it to be considered within this consultation. Should it be decided not to proceed with a Hall, the ear-marked site should still be transferred to the Town Council for amenity use.
3. Support the establishment of a Community Hall, but not here – it has the feel of gesture politics. Not clear who is financing the building of the Community Hall or how it will be financed into the future. The plan just says that a serviced site will be provided.
4. Indifferent. Not keen on it costing the council (and thus tax payers) money. If there is a demand, this looks as good a place as any. Concern over noise pollution and littering.

5.	Not sure it would be used enough to make it viable. Would need careful management and not sure if position is suitable near the sewage works and close to the stream.
6.	Already have 7 halls in Potton. A better idea would be health centre for all.
7.	Question location of hall within the town.
8.	Potton is growing and community facility is vital.
9.	May bring benefits but reservations about what will happen to existing halls.
10.	Support in theory subject to it having viable/useable facilities that are not subsidised by Potton Town Council.
11.	Who will build hall?
12.	Potton needs a good sized hall, as the current provision is inadequate. If Potton were to be given a hall who pays for it? What happens to the Community and Mill Lane halls?
13.	Need to lean on the Town Council to get them to agree to the 'Hall for All' project.
14.	A good idea but should be an Eco one as in Gamlingay.
15.	Possibility of shared parking with Hollow clubs.
16.	New hall should be fitted with sound proofing and air conditioning to help contain potential noise.
17.	Details give more emphasis on 'hall for all' than housing and employment proposals.

Question 6: What specific proposals would you favour on the proposed amenity space (e.g. pitch areas, community orchard, wildlife habitat)?

Comment:	Response:
Natural	
1. Community orchard (but who will look after it)	<i>Specific proposals to be explored with CBC at planning application stage.</i>
2. Wildlife habitat (with features like log piles)	<i>Specific proposals to be explored with CBC at planning application stage.</i>
3. Woodland landscape and picnic areas.	<i>Specific proposals to be explored with CBC at planning application stage.</i>
4. Leave it as it is – preserve existing habitat.	<i>Specific proposals to be explored with CBC at planning application stage.</i>
5. Wild flower meadow.	<i>Specific proposals to be explored with CBC at planning application stage.</i>
6. Keep existing trees: the tree will need to go if the space is to be used for sport and the electricity wires would have to go if you want trees in there.	<i>Noted.</i>
Sport/Play	
7. All weather sports pitch – possible training area for Colts Club.	<i>Specific proposals to be explored with CBC at planning application stage.</i>
8. Swimming pool.	<i>Specific proposals to be explored with CBC at planning application stage – question viability.</i>
9. Ice rink.	<i>Specific proposals to be explored with CBC at planning application stage – question viability.</i>

10. Tennis area	<i>Specific proposals to be explored with CBC at planning application stage.</i>
11. Sport area	<i>Specific proposals to be explored with CBC at planning application stage.</i>
12. As much open or public amenity space as possible should be wildlife friendly. There should be a very wide buffer between the development and the brook and Pegnut Wood.	<i>Specific proposals to be explored with CBC at planning application stage.</i>
13. Open grassland with kick about area/running track/fitness circuit.	<i>Specific proposals to be explored with CBC at planning application stage.</i>
14. Contained play area for younger children.	<i>Specific proposals to be explored with CBC at planning application stage.</i>
15. Adventure playground.	<i>Specific proposals to be explored with CBC at planning application stage.</i>
Other	
16. Area for staging outdoor events i.e concerts	<i>Specific proposals to be explored with CBC at planning application stage.</i>
17. Public seating.	<i>Specific proposals to be explored with CBC at planning application stage.</i>
18. Dog walking track.	<i>Specific proposals to be explored with CBC at planning application stage.</i>
19. Sponsors for specialist areas eg birds/RSPB, voles/WWF, sports/SDC	<i>Management issue for Town Council.</i>
20. Amenity space looks to be near the brook so may be hazardous to young children. I also believe it to be on the flood plain.	<i>Management issue for Town Council.</i>
21. Public right of way across brook to adjoin with current footpath to Sutton via Pegnut Wood.	<i>To be explored with CBC Rights of Way Officer.</i>
22. Voles have already been moved which suggests the discussion on the development has been pre-empted.	<i>This is nothing to do with the land east of Biggleswade Road and may possibly be in connection with the current Kier development.</i>

23. It is likely the amenity space would attract smokers from the employment area with all the problems that would generate.	<i>Management issue for the Potton Town Council.</i>
24. Dog free	<i>Management issue for the Potton Town Council.</i>

Question 7: Do you have any additional comments on the draft Development Brief?

Comment:	Response:
The development/infrastructure	
1. Too ambitious – goodbye to a lovely area in Potton. We will be another Sandy.	<i>The proposal responds to the CBC adopted development plan and allocation of the site.</i>
2. Will dramatically alter the ‘feel’ of Potton – start of a loss of identify for the area.	<i>See 1 above</i>
3. Seems the development will be the end of Potton as a small market town.	<i>See 1 above</i>
4. Do not see the need for 150 houses. Potton is a fantastic place and does not need ruining by further development.	<i>See 1 above</i>
5. Would spoil village feel and incur much more traffic.	<i>See 1 above</i>
6. Do not agree with the development of this land for all the additional housing as schools, doctor’s surgery etc are already fully used. Also I do not agree there is a need for a village hall in the town.	<i>See 1 above. Development will have to address any infrastructure shortfall issues.</i>
7. Concern over parking and capacity for Doctor/Schools/Post Office.	<i>Development will have to address any infrastructure shortfall issues.</i>
8. Developer’s only interest is to crowd as many properties as possible onto any site to maximise profit. Quality of surrounding property space should be considered.	<i>Development will have to meet CBC design standards.</i>

9. Concerns re sewage. Odour buffer zone should be extended to all residences south of the proposed site. Assurances that no increase in odour and noise from sewage works due to increase in population.	<i>Anglian Water advises there is capacity re sewerage. The proposal will not have impact in terms of additional odour and possible misunderstanding of the odour contour.</i>
10. What evidence is there that due consideration has been given to Potton's currently stretched infrastructure?	<i>Development will have to address any infrastructure shortfall issues.</i>
11. Mix of development on the town edge.	<i>See 1 above.</i>
12. Concern over capability of existing Doctor facility/schools/sewerage works to cope.	<i>Development will have to address any infrastructure shortfall issues.</i>
13. Insufficient parking spaces in Potton Market Square.	<i>????</i>
Consultation/process	
14. Very light on real detail – when will we know what really will be in the development?	<i>The document is intentionally brief and is only intended to set out the framework.</i>
15. Refers to future documentation towards finalising the planning application. Should the plan change will residents of Potton be party to such changes?	<i>Brief will be adopted by CBC as a technical document to inform future applications and departures will have to be justified to CBC, town Council and the public.</i>
16. Request to see final written evaluation and true collation of the replies received to the questionnaire.	<i>Will be considered in public by CBC.</i>
17. Brief very general.	<i>The document is intentionally brief and is only intended to set out the framework.</i>
18. Future consultations better promoted.	<i>Proposals will be required to meet CBC Statement of Community Involvement.</i>
19. The consultation appeared to be mainly about the provision of a hall with very little detail about the development itself.	<i>Not agree. The consultation was in respect of the brief document which includes only three paragraphs commenting on the community hall in the twenty pages.</i>

	<i>Yes the consultation leaflet gave greater emphasis to the community hall and this was intentional. The delivery of housing, employment and open space will be for the developer and be influenced by commercial factors. The community hall is an important component in the allocation and will have to be considered in the outline application. Therefore we need to understand whether this is deliverable in terms of local need, aspirations and wishes. It was therefore felt important to give emphasis to the opportunity and to see how the local population responded.</i>
Traffic/roads	
20. Concern about increase in potential accidents with new road.	<i>Transport issues will have to be considered and addressed with applications.</i>
21. Opportunity to improve existing road and traffic congestion problems in the area.	<i>None have emerged from the Transport Assessment that might be related to proposed development.</i>
22. Concerns about cars speeding in and out of Potton. Traffic calming/speed cameras/buffer zone of 40mph past the Hollow football club and the sewage works.	<i>Proposed roundabout will introduce traffic calming and this will be considered with the Transport Assessment.</i>
Other	
23. Hedges are important for wildlife and look of the environment coming into Potton. Therefore need to be mixed and maintained. Flooding from water coming off the land into the hollow properties.	<i>Matter for detailed consideration at planning application stage.</i>
24. Not too many dark, dreary looking buildings.	<i>Development will have to meet CBC design standards.</i>
25. Concern over noise during and after the building.	<i>Management issue - can be addressed by condition on planning permission.</i>
26. Bridleway could be created that would link into the existing Skylark Ride.	<i>Involves other land ownerships. With the transfer of the open space to the Town Council an option for the future.</i>

27. Map of town's facilities is inaccurate.	<i>The plan on page 4 will be corrected prior to publication.</i>
28. No provision or thought being made to Woodentops pre-school.	<i>Not regarded material to the development brief.</i>
29. Clarify jargon 'urban grain' or 'distorted grid pattern'.	<i>Review text (refer to Paragraph 5.20)</i>

Appendix C

Brief to produce a Feasibility Study for 'Potton Hall For All'

1 The rational - Why are we engaging independent expertise to complete the feasibility study?

The development offers such an exceptional opportunity that the committee have decided, in order to secure a hall, that it must dedicate resources to this important piece of work.

The project is naturally driven by the developer's timescale, requiring the study and planning to be carried out over the summer 2012. Potton Hall For All Steering Committee members are volunteers with considerable motivation, expertise and energy. However, many of the volunteers work full time and do not have the capacity to complete the work in the time available.

The argument for a new hall in Potton has been rehearsed, and largely accepted, over many years. While the demand for a hall is not in question, the type of hall that can realistically be built and run (within financial tolerances and constraints, without loss) has yet to be determined.

The single best opportunity for a large Hall for Potton has come about during an economic climate which is very different from when the opportunity was last considered. This means that the building and running of a new Hall will have to be planned in a more creative and commercially astute way than when the project was considered previously (there are unlikely to be major capital or revenue funding streams, Local Authorities will not ordinarily fund community facilities, the new Planning framework is untested).

As such, the committee members feel that by involving an independent person or body in the production of the Feasibility and Planning document will bring skills and capacity which are critical to ensure the work is robust and can meet the timescales of the project.

2 The task - What are we asking for?

By involving an independent third party, we are seeking:

- To have our own assumptions challenged and tested
- To bring some objectivity to the assessments
- To tap into existing evidence, market assessment and current 'industry' best practice
- To introduce project management disciplines to the process
- To give the study credibility with potential partners and funders

We are seeking expertise to help us to fill the gap between where we are and where we want to get to. The task is largely to gather, analyse and organise information some of which is held by the committee. Where new information is needed, the committee will agree whether they can provide it, or help to guide you to the local source of information. Where the committee members are unable to assist, the writer will be expected to undertake research themselves.

Where we are:

The argument for a large hall was made years ago and so it forms part of CBC's Site Allocation policy. We have yet to demonstrate what type of hall and what operating model is the 'best fit' for Potton. We have consulted residents and received a 10% (largely positive) response to our surveys. We have consulted potential users and begun to translate their needs into building design. We have gathered some info on the 'competition' but need to do more. We have drawn up a short list of architects and hope to be able to appoint in July.

Where we want to get to (to be discussed):

To have a document, built on evidence, which considers options and arguments. For the Committee members to be able to consider the options and decide on a preferred approach. The document will give confidence to Potton Town Council, Planners and potential funders that we have chosen a specification (to build) and a model (to run) the hall which are both viable and sustainable.

The single output will be a completed feasibility study document produced electronically in Microsoft word and pdf format.

When

We anticipate that the work will be completed by 14 September.

The appointment process

Please provide a short written response to Sally Wileman by 20 July.

The decision will be made by the committee (date to be confirmed) based on the following criteria:

- 1 You (or your team) qualifications to complete the work
- 2 Your ability to ensure that the project is completed on time and to the necessary standard
- 3 Your ability to control costs by using available resources
- 4 Cost (and payment schedule) including your approach to work undertaken by the committee

For further information please contact Geoff Emery, Chairman of Hall for All, who will be happy to discuss the project with you.

Sally Wileman
V3 13.07.12

Meeting: Executive
Date: 2 October 2012
Subject: Statement of Community Involvement
Report of: Cllr Nigel Young, Executive Member for Sustainable Communities – Strategic Planning and Economic Development
Summary: The report seeks adoption of the Statement of Community Involvement.

Advising Officer: Gary Alderson, Director, Sustainable Communities
Contact Officer: Sally Chapman, Development Planning Process Team Leader
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key Decision Yes
**Reason for urgency/
exemption from call-in
(if appropriate)** N/A

CORPORATE IMPLICATIONS

Council Priorities:

The adoption of the Statement of Community Involvement will support the Council's priority of managing growth effectively and the Medium Term Plan Priority of "Enhancing Your local Community - creating jobs, managing growth, protecting our countryside and enabling businesses to grow" in that it sets out consultation processes in relation to town and country planning matters.

Financial:

1. The costs associated with community involvement in planning processes are met within existing budgets.

Legal:

2. The Council is required to produce a Statement of Community Involvement under the Planning and Compulsory Purchase Act 2004.

Risk Management:

3. None identified.

Staffing (including Trades Unions):

4. Not applicable as the document refers to process matters.

Equalities/Human Rights:

5. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and to foster good relations in respect of nine protected characteristics; age disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
6. The Statement of Community Involvement refers to these requirements in the context of involvement in planning matters.

Public Health:

7. Not applicable as the document refers to process matters.

Community Safety:

8. The Council will need to ensure that it complies with its statutory duties under Section 17 of the Crime and Disorder Act and the Statement of Community Involvement will discharge this duty.

Sustainability:

9. Not applicable as the document refers to process matters.

Procurement:

10. Not applicable.

Overview and Scrutiny:

11. The Sustainable Communities Overview and Scrutiny Committee will be considering this matter on 26 September 2012. Due to the proximity of this meeting to the Executive, any comments and recommendations made by the Committee will be tabled at the Executive meeting as an appendix to this report.

RECOMMENDATION:

The Executive is asked to:

1. **adopt the Statement of Community Involvement.**

<i>Reason for Recommendation:</i>	<i>To ensure that the community are involved in planning matters as set out in the document produced in accordance with the Planning and Compulsory Purchase Act 2004.</i>
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Executive Summary

12. The Planning and Compulsory Purchase Act 2004 requires that a Statement of Community Involvement is produced by the Council to set out how individuals, stakeholders and communities are involved in consultation on planning matters.

Introduction

13. All aspects of Town and Country Planning carried out by Central Bedfordshire are subject to statutory requirements for involving the public formally in the processes. These requirements are set out in several Acts and various Town and Country Planning Regulations. In order to provide an overall guide to these, Central Bedfordshire is also required to produce a Statement of Community Involvement (SCI).
14. The SCI provides a broad guide to how the Council will engage with the public, stakeholders and community groups etc for:
 - the production of development plan documents such as the Development Strategy;
 - the production of Supplementary Planning Documents such as the design guide 'Design in Central Bedfordshire – a Guide for Developers';
 - Neighbourhood Plans;
 - Planning Applications;
 - Appeals.
15. This SCI covers the whole of Central Bedfordshire, replacing the Mid Bedfordshire SCI which was adopted in 2006 and the joint Luton Borough Council and Central Bedfordshire Council SCI which was adopted in 2011. It also encompasses changes to the planning system and updates to planning regulations.
16. The Localism Act 2012 introduced major reforms to the planning system including the introduction of neighbourhood planning and the requirement for developers to consult local communities before submitting planning applications for certain developments. In particular, the Act introduced a new initiative, neighbourhood planning which includes Neighbourhood Plans and Neighbourhood Development Orders. These plans set out policies on the development and use of land and buildings in the parish or neighbourhood area. A neighbourhood plan is a document which will set out local policies and allocations, and a neighbourhood development order deals with a specific planning proposal on a specific site, or grants planning permission for a type of development such as change of use.
17. Neighbourhood Plans will be initiated and led by town and parish councils, however, Central Bedfordshire Council is required to help and advise the communities preparing them, to check the policies are in conformity with any strategic planning policies in place, and to appoint an inspector to examine the Neighbourhood Plan and if successful, to carry out a referendum. This new tier of planning is governed by Town and Country Planning Regulations, but the general requirements are set out in the new SCI.
18. The SCI also refers to the Community Engagement Strategy, the general principles of which will be adhered to. However, Members should note that some timescales for formal periods of consultation for planning documentation do differ from those that other corporate documents are subjected to, to ensure that planning documentation complies with statutory timescale requirements and is able to be prepared to timetable.

Consultation

19. There is no current requirement to consult on the SCI in the Town and Country Planning Regulations. However, it was considered to be helpful to consult on the draft document alongside the Development Strategy as this is one of the main Development Plan Documents that will be produced. Accordingly, the SCI was published for comment for seven weeks from the 20 June to the 8 August 2012.
20. Comments were received, some of which suggested that minor changes to the text of the draft document would be helpful. These together with some minor changes arising as a result of recent regulations being published have been incorporated into the final SCI.

Conclusion

21. The final version of the SCI is appended to this report and Members are asked to adopt the document.

Appendices:

Appendix A – Statement of Community Involvement

Statement of Community Involvement

October 2012

Statement of Community Involvement

Central Bedfordshire Council

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Statement of Community Involvement

Introduction

The Council is committed to engaging individuals, interest groups and stakeholders in the planning process which involves preparation of documents setting out the future development of homes, jobs and community facilities in Central Bedfordshire, as well as consulting on planning applications. The purpose of this document is to set out who can be involved and how everyone can be involved from the earliest stages of the planning process through to development on the ground.

Planning the future development of the area will affect everyone. So it is right that people should be able to take an active part in the process. Early and continuing involvement gives the community a sense of ownership of local policy decisions. The benefits of involving a wider range of people extend to individuals, the communities and the Council. They include:

- a greater public ownership and sense of democracy;
- more attention to public priorities;
- more opportunities to work collaboratively;
- consistency with the aims of the 'Big Society' and the Localism Bill.

There are a number of key priorities, principles and ambitions which set the context for all activities carried out by the Council as set out below.

The Corporate Priorities

Central Bedfordshire Council is committed to six key priorities which are;

- Enhancing Central Bedfordshire – creating jobs, managing growth, protecting our countryside and enabling businesses to grow.
- Improved education attainment.
- Promote health and wellbeing and protecting the vulnerable.
- Better infrastructure – improved roads, broadband reach and transport.
- Great universal services – bins, leisure and libraries.
- Value for money – freezing council tax.

Our ambitions for Central Bedfordshire: “To keep Central Bedfordshire as a great place to live and work”. James Jamieson, Leader of the Council.

Community Engagement Strategy 2010-13

The Community Engagement Strategy (CES) was developed by Central Bedfordshire Together (CBT) following a formal consultation with Ward Councillors, partners and stakeholders and adopted by the Council in September 2010. An annual review and refresh

of the Strategy and its delivery plan is undertaken to ensure it is aligned with the latest national policy and local aspirations.

The aim of the CES is to deliver greater added value to our citizens by understanding their needs and issues, and giving them greater involvement in the decision-making process and access to services.

The strategy is based on the following five key principles:

- Giving more people more opportunities to inform and influence decisions.
- Enabling Ward Councillors to be leaders in and for their communities.
- Enhancing the role of town and parish councils.
- Building the capacity of local people to engage.
- Ensuring a strategic and joined up co-ordinated partnership approach

Sustainable Community Strategy 2010- 2031

The Community Strategy sets out the high level actions that need to be taken to improve local services and to ensure that growth is managed effectively and that communities are strong and sustainable. It is an overarching single strategy for Central Bedfordshire.

The Central Bedfordshire Sustainable Community Strategy, prepared by the Central Together Partnership, provides a prospectus for Central Bedfordshire setting out what sort of place it needs to be. The ambition for the area is described in the vision statement for the area.

‘Globally connected, delivering sustainable growth to ensure a green, prosperous and ambitious place for the benefit of all’

There are two key themes to delivering the vision,

- ◆ Creating the conditions for economic success and community prosperity
- ◆ Raising standards and tackling inequalities.

There are 8 priorities in the Sustainable Community Strategy

- 1. Maximising employment opportunities and delivering housing growth to ensure a green prosperous and ambitious place for the benefit of all.**
- 2. Ensuring local people have the skills to prosper.**
- 3. Keeping our communities safe**
- 4. Nurturing a sense of pride and belonging**
- 5. Getting Around and caring for a green and clean environment.**
- 6. Promoting health and reducing health inequalities.**
- 7. Educating, protecting and providing opportunities for children and young people.**
- 8. Supporting and caring for an ageing population and those who are most vulnerable.**

Who will be involved and how?

The Council already has a well-established network of stakeholders within the local community. Along with statutory consultees (those we must consult by law), this existing network will form the basis of a consultation database, which will gradually be increased by adding new contacts. Individuals and groups can be added or removed from this database at any time by contacting us.

The word 'stakeholder' simply means those who have an interest in the services and activities of the Council. Stakeholders will always be involved in early consultation as they can provide specific knowledge to help form options for wider public consultation. For example, if preparing a transport-related document, a local bus company would be a key stakeholder. The list below gives examples of the different groups/individuals who may be consulted for the formulation of a planning document. This is not a definitive list.

- Community/Stakeholders/Statutory Consultees
- Parish Councils
- Town Councils
- General Public/Residents
- Landowners/House Builders/Agents
- Local Groups, Clubs, Organisations
- Environmental/Community/Voluntary Groups
- National Government
- National Organisations
- Regional Government
- Seldom Heard Groups
- Local Government (i.e. Local Business Community Councillors/Council Committees)
- Local Forums/Partnerships
- The Highways Agency

Central Bedfordshire Together (CBT)

Central Bedfordshire Together is the name for the local strategic partnership for Central Bedfordshire. It comprises senior representatives from Local Government, Police, Fire, Health, Education, Business, Town and Parish Councils. It is made up of five Statutory and Thematic partnerships that work to develop and implement strategies and action plans for each of the priorities set out in the Sustainable Community Strategy.

These Partnerships are

- Children's Trust
- Healthier Communities and Older People Partnership
- Community Safety partnership
- Stronger Communities Thematic Partnership and
- Environment and Economy Thematic Partnership

Seldom Heard Groups or individuals

Within the community there are certain groups of people who are 'seldom heard', meaning that they have been under-represented in consultation in the past. Particular effort will be made to get these groups involved in the consultation process for planning documents and we recognise that these groups may require direct engagement to allow them to effectively participate in consultation. These groups could include:

- People with Disabilities;
- Black and Minority Ethnic Groups;
- Young people;
- Travellers and Gypsies;
- The homeless
- Older People.
- Gay, Lesbian and Bisexual;
- Transgender;
- Refugees and Asylum Seekers;
- People living in deprived areas

All planning documents will be screened to see if an Equalities Impact Assessment is required, although it is anticipated most planning documents will be subject to an Assessment.

Questionnaires and surveys will include equality monitoring questions to give the Council a picture of who contributes, so that we can try to ensure that all consultation is as inclusive as possible. There are some existing forums, groups and services which may be accessed to ensure that seldom heard groups are consulted on planning applications and during the preparation of planning documents.

Housing Services: Some tenants of Central Bedfordshire Council owned properties are representative of seldom heard groups. A Tenant Participation Officer is in post to manage tenant consultation and liaise with various tenant groups and will be approached to facilitate consultation

Young People's Services: The Tactics Centre in Leighton-Linslade is a drop-in centre for young people which can be utilised for future consultation.

Gypsies and Travellers: A countywide Gypsy and Traveller Accommodation Needs Assessment has been undertaken and a Travellers Study Group was set up. This group could also be accessed for future consultation in particular for the Gypsy and Traveller document.

Voluntary and Community Sector: The important role this sector plays in the consultation process is recognised. There are a wide range of representative voluntary and community groups within Central Bedfordshire whose knowledge and links are vital in reaching certain groups.

Methods of Consultation

Some methods for community involvement that are proposed are listed below. They include methods for simply giving out information or publicising a consultation when feedback is invited and direct methods of consulting. The list below is not definitive but includes those methods considered to be the most effective and practical. It is not the intention to use all these methods for each consultation. A variety of methods may be used as and where appropriate. Some are statutory requirements, meaning that they will always be used for any consultation.

Methods for notifying and consulting

Placing documents 'on deposit'	It is a statutory requirement that all documents are placed on deposit for the public to view in the offices of Central Bedfordshire Council. They will also be placed in Customer Service Centres and major libraries in the area.
Website	It is a statutory requirement that documents are available to view on line on the Central Bedfordshire Council website www.centralbedfordshire.gov.uk and occasionally other external websites. Links will be provided from the Council's website. Information and updates will be displayed, downloadable documents, and opportunities for immediate input using an online response form.
Social Media	Social media can be used to inform residents, local groups and organisations about consultations and progress on the development of the DPD
Letters	It is a statutory requirement that all statutory consultees are notified in writing when a document goes out to consultation. A number of general consultees; to whom a particular document may be of relevance, will also be notified in writing. In the case of planning applications in conjunction with or as an alternative to other means of notification.
Consultee database	For each document, a database of contacts will be maintained and letters or emails sent out to inform them of the various stages that the documents go through. Consultees will also be informed of the adoption and publication of documents.
Response forms (paper)	The Council accepts comments and feedback in writing as well as requests for updates and queries.
Email	Everyone with access to a web enabled computer will be able to submit comments and feedback, and may request updates and queries on planning policy documents. A dedicated e-mail address has been set up for this purpose.
Telephone:	The planning staff at Central Bedfordshire Council are always willing to provide advice or discuss planning matters by telephone

	0300 300 8307
Leaflets and Newsletters	These are an effective way of accessing the whole community and gaining interest in a particular matter. Leaflets containing a summary of the document which is out for consultation have been published in the past. It is acknowledged that they need to be attractive with a distinctive message to be effective and that overuse of this method can sometimes be ineffective.
Questionnaires and surveys	These are an effective means of gaining views of documents and proposals. They can be aimed at a small group or included in leaflets and newsletters to reach the wider community. The questionnaires need to be designed in such a way to gain useful information from the respondent, which can be used to inform planning documents.
Media releases/ Newspaper Adverts	It is a statutory requirement to publicise certain consultations in the press. The Council aims to ensure as full coverage geographically as possible. Regular media releases may be issued to keep residents informed.
Council publications	News Central is the Councils quarterly residents' magazine which is delivered to all households in Central Bedfordshire. Information and updates could be included in this publication if the timing is appropriate.
Television and radio	Can be used to inform the community of key community involvement dates and to report on feedback received.
Posters, displays and banners	These may be displayed in key public locations, including Council offices, supermarkets, leisure centres, libraries and village halls, with the aim of attracting interest and providing information.
Community Involvement Events	A range of community involvement events may be organised at accessible locations in order to capture community views. They will allow all those interested in the planning process to directly discuss the relevant issues, options and planning proposals with planning officers and other staff. They may utilise "hands on" consultation exercises such as "Planning for Real" for which the community are asked to identify what they would like to see developed in their area on a scale model or map. This method would be particularly relevant for master planning larger developments
Public Exhibitions	Public exhibitions provide a good visual means of displaying draft proposals. When manned, visitors will be able to discuss these matters with planning officers and other staff and submit their comments at the time.
Workshops and focus groups	These are increasingly being used to encourage discussions around particular issues, and can offer an opportunity to develop community capacity and offer training.
Town and Parish	These play an important part in the community and officers will

Councils	attend these groups where possible. For major planning proposals, developers will be encouraged to hold meetings with these groups.
Councillors	Elected Councillors are community representatives and play an important role in guiding the planning process
Use of existing partnerships, forums and panels:	These can provide representative views from a range of organisations/ agencies, such as the Local Strategic Partnership, as well as specific groups within the community.
Client Side panel	This will be used as a platform to engage with landowners and developers.
Site notices	These are used to advertise applications either singly or in conjunction with consultation by letter.

Dealing with Racist or other Discriminatory Representations

The Local Government (Access to Information) Act 1985 requires any material which is defamatory or likely to incite racial hatred or contempt, to be marked 'confidential' and not disclosed to the public. The Equality Act 2010 makes it unlawful for anyone to induce or attempt to induce another person to discriminate on the grounds of the following protected characteristics; age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. It also makes it a statutory duty for Central Bedfordshire Council to promote equality of opportunity and makes it unlawful for the Council to aid and abet discrimination by failing to challenge a discriminatory pressure. Anyone who, either in writing or verbally, objects on discriminatory grounds to a planning proposal is potentially contravening one of these Acts, by applying pressure to discriminate.

An example of a racist representation is one which includes words, phrases or comments which are likely to be offensive to a particular racial or ethnic group; be racially abusive, insulting or threatening; apply pressure to discriminate on racial grounds and stir up racial hatred or contempt. The same criteria would apply in relation to other protected characteristics. Where a representation is wholly discriminatory, and contains no material planning consideration, the representation is unlawful and cannot be considered or disclosed. Its receipt will not be identified in any committee report as it is not material. If the representation is discriminatory, but also contains material planning considerations, the Council may write to the respondent, explaining that only those valid planning matters will be considered or disclosed. If the Council does not write to the respondent, only valid planning matters will be considered or disclosed and content deemed to be discriminatory may be removed from the representation.

Main valid planning matters include:

- Amenity - impact on neighbours;
- Highways - suitability of access, parking, traffic generation etc.;
- Policies - are there any government policies which are relevant?;
- Design; and
- Planning history.

The Local Plan

The timetable associated with the preparation of the documents is set out in the Plan-Making Programme (Local Development Scheme) which is a project plan for the Local Plan. Copies are available from Council Offices and available to view or download from the Council's website.

The Local Plan will be made up of three types of document which have differing requirements in terms of publicity, consultation and process:

Local Plan Documents which have to go through certain stages of community participation before being submitted to a Government Inspector for examination and approval.

Supplementary Planning Documents which will also be subject to public scrutiny, but will be adopted by the Council itself.

Neighbourhood Development Plans which are produced by Parish Councils for their communities and following examination and referendum will be adopted by the Council.

There will be a number of documents, a mixture of the above types, together comprising the Local Plan.

The Local Plan Documents may include all or some of the following elements;

- The 'Development Strategy' will set out an overarching vision and principles necessary for managing development and change over the next 20 years.
- 'Development Management Policies', comprising general policies for the control of development for example, the protection of the natural, visual and residential environment.
- 'Site Allocations' policies which will address the location of new development for all types of uses including housing, commercial development and recreational development

All the policies and proposals will be illustrated in a 'Policies Map' covering the whole of Central Bedfordshire.

Supplementary Planning Documents may be site specific, such as development briefs guiding development on individual sites. Alternatively they may be topic based such as a detailed Design Guide.

Neighbourhood Plans or Orders may be produced by Town and Parish Councils for their communities. They will comprise a set of policies specific to the needs of the community and will vary enormously in the range of their content. They may include policies covering design, protection of green space etc and/or allocate land for specific purposes. A Neighbourhood Order can effectively grant planning permission for a particular type of development or a specific development.

Key Stages of Documents

Key Stages of Local Plan Documents

In accordance with Government Guidance, there will be several stages as set out below.

Stage	Description
Research and Issues Phase	The Council will gather information about the area in order to assess and identify issues and options for addressing the needs of the area. This may be technical information or it may constitute the views of stakeholders. At the same time, the Council will assess the requirements of Government Guidance, corporate strategies and technical information in order to put together a draft document.
Draft Plan Phase (optional)	A draft plan or parts of an emerging document may be published to get some feedback from the community and stakeholders. These will be made available for a six week period allowing written representations to be submitted. Workshops, exhibitions and other consultation methods may be used to engage with different groups. The feedback received will be considered and used in the preparation of the Local Plan document which will be considered by the Council before proceeding to the next phase. All these documents will be subject to a Strategic Environmental Assessment (SEA) and a Sustainability Appraisal (SA).
Submission Phase	Each Local Plan document will be published for a formal six week consultation period, allowing written representations to be submitted. The consultation will be advertised widely and the documents will be circulated for comment to statutory consultees as set out in Annex 1 Part A & B. Comments received will be summarised and passed to the Planning Inspector for consideration.
Submission	The document will be submitted to the Secretary of State (as represented by the Planning Inspectorate) for independent Examination. Also all background material and the Sustainability Appraisal/ Strategic Environmental assessment and a statement of public involvement in the process will be submitted for Examination and published on the website.
Examination	An Examination will be carried out by an Inspector from the Government's Planning Inspectorate. This comprises a period of familiarisation by the appointed Inspector who may ask for more information from the Council. There may be a Pre-Hearing Meeting held by the Inspector to explore the main issues. Hearing sessions will be arranged with six weeks notice being given in advance of the beginning of the hearings. Only those who submitted representations at publication stage will be entitled to be heard. The Inspector will assess

	'the soundness' of the Plan and will produce a report with recommendations which will be considered by the Council.
Adoption	The Council will adopt the Local Plan document as soon as practicable following consideration of the Inspector's Report and it will become part of the Council's Local Plan. It will be published on the Council's website and all those who made comments will be informed. Hard copies will be available to view at Council Offices and may be available to purchase on request.

Key Stages of Supplementary Planning Documents

Supplementary Planning Documents may include site or issue based guidance. Supplementary Planning Documents will generally relate to policies or proposals in a Local Plan Document. They do not form part of the statutory development plan and are not subject to independent examination, but will still be subjected to community and stakeholder involvement.

Stage	Description
Research and Issues Phase	Background information will be gathered (including community input where appropriate) and government advice will be assessed and a draft document will be published.
Consultation Phase	The draft will be subject to involvement by people and the community in a similar way to Local Plan Documents, for a minimum of 4 weeks. All comments will be considered and fed into the final document if appropriate.
Adoption	The Supplementary Planning Document will be adopted by the Council and published on the website along with a statement of the representations received and the response to those representations. All those who made comments will be informed. Hard copies will be available to view at Council Offices and may be available to purchase on request.

Key Stages of Neighbourhood Plans or Orders

In Central Bedfordshire, the whole area is parished, so Neighbourhood Plans or Orders will be produced by Parish and Town Councils, if they wish to do so. They set out policies for a prescribed area and may combine more than one parish or only relate to a particular part of a parish. They will become a formal part of the Local Plan if successful.

Stage	Description
Initiation	The Town or Parish Council will resolve to produce a Neighbourhood Plan/Order and approach the Council, submitting a plan showing the extent of the Neighbourhood Area for agreement by the Council. Generally, a Steering Group will be set up as a sub-group of the Parish

	or Town Council to actually carry out the production of the Plan or Order.
Research and Issues Phase	The Group will gather information about the area in order to assess and identify issues and options for addressing the needs of the area. This will be technical information and will also constitute the views of the community and/or adjacent communities. A vision and objectives are likely to be identified in the case of a Plan. It is expected that a number of consultation exercises will be undertaken with various sectors of the community at this stage.
Consultation Phase	The Neighbourhood Plan or Order will need to be published for a formal period, allowing representations to be submitted. The consultation will need to be advertised widely and the document will be circulated for comment to statutory consultees. Comments received will be summarised and any changes made to the document. The process, comments and outcomes will be recorded in a Consultation Statement.
Submission	The document will be submitted to the Council for a check that it complies with legal requirements and planning policies. Also the Sustainability Appraisal/ Strategic Environmental assessment and the statement of public involvement in the process will be submitted. The Council will arrange for a further consultation and gather comments to pass on to the person carrying out the Examination.
Examination	An Examination will be carried out by a suitable person who may be an Inspector from the Government's Planning Inspectorate. It may be examined by written representation or by a public hearing. The Inspector will assess the document and will produce a report with recommendation whether it should proceed to referendum.
Referendum	A referendum will be held to see if the community is in favour of the document. A simple majority is sufficient for it to succeed.
Adoption	The Council will adopt the Neighbourhood Plan or Order as soon as practicable following a successful referendum and it will become part of the Council's Local Plan. It will be published on the Council website and all those who made representations to the Council will be informed. Hard copies will be available to view at Council Offices and may be available to purchase on request.

Strategic Environmental Assessment/Sustainability Appraisal

Local planning authorities are required to undertake a Strategic Environmental Assessment (SEA) and Sustainability Appraisal (SA) of plans likely to have a significant effect on the environment, under the SEA Directive and the Planning Act. Detailed information on these requirements are available on the Government's website. SA assesses the potential social, environmental and economic effects of policies, whereas SEA looks at the various environmental impacts of policies. The Directive requires that the public and relevant authorities are consulted as part of the SEA & SA process. Consultation will be undertaken as part of the screening process, when deciding the scope and level of detail to be included in the report, and when the submission report is published. It is a requirement of the Directive

that comments received on consultations will be taken into account during the preparation of the plan or programme before its adoption.

Links to other strategies and plans

The Local Plan is a key component to the delivery of ambitions promoted by the Sustainable Community Strategy of Central Bedfordshire. Sustainable Community Strategies are developed by Local Strategic Partnerships (Let's Talk Central) in consultation with public, private, voluntary and community sector organisations and individuals. They set out a vision for the future, describing how key issues will be attended to so that people will be happier, healthier and more prosperous. Let's Talk Central will be treated as statutory consultees for each Local Plan document to ensure delivery of the relevant aims of the Sustainable Community Strategy.

There is a separate Statement of Community Involvement dealing with minerals and waste development, this can be found on the Council's website.

Monitoring Feedback

The Council will ensure that when consultation with the community is undertaken, their comments will be used to inform the content of the planning documents. Consultation will not just be a 'ticking the box' procedure. Careful consideration will be given to how responses to consultation are addressed. Undoubtedly there will be conflicts and differences arising from these responses and there will be a need to balance these accordingly when considering responses at each stage.

At the end of every statutory consultation period, the Council will analyse the responses received and prepare a summary report. This will be presented at the Executive or Council meeting with recommendations for required changes. Following the final stage of consultation, a consultation statement will be produced that will summarise responses received and the main issues arising.

All comments and reports will be available to view at the offices of Central Bedfordshire Council on request.

Anyone or any group making comments on this SCI, future Local Plan documents and Supplementary Planning Documents, will be included in an electronic database and automatically kept informed of all future consultation stages by either letter or email, unless they make it clear that they do not wish to be included in the electronic database.

Consultation on Planning Applications

The responsibility for publicising planning applications falls to local planning authorities and the requirements are set out in Government guidance and regulations, which this Council meets. Information is available in a series of leaflets from Council offices or from the Council's website outlining how people can become involved in the planning process, how Committees work, etc.

The Council encourages applicants wishing to submit a planning application to enter into pre application discussions with the Council's planning officers. This should help resolve any problems that can normally hold up the planning application and possibly help to address any objections likely to arise. Consultations with the public may be seen as necessary through negotiations taking place prior to determination of a planning application.

When the Council receive and register a planning application the minimum requirements of consultation and publicity are carried out, in accordance with the Town and Country Planning (General Development Procedure) Order 1995. However the Council will choose to carry out further publicity and consultation in specific circumstances. The Council produce a weekly list of all of the planning applications received, which can be viewed at the Council offices, local libraries and on the Council's website. To find out more about a particular application, members of the public can visit or telephone the Council offices.

Applications are dealt with by Planning Officers in accordance with the Council's approved scheme of delegation set out in the Council's Constitution. Applications that are more complex or controversial may be reported to Development Management Committee, in accordance with the scheme of delegation. The Committee is made up of Councillors and meets every four weeks. Committee meetings are open to the public and provided it has been arranged in advance, anyone has the right to speak. Details of the arrangements regarding the number and time given for the right to speak are available from the Council.

When a decision is made, it is publicised on the Council's website.

Standard Planning Applications

When a planning application is received, for example for an extension to a house, the Council follows a certain procedure to allow anyone who is likely to be interested to be made aware of the proposal in the first instance and allow them an opportunity to make comments. Details of every application received are sent to the Parish or Town Council. Statutory and non-statutory consultees are notified in some circumstances and weekly lists are available for people to look through what applications have been received and request details. Individual letters are sent out to any identifiable addresses adjoining the site. Occasionally, letters are sent to properties separated from the site by a road or footpath where they are considered to be affected by the proposal. If no addresses are identified or if the proposal raises issues of general public interest, a notice will be put up on public land where it can be seen by people who may be interested in or affected by the proposal.

In addition, newspaper advertisements are used in local newspapers to notify people about an application in the following circumstances;

- If the site is in a Conservation Area or a listed building
- If the site is a departure from the Local Plan

- • If the site affects a footpath or Right of Way
- • If the application needs an Environmental Impact Assessment
- • If the site is a major development

Major applications

Planning applications may be received that are considered to be 'major' as defined in the planning regulations. These include applications

- where the number of dwellings to be constructed is 10 or more or a site area of 0.5 hectares or more
- for all other uses where the floorspace to be built is 1,000 metres or more, or where the site area is one hectare or more
- a major change of use will also count as a major development

These proposals may not be controversial. The exact scale of the consultation process will need to be suited to the size and likely impact of the development.

A number of situations may arise where it is felt necessary to engage people more closely in the decision-making process, for instance where community facilities are affected, or where a proposal is likely to affect a large proportion of residents. For these proposals the Council would wish to see:

- Developers or landowners take a key role in this as part of their obligation to the local community
- Consultation carried out at the earliest stage of the application process with local people to explore their reactions and optimise potential community benefits as part of the development
- Extra effort made to engage with "seldom heard" groups
- Exhibitions, and/or workshops being held to involve people in a non-confrontational way, if appropriate

A range of appropriate methods of involvement is set out earlier in this document. A statement setting out what consultation has taken place should be submitted to the Council for consideration as part of the planning application process.

Beyond major applications

There may be occasions where a proposal constitutes a separate order of magnitude which will have widespread implications for a large number of residents, the environment, the landscape and traffic/ travel choices. It will be for the Council to decide which applications fall into this category but examples include a major holiday village, a new settlement etc. In these circumstances the Council will require much more effort and resources to be put into the consultation process, much of it prior to the submission of a planning application. In some cases a Development Brief will be required for the proposal which would involve stakeholders in its production. A Development Brief intends to provide firm guidance for prospective developers and the community on the form and quality of development the Council envisages for a site. A Development Brief would be used to guide the Council in making development control decisions. However, in circumstances when a proposal has already been subjected to a considerable amount of public involvement, for example, a site allocated for development in the Local Plan, less public involvement may be required.

For these developments the Council would wish to see:

- Developers or landowners take a leading role in this as part of their obligations to the local community
- Local people in the settlement affected or nearby settlements consulted
- A considerable amount of exhibitions/workshops run with the local community
- Extra effort made to engage with hard to reach groups
- Optimal community benefits identified through effective (and demonstrable) engagement with local people,
- The setting up of focus groups to help resolve the particularly important issues

Any scheme for development must be drawn up with considerable (and demonstrable) local input, and local support as far as possible. A range of appropriate methods of involvement is set out earlier in this document. A statement setting out what consultation has taken place should be submitted to the Council for consideration as part of the planning application process.

Appeals

Planning applications may be refused by the Council. Applicants have a right of appeal against a planning application decision. There are no third party appeal rights. Appeals are made either by written representations, a hearing or a public inquiry. When an appeal is received by the Council, all those who were consulted on the original application and those who have made comments will be informed and advised how they can make their views known. All new appeals will be displayed on the Council's website. If the appeal is to be heard at a public inquiry, a site notice will be displayed showing the time, date and location. Details will be published in local newspapers.

All representations submitted during the application stage will be forwarded to the Planning Inspectorate who decides the appeal. If there is a hearing or a public inquiry, it is normal procedure for the Planning Inspectorate to invite main parties to prepare a joint statement of agreed facts of common ground. Appeal hearings and inquiries are open to the public. The Planning Inspector may also arrange for a public meeting with residents at a local venue in order to hear issues directly. The Council will encourage this type of meeting in cases where there is considerable local interest. Anyone involved in the Appeal process will be notified directly by the Planning Inspectorate of the outcome of the Appeal. The relevant Council will inform Councillors of the outcome of appeals. Appeal decisions are also displayed on the Council's website.

Implementation and Review

During the preparation of the documents making up the Local Plan, there may be circumstances where additional community involvement would benefit those documents, for example if issues are raised during a workshop that merit further investigation. The Council reserves the right to exercise its judgement in these matters and will act in the best interests of the stakeholders, taking into account resources and deadlines.

Resources

The consultation and participation outlined in this Statement of Community Involvement will be lead by the Development Plan Teams within the Planning Division, with the assistance of other departments and external Agencies where required. Staff within the Council's Development Plan Teams will primarily carry out the consultation processes for the preparation of DPDs and SPDs. Officers from the Community Services Team may also provide specialist skills to involve people in the SCI consultations, such as engaging with young people. Staff within the Development Management and Technical Administration Teams will primarily carry out the public consultation processes associated with planning applications. Given the potential scale of consultation, it may be necessary or beneficial to use consultants for certain pieces of work. Examples of such are listed below, however these are by no means exhaustive and serve as an indication of where the Council may look for outside assistance if required:

- Staging and running of public meetings/workshops
- Publication of summary leaflets/flyers
- Development of any online, interactive exhibitions

Funding of the procedures laid down by this SCI will be incorporated into the appropriate budgets for the forthcoming financial years. The annual budget making process and the medium term financial strategy will determine whether further resources are required to effectively deliver the Council's programme of community involvement.

The Council is aware that residents and organisations have already been asked to comment on documents and strategies and are anxious where possible to avoid 'consultation fatigue'. Where there is existing information, the Council will take this information into account. Opportunities for joint consultation exercises will be sought, such as those which are seeking input into the Community Plan.

Review

The Statement of Community Involvement will be kept under Review and revised when necessary. Each Local Plan document proposed will be subject to different procedures and techniques to engage stakeholders, and it is therefore unlikely that a full review of the SCI will take place until all of the document types referred to have been completed. In reviewing it the local planning authority will be required to follow the same procedures for preparation as the first statement. Revisions will be made where statutory regulations change, significant changes have been identified in the methods used to engage in consultation, or where the type of groups identified have changed.

Contact us...

by telephone: 0300 300 8307

by email: customer.services@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk

Write to Development Plans, Central Bedfordshire Council, Priory House,
Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ

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Meeting: Executive
Date: 2 October 2012
Subject: Priorities for Leisure Facility Capital Programme Investment
Report of: Cllr Brian Spurr Executive Member for Sustainable Communities – Services
Summary: To approve expenditure of capital programme funds to commence implementation of improvements at Saxon Pool and Leisure Centre and Tiddenfoot Leisure Centre in 2012/13.

Advising Officer: Gary Alderson, Director of Sustainable Communities
Contact Officer: Jill Dickinson, Head of Leisure Services
Public/Exempt: Report - Public
Appendix A – Exempt
Wards Affected: All
Function of: Executive
Key Decision Yes
**Reason for urgency/
exemption from call-in
(if appropriate)** N/A

CORPORATE IMPLICATIONS

Council Priorities:

Capital investment to improve Leisure Centres supports the following Council priorities;

- Enhancing Central Bedfordshire – creating jobs, managing growth, protecting our countryside and enabling businesses to grow.
- Promote health and wellbeing and protecting the vulnerable.
- Great universal services – bins, leisure and libraries.
- Value for money – freezing council tax.

Financial:

1. The capital programme, approved at Council on 23 February 2012 includes funds for Leisure Strategy Implementation Invest to Save together with Saxon Pool and Leisure Centre sports hall extension totalling £8m over 4 years from 2012/13 to 2015/16.

2. Part of the £8m is a contribution of £650k section 106 funds in 2013/14 for the sports hall extension at Saxon Pool and Leisure Centre from a number of developments. The majority of this funding is from the Land South of Potton Road (site 1) application MB/03/01205/OUT not yet received but due 11 January 2013, the trigger being no later than the third anniversary of the commencement of the development. The revised total anticipated is £600k.
3. In developing priorities for invest to save expenditure, a range of potential schemes have been considered which limit the cost to the Council of borrowing capital funds, either by providing income for the Council and/or can be supported by third party contributions.
4. The financial implications are set out in the exempt Appendix A, tables 1-5:
 - i. Table 1 Approved net capital programme budget summary.
 - ii. Table 2 Tiddenfoot Leisure Centre proposed expenditure summary.
 - iii. Table 3 Saxon Pool and Leisure Centre proposed expenditure summary.
 - iv. Table 4 Combined project total expenditure summary.
 - v. Table 5 Summary of invest to save expenditure, estimated income and return on investment.
5. The Executive is asked to approve the allocations and profile of capital expenditure as set out in Appendix A Tables 2 and 3 which will be reflected in the next version of the capital programme.
6. The proposals commencing in 2012/13 have been developed to a level of detail to show those improvements which aim to deliver a return on the capital invested, and other essential and complementary maintenance and improvement items that bring the physical fabric of the centres up to date.
7. At this point it is not intended to re-profile the budget beyond 2013/14. The Leisure Facilities Strategy to be considered at Executive on 8 January 2013 will inform further investment proposals which will also propose use of the capital budget that has not been spent in 2012/13 and 2013/14.

Legal:

8. Public authorities have a statutory duty to promote equality. This is dealt with in detail in the Equalities section of the Corporate Implications.

Risk Management:

9. The following risks have been identified, which are considered in more detail below:
 - Failure to deliver the Council's priorities
 - Reputational risks
 - Risk to customer satisfaction
 - Financial risks, including slippage, failure to achieve income targets, accuracy of costing and accurate assessment of demand.

10. The development of a Leisure Facility Strategy, part of the Council's Medium Term Plan is planned for approval by Executive in January 2013. These investment priorities aim to address key emerging issues for the Leisure Facility Strategy which has been tested by key stakeholder consultation.
11. Sport England has assessed the quality, quantity and accessibility of a range of specific sports facilities which shows a deficiency of fitness stations, high usage levels of the leisure centres, and aging stock that make for a decline in customer satisfaction levels if there is no further investment.
12. Outline business cases have been developed for each proposal which will require further work. These have been informed by condition surveys and latent demand research commissioned for fitness equipment and health suites. The capital costs (construction and fit out costs) are estimates based on quantity surveyors estimates from architect's drawings. Cost accuracy will be tested through a procurement process for a building construction contract.
13. Income generation estimates for additional fitness room capacity (additional cardio and resistance equipment) has been assessed by using actual contractor estimates for usage and income.
14. Income generation estimates for health suites (rooms for massage and body treatments, sauna, steam and ice rooms) are not widely available. Whilst there is growing interest within the leisure industry in the provision of health suites to complement the traditional leisure centre offer, and there is anecdotal evidence about the benefits to health and wellbeing, this emerging market is untested. The latent demand surveys indicate demand for health suites in Central Bedfordshire, but the income generated from this market is commercially sensitive and difficult to obtain. Therefore income generation estimates are cautious, based on modelled demand and likely income per person, and not based on actual contractor estimates for usage and income. There are additional reputational risks in this type of investment if gaps in service provision elsewhere are perceived.
15. The income estimates for the improvements at Tiddenfoot Leisure Centre are subject to negotiations with the contractors which are not yet concluded. In the event of contractor negotiations not reaching fixed income levels which enable CBC to support the cost of capital borrowing, it may be recommended at contract award stage for the project not to proceed.
16. Saxon Pool and Leisure Centre contract will be retendered for a start date on 1 October 2013. Income estimates for Saxon Pool and Leisure Centre will not be confirmed until the Council awards the contract.

Staffing (including Trades Unions):

17. Not Applicable.

Equalities/Human Rights:

18. Public authorities have a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
19. The improvements to the leisure facilities aim to enhance customer experience and promote equality of opportunity, and make sport and physical activity a regular part of life for all.

Public Health:

20. Leisure services are a key community health resource. Capital investment in leisure facilities will ensure there is a sustainable and high quality sport and physical activity infrastructure for local communities to engage in regular physical activity to help generate long term improvements in overall levels of health and wellbeing and thereby reducing the costs to society for the NHS and social care.

Community Safety:

21. Under section 17 of the Crime and Disorder Act the Council has a statutory duty to do all that is reasonable to prevent crime and disorder with its areas. Leisure centres and the activities that they offer provide positive opportunities, particularly to young people, who may otherwise engage in activities that may be considered anti-social.

Sustainability:

22. The proposals seek to extend and improve facilities and increase the number of people in Central Bedfordshire that can access and participate in sport and physical activity through a network of good quality accessible and readily available public sport and recreation facilities, reducing the need for customers to travel to other local authority areas to participate in these activities.
23. Leisure Centres are significant contributors to the Council's carbon footprint (12%) and improving energy consumption/efficiency (which also has benefits in terms of running costs) will be an important consideration as part any redevelopment or measure implemented.

Procurement:

24. Project management consultants will undertake detailed design, engineering and quantity surveying services. The procurement of these services has been carried out in consultation with the Council's procurement team via an existing local authority purchasing and distribution framework agreement known as Eastern Shires Purchasing Organisation (ESPO) approved by CBC. Preliminary work costing £10,000 has been approved with full appointment being made subject to approval of the recommendations set out in this report.

25. The scope of the appointment includes undertaking a tender process for a building contract to implement the leisure centre improvements. The award of building contract will be of a value that will require Executive approval. In order to minimise the time taken to commence the improvements it is recommended that Executive approval to award the building contract be delegated to the Director of Sustainable Communities in consultation with the Executive Member for Sustainable Communities - Services Cllr Brian Spurr and Executive Member for Corporate Resources, Cllr Maurice Jones.
26. Should it be agreed that an award for a building contract be made, the appointed project management consultants will oversee the building contract.

Overview and Scrutiny:

27. These projects implement part of the Capital Programme 2012-2016 agreed at February 2012 Budget Council.

RECOMMENDATIONS:

The Executive is asked to:

- 1. approve expenditure in the approved capital programme to the new profile set out in the exempt Appendix 1 - Tables 2 and 3 which will be reflected in the next version of the capital programme; and**
- 2. delegate to the Director of Sustainable Communities in consultation with the Executive Member for Sustainable Communities – Services and the Deputy Leader and Executive Member for Corporate Resources, the award of the building contract for Tiddenfoot Leisure Centre and Saxon Pool and Leisure Centre in 2012/13.**

Reason for Recommendations: So that priorities for investment to commence from 2012/13 can be implemented.

Executive Summary

28. As set out in the Corporate Implications of this report, proposals for capital investment have been developed to support the emerging themes and priorities of the Leisure Strategy. The proposals aim to limit the cost to the Council of borrowing capital funds, either by providing income for the Council as a result of that investment and/or aim to be supported by third party contributions.
29. Proposal for investment are for the following improvements;
30. Tiddenfoot Leisure Centre. Ground floor: extension to the entrance, reconfiguration and refurbishment of the reception area, provision of a café. First floor: expansion of the fitness room from 54 stations to 75 stations into the current fitness room changing area and re provision of that changing area into the crèche. Conversion of an existing second fitness area into a workout studio and re provision of the crèche.

31. Saxon Pool and Leisure Centre. Ground floor: refurbishment of the reception area and extension for a two court sports hall. New first floor for a health spa (rooms for massage and body treatments, sauna, steam and ice rooms).
32. The financial implications are set out in the exempt Appendix A, tables 1-5:
 - i. Table 1 Approved net capital programme budget summary.
 - ii. Table 2 Tiddenfoot Leisure Centre proposed expenditure summary.
 - iii. Table 3 Saxon Pool and Leisure centre proposed expenditure summary.
 - iv. Table 4 Combined project total expenditure summary.
 - v. Table 5 Summary of invest to save expenditure, estimated income and return on investment.
33. The Executive is asked to approve the allocations and profile of capital expenditure as set out in exempt Appendix A Tables 2 and 3 which will be reflected in the next version of the capital programme.
34. The project will be managed as set out in paragraphs 24-26 of this report.
35. Executive is asked to approve the recommendations set out in this report.

Appendices:

Exempt Appendix A – Budget and expenditure summaries, Tables 1-5.

Table 1 Approved net capital programme budget summary.

Table 2 Tiddenfoot Leisure Centre proposed expenditure summary.

Table 3 Saxon Pool and Leisure centre proposed expenditure summary.

Table 4 Combined project total expenditure summary.

Table 5 Summary of invest to save expenditure, estimated income and return on investment.

Background Papers: (open to public inspection)

B3 Building Services Option reports for Leisure Centre enhancements June 2012

Hattrick Marketing Latent Demand surveys for Health and Fitness May 2012

Innovate Leisure Spa Report August 2012

Meeting: Executive
Date: 2 October 2012
Subject: Publication of Parking Strategy
Report of: Cllr Brian Spurr, Executive Member for Sustainable Communities - Services
Summary: This report seeks Executive approval to publish the Council's Parking Strategy as the approach to managing parking in Central Bedfordshire.

Advising Officer: Alan Fleming, Project Director
Contact Officer: Basil Jackson, Assistant Director Highways and Transport
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key decision Yes
Reason for urgency / exemption from call-in (if appropriate) N/A

CORPORATE IMPLICATIONS

Council Priorities:

The Central Bedfordshire priorities supported in this paper are:

- Enhancing Central Bedfordshire – creating jobs, managing growth, protecting our countryside and enabling businesses to grow; and
- Better infrastructure – improved roads, broadband reach and transport.

Financial:

1. For parking and enforcement for 2012/13 the approved gross expenditure budget is £994K and gross income budget is £1,608K. This includes an efficiency target of £230K. There is a further efficiency target split over the next 3 financial years of £60k.
2. The available capital budget of £200K is currently split equally over 2012/13 and 2013/14. However, there may be adjustments to these figures over the medium term financial plan period as the Authority reflects on the need to acquire additional car parks, ticket machines and ANPR vehicles.

3. There are cost implications to adopting some of the policies; for example, parking on footways where additional signing and road markings will be required and to do that in every road would cost the Council a significant amount of money. As with any of these policies they will be phased to ease the financial burden.
4. While the policies, when adopted, will come into affect immediately after they have been adopted by Executive, their implementation will take into account the above financial constraint.

Legal:

5. Central Bedfordshire Council is the highway and traffic authority for the road network in the area of Central Bedfordshire. An important function of the Authority is to manage on and off-street parking. To be legally enforceable, parking services must be compliant with the Traffic Management Act 2004.

Risk Management:

6. Failure to deliver efficient and effective parking enforcement would be detrimental to the safe and expeditious use of the road network and could be damaging to economic growth. Failure to deliver a cost neutral parking enforcement service could have detrimental financial implications to the Authority. Other financial risks include failure to deliver efficiency targets. Failure to deliver an effective approach to parking may result in reputational damage to the Council. There is also a risk of failing to discharge statutory responsibilities.

Staffing (including Trades Unions):

7. Not applicable.

Equalities/Human Rights:

8. Public authorities have a statutory duty to promote equality of opportunity, to eliminate unlawful discrimination and to foster good relations in respect of nine protected characteristics; age disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
9. Creating an attractive and accessible public realm has a part to play in getting people out and about. One objective of enforcing traffic restrictions is to ensure that the most vulnerable members of the community have fair access to the public realm. Disabled people, in particular, place a high priority on the provision and enforcement of disabled parking bays and the provision of dropped kerbs.
10. An efficiently managed parking system is therefore crucial for allowing equality of opportunity.

Public Health:

11. Not applicable.

Community Safety:

12. Section 17 of the Crime and Disorder Act 1998 places a statutory duty on the Council: without prejudice to any other obligation imposed on it, it shall be the duty of each authority to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area.
13. Parking enforcement activities can support a reduction in crime and disorder through the use of civil enforcement officers (CEOs) to report key pieces of intelligence which can support and assist in the detection/investigation of crime and disorder, ensuring that sufficient, appropriate and safe parking areas are available and that appropriate parking enforcement services are in place.
14. The Traffic Management Act was introduced in 2004 to tackle congestion and disruption on the road network. The Act places a duty on local traffic authorities to ensure the expeditious movement of traffic on their road network and those networks of surrounding authorities. The Act gives authorities additional tools to better manage parking policies, moving traffic enforcement and the coordination of street works which are all important components of community safety.

Sustainability:

15. The effective management of parking is a key part of accommodating Central Bedfordshire's growth agenda and ensuring that we are "open for business." A good, well-connected public transport network encourages patronage and provides the alternative to travel locally without using the private car.
16. We will also support the roll-out of infrastructure in car parks for electric vehicle charging in line with national initiatives such as 'Plugged in Places'.

Procurement:

17. Not applicable.

Overview and Scrutiny:

18. A number of additional policies were considered by Sustainable Communities Overview and Scrutiny Committee on 11 June 2012 for inclusion within the final version of the Parking Strategy.

RECOMMENDATION:

The Executive is asked to endorse the Parking Strategy, as amended to include the recommendations from the Sustainable Communities Overview and Scrutiny Committee, with the exception of the Overview and Scrutiny Committee's recommendation 2 that parking on grass verges not be permitted, as the published approach to parking in Central Bedfordshire.

Reason for Recommendation: To ensure that the Council has an adopted Parking Strategy.

Background

19. On 12 July 2011 the Executive approved the proposal to consult the wider community on the draft “Approach to Parking” (Parking Strategy), including seeking the views of the Sustainable Communities Overview and Scrutiny Committee, before reporting back to a future Executive meeting.
20. The Sustainable Communities Overview and Scrutiny Committee on 25 October 2011 endorsed the following recommendations and comments contained in a report from the Highways and Transportation Task Force setting out their conclusions in respect of the Council’s draft “Approach to Parking”:
 - the draft “Approach to Parking” is supported as the basis for the development of parking services in Central Bedfordshire;
 - that controlled parking zones be used as a major measure for the management of car parking, provided that such zones are selectively introduced following proper evaluation and are sufficiently and adequately funded;
 - that residents’ parking zones as such should not be used by the Council in the future as a parking control measure and that any further requests should be considered in the context of controlled parking zones; and
 - that the parking standards (as set out in Appendix C to the draft “Approach to Parking”) are fair and reasonable.
21. The Executive noted the above recommendations at its meeting of 15 November 2011 but resolved that, in some cases, residents’ parking schemes could be used in isolation outside of parking zones.
22. The Sustainable Communities Overview and Scrutiny Committee on 11 June 2012 received a report that set out the changes that were planned to be made to the Parking Strategy as a result of the consultation that had been carried out on the draft “Approach to Parking”. In response the Overview and Scrutiny Committee discussed the following issues in relation to existing and proposed new policies:
23. Residents’ permits
 - Residents’ parking zones provide a parking solution in villages where people park their car in a residential area before going on holiday.
 - The cost of a resident’s permit, where a resident owned more than one vehicle, was still to be determined.
 - Possessing a resident’s parking permit did not guarantee that the resident would always be able to find a parking space.

24. Parking on verges

- In areas where verge / footway parking was permitted the dual use of the pathway by pedestrians would be retained. The designation of any verge / pathway parking would be determined by the Traffic Management Committee and would require the making of a traffic regulation order.
- The Committee agreed that parking should not be permitted on grass verges as this churned up the grass and obstructed pedestrians. In response the Assistant Director for Highways and Transport stated that there would be no parking on grass verges permitted as a result of the strategy. However, in extreme circumstance, the Authority may choose to formalise parking in such areas by “hardening off” grass verges and identifying marked parking bays.

25. HGV Parking

- Concerns relating to the displacement of HGVs into villages if parking hours were restricted in lay-bys overnight. There were also concerns relating to the level of enforcement that the Council would be able to undertake overnight.
- Concerns that the Highways Agency was responsible for several roads throughout the Central Bedfordshire area and parking standards relating to HGVs needed to be managed in a consistent manner.

26. Treatment of Persistent Offenders

- The need to ensure that blue badge holders did not incorrectly receive a penalty charge notice (PCN).
- Whether it should be permissible to allow an illegally parked vehicle to accrue 5 or more unpaid PCNs before being clamped and removed. The Council was legally required to permit an illegally parked vehicle to accrue 3 unpaid PCNs before it could be clamped and removed.

27. Residential Parking Standards

- Following a report from Transportation Planning (International) Ltd a number of changes were proposed to the parking standards included in Central Bedfordshire’s draft Approach to Parking. In particular it was recommended that the standard for residential development should be a minimum standard (effectively one parking unit per bedroom) and that the minimum number of parking units should include the garage.

- It was suggested that if the garage was included in the minimum number of units stated in the report then these numbers were insufficient. In addition it was commented that planning applications should need to ensure a minimum 3.3 metre as the appropriate width for a garage. Members requested that the Design Guide reinforce the need for garages to be a minimum 3.3 metre width and that restrictions be put in place to prevent residents from converting the use of a garage to another function. The Design Guide is presently being reviewed and would be considered by the Sustainable Communities Overview and Scrutiny Committee prior to its further adoption. The Development Management Committee would ensure that planning applications provided appropriate numbers of parking spaces.

Recommendations from the Sustainable Communities Overview and Scrutiny Committee

28. **The recommendations to Executive from Overview and Scrutiny are:**

1. **That the approach to localism and exploring ways of involving the local community in the delivery of parking services be supported.**
2. **That parking on grass verges not be permitted.**
3. **That verge and footway parking be permitted only in streets where no other parking provision can practicably be provided but that all proposals be referred to the Traffic Management Committee for the designation of a traffic regulation order.**
4. **That the approach to restrict HGV parking in lay-bys to four hours only during the period 9pm to 7am be supported.**
5. **That a letter be sent to the Highways Agency informing them of the intention of the Council in relation to regulating overnight HGV parking in lay-bys and asking them to continue to enforce HGV parking on major trunk roads throughout the area.**
6. **That any illegally parked vehicle with 3 or more unpaid PCNs be clamped and removed to a safe storage location.**
7. **That the suggested parking standards for residential schemes be amended as follows:-**
 - **1 bedroom (1 per unit minimum)**
 - **2 bedrooms (2 per unit minimum)**
 - **3 bedrooms (3 per unit minimum)**
 - **4+ bedrooms (4 per unit minimum)**

29. The Executive Member for Sustainable Communities - Services advises that recommendation 2 from the Sustainable Communities Overview and Scrutiny Committee is not required as this is already covered within recommendation 3.

Conclusion and Next Steps

30. The Parking Strategy, as attached at Appendix A, if endorsed by Executive, will be published on the Council's website or will be amended if necessary to take account of the recommendations of the Executive before publication.

Appendices:

Appendix A Parking Strategy

Background papers:

None.

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Central Bedfordshire Local Transport Plan: Appendix F
Parking Strategy

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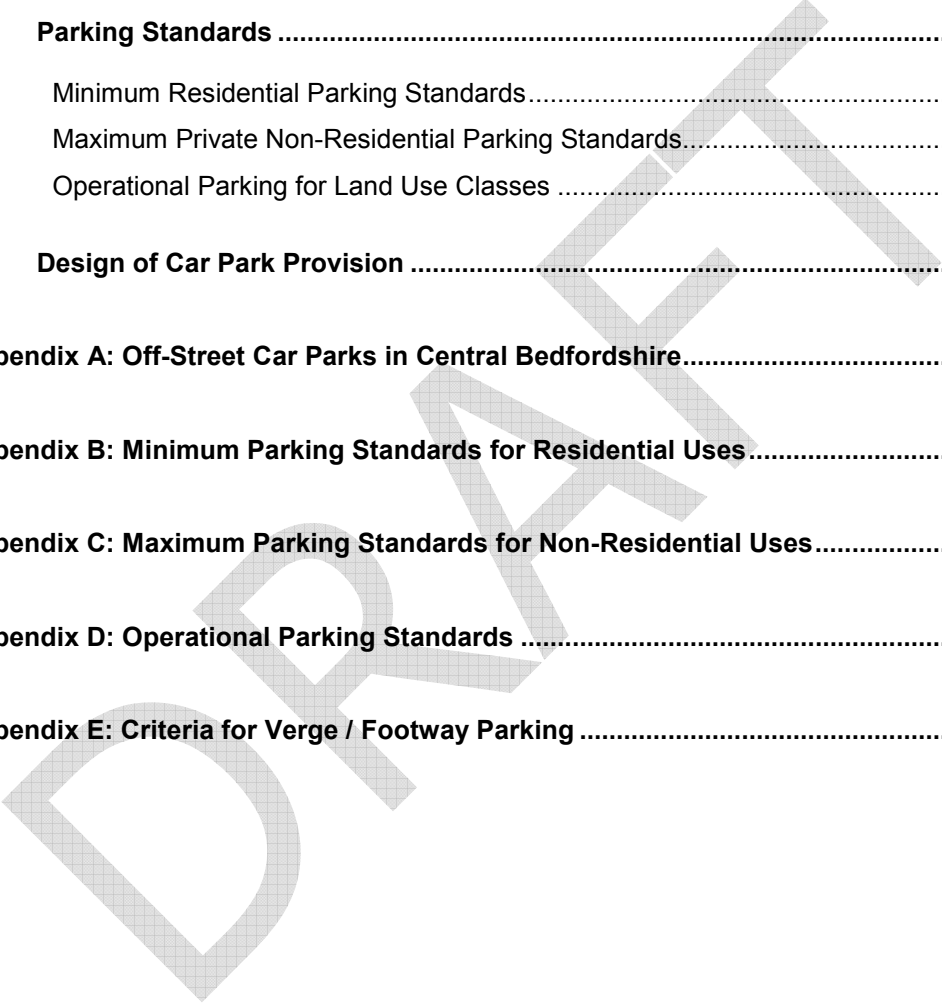
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Executive Summary

Introduction

This document presents Central Bedfordshire Council's Strategy for managing parking, which forms part of the adopted Local Transport Plan 3 (LTP3) covering the period between April 2011 and March 2026. As the Council is a relatively new unitary authority, established in April 2009, this is the first parking related policy statement produced specifically for Central Bedfordshire, which succeeded the former county and district Councils in that area.

The vision of the Council's Sustainable Community Strategy is to ensure that Central Bedfordshire is:

“.....globally connected and delivering sustainable growth to ensure a green, prosperous and ambitious place for the benefit of all.”

This Strategy will support this vision for the area by helping to create the conditions for economic success, improving employment opportunities and facilitating the delivery of housing growth. It provides detail and clarity on how parking operates in Central Bedfordshire and provides parking guidance to facilitate achieving the objectives of the Local Transport Plan. The Approach refers to parking matters, dealing with cycling, motorcycling and freight, although cycling and freight will be considered in more detail with their own LTP strategies.

This Strategy aims to support the local economy and facilitate sustainable development growth. These policies will help to contribute towards the delivery of the objectives of the Local Transport Plan. It will aim to strike a balance between supporting economic growth, by not discouraging shoppers from visiting our town centres, and encouraging and supporting the use of more sustainable transport alternatives.

Current Parking Provision

There are three broad categories of car parking in Central Bedfordshire available to the public:

- On-street.
- Public off-street.
- Private off-street.

And these can be further divided into short-stay and long-stay.

The majority of parking within Central Bedfordshire's major towns is provided by publicly operated off-street car parks, with mainly free on-street parking within villages. Typically, the parking stock is supplemented by large car parks operated by supermarkets, by car parks at rail stations operated by railway companies and by other smaller privately owned and operated car parks. In addition there is a large element of Private Non-residential (PNR) parking which is provided by businesses for the use of their staff and visitors.

Charging applies at public off street car parks in Dunstable and Leighton Buzzard but there is no charge for on-street parking anywhere in the Council's area.

Enforcement is carried out under the Statutory Instrument known as The Road Traffic (Permitted Parking Area and Special Parking Area) (County of Bedfordshire) (Districts of Mid



Bedfordshire and South Bedfordshire) Order 2004 which was made under the previous authority, Bedfordshire County Council.

Details of current parking stock and charges is provided in Chapter 2 for Dunstable, Leighton Buzzard, Biggleswade, Houghton Regis, Flitwick, Amptill and Sandy and the other market towns and villages which have public parking available off street.

Parking Policies

The Council's strategy for parking aims to meet a range of economic, social and environmental objectives, and the policies included in it seek to strike an appropriate balance given Central Bedfordshire's particular circumstances and the strategic approach being taken in the Local Transport Plan.

The availability of car parking can have a significant influence on travel behaviour and the patterns of movement. Consequently, car parking needs to be carefully managed in order to help to contribute to achieving the objectives of Central Bedfordshire's LTP3.

This Strategy also provides a high-level policy position on the following aspects of parking in Central Bedfordshire:

- overall management of car parking in Central Bedfordshire (policy P1);
- managing the Council's car parking stock (policy P2);
- setting of appropriate parking charges (policy P3);
- parking standards in new developments (policies P4, P5, P6 and P7);
- enforcement (policy P8);
- residents' parking zones (policy P9);
- visitor attraction parking (policy P10);
- parking at railway stations (policy P11);
- improving access and use (policy P12);
- workplace parking levy (policy P13),
- residential overspill parking (policy P14);
- Park and Ride (policy P15);
- localism and Parking (policy P16);
- dealing with complaints (policy P17);
- verge and footway parking (policy P18);
- overnight HGV parking in lay-bys and on country roads (policy P19), and
- dealing with persistent evaders (policy P20).

Residents' Parking Zones

At present, there are only a limited number of residents' parking zones (RPZ) in operation in Central Bedfordshire - in Flitwick, Dunstable, Leighton Buzzard and Biggleswade. It is recognised that in some locations there is an increasing demand from the local community to control the negative effects of non-residential on-street parking. A process has been developed that sets out how Central Bedfordshire Council intends to investigate, implement and operate residents' parking zones across the Council's area. The Council will use the following steps in determining the creation of a new parking zone:

- Stage 1: Identification of Potential Scheme
- Stage 2: Definition of Scheme Type and Limits
- Stage 3: Justification of Scheme
- Stage 4: Prioritisation of Measures
- Stage 5: Consultation with the Local Community
- Stage 6: Permit Allocation and Pricing
- Stage 7: Approvals and Implementation
- Stage 8: Enforcement and Monitoring



Parking Standards

A review of parking standards has been undertaken as part of the process to develop this document, including reviewing existing standards within Central Bedfordshire and those in neighbouring authority areas. A review has also been undertaken of best practice in parking standards across the country.

The determination and application of parking standards has to reflect and support the overall transport policies that form the basis of LTP3 while there must be consistency and clarity in the application of the standards to support the development process and minimize potential misunderstandings, disputes and delays.

Based on a review of the evidence and the responses to the consultation on parking standards, the Council believes it to be appropriate to implement a set of minimum parking standards for residential development across Central Bedfordshire.

The following minimum parking standards are proposed, based on allocated parking (that is, parking allocated to individual dwellings).

- 1 bedroom - 1 space per unit minimum
- 2 bedrooms - 2 spaces per unit minimum
- 3 bedrooms – 3 spaces per unit minimum
- 4+ bedrooms - 4 spaces per unit minimum

In addition the following unallocated level of parking should be provided

- Visitor Parking - 0.25 spaces per unit (unallocated)

Following a review of the parking standards previously used by Central Bedfordshire, the maximum parking standards to be utilized for private non-residential parking in new developments have been modified for certain classes. The Parking Standards which will be used in the future are listed in Appendix C.

The use of accessibility levels as a basis for the discounting of maximum parking standards for non-residential uses is now an established policy among many local authorities. The Council has identified a process, following best practice, to apply such an approach to private non-residential developments in Central Bedfordshire.

The discounting process has two broad stages:

1. assess the broad development location in terms of the spatial band in which it is located and apply a primary discount.
2. assess the actual site in terms of local accessibility to non-car modes of transport and apply a secondary discount based on the resulting score.

Design of Car Park Provision

The Council has produced a Design Guide for Development in Central Bedfordshire which will be a material consideration in the determination of planning applications and so it is recommended that the design of parking provision at all new developments recognises the principles in the Design Guide.



1. Introduction

1.1 Background

This document presents Central Bedfordshire Council's Strategy for managing parking, which forms part of the adopted Local Transport Plan 3 (LTP3) covering the period between April 2011 and March 2026. As the Council is a relatively new unitary authority, established in April 2009, this is the first parking related policy statement produced specifically for Central Bedfordshire, which succeeded the former county and district Councils in that area.

The vision of the Council's Sustainable Community Strategy is to ensure that Central Bedfordshire is:

“.....globally connected and delivering sustainable growth to ensure a green, prosperous and ambitious place for the benefit of all.”

This strategy for managing parking will support this vision for the area by helping to create the conditions for economic success, improving employment opportunities and facilitating the delivery of housing growth.

Central Bedfordshire has a significant, strong, growing and diverse economy. It is home to world leading companies, universities and educational institutions, a high quality built and natural environment and a skilled labour force and has effective communication links to major population centres regionally and nationally. Our strategy for managing parking must therefore support the economic life of our town centres and villages as well as supporting growth and regeneration in the area.

The rural nature of Central Bedfordshire means that the motor vehicle plays an important role in transport journeys for many Central Bedfordshire residents. As a result, this Strategy will consider how we can best improve parking management for our residents, not only in the area where they live but also in our centres of employment and also for those who travel into our area.

The Strategy provides detail and clarity on how parking currently operates in Central Bedfordshire, outlines how the Council will develop its parking services through a number of policies, and provides guidance on how parking can be managed to help us achieve the objectives of the Local Transport Plan.

The Council provides numerous off-street car parking facilities within Central Bedfordshire, mainly in Dunstable/Houghton Regis and Leighton Linlade which are our two largest areas of population and employment, but also in a number of our smaller settlements. We also provide “Residents’ Parking Zones” in these towns along with further minor provision in Biggleswade and Flitwick. These are zones where residents can purchase permits to park on the streets around their home giving them a fair opportunity to park in the road in which they live.

In addition to this there are other facilities which are run by the town & parish Councils, the rail operators and other private companies.



This document provides a high-level policy position on the following aspects of parking in Central Bedfordshire:

- overall management of car parking in Central Bedfordshire (policy P1);
- managing the Council's car parking stock (policy P2);
- setting of appropriate parking charges (policy P3);
- parking standards in new developments (policies P4, P5, P6 and P7);
- enforcement (policy P8);
- residents' parking zones (policy P9);
- visitor attraction parking (policy P10);
- parking at railway stations (policy P11);
- improving access and use (policy P12);
- workplace parking levy (policy P13),
- residential overspill parking (policy P14);
- Park and Ride (policy P15);
- localism and Parking (policy P16);
- dealing with complaints (policy P17);
- verge and footway parking (policy P18);
- overnight HGV parking in lay-bys and on country roads (policy P19), and
- dealing with persistent evaders (policy P20).

The document also provides more background and detail on a number of these issues, for example, how parking charges are set.

It should be noted that parking issues for cycling and freight are referred to in more detail in other linked strategy documents and as such are only briefly referred to in this document.

1.2 Aim and Objectives

This Parking Strategy aims to support the local economy and facilitate sustainable development growth. The policies contained within this document help contribute towards the delivery of the objectives of the Local Transport Plan and more specifically to:

- encourage sustainable travel modes and help reduce reliance on the private car;
- enhance the built and natural environment (e.g. by reducing the amount of land required for parking and by improving the look of streets through better off-street provision and the enforcement of parking contraventions);
- meet residents' needs for car parking near their homes, thereby giving residents a fair opportunity to park on the streets where they live;
- improve journey time reliability for road users (e.g. by designing and managing future on-street parking controls to reduce traffic conflicts, obstructions and delays);
- support and enable Central Bedfordshire's town centres to thrive and prosper through appropriate parking provision and management including car parking charges;
- ensure that the provision of parking and wider enforcement duties are not a burden on the rate payer by ensuring, as a minimum, a cost neutral service provision;



- make Central Bedfordshire a safer place (e.g. by ensuring that car parks are 'safer by design' and that dangerous parking on street is actively discouraged or prevented);
- provide access to key services and facilities for special needs groups and the mobility impaired (e.g. by providing appropriate Blue Badge car parking spaces);
- improve the efficiency of the Council's parking service; and
- promote more sustainable transport.

There are clear tensions between trying to achieve the above objectives on the one hand and delivering an approach that supports a variety of economic, social and environmental goals on the other. This Strategy, therefore, will aim for a balance between supporting economic growth, by not discouraging shoppers from visiting our town centres, and encouraging and supporting the use of more sustainable transport alternatives.

1.3 Structure of the Report

- Section 2 describes the current situation regarding parking in Central Bedfordshire
- Section 3 presents the Council's policies for parking.
- Section 4 presents the Council's process for investigating, implementing and operating residents' parking zones.
- Section 5 describes the Council's parking standards and associated accessibility-based discounting system.
- Section 6 presents guidance on the design of car parking



2 Parking in Central Bedfordshire

2.1 Introduction

There are three broad categories of car parking in Central Bedfordshire available to the public:

- **On-street** – this is parking within the public highway boundary that is regulated by the Council acting as highway authority. Enforcement of on-street parking regulations is now carried out by the Council, following the introduction of civil parking enforcement, rather than by the police. Currently Central Bedfordshire Council has no managed on-street pay and display parking facilities and the only managed and enforced on-street parking facilities that currently exist within Central Bedfordshire are Residents Parking Zones (RPZs). Where there are no on-street parking restrictions, parking vehicles on-street in Central Bedfordshire is free of charge.
- **Public off-street** – these are parking areas provided by the Council which are open for use by the general public. Typically users are charged according to length of stay though in some areas parking is free.
- **Private off-street** – parking that is privately owned but is available for use by the public.

For the purposes of this document, short and long stay parking are defined as follows:

- short stay parking is generally managed to encourage customers to park for the duration of a normal shopping trip, which is generally considered to be less than three hours, beyond which parking is either prohibited or the tariff increases exponentially to discourage parking for a time in excess of the preferred duration.;
- long stay parking is where drivers are encouraged, by the tariff, to stay for a period, which usually encompasses the working day. It is not necessarily a car park where short term parking is discouraged, although some have a daily flat rate which can have that effect.

The Blue Badge Scheme provides a national arrangement of parking concessions for people with severe walking difficulties who travel either as drivers or passengers. The scheme also applies to registered blind people, and people with severe upper limb disabilities who regularly drive a vehicle but cannot turn a steering wheel by hand.

Under the Road Traffic Act 1991, as amended by the Traffic Management Act 2004 (TMA), highway authorities can apply to the Secretary of State for powers to establish special and civil enforcement areas which, once approved, transfer the responsibility for parking enforcement from the police to the highway authority.

The previous highway authority, Bedfordshire County Council, applied to the Department for Transport (DfT) for Permitted Parking Areas and Special Parking Areas for the then Mid Bedfordshire and South Bedfordshire Districts. As a result of the application a Statutory Instrument was made by DfT known as The Road Traffic (Permitted Parking Area and Special Parking Area) (County of Bedfordshire) (Districts of Mid Bedfordshire and South



Bedfordshire) Order 2004 commencing 2/2/2004.

As part of managing the parking service in Central Bedfordshire the Council will investigate all requests received for parking controls from residents, town and parish Councils and other interested organisations. In addition, where injudicious on-street parking results in problems with road safety or causes obstruction, the Council will seek to implement restrictions to prohibit parking. All parking restrictions are progressed through the traffic regulation order (TRO) process.

All new parking controls are monitored and, where the restrictions have not been as effective as anticipated, consideration will be given to further restrictions.

2.2 Current parking provision

The majority of parking within Central Bedfordshire's largest towns is provided by publicly operated off-street car parks, with mainly free on-street parking within villages. Typically, the parking stock is supplemented by large car parks operated by supermarkets, by car parks at rail stations operated by railway companies and by other smaller privately owned and operated car parks. In addition there is a large element of Private Non-residential (PNR) parking which is provided by businesses for the use of their staff and visitors.

Over recent years studies have been undertaken in Dunstable, Leighton Buzzard, Biggleswade, Flitwick and Ampthill to ascertain the demand, availability and quality of parking provision both on and off street. The Council will develop a programme of further parking studies in its towns and villages so that a complete picture can be formed of the parking needs in Central Bedfordshire.

The town centres of Dunstable, Houghton Regis and Biggleswade have adopted Masterplans which include car parking strategies and proposals for the town centres. The adopted Planning and Development Briefs for Land South of High Street and Bridge Meadow, Leighton Buzzard, include proposals for improved car parking provision.

2.2.1 Dunstable

2.2.1.1 Off-Street Car Parks

There are **six** public and **three** private off-street car parks that serve Dunstable town centre which provide a total of 1,764 spaces. Beyond the town centre is a Sainsbury's superstore and a retail park but they are considered too far from the town centre to be included in this review.

There are six car parks which are operated by **Central Bedfordshire Council**, the locations of which are given in **Table 2.2.1**. by quadrant in relation to the town centre.

Table 2.2.1: Council Car Parks in Dunstable

Car Park	Quadrant	Short or Long Stay	Parking Normal (White Spaces)	Permit Holders (Yellow Spaces)	Market Traders (Red Spaces)	Blue Badge Holders' Spaces	Spaces in Each Car Park
Ashton Square	Southwest	Both	300	10	50	27	387
Priory Gardens	Southeast	Both	42	22	0	3	67
Matthew Street	Northwest	Both	41	28	0	3	72
Regent Street	Northwest	Both	56	0	0	3	59
St Mary's	Southwest	Both	43	13	0	2	58



Gate							
Grove Park	Northeast	Both	398	0	0	39	437

All of the identified Council car parks are located in the published Dunstable Town Centre Masterplan area, and only Grove Park is located outside the existing town centre boundary. There are currently no designated long stay car parks, although there are widespread opportunities for long stay car parking in the town centre.

Parking charges are in place at all of these car parks between 08:00 and 18:00, Monday to Saturday, with the tariff structure in **Table 2.2.2** in operation, correct as of June 2012 (subject to annual reviews).

Table 2.2.2: Council Car Parks Tariff Structure (2011/12)

Car Park	Up to 30 min	Up to 1 Hours	Up to 2 Hours	Up to 3 Hours	Up to 5 Hours	Up to 10 Hours	Up to 1 Week
Ashton Square	N/A	N/A	£0.50	£1.50	£3.50	£6.00	£12.80
Priory Gardens	N/A	£0.50	£1.00	£1.50	£3.50	£6.00	£12.80
Matthew Street	N/A	£0.50	£0.50	£1.50	£3.50	£6.00	£12.80
Regent Street	N/A	£0.50	£1.00	£1.50	£3.50	£6.00	£12.80
St Mary's Gate	N/A	N/A	£0.50	£1.50	£3.50	£6.00	£12.80
Grove Park	£0.20	£0.50	£1.00	£1.50	£3.50	£6.00	£12.80

All of the Council controlled car parks operate on a Pay & Display (P&D) basis. Parking on Sundays and Bank Holidays is free of charge, and free parking for motorcycles is available in Matthew Street. Free parking is available for Blue Badge Holders in designated bays only. In Ashton Square users have to input their vehicle registration number which is then printed on the ticket to avoid it being passed over to other users.

Parking for market traders is available in Ashton Square car park. The permit charge for a regular market trader is £64.00 per annum and this entitles the trader to park on one market day per week. Casual market traders can purchase a reduced daily ticket at the cost of £3.50 per day from the P&D machines located in the car parks. In addition, permits are available to business owners and employees working in the District as follows:

- One month £52
- Three months £129
- One year £386.

There are three **privately operated** off-street car parks that are available to the public, the locations of which are indicated in **Table 2.2.3** below by quadrant in relation to the town centre.

Table 2.2.3: Privately Operated Car Parks in Dunstable

Car Park	Quadrant	Normal Spaces	Disabled Spaces	Total Spaces	Operator
ASDA	Northeast	348	36	384	Town and City Parking Ltd
ALDI	Northeast	91	4	95	Parking Eye Ltd
Quadrant Centre	Northeast	190	15	205	Vinci Parking Services UK Ltd

ALDI is a customer only car park and free customer parking is limited to 1.5 hours (no return within 4 hours). Parking charges are in place at the Quadrant Centre and ASDA between 08:00 and 18:00 and 09:00 and 17:00 respectively, Monday to Saturday, and the tariff structures in **Table 2.2.4** are currently in operation (June 2012).



Table 2.2.4: Privately Operated Car Parks Tariff Structure

Car Park	Up to 1 Hour	Up to 2 Hours	Up to 3 Hours	Up to 4 Hours	Up to 10 Hours
ASDA		£1.00	£2.00		
ALDI	Free customer parking limited to 1.5 hours (no return in 4 hours)				
Quadrant Centre	40p	70p	£1.00	£1.50	£10.00

The ASDA and Quadrant Centre car parks operate on a Pay & Display basis, and parking on Sundays and Bank Holidays is free of charge. The maximum stay at ASDA is 3 hours and they offer refunds of up to £1 on parking tickets at the checkout when customers spend £5 or more. The Quadrant Centre car park is a slightly cheaper option than ASDA, although when taking into account the refund system the tariff for up to 3 hours at both car parks is the same and parking for up to 2 hours at ASDA can be free of charge.

In terms of comparison to the tariffs at the CBC operated car parks, the Quadrant Centre is generally cheaper in terms of short stay parking charges, with respective tariffs of 40p for 1 hour, 70p for up to 2 and £1 for up to 3 hours, compared to 50p, 50p/£1 and £1.50 in the CBC car parks.

Disabled Parking

Dedicated disabled parking spaces are provided in all of the public and private off-street car parks that serve the town centre. Traffic Advisory Leaflet 5/95 'Parking for Disabled People' recommends a minimum provision of 6% of the total car park capacity for disabled parking. The Quadrant Centre, Grove Park and Ashton Square car parks currently meet this requirement, and the overall provision of approximately 132 disabled parking spaces serving the town centre equates to 7.5% of the total parking capacity, which is above the minimum recommended provision. Free parking is available for Blue Badge Holders in designated disabled bays within ASDA, ALDI and the six Council operated car parks. Charges for disabled parking within the Quadrant Centre car park are the same as for other motor vehicles.

Location of car parks

In terms of the spatial distribution of car parks there is a good balance in terms of the availability of spaces in terms of proximity to retail, leisure and other town centre services, as summarised in **Table 2.2.5**.

Table 2.2.5: Location of Car Parking Spaces in Relation to Town Centre Services

Quadrant	Car Park	Number of Spaces	Retail, Leisure and Other Town Centre Services Served by Car Parks
Northwest	Matthew Street Regent Street	131	Dunstable Market and High Street (N) Grove Park and High Street (N)
Northeast	Grove Park ALDI Quadrant Centre ASDA	1121	Leisure centre, Theatre, Bowling Centre and Grove Park ALDI / Priory Gardens and the Church Quadrant Centre / ASDA / High Street (N) ASDA / Quadrant Centre / High Street (N)
Southwest	Ashton Square St Mary's Gate	445	Dunstable Market, Wilkinsons / High Street (S), Priory Gardens and the Church Dunstable Market and Wilkinsons / High Street (S)
Southeast	Priory Gardens	67	Quadrant Centre, High Street (S), Priory Gardens and the Church

The Quadrant Centre, ALDI and Priory Gardens car parks are well located to cater for traffic travelling into Dunstable from the east (A505); Regent Street, ASDA and Grove Park are accessible from the north (A5) and Matthew Street, St Mary's Gate and Ashton Square serve traffic travelling into the town centre from the west (B489 West Street). None of the nine off street car parks that serve the town centre are directly accessible for traffic from the south (A5), which means that any demand must be met by the six car parks served by the A505 and



the B489, adding to the traffic levels along these roads and at the town centre crossroads (A5 High Street / A505 Church Street / B489 West Street junction).

The quality of the pedestrian routes between the car parks and the town centre is variable. There are generally direct and convenient routes connecting the car parks serving ALDI, ASDA and the Quadrant Centre. There are pedestrian crossings on the A505 linking the Priory Gardens car park with ALDI and the Quadrant Centre, and it also sits adjacent to the church and the gardens. St Mary's Gate is also conveniently located in relation to the pedestrian footways on the B489 that facilitate access to the wider town centre.

In comparison, Regent Street, Matthew Street, Ashton Square and Grove Park car parks are slightly detached from the existing main town centre areas in terms of pedestrian connectivity. Both Regent Street and Matthew Street car parks are set back from the A5 (N) and concealed by buildings and so pedestrian links to the town centre are less obvious and direct. While Ashton Square and Grove Park are slightly detached from the existing town centre they are still within comfortable walking distance of adjacent retail and leisure services.

The current balance between short and long stay parking is heavily weighted towards long stay, with 1285 available for both long and short stay compared to 479 designated short stay spaces (ALDI and ASDA car parks). It is considered that the current balance of provision is appropriate, given the existing constraints of the transport network in terms of the lack of a rail station and traffic congestion on the strategic roads (A5 and A505) reducing the reliability of bus services serving the town centre. In addition, the lack of an efficient rapid public transport system serving the surrounding area means there is little or no attractive alternative mode of transport to the private car for commuters to access the town centre. However, the committed strategic improvements to the transport network including the A5-M1 Link and the M1 Junction 10 to 13 Hard Shoulder Running Scheme should help to remove traffic from the town centre and reduce the congestion currently experienced.

The Lupton -Dunstable Busway is planned to provide a frequent and dependable high quality bus service linking Houghton Regis, Dunstable and Luton providing better coverage to the surrounding areas, and the aforementioned reduced congestion could make both the Busway and conventional bus services a more attractive option for commuters. Therefore, it is possible that at some time in the future there may be the opportunity to reduce the level of long stay parking provision and have more dedicated short stay spaces.

Use of Car Parks

Utilisation surveys were carried out in June 2009 at the following Council operated car parks:

- Regent Street;
- Ashton Square;
- St Mary's Gate; and
- Priory Gardens.

The survey results are presented in **Table 1.4.6**. These surveys were carried out on both market (Wednesday, Friday or Saturday) and non-market days, and the table compares occupancy levels at the 4 car parks. The Institute of Highways and Transportation (IHT) document 'Guidelines on the Preparation of Parking Strategies and Management' defines a car park with an observed occupancy rate of 85% or above as operating at its theoretical capacity. It can be seen that all of these car parks operated in 2009 within their theoretical capacity on both market and non-market days.

Table 2.2.6: Car Park Occupancy 2009

Year	Car Park	Percentage Occupancy	
		Market Day (Wed, Fri and Sat)	Non- Market Day
2009	Ashton Square	77%	48%
	Priory Gardens	79%	73%



Regent Street	44%	49%
St Mary's Gate	81%	76%
2009 All	74%	54%

St Mary's Gate had the highest occupancy levels on both market and non-market days while levels were also at Priory Gardens. These two car parks are generally busy owing to their location. St Mary's Gate is situated adjacent to Ashton Square car park, which is where Dunstable Market is based three days a week, and also in close proximity to Wilkinsons and the shops in the southwest quadrant. The Priory Gardens car park is opposite the southern entrance to the Quadrant Centre, which is located on the north side of the A505 Church Street, and it also provides access to the church and the gardens.

In comparison, occupancy levels of the Regent Street car park are considerably less. The car park is located in the northwest quadrant, isolated from the main town centre areas and is enclosed by buildings and garages. In addition, the pedestrian exit point is actually alongside the vehicle access, which initially directs pedestrians away from the main town centre.

Ashton Square occupancy levels are much lower on non-market days. The sprawling layout of the car park means that some areas, particularly in the southwest corner, are quite far from Wilkinsons and the shops in the southwest quadrant making this car park less attractive than others on non-market days.

2.2.2 Leighton Buzzard

2.2.2.1 Off-Street Car Parks

There are **five** public and **four** private off-street car parks that serve Leighton Buzzard town centre which provide a total of 1906 spaces.

There are five car parks which are operated by **Central Bedfordshire Council**, the locations of which are given in **Table 2.2.7**. below.

Table 2.2.7: Council Car Parks in Leighton Buzzard

Car Park	Parking Normal (White Spaces)	Permit Holders (Yellow Spaces)	Market Traders (Red Spaces)	Blue Badge Holders' Spaces	Spaces in Each Car Park
West Street MSCP	252	0	0	14	266
Hockcliffe Street	84	40	0	2	126
Baker Street	40	0	0	2	42
Duncombe Drive	65	29	42	3	139
New Road	6	2	0	0	8

Parking charges are in place at some of these car parks between 08:00 and 18:00, Monday to Saturday, with the following tariff structure in operation correct as of June 2012 (subject to annual reviews). At the two car parks which are free (Baker Street and New Road) there is a 2 hour waiting limit with no return within 1 hour.

Table 2.2.8: Council Car Parks Tariff Structure in Leighton Buzzard (2011/12)

Car Park	Up to 1 Hours	Up to 2 Hours	Up to 3 Hours	Up to 5 Hours	Up to 10 Hours	Up to 1 Week
West Street	£0.50	£1.00	£1.50	£3.50	£6.00 (24 hours)	£12.80



MSCP						
Hockcliffe Street	£0.50	£1.00	£1.50	£3.50	£6.00	£12.80
Baker Street	Free (2 hours maximum – no return within 1 hour)					
Duncombe Drive	n/a	£0.50	£1.50	£3.50	£6.00	£12.80
New Road	Free (2 hours maximum – no return within 1 hour)					

Parking for market traders is available in Duncombe Drive car park. The permit charge for a regular market trader is £64.00 per annum and this entitles the trader to park on one market day per week. Casual market traders can purchase a reduced daily ticket at the cost of £3.50 per day from the P&D machines located in the car parks (charges correct as of June 2012 subject to annual review). In addition, permits are available to business owners and employees working in the District as follows:

- One month £52
- Three months £129
- One year £386.

There are four **privately operated** off-street car parks in the town that are available to the public, though the railway station is some way from the town centre, the locations of which are indicated in **Table 2.2.9**

Table 2.2.9: Privately Operated Car Parks in Leighton Buzzard

Car Park	Normal Spaces	Disabled Spaces	Total Spaces	Restrictions / Charges
Tesco / Homebase, Vimy Road	468	30	498	Free - 3 hours maximum
ALDI, Vimy Road			100	Free - 1½ hours maximum
Waitrose, West Street			60	Free - 1½ hours maximum
Rail Station			667	£6.90 per day (£4.80 off-peak) £29 per week £109 per month £211 for 3 months £793 per year £4.80 Bank Holiday (prices correct at June 2012)

2.2.3 Biggleswade

2.2.3.1 Off-Street Car Parks

There are ten public and private off-street car parks serving the town centre. Of these, seven are managed by Biggleswade Town Council, providing a total of 427 spaces.

All the car parks provided by the Town Council are FREE and have no limit regarding the length of stay, except for the area in High Street outside the White Hart and the car park in Chestnut Avenue (see **Table 2.2.10**). The Dan Albone Memorial Car Park is a little bit out of the town centre and serves the Biggleswade Common area.

Table 2.2.10: Town Council Car Parks in Biggleswade

Car Park	Number of Spaces	Max Duration
Chestnut Avenue	37	3 hours (no return within 2 hours)
Dan Albone Memorial, Shortmead	130	no restrictions



Street		
Rose Lane	136	no restrictions
St Andrews Street	39	no restrictions
St Andrews Street / Mill Lane	21	no restrictions
White Hart, High Street	14	2 hours (no return within 2 hours)

A parking survey carried out by Bedfordshire County Council Highways in June 2006 found that the off-street car parks near to the town centre, which were not subject to any restriction on waiting, were full throughout the day and experienced little turnover. These unrestricted car parks are seen as attractive for use by rail commuters and people who work locally, thus preventing their use for shorter stay parking by shoppers. In addition the Rose Lane car park is heavily used in the afternoon for school pick-ups at the nearby school and nursery and also used by residents in the evening.

In addition to the Town Council managed car parks, there are three private cars parks. The rail station car park in Station Road, managed by First Capital Connect, provides 186 spaces for rail commuters and the two supermarkets in the centre of the town, ASDA and ALDI, have car parks providing 369 and 79 spaces respectively for their customers.

The supermarket car parks are free but have a limit of 90 minutes per stay at ALDI and 2 hours per stay (no return within 2 hours) at ASDA, while the only off-street parking area to be subject to charges (see **Table 2.2.11**) is that for the Railway Station which includes a number of spaces around the foyer of the station as well as the main car park providing a total of 186 spaces.

Surveys undertaken of these areas showed that the occupancy of the main station car park was under 30% and parking around the foyer of the station was at or close to full occupancy. There is also evidence to suggest that parking on residential roads near the town centre is the result of parking by rail commuters: surveys carried out in 2006 indicated that 124 cars not belonging to residents were parked in the streets close to the station (assessed by comparing cars parked on a weekday and at the weekend). Given the low occupancy levels at the station car park, and the popularity of the other unrestricted car parks as highlighted above, pricing policy is clearly affecting parking behaviour.

Registration plates were also recorded as part of the 2006 surveys for the station parking, and these showed that there had been no turnover in parking between 0830 and midday, although a small number of additional cars were recorded between 1100 and midday which had not been present prior to 0900.

Table 2.2.11: Privately Operated Car Parks in Biggleswade (charges correct at June 2012)

Car Park	Location	Normal Spaces	Disabled Spaces	Charges / Max Duration
ASDA	Church Street	348	21	2 hrs free (no return within 2 hours)
ALDI	Bonds Lane	74	5	1½ hrs free to customers
First Capital Connect	Rail station, Station Road	183	3	£4.50 per day (£3 off-peak) £21 per week £78 per month £205 for 3 months £675 per year £2.00 Bank Holiday

2.2.4 Houghton Regis

In **Houghton Regis** there are 3 public car parks operated by Central Bedfordshire Council in and around the Bedford Square area. On the East side of Tithe Farm Road there are 53 free spaces, off the High Street there are 32 spaces where a 3 hour time limit applies and behind the Co-operative Store on the South side of the High Street is a customer car park which is



open to the public and has no time limit and contains approximately 75 spaces plus an unmarked area for approximately 15 more. A Morrison's store to the West of the town centre has 75 spaces with no time limit while a new Morrison's supermarket was under construction in 2012. The new Morrison's car park due to open in November 2012 which will add a major new facility to the town centre.

2.2.5 Flitwick

There are a number of car parks in the centre of Flitwick - one at Tesco in Coniston Road (401 spaces) which has a 3 hour limit, two at the railway station, one operated by First Capital Connect (257 spaces) and one by Cowlgrove (180 spaces), and one in Station Road managed by Central Bedfordshire Council on behalf of Flitwick Car Park Limited.

The charges at the two station car parks are:

- First Capital Connect: £5.50 per day, (£3 off-peak and £2 in evening and weekends), £26.00 per week, £90.00 per month, £260.00 three-monthly, £825.00 per annum. There is also a Premier car parking area which is slightly more expensive - £7.90 per day (£3.90 off peak and £2.30 evenings and weekend), £34.30 per week and £1200 per annum.
- Cowlgrove: £5.50 per day, £22 per week and £86 per month.

The Station Road Car Park has the following charging structure:

Car Park	Up to 30 min	Up to 1 Hours	Up to 2 Hours	Up to 3 Hours	Up to 5 Hours	Up to 10 Hours	Up to 1 Week
Station Road	N/A	N/A	£0.50	£1.50	£3.50	£6.00	£12.80

There is a car park at the Russell Centre off Coniston Road though this is strictly for customers of the businesses in the Russell Centre and has a 2 hour waiting limit.

There is a car park attached to the Leisure Centre (200 spaces) and one attached to the Rufus Centre (140 spaces) though these are both some distance from the town centre.

Charges at the First Capital Connect railway station car park are as follows:

In a number of streets around Flitwick Station there are parking restrictions in place for certain periods of the day to prevent parking by commuters – typically restrictions apply between 0800 and 1245 or 1315 and 1800 (sometimes the restriction is just for 0800-1000).

A Residents' Parking Zone has also been implemented in Grasmere Close, close to the station.

2.2.6 Ampthill

There is a major car park at Ampthill, attached to the Waitrose supermarket in Bedford Street, which has a 2 hour limit with no return within 2 hours. It is signposted as "Public Free Parking" from Church Street and Bedford Road. . There is a public car park (25 spaces) with no time restriction on Woburn Street (near the Alameda Restaurant), Parking is also available on Weekends and Bank Holidays in the Aragon Housing Association Car Park (45 spaces).



2.2.7 Sandy

In Sandy there is car park in Belfry Court off the High Street where there are spaces for 114 cars (plus 3 disabled) and also a space for commercial vehicles which is also marked out and used as a car park with 27 spaces. A Budgens supermarket has a 72 space car park in the town centre with a 2 hour time limit, while the railway station has a car park with 142 spaces where the charges are: £5.00 daily, £23.00 weekly, £88.00 monthly, £240.00 three-monthly, £775.00 annually. On – street parking is also available in the Market Square.

2.2.8 Other Towns and Villages

There is a car park at **Arlesey** railway station (91 spaces) where the charges are: £6.20 per day, £29.00 per week, £105.00 per month, £290.00 three-monthly, £925.00 per annum.

There is a car park at **Harlington** railway station where the charges are: £7.50 daily (£3 off peak and £2 at evenings and weekends), £35.00 weekly, £125.00 monthly, £350.00 three-monthly, £1250.00 annually with a small area of Premier parking available for £1350 annually.

In **Potton** there is a small free car park (30 spaces) in Brook End while there are a further 30 spaces at Tesco in King Street. There are also 14 spaces in the Market Square.

In **Shefford** there is a 40 space free car park in Old Station Way while the car park attached to Morrison’s supermarket, which has a capacity of 180, offers 2 hours of free parking with no return within 3 hours, though the car park shuts one hour after the supermarket.

Stotfold has a small (13 space) “shoppers’ car park” at the junction of Brook Street and High Street which is operated by Stotfold Town Council.

In **Woburn** there is a large (200 spaces) free car park in Park Street operated by Bedford Estates.

In many of the towns and villages there are other public buildings, e.g. village halls or community halls which have parking spaces attached to them. The availability of these spaces is variable through the area and depends upon the particular circumstances at that location. For example particular covenants or Parish Council decisions may determine whether or not they can be used by the public when the facility is not in use.

2.2.9 Rural Areas

Central Bedfordshire own and manage a number of sites in the countryside which are open to the public, sometimes in partnership with the Greensand Trust. A number of them have car parks. The locations of these and the responsible organisations are as follows:

Aspley Woods - The Greensand Trust

Dunstable Downs - The National Trust

Stockgrove and Rushmere Country Parks - The Greensand Trust

Sundon Hills Country Park - The National Trust

Totterhoe Knolls - The National Trust

Whipsnade Heath - The National Trust

Tiddenfoot Waterside Park - Central Bedfordshire Council



3 Policies

3.1 Background

The Council's strategy for parking aims to meet a range of economic, social and environmental objectives, and the policies set out in this section seek to strike an appropriate balance given Central Bedfordshire's particular circumstances and the strategic approach being taken in the Local Transport Plan.

The availability of car parking can have a significant influence on travel behaviour and the patterns of movement. Consequently, car parking needs to be carefully managed in order to help to contribute to achieving the objectives of Central Bedfordshire's LTP3 which are as follows:

Table 3.1 Local Transport Plan Objectives

	Objective	LTP Theme	Related Sustainable Community Strategy Priorities
A	Increase the ease of access to employment by sustainable modes	<ul style="list-style-type: none"> Journey to Work 	<ul style="list-style-type: none"> Maximising employment opportunities Getting around and caring for a clean and green environment
B	Reduce the impact of commuting trips on local communities	<ul style="list-style-type: none"> Journey to Work 	<ul style="list-style-type: none"> Keeping our communities safe Getting around and caring for a clean and green environment Promoting health and reducing health inequalities
D	Improve access to healthcare provision by the core health service (hospitals and GPs)	<ul style="list-style-type: none"> Access to Healthcare 	<ul style="list-style-type: none"> Getting around and caring for a clean and green environment Promoting health and reducing health inequalities Supporting and caring for an ageing population and the most vulnerable
E	Ensure access to food stores and other local services particularly in local and district centres	<ul style="list-style-type: none"> Access to Retail Access to Council Services 	<ul style="list-style-type: none"> Getting around and caring for a clean and green environment Promoting health and reducing health inequalities
F	Enable access to a range of leisure, cultural and tourism facilities for residents and visitors alike by a range of modes of transport	<ul style="list-style-type: none"> Access to Leisure 	<ul style="list-style-type: none"> Nurturing a sense of pride and belonging Getting around and caring for a clean and green environment Promoting health and reducing health inequalities
J	Reduce the risk of people being killed or seriously injured	<ul style="list-style-type: none"> All 	<ul style="list-style-type: none"> Keeping our communities safe

In addition the National Planning Policy Framework (NPPF) was published by Government on 27th March 2012 and supersedes the previous policy which was contained in PPG13. The relevant paragraphs in the NPPF concerned with parking are:



39. If setting local parking standards for residential and non-residential development, local planning authorities should take into account:

- the accessibility of the development;
- the type, mix and use of development;
- the availability of and opportunities for public transport;
- local car ownership levels; and
- an overall need to reduce the use of high-emission vehicles.

40. Local authorities should seek to improve the quality of parking in town centres so that it is convenient, safe and secure, including appropriate provision for motorcycles. They should set appropriate parking charges that do not undermine the vitality of town centres. Parking enforcement should be proportionate.

3.2 Overall Management of Parking

The policy for overall parking management is set within the context of the wider objectives of the Council's Local Transport Plan as listed above.

Policy P1 - Overall Management of Parking

The overall parking stock will be efficiently and effectively managed through the implementation of appropriate supply, maintenance, charging and enforcement measures to help achieve relevant local objectives.

This means that the Council will:

- effectively manage the Council owned off-street public car parking stock to a safe and high quality. The Council will, subject to funding:-
 - introduce automatic number plate recognition (ANPR) into the majority of its off-street car parks;
 - where ANPR is not possible 'pay on foot' will be introduced, and
 - where neither ANPR nor 'pay on foot' is workable, traditional pay and display (P & D) will be employed as the most appropriate and economical way of managing the car park.
- effectively manage competing demands for on-street parking through the implementation of appropriate measures (e.g. residents' parking zones (RPZ) and controlled parking zones (CPZ));
- enforce parking regulations effectively and, in modernising this service to deliver greater efficiency, will:
 - introduce mobile ANPR vehicles to patrol the highway network;
 - empower the Council's existing 'Visible Presence' enforcement officers to enforce parking restrictions on street and well as in non-ANPR managed car parks;
 - provide an out of hours telephone line for enforcement issues linked to the 'Visible Presence' team.



- define the standards for the provision of private non-residential (PNR) and residential parking associated with new developments / re-developments (See Section 5)

In managing the parking stock, while it is important that the Council reflects the range of economic, social and environmental differences found in Central Bedfordshire, it needs to do this within a workable framework that provides a level of consistency. Given this, the management of car parking will be undertaken in relation to a number of specified categories. The Council will manage parking based on the role and function of settlements, their level of facilities and services, their populations, the availability of sustainable transport alternatives and operational parking issues.

Growth Areas

In LTP3 four growth areas are defined:

- Dunstable and Houghton Regis;
- Leighton Linlade;
- Biggleswade and Sandy, and
- Arlesey and Stotfold.

Within each of these areas it is also necessary to look at different land uses which have different demands for parking:

- Regional / Sub-regional shopping / commercial centres;
- Local shopping / commercial areas;
- Central employment areas;
- Other employment areas;
- Central residential areas, and
- Other residential areas.

Other Market Towns – Flitwick, Ampthill, Shefford

Villages

Rural Areas

3.3 Managing the Parking Stock

In considering the mix and number of parking spaces the Council's approach will be very much based on 'managing parking demand' rather than simply on a 'predict and provide' calculation. Where there is no local evidence of parking demand, an evidence-based 'predict and provide' calculation will be used. A strictly empirical 'predict and provide' calculation would be likely to encourage people to use their car more often, leading to increased congestion and increased greenhouse gas emissions as well as leading to valuable land being used for parking which could be better used for other purposes, e.g. housing, retail and employment.

The Council's approach is to 'manage demand' by having a parking policy which supports the vitality and vibrancy of local economies and seeks to promote more sustainable



transport choices. We aim to do that by setting charges which encourage short-stay parking (e.g. by shoppers) and discourage long-stay parking (e.g. by commuters).

By relocating and increasing charges for long-stay spaces we aim to encourage commuters to use other transport modes rather than having their cars occupy parking spaces for the whole of the working day in our town centres. As they travel in peak periods this would also reduce congestion, another key driver for the LTP3.

Policy P2 - Managing the Parking Stock

The Council will manage the parking in its area in accordance with the following principles:

Off-Street Public Parking:

- **Short-stay parking will be prioritised on sites within an acceptable walking distance of shopping and commercial centres to ensure adequate accessibility.**
- **Longer-stay parking will be prioritised on sites further away from shopping and commercial centres.**
- **Long stay commuter parking will be reduced where adequate sustainable transport alternatives exist.**
- **The mix and number of off-street parking spaces will be periodically reviewed to ensure they continue to meet Local Transport Plan objectives and reflect local circumstances.**

On-Street Parking:

- **Short-stay parking (up to a maximum of 2 hours) will be given priority at on-street parking locations in or near shopping or commercial centres. An appropriate level of Blue Badge Bays will also be provided at such locations although these may also be time limited to ensure fair availability for all Blue Badge holders.**
- **Adequate provision will be made for the delivery of goods and for public service and emergency vehicles where required.**
- **In residential roads, priority will be given to meeting residents' parking needs.**
- **Where there is a significant conflict of need for the use of the kerbside space the following will be the prioritisation: buses, taxis, Blue Badge parking, deliveries, residents' parking, short-stay parking, long-stay parking. In these circumstances the Council will consider the implementation of CPZs to best manage the competing needs of the area.**
- **The mix and number of on-street parking spaces will be periodically reviewed to ensure they continue to meet Local Transport Plan objectives and reflect local circumstances.**

However, the Council's strategy for parking must be realistic and therefore we recognise that in some of our towns with commuter rail stations (Leighton Buzzard, Biggleswade, Flitwick, Arlesey, and Sandy) there will always be a demand for long stay commuter parking. In the first instance, we will ensure that commuter parking is provided by on-site rail station car parks.



Where on street commuter parking creates road safety or congestion issues on the road network we will look at introducing parking restrictions to prevent this. Where commuter parking creates difficulties for local residents, the Council will consider the introduction of Residents' Parking Zones or Controlled Parking Zones. The objective is to recognise that the car journey to the rail station is the first stage in a longer more sustainable journey and therefore in some of our towns, commuter parking needs to be effectively managed rather than totally discouraged.

Long stay commuter parking will be pushed towards car parks and non-residential roads, which are at the outside edge of our town centres. Where the opportunity and funding exists we will consider the creation of long stay car parks at the edge of our commuter towns.

3.4 Parking Charges

The Council currently charges for off-street parking in Dunstable and Leighton Buzzard only. The setting of an appropriate level of charges for parking in these towns has to attain a balance between protecting the vitality and vibrancy of the town centres, by ensuring that there is adequate, affordable parking for those wishing to shop, do business or simply visit the town centres, while at the same time discouraging commuting by car and / or providing long-stay parking at the edge of town for those who are commuting to the area for their daily employment.

It is also necessary, in a region where there are numerous competing locations for people to shop and visit, that we aim to make Central Bedfordshire's towns the destinations that people choose to come to.

The Council's off-street parking charges seek to reflect the retail, leisure and employment offerings of both Dunstable and Leighton Buzzard town centres and should help to ensure that the town centres remain competitive. Substantially higher charges could undermine the vitality of both town centres and, with this in mind, care will be taken in determining any future charges.

Central Bedfordshire Council does not currently have any on-street parking facilities for which it charges. However, it is the Council's aspiration to develop these facilities and, to reflect its greater convenience, charges for on-street parking would be set at a higher level than the equivalent off-street parking charge.

Details of the current charges in the off-street car parks operated by Central Bedfordshire are provided in Chapter 2 above.

Within this context, recommended parking charges would be proposed for each growth area in accordance with **Policy P3**.



Policy P3 - Parking Charges

Parking charges (on and off-street) will be set for each 'growth area' taking account of the following factors:

- **the service role and strength of the local economy;**
- **the utilisation of existing parking spaces;**
- **traffic conditions on the local highway network;**
- **the availability of sustainable transport modes;**
- **parking charges in neighbouring areas;**
- **the convenience of parking locations;**
- **local environmental conditions;**
- **the requirement to provide an efficient Council parking service;**
- **relevant LTP objectives and targets, including support for Council transport services, and.**
- **the prevailing retail prices index at the time.**

A fundamental review of parking charges will be undertaken by the Council as and when required based on the factors outlined in **Policy P3**.

The Council also offers the option of purchasing season tickets for many of its car parks and while these do offer convenience and cost savings to holders, they can also reduce the Council's parking revenue and can encourage increased car trips and use. Given these factors, the Council will consider its terms and conditions on season tickets as part of the above review process and implement any changes as deemed necessary to achieve our overall objectives.

3.5 Parking Standards in New Developments

Controlling the amount of parking provided for new business developments (private non-residential (PNR)) and for new housing (residential) is used to influence both car use and car ownership levels. However, it is unrealistic to seek to influence car ownership levels through parking measures as the majority of people will still want to own a car for the flexibility it provides, particularly as Central Bedfordshire is a predominately rural area.

There is good local evidence, for example from the Fairfield Hall development near Stotfold, that restricting residential parking has little to no impact on either car usage or levels of ownership. However, what has become abundantly obvious is that the restriction of off-street parking provision has increased the amount of on-street parking associated with new developments.

The focus of this strategy is therefore on trying to influence car use through appropriate parking measures at destinations (e.g. retail, commercial and employment areas) and not seeking to control car ownership levels through overly restrictive residential parking measures which can cause safety issues as a result of parking overspill.

3.5.1 Private Non-Residential Parking Standards

Given the above argument, it is considered that, together with parking charges, it should be the number of parking spaces at destinations (e.g. retail, commercial and employment areas) that is used to influence car use. However, concern is often expressed that a restriction in parking standards could:

- discourage businesses from locating or expanding in Central Bedfordshire;
- encourage perverse incentives for development in out-of-centre locations;



- be generally unrealistic given the lack of suitable sustainable transport alternatives, and
- transfer unmet parking demand onto residential streets.

Consequently, parking standards will be considered in a sensitive and flexible way that reflects local circumstances. Given this, an accessibility framework has been developed to determine reductions, or discounts, in recommended maximum parking standards.

Policy P4 - Private Non-Residential Parking Standards

The provision of parking associated with new private non-residential development will be limited to maximum parking standards (except for mobility impaired spaces). These maximum standards will be reviewed to reflect local circumstances and the relative accessibility by sustainable transport modes in accordance with an accessibility framework.

The actual parking provision for developments will be negotiated between the Council and developers, taking account of a range of issues including the mix of land uses, ancillary uses, scale of development and opportunities for sharing parking.

Mobility impaired motorists need special provision and new developments will have to ensure that 'Blue Badge' holders have an adequate number of properly designed, conveniently located and dedicated car parking spaces (in line with current best practice).

The Council will use transport assessments, business and school travel plans and other 'key' measures to help reduce the need for, or usage of, PNR parking spaces. In reviewing transport assessments, travel plans and associated measures, in terms of required parking provision, the Council and developers will need to consider the impact of the development mix (i.e. the range of land uses), ancillary land uses, the scale of development and opportunities to share parking provision.

More details on maximum parking standards and the associated accessibility framework are presented in section 4 and Appendix C.

Managing Council owned parking is made more complicated where there is significant publicly available private non-residential parking (e.g. at shopping centres and supermarkets). Particular concerns include that:

- people may park in a supermarket car park for free (or a fee smaller than a Council operated car park) when visiting a town rather than using a nearby Council short-stay car park – this could cause both parking overspill onto residential roads, if the supply of supermarket spaces is insufficient, and a loss of revenue to the Council, especially at peak trading times such as Christmas; and
- people may decide to shop at a supermarket because it has free car parking rather than in the local high street which relies on Council car parks – this could undermine the vitality and vibrancy of small retailers.



Policy P5 - Managing Publicly Available Private Non-Residential Parking

Any planning application which includes provision for publicly available private non-residential parking will be required to provide an accompanying car park management plan and to implement parking restrictions and charges consistent with those of Council run car parks in the local area.

Where an existing Council car park forms part of a planning application, the presumption will be that the Council will manage and operate the whole of any publicly available private non-residential car park associated with the new development.

Policy P6 - Reductions in Private Non-Residential Parking Stock

Where appropriate, the Council will encourage efficiencies in the number and/or use of existing privately owned non-residential parking stock.

The shared use of parking, particularly in town centres and as part of existing major developments, will also be encouraged to reduce the overall amount of parking provision and to reduce land take.

3.5.2 Residential Parking Standards

The methodology for determining residential car parking standards is based on the following parameters:

- historic and forecast levels of car ownership;
- factors influencing car ownership:
- dwelling size, type and tenure;
- dwelling location;
- availability of allocated and unallocated parking spaces;
- availability of on-street and off-street parking;
- availability of visitor parking;
- availability of garage parking, and.
- residential car parking demand (with 2026 as the recommended prediction year).

Policy P7 - Residential Parking Standards

The provision of well designed car parking associated with new residential development will be determined in accordance with an approach which takes account of

- dwelling size; and
- the appropriate mix of parking types (e.g. unallocated, on-street, visitor etc).

A set of minimum parking standards for residential development (based on allocated parking) has been developed to provide a basis for this approach (see Appendix B). In determining the appropriate mix of parking types, the presumption will be that unallocated communal parking will be included in the majority of new residential developments.



It is recognised that in certain exceptional circumstances it may be appropriate to allow reduced residential parking standards where parking demand is likely to be lower (e.g. because of the availability of high quality local sustainable transport facilities) and where any tendency for potential parking overspill onto nearby streets is or can be controlled. Where this is the case, the Council will use and/or require transport assessments, residential travel plans and other 'key' measures to help reduce the need for, and/or usage of, residential parking spaces.

More details on residential parking standards are provided in section 5.

3.6 Parking Enforcement

Civil Parking Enforcement returns the issue of parking enforcement to the time when the Police and Traffic Wardens had sufficient resources to ensure that parking restrictions were respected. Over a number of years this resource has reduced as the Police have had to face new challenges but legislation, first introduced in 1991, has allowed Central Bedfordshire Council to take responsibility for parking enforcement from the Police as many authorities have now done.

The money raised from the issue of penalty charge notices (PCNs) is used to pay for the enforcement service. With any surplus having to be spent on improving local transport, including improving parking, traffic management, better public transport facilities for pedestrians or cyclists and environmental enhancements. Policy P8 reinforces our overall Parking Management Policy P1:

Policy P8 - Parking Enforcement

The Council will enforce parking restrictions effectively and efficiently under its civil parking enforcement regime.

The Council will undertake enforcement by static and mobile Automatic Number Plate Recognition (ANPR). The information collected may also be shared with the Police.

The Council will issue Penalty Charge Notices (PCNs) by post where it considers appropriate and in conjunction with the use of ANPR.

The Council will expand the powers of its existing visible enforcement officers to enable them to enforce parking restriction and issue PCNs accordingly

Following the introduction of Civil Parking Enforcement (CPE), Central Bedfordshire Council is now responsible for the enforcement of both off-street and on-street parking restrictions (including resident parking zones). The benefits of CPE are many and varied:

- A coordinated and locally accountable parking enforcement service across the whole of the Council's area.
- The ability to keep roads clear of vehicles which are creating safety and obstruction issues when parked in contravention of a restriction.
- The increased turnover of short-stay spaces and the encouragement of the appropriate use of long-stay spaces through better enforcement resulting in less circulating traffic and helping to support the vitality and vibrancy of town centres.



- Residents' parking schemes can be introduced in the knowledge that they will be effectively enforced allowing residents a fair opportunity to park in the streets in which they live.
- Improved enforcement helps 'Blue Badge' holders by ensuring that dedicated spaces are not used inappropriately.
- More reliable access to designated loading bays and facilities for deliveries.

However, it is recognised that, with improved enforcement, parking patterns tend to change as previously illegally parked vehicles, as well as commuters, move to unrestricted areas. We will therefore review parking schemes post implementation and take any additional action as necessary.

The Council employs teams of enforcement officers to patrol the streets and off-street car parks who have the responsibility for issuing Penalty Charge Notices (PCNs). The Council does not have quotas or targets or offer any other incentives but instead instructs its officers to work to clear guidelines which are targeted at achieving the Council's objectives. In order to reduce the revenue burden of this service area, and to improve effectiveness of parking management and enforcement, the Council has introduced Automatic Number Plate Recognition (ANPR) and will continue with a programme to automate the car parks under its control.

Income from the payment of PCNs and from ticket sales is used to finance the operational costs of the Council's parking service. In the event that any surplus income is achieved then this will be used to enhance parking services or support essential core highways services.

As part of the development of its Strategy for Parking, the Council will investigate the use of technology to maintain effective enforcement and ensure that Traffic Regulation Orders are reviewed on a regular basis. Consideration of investment in such technology will depend on future potential income from parking and how the Council is affected by budget cuts in light of Central Government Spending Reviews.

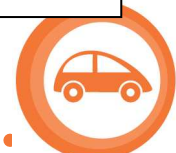
3.7 Residents' Parking Zones

It is recognised that seeking to reduce car use through the use of higher parking charges or reduced time limits may prompt drivers to park in residential streets. In addition to preventing residents from parking their own cars, the ability for drivers to make use of unrestricted spaces in residential streets does not encourage them to switch to more sustainable transport modes.

Policy P9 - Residents' Parking Zones

In those residential areas which suffer from the significant effects of on-street commuter and/or shopper parking, the Council will, subject to available resources, investigate and where appropriate, introduce residents' parking zones. Such a proposal will not be brought forward unless there is a robust business case which demonstrates that the costs of implementing such schemes will be recuperated within a reasonable time scale. This will be undertaken in full consultation with local residents and businesses. The decision to proceed with a Residents' Parking Zone will be on the consensus of opinion and robust business case following consultation.

The Council will periodically review any provision of non residential parking with its Parking Zones with a view to increasing the availability of residential spaces.



The investigation and implementation of any residents' parking zones will not be made in a piecemeal manner as this could result in drivers simply relocating to areas where restrictions are not in place.

Further details of the policy on the main principles under which the Council will investigate, implement and operate residents' parking zones are provided in Section 4.

3.8 Visitor Attraction Parking

Given the attraction of Central Bedfordshire's built and natural environment to tourists, the provision of adequate parking for visitors' cars and coaches at attractions is an important consideration. However, the typically seasonal nature of tourism can sometimes present problems in dealing with the associated increase in parking demand.

The Council will manage the demand for visitor attraction parking through Policy P2 'Managing the Council's Parking Stock' and Policy P4 'Private Non-Residential Parking Standards'. As part of this approach, the Council will work with tourist attractions to develop and implement transport assessments, green travel plans and other 'key' measures to reduce the demand for visitor parking.

The provision of adequate facilities for coaches to park and set-down / pick-up also needs to be included as part of the Council's approach to visitor attraction parking (HGV parking will be considered as part of the review of the LTP Freight Strategy). In doing so, it is acknowledged that there can be a number of difficulties and tensions related to the operation of coaches as experienced by drivers (e.g. a lack of adequate parking facilities), other road users (e.g. traffic disruption caused by inappropriate parking) and local residents and businesses (e.g. noise disturbance).

Policy P10 - Visitor Attraction Parking

The Council will work with visitor attractions to manage the demand for parking.

The availability of coach parking and set-down / pick-up spaces will be periodically evaluated considering the needs of coach operators, other road users, residents and local businesses.

3.9 Parking at Railway Stations

The provision of adequate car parking at railway stations can help to reduce the length of car journeys by attracting people onto rail for the major part of their journey but it can also encourage people to use their car instead of more sustainable modes to travel to the station.

Moreover, it can also influence people's location decisions: for example, a person may move from a market town location, where they used relatively good local public transport services to get to the station, to a more rural location where they now use their car to travel into the town's station...

The provision of a station car park should avoid overspill parking on residential roads around the station but, conversely, its presence can make a station more attractive to the



extent that the car park is eventually not big enough to meet the demand and parking on residential streets around the station then becomes a major issue with the local population.

Therefore, in looking at parking issues at railway stations, the Council will consider a number of factors to seek to gain a better understanding of the local context:

- the quantity of parking presently available at stations and in the surrounding areas;
- the level of charges for those parking spaces, if any are in place, and charges at other nearby stations serving the same destinations;
- the length and type of rail journeys;
- the number of stopping train services;
- the origin (catchment area) and journey mode of station users;
- the impacts of station traffic and parking on the local highway network and community, and
- the availability of sustainable transport modes to and from the station.

If appropriate, the Council will then work with Network Rail, station operators and public transport providers to evaluate the situation further and investigate possible solutions that take account of the needs of both rail users and the local community. In line with LTP objectives, the Council will ensure that any solutions also promote modal shift by encouraging the use of walking, cycling and public transport, and the implementation of station travel plans.

Policy P11 - Parking at Railway Stations

Increased parking provision at railway stations will only be supported if it is included as part of a station travel plan. The Council will consider the provision of on-street restrictions to prevent on-street commuter parking in the vicinity of rail stations.

A similar approach will be followed when considering increased parking provision at other public transport interchanges.

3.10 Improving Access and Use

Good signing can be an effective tool in managing parking: clear signs to car parks and on-street parking can reduce unnecessary driving, thereby reducing congestion and other traffic impacts. Signing, particularly interactive signing which can respond to changing circumstances, for example by displaying the available spaces in particular car parks, can also encourage or discourage the use of particular car parks and roads.

In today's mobile society, cash is no longer the common currency and often motorists do not have the coinage available for payment at the ticket machine nor do they like those machines which do not give change, so that they overpay for their parking. The Council has introduced facilities to pay by debit/credit card at ticket machines and where this is not possible payment can be made by telephone or text message. This service coupled with ANPR car park management allows the Council to offer our customers greater flexibility in using our car parks by registering their details on our web site. This allows them to use Council car parks without worrying about payment at the time of entry as they will automatically be billed for their time spent in Council car parks and have the added



advantage that they will never incur a PCN for an overstay.

With an ageing population, more careful consideration needs to be given to the access and use of parking facilities. Interactive signing is expensive and balanced decisions will be made by the Council, in terms of how future growth in Central Bedfordshire dictates supply and demand.

Policy P12 - Improving Access and Use

The Council will promote the convenient access to parking facilities in Central Bedfordshire by:

- **providing mobility impaired parking in line with recognised national guidance and good practice;**
- **ensuring that parking facilities are clearly signed and that good levels of information on the location and availability of parking are provided;**
- **provide facilities for payment by debit / credit card, either over the phone, via text or online,**
- **ensuring that parking facilities are 'safer by design', and**
- **ensuring that facilities for service vehicles or those delivering goods are, as far as possible, segregated to avoid conflict and their use as overflow car parking areas.**

3.11 Workplace Parking Levy

A Workplace Parking Levy (WPL) is a charge on employers that provide free or relatively cheap workplace parking. The workplace levy may become an important and necessary tool in reducing traffic growth and encouraging the use of sustainable transport modes over the timeframe of the LTP3. However, given the predominantly rural nature of Central Bedfordshire, it is unlikely that it would have a significant impact on traffic levels outside of the main urban areas. At this time the implementation of a Workplace Parking Levy would be detrimental to the future growth and economy of Central Bedfordshire.

In addition, in December 2011, the Department for Transport, as part of the announcement on the Red Tape Challenge announced that Local Authorities will now have to ensure business interests are properly considered as part of any future proposed Workplace Parking Levy scheme. They must show they have properly and effectively consulted local businesses, have addressed any proper concerns raised and secured support from the local business community.

Policy P13 - Workplace Parking Levy

The workplace parking levy will be kept under review.

3.12 Residential Overspill Parking

The overflow of residential parking onto local highways has been raised as a significant issue by residents in a number of areas, especially in some of the more congested historic market towns. It can also cause problems in terms of highway safety, traffic management and streetscape. Residents have suggested that the Council should convert green space (including verges) close to these areas into additional residential parking.



However, there is presently no obligation on local highway authorities to provide parking for residential premises and there is no automatic right for residents to park on the highway.

Policy P14 - Residential Overspill Parking

Requests for residential overspill parking will be considered by the Council on a case-by-case basis where there is a clear requirement and demand. In providing residents with overspill parking the Council will charge residents for the use of such facilities.

Where overspill parking schemes are promoted by Town & Parish Councils or other such bodies (for example residents or a housing association) all assessment and implementation costs will be charged to the scheme sponsor.

3.13 Park and Ride

The term “Park & Ride” (P&R) refers to remotely located car parking linked by an attractive public transport service with a key urban or other high demand centre(s). Services are usually provided by a dedicated bus, rail or tram service, providing a high quality and, usually, high frequency transport link between the car park and the relevant centre for which the service has been established. The overall package is of a standard commensurate with attracting car drivers to use the facility.

Bus based P&R services usually run non-stop between a peripheral car park and the urban centre. P&R associated with rail and tram usually provides a car parking facility for use with existing rail services at key stations, although a new station may be created where the P&R demand is predicted to be sufficient to make it viable. Successful P&R achieves the following key benefits:

- effectively increasing central area parking without increasing central area land take;
- reducing car journeys and levels of traffic congestion downstream of the facility, usually on key corridors;
- reducing accidents downstream of the facility;
- reducing air and noise pollution downstream of the facility;
- reducing demand for urban road construction downstream of the facility;
- reducing the need for long stay car parking in the relevant centre;
- improving the accessibility of town and district centres;
- freeing central area space for other uses, and
- generating new opportunities at the site.

In addition the most successful P&R should not significantly worsen any of the above upstream of the facility.

Policy P15 - Park and Ride

The Council will consider the implementation of Park and Ride sites, subject to the availability of funding and robust business cases, at locations where they logically promote modal transfer from car to public transport and where environmental dis-benefits can be mitigated or removed entirely.

The Council will not charge for vehicle parking, provided that the onward journey is completed by a Council approved form of sustainable transport.

The purpose of this policy is to determine where P&R can make a valuable contribution to Central Bedfordshire and/or its close neighbours and ensure that the P&R facilities and



services are optimised to successfully realise the benefits shown above and make an effective contribution towards achieving LTP targets.

3.14 Localism and Parking

The concept of 'decentralisation' is at the heart of the Government's agenda. The idea of devolving power from the centre to local government, communities and individuals is now central to the reforming ambitions of the Government, particularly in the wider set of policies within the idea of the 'Big Society'.

The Council currently delivers a complete range of parking services across its geographic area and the cost of providing these services is heavily subsidised by the income generated from the off-street car parks in Leighton Buzzard and Dunstable. Without this income the delivery of parking services across Central Bedfordshire would place a heavy burden on the local tax payer and so handing over parking services to Town and Parish Councils is not a financially viable proposition. However, the Council recognizes that local communities need a greater say in how, what and where parking services are provided for them.

Policy P16 – Localism and parking

The Council will explore ways of involving the local community in the delivery of parking services.

3.15 Dealing with Complaints

How the Council deals with parking complaints is of great importance to the public and to the Council's reputation. Complaints can take many forms – they may be about perceived or actual incorrect enforcement; they may be from residents about all day commuter parking near rail stations or vehicles being parked across private driveways, or they may be about the abuse of Blue Badge spaces for example. The Council will record and act upon such complaints and, where necessary, will undertake additional enforcement as required within resource and practicable constraints. Where common complaints are received, for example commuter parking in a particular location near to a railway station, the Council's highways department will investigate further to see if there are any possible parking schemes that could be introduced that would resolve those issues. Such schemes will be collated and put forward for consideration for funding in the Council's forward programme of highway works.

Whilst recognising that we operate in a difficult and sensitive environment, we aim to provide services with respect, courtesy, consistency and fairness and to provide accurate information. We welcome all feedback about the services we provide. Where a complaint arises from the conduct of an employee the Council will deal with that through its complaints procedure. If the complaint arises as a result of a challenge to a Penalty Charge Notice then this will be managed through the parking appeals process details of which are printed on every Penalty Charge Notice issued by the Council.

Policy P17 – Dealing with Complaints

The Council will record and collate complaints about parking problems on its highway network and consider schemes to resolve such issues for inclusion in its future highways programme.

Where the complaint results from the conduct of an employee this matter will be dealt with through the Council's complaints procedure, and where the complaint arises from the issue of a Penalty Charge Notice, this will be dealt with through the Council's Parking Appeal Process details of which are printed on the reverse of all Penalty Charge Notices.

3.16 Verge and Footway Parking

Inappropriately parked vehicles cost the Council thousands of pounds each year in repairing damage to paving and to grass verges. These vehicles can also cause serious problems for pedestrians, particularly blind, disabled and older people, as a result of them having to step off the footway and onto the road thus putting them in danger. The Council, however, does understand that in many of the historic residential areas of our towns and villages, streets are narrow and limited off-street parking is available to residents. This creates a situation where residents park their vehicles either partially or fully on the footway / verge to avoid blocking the road.

The Council has powers available to it to prevent parking on verges and footways and will consider enacting these powers to help prevent persistent parking on verges and footways by issuing penalty charge notices in streets where such parking is deemed to be unacceptable. In streets where parking either partially or fully on the verge / footway is the only practicable option for residents, the council will consider introducing a formalised system of parking with marked bays and signing.

Policy P18 – Verge and Footway Parking

The Council will consider the introduction of formalised verge / footway parking where justified and prohibit such parking where it is deemed unacceptable / unnecessary. Criteria for such schemes is set out in Appendix E.

3.17 Overnight HGV Parking in Lay-bys and on Country Roads

The movement of freight into, out of and around Central Bedfordshire is important in realising the Council's vision is to be "globally connected, delivering sustainable growth to ensure a green, prosperous and ambitious place for the benefit of all". Lay-bys on Central Bedfordshire's highway network are available for use by all motorised road user groups and are of particular importance to lorry drivers as legally, they are required to take a 45 minute break after a period of 4.5 hours of driving / working. Lorry drivers are also required to rest for 11 hours between working days (with certain exceptions).

From national surveys it is understood that 20% of all lorry drivers will park up for the night in lay-bys despite nearly half of them receiving some form of financial contribution towards overnight parking. Whilst the Council does not wish to be unduly restrictive over this practice owing to obvious driver health and safety concerns as well as legal issues the Council does recognise that lorries parking in lay-bys and on country roads overnight can be a disturbance to local residents. In addition, such locations are not equipped with permanent facilities and therefore there is an associated cost to the Council of 'cleaning up' waste materials and maintaining sites to an acceptable level. In addition to the negative environmental and maintenance issues there is also the potential for an increased risk of crime associated with overnight lorry parking in lay-bys and country roads.

Policy P19 – Overnight HGV Parking in Lay-bys and on Country Roads

Where there is an identified problem, be it traffic, road safety, environmental or crime related, with overnight lorry parking in lay-bys or on country roads the Council will consider introducing overnight parking restrictions preventing stays of more than 4 hours between the hours of 9pm and 7am.



3.18 Dealing with Persistent Evaders

Whilst the majority of motorists comply with parking restrictions, there are a number who continue to park in contravention of them, or who park in such a way that they obstruct the flow of traffic, endangering other motorists, cyclists and pedestrians. In addition, there are motorists that regularly park in our off-street car parks and refuse to pay the required parking charges. A high proportion of these motorists do not register their vehicle with the Driver and Vehicle Licensing Agency (DVLA) and therefore avoid payment of Penalty Charge Notices, as we do not hold a valid address for them and cannot process any related documents.

The definition provided by the Department for Transport (DFT) of a persistent evader is "a vehicle owner with three or more recorded contraventions for the vehicle and the Penalty Charge Notices for these have not been paid, represented against or appealed against within the statutory time limits, or their representations and appeals have been rejected but they have still not paid". The Council will use this criterion and accompanying powers given to it under the Traffic Management Act 2004 to clamp and then remove persistent evaders from the public highway and from its off-street car parks.

Policy P20 – Dealing with Persistent Evaders

Where a persistent evader is identified, the Council will clamp and subsequently remove the vehicle to a safe and secure compound. The vehicle will not be returned to its owner until such time as all debt to the Council on that vehicle has been paid in full. If the vehicle owner does not settle the debt within a reasonable timescale the vehicle will be disposed of and any proceeds used to settle the outstanding amounts.

3.19 Other Policy Context

Urban Development and Town Centre Master Plans feature parking as a key element in delivering sustainable, vibrant and viable regeneration and new development. We balance a wide range of transport measures along with parking controls to ensure the promotion of more sustainable travel choices.

The Council will not require developers to provide more parking space than is absolutely necessary. However, in delivering development, we must ensure realistic levels of parking are provided network. For example, over the past 10 to 15 years we have restricted the amount of car park spaces within residential developments in the hope that this would suppress car ownership and usage. This approach has been relatively unsuccessful, even where other transport modes have been provided, and has resulted in the Council adopting roads with already severe parking problems.

Where mixed use development is planned, particularly within our town centres we will ensure parking is shared particularly where the peak levels of parking demand between the individual developments does not coincide such as between offices and leisure uses. In developing our policies we will not create a situation where there are perverse incentives for development to relocate away from our town centres or threaten the future of our town centres. Our town centre car parks in Leighton Buzzard and Dunstable offer good quality and 'regionally'



competitively priced car parking that takes into account their leisure, retail and employment offers against neighbouring town centres.

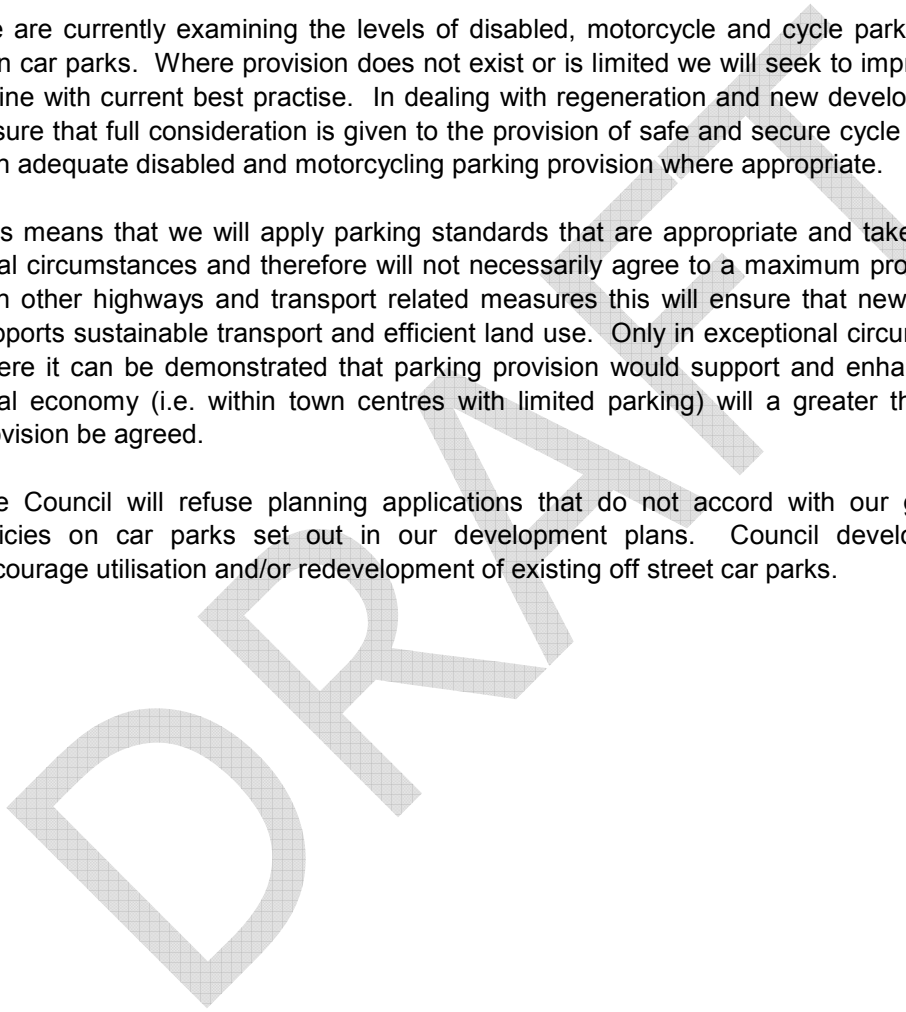
Council car parks provide designated parking spaces for disabled people and we require new developments to afford appropriate levels of disabled parking in line with current best practise. Disabled parking in all of Central Bedfordshire's off street car parks is free for three hours, even with the multi-storey car park in Leighton Buzzard.

When determining new development and regeneration we are mindful of the potential adverse effects of parking on the existing road network. In this respect we will look to introduce appropriate on-street parking controls to minimise the displacement of parking where on-site parking has been limited.

We are currently examining the levels of disabled, motorcycle and cycle parking within our own car parks. Where provision does not exist or is limited we will seek to improve provision in line with current best practise. In dealing with regeneration and new development we will ensure that full consideration is given to the provision of safe and secure cycle parking along with adequate disabled and motorcycling parking provision where appropriate.

This means that we will apply parking standards that are appropriate and take into account local circumstances and therefore will not necessarily agree to a maximum provision. Along with other highways and transport related measures this will ensure that new development supports sustainable transport and efficient land use. Only in exceptional circumstances and where it can be demonstrated that parking provision would support and enhance the wider local economy (i.e. within town centres with limited parking) will a greater than maximum provision be agreed.

The Council will refuse planning applications that do not accord with our guidance and policies on car parks set out in our development plans. Council development plans encourage utilisation and/or redevelopment of existing off street car parks.

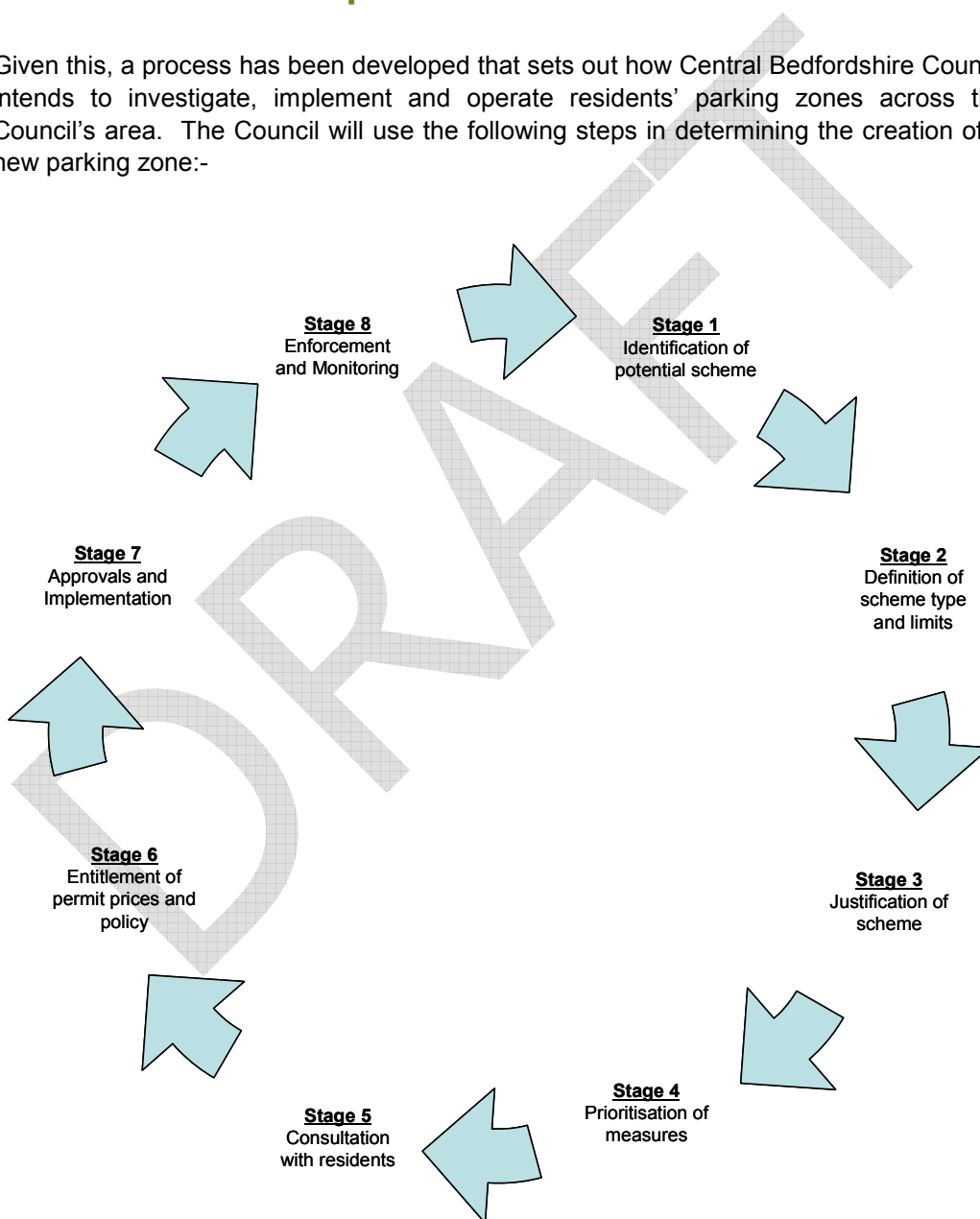


4 Residents' Parking Zones

At present, there are only a limited number of residents' parking zones (RPZ) in operation in Central Bedfordshire - in Flitwick, Dunstable, Leighton Buzzard and Biggleswade. It is recognised that in some locations there is an increasing demand from the local community to control the negative effects of non-residential on-street parking.

4.1 Process for Implementation of RPZ

Given this, a process has been developed that sets out how Central Bedfordshire Council intends to investigate, implement and operate residents' parking zones across the Council's area. The Council will use the following steps in determining the creation of a new parking zone:-



Stage 1: Identification of Potential Scheme

Stage 1 of the process will be based on evidence from a significant proportion of the local community, Town or Parish Council or by the Council itself. The Council encourages residents to register requests for consideration of a residents' parking scheme through its highways help desk or via the web site.

Before the Council proceeds with any formal investigation it will seek the opinion of the Town or Parish Council which covers the area of the request in question. If the relevant Town or Parish Council does not support the request then the Council will take no further action unless there are extenuating circumstances. Following on from this request, it is at the Council's discretion where and when to conduct surveys to analyse the presence or severity of the problem. The Council has set the following as the standard criteria for the level at which local community consultation may take place.

Criteria which Provide Evidence of a Residential Parking Problems

- **Daytime problem** - 60% of available kerb space is occupied by non-residents vehicles for more than 6 hours during which 85 % of the available kerb space is occupied by all parked vehicles.
- **Nighttime problem** - 40% of available kerb space is occupied by non-residents' vehicles for more than 4 hours during which 85% of the available kerb space is occupied by all parked vehicles.

The cost of developing a residents' parking scheme is high and in some cases schemes do not justify the cost of further development if there is not a readily identified problem. There is also significant risk to the Council of promoting schemes which may not be self supporting. No schemes will be implemented unless there is a sound financial case which will justify the expense of the scheme and its enforcement.

Stage 2: Definition of Scheme Type and Limits

Stage 2 of the process follows on from the site observation and an agreement that the criteria for a Residents Parking Scheme have been met. It is at this stage that the type and limit of the scheme needs to be agreed. The scheme could address a long-stay or short-stay problem.

Residents owning too many cars – No Scheme

If it is found that problems exist due to residents owning too many cars, a residents' parking scheme will not normally be pursued.

Long stay problem – Shared Use

A 'Type 1' scheme is one in which existing or proposed parking restrictions are believed to place a disadvantage on the residents. In this case, residents' parking permits could be allocated, with parking restricted to non-residents to two hours, for example, in order to allow access to local facilities but prevent all day parking in the area.

Short Stay Problem – Exclusive Use

A 'Type 2' scheme would arise where the demand for parking by residents and visitors is currently greater than the existing number of parking spaces. In this case, restrictions are required to provide an equal advantage to residents and visitors to park.



Stage 3: Justification of Scheme

This stage involves gathering the evidence from Stages 1 and 2 to assess the feasibility of promoting a scheme. From the evidence of a problem at Stage 1 and the identification of the possible type of scheme at Stage 2, an assessment can be carried out as to the scope and impact of implementing a scheme. From this, the possible capital and revenue implications can be calculated. These must be set out in a report showing the conclusions of the findings to date. This will support the consultation and marketing process. The report should provide justification for the scheme or the need for support from the Highways Department to progress.

Stage 4: Prioritisation of Measures

If there are a number of requests for schemes then the Council must prioritise these. The promotion of schemes is costly and, with only a finite amount of funding to implement, it is likely that requests will be prioritised. Rankings will be completed against common criteria such as the scale of parking problem assessed in Stage 1, the likely cost of implementing a scheme and the extent of the local community support for the scheme. This will provide a ranked list of requests that can be progressed as funding becomes available.

Stage 5: Consultation with the Local Community

Stage 5 is a key and significant stage within the whole process. Developing a strategy for parking which reflects the views of residents needs careful preparation. The Council needs to identify the area which will be consulted, a methodology for doing the consultation and also set a budget for the process. The streets adjacent to those under investigation can also be considered in the consultation process and the views of surrounding local businesses and any within the proposed area are also important in the potential implementation of a scheme.

One further key point is the level at which responses will be considered. It has been identified that local authorities generally take a majority result from the people that respond although in some places only a minimal response rate is required which has been found to be too low in certain cases. It appears that the majority response is the most suitable criterion to use but it must be emphasised to the local community that in the event that they do not vote, the majority response will prevail. It is therefore important to ensure each and every household / property / business within the proposed zone has a fair opportunity to make their views known to the Council through the consultation process.

The Council will therefore not adopt a minimum consultation response rate for schemes and will use a majority of 51% or above to carry the vote.

Stage 6: Permit Allocation and Pricing

Stage 6 of this process is another significant stage involving setting permit entitlements and the level of charging. In terms of residential entitlement, this may be based upon a maximum number of permits per household, e.g. one, two or in some cases three or more. In other cases, permits have been allocated based on the availability of parking spaces e.g. 75-100% – allow two permits / household and visitors' permits. Visitor permits may be awarded by the number of people aged over 18 in a household, at set amounts per year or as above based on space availability. The number of business permits also needs to be considered.

In terms of charging, current annual permit costs are reviewed each financial year and will



normally increase by the percentage Gross Domestic Product (GDP) relevant at that time. A review of neighboring authority charges will also be undertaken every 5 years and charges adjusted in line with neighboring averages. The cost of permits will increase for each and every vehicle registered to an address within the proposed zone. This is to give fair opportunity to all to park within streets with limited kerb side space.

Stage 7: Approvals and Implementation

At this point there needs to be an analysis of the consultation responses, New or amended Traffic Regulation Orders need to be drafted as part of the implementation process and this provides an opportunity to invite formal objections to the scheme. These must be resolved or overridden by the appropriate elected member committee before the scheme can be implemented.

Stage 8: Enforcement and Monitoring

Stage 8, the final stage of the process is applied when the scheme is in effect. The Council will decide the level at which to monitor or enforce the scheme. In most cases a residential parking scheme is defined as a low priority within the Council's overall traffic management issues. If the Council receives a significant number of complaints from residents and compliance is low, it may then be necessary to enforce the scheme further.

4.2 Current Residents' Parking Permit Areas

1. Prince Regent area, Dunstable

- Albion Street (from Princes Street to its junction with Edward Street/Matthew Street)
- Edward Street (whole)
- Matthew Street (whole)
- Princes Street (whole)
- Regent Street (whole)
- Union Street (south-east side from High Street North to Princes Street)
- Victoria Street (from West Street to Union Street)
- Winfield Street (whole)

2. Ickniel Street, Dunstable

- Ickniel Street (anyone with a postal address in that road)

3. Springfield Road, Linslade

- Springfield Road (anyone with a postal address in that road) excluding Springfield Court.

4. Central Linslade area

- Church Road (whole)
- New Road (whole)
- Old Road (whole excluding the north side between Stoke Road and Soulbury Road)
- Ship Road (whole)
- Soulbury Road (south side from Old Road to Station Road)
- Station Road (whole)
- Vicarage Road (whole)
- Victoria Road (whole)
- Waterloo Road (whole)
- Wing Road (west side from Old Road to the south side of no. 120, but excluding Ivester Court)

5. Saffron Road Biggleswade



- From 1a to 17and including Sandbrook and No 20 Saffron Road.

6. Grasmere Close Flitwick

- Grasmere Close (whole)

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5 Parking Standards

A review of parking standards has been undertaken as part of the process to develop this document, including reviewing existing standards within Central Bedfordshire and those in neighbouring authority areas. A review has also been undertaken of best practice in parking standards across the country.

The Council has produced a Design Guide for Development in Central Bedfordshire which identifies certain standards which should be met with respect to the amount of parking that is provided and the design of that parking.

While parking standards are bound up with local transport and parking policy and local implementation through development control they were influenced for many years by national guidance in the form of PPG13:Transport (2001). A revision of PPG13 was published in 2011 which gave local authorities more power to set locally-generated parking standards while the National Planning Policy Framework (2013) has increased that freedom even more.

The determination and application of parking standards has to reflect and support the overall transport policies that form the basis of LTP3 while there must be consistency and clarity in the application of the standards to support the development process and minimize potential misunderstandings, disputes and delays.

In areas of good accessibility to public transport it is proposed that non-residential standards will be more restrictive because of the higher accessibility.

5.1 Minimum Residential Parking Standards

There are conflicting outcomes which make it difficult to set parking standards for residential areas. The Council's desire for an increase in sustainable travel would suggest that parking standards for residential areas should be set at a low level to encourage residents not to have a car, but there is the opposite viewpoint which says that the parking provided for housing should meet the expected demand and not lead to additional parking pressures on the public roads. In addition a lack of sufficient off-street parking combined with an increase in sustainable transport, without a decrease in car ownership, would exacerbate the on-street parking problem by extending it throughout the day and not just in the evening. It is also the case that garages and drives in existing housing areas are underused if there is parking freely and conveniently available on the public roads.

In January 2011, the Minister of State at DCLG announced the removal of the requirement for local authorities to set maximum parking standards for residential developments and National policy is now to permit local authorities to decide what level of parking is right, based on the needs of their community, provided they have regard to the need to promote sustainable transport outcomes.

Based on a review of the evidence and the responses to the consultation on parking standards, the Council believes it to be appropriate to implement a set of **minimum** parking standards for residential development across Central Bedfordshire.

The following **minimum parking standards** are proposed, based on allocated parking (that



is, parking allocated to individual dwellings) See also Appendix B.

- 1 bedroom - 1 space per unit minimum
- 2 bedrooms - 2 spaces per unit minimum
- 3 bedrooms - 3 spaces per unit minimum
- 4+ bedrooms - 4 spaces per unit minimum

In addition the following unallocated level of parking should be provided

- Visitor Parking - 0.25 spaces per unit (unallocated)

These standards should ensure that sufficient parking is provided in new developments to cater for demand. If developers wish to implement a lower standard and can demonstrate it is robust for a particular location / particular set of circumstances (for example a block of flats on a cramped town centre site near a railway station) then this would be considered a departure from policy and would need the approval of the Council's Planning Committee. Where planned parking provision is below the parking standards, any potential for on-street parking overspill from residential dwellings will be weighed in relation to the potential harm to environmental amenity and road safety.

Garages will generally be deemed to be part of the parking provision, as long as there is also space in them for general storage and / or cycles but for particular developments the following issues may be taken into account in determining whether or not they are to be included:

- where alternative parking, including on-street parking, is carefully controlled through the layout or by parking restrictions, residents are more likely to use their garages;
- the size of the garages - larger garages can be used for both storage and for car parking (minimum single garage size should be no less than 7.0m x 3.2m);
- whether separate cycle parking is provided or not, as garages are often used for this purpose, and
- the scope for residents to use front gardens for parking.

The Council has a concern that garages are often not used for car parking, resulting in additional demand for on-street parking. Available research does show that in some developments less than half of garages are used for parking cars, and that many garages are used primarily as storage or have been converted to living accommodation.

Where there could be a significant potential impact on highway safety and / or traffic flow if garages are not used for parking, increased parking provision may be required within a development site over and above the minimum specified above.

5.2 Maximum Private Non-Residential Parking Standards

Following a review of the parking standards previously used by Central Bedfordshire, the maximum parking standards to be utilized for private non-residential parking in new developments have been modified for certain classes. The Parking Standards which will be used in the future are listed in Appendix C.

The standards are considered appropriate for new developments as well as proposals for the redevelopment of existing buildings, including change of use. So far as possible these



standards relate to the classification of land use specified in the Town and Country Planning Use Classes Order 1987 (as amended). It is recognised that the information provided is not exhaustive nor is it possible to cover all eventualities. Any proposed land use or built development not specifically mentioned will be considered on a site specific basis on its individual merits. The standards aim to provide developers with a clear statement of the level of car parking provision that will be acceptable to the Council for any proposed use and in any specific location within Central Bedfordshire.

The previous standards were at or close to the maximum ones which were advised in PPG13, and although this document is no longer Government policy the principles behind the definition of many of the standards are still valid and so no changes have been proposed to the majority of them.

In all cases, the developers will be expected to demonstrate that adequate arrangements for the correct amount of vehicle parking, including loading and servicing, are included in their proposal and should ensure that the use of the parking will not result in road safety, amenity or traffic management problems. Proper account will need to be given, in particular, to the servicing requirements for non-residential development in relation to on-site loading, unloading, maneuvering and waiting space so that the largest vehicles likely to serve the development can be accommodated and such that all vehicles can enter and leave the site in a forward gear.

The PNR standards which have been adopted reflect a balance between meeting parking demand in the varied locations in the Council and respecting the sustainability policies set out in the LTP.

General Commercial Development

Commercial development in areas of good public transport accessibility will have more restrictive maximum parking standards. In larger developments, the developer and occupier of the commercial site will have responsibilities for restricting staff parking through implementation of a Travel Plan. Parking facilities will be expected to include appropriate provision of disabled parking spaces and secure parking for powered two wheelers and cycles.

Retail Development

Parking requirements for retail development will vary depending on the size, nature and location of the development. For most retail developments, cycle, motorcycle and disabled driver parking will also be required where visitor parking is being provided as part of the development. In centres where parking is being provided as part of a retail development, it should be available for shared public use by visitors to the wider centre.

Educational Establishments

Standards for parking at schools have been set to limit the amount of space within the school grounds dedicated to parking provision. The parking allocation covers staff, visitors and parents. The allocation does not include the potential for parking by pupils. Only in exceptional circumstances where road safety is the prime consideration, should drop off and pick up points for pupils (including school buses) be within school premises (a full justification must be submitted to the Council along with a Travel Plan and arrangements for managing the on-site parking).



All new or expanded educational establishments that are likely to generate more traffic movement or parking requirements will be required to implement a Travel Plan. The school Travel Plan will make provision for the appropriate management of overspill parking and the enforcement of any provisions relating thereto.

Bus / coach loading and waiting areas, either on the premises or on the highway, will be required for most new schools and tertiary education facilities. Sufficient space should be reserved to allow buses to enter and leave the site safely and secure cycle parking at all schools and higher education establishments must be provided.

Health and Medical Establishments

All new health establishments or major expansions of more than 1,000m² will require a Transport Assessment and a Travel Plan. The level of parking below the maximum standard will be based on the transport assessment and the Travel Plan.

Leisure Facilities and Conference Centres

This is a broad category that includes a wide range of uses. Not all forms of leisure facility are covered by the parking standards and individual assessments will be required. However, the categories listed here provide an indication of the level of parking the Council would expect to see associated with similar developments. Transport Assessments will be required for larger leisure and conference developments to establish parking levels and access. Where developments are mixed, for instance incorporating a café, the parking standards for this use will apply alongside those required for the primary use.

5.2.1 Discounting Maximum Non-Residential Parking Standards

The use of accessibility levels as a basis for the discounting of maximum parking standards for non-residential uses is now an established policy among many local authorities. The Council has identified a process, following best practice, to apply such an approach to private non-residential developments in Central Bedfordshire.

The discounting process has two broad stages:

3. assess the broad development location in terms of the spatial band in which it is located and apply a primary discount.
4. assess the actual site in terms of local accessibility to non-car modes of transport and apply a secondary discount based on the resulting score.

5.2.1.2 Broad Development Location

For the first stage of the approach, according to the spatial band in which a development is located, the following **primary** discount would be applied to the parking standard.

- Band 1 and 2 Town Centres - 10%
- All other areas in Bands 1, 2, 3 and 4 - 0%

Spatial Area	Initial Discount	Location
Band 1 & 2 Town Centres	10%	Dunstable, Houghton Regis



		Leighton Linlade
Market Towns	0%	Flitwick Amphill Biggleswade Sandy Shefford, Arlesey, Potton
Villages	0%	All Remaining
Rural Areas	0%	All Other

5.2.1.3 Local Accessibility

The second stage of the process is an assessment of the local levels of accessibility for the development site.

The assessment will result in a development being scored on the basis of the current level of accessibility it has to non-car modes of transport. The score will enable the site to be assessed as having low, moderate, high or very high local accessibility. This score will be translated in the **secondary** discount using the percentages identified in the table below.

Low (0 to 14) - 0%

Moderate (15 to 22) - 5 to 10%

High (23 to 30) - 10 to 25%

Very High (30 to 36) - At least 25%

It should be noted that the discounts identified above would not be applied to mobility impaired spaces.

5.2.1.4 Discounting Process

The key steps in the overall accessibility-based discounting process are as follows:

- Assess the development location in relation to the spatial areas and identify primary discount (if applicable).
- Complete local accessibility assessment from information gathered from site visits and other sources, and calculate score.
- Identify appropriate secondary discount based on assessment score.
- Add the primary and secondary discounts together to calculate the overall discount.
- Identify the basic parking standards for the land use from the parking standards' table and apply to the size of the development to calculate basic parking provision.
- Apply the overall discount to calculate the proposed level of parking provision at the site.



5.3 Operational Parking for Land Use Classes

Development proposals will also need to set out details of the servicing arrangements for the development concerned. This will usually require the provision of on-site loading and maneuvering space to allow the largest vehicle most likely to serve the development to be able to enter and leave in a forward gear. Maneuvering requirements for service vehicles will be assessed by reference to accepted standards such as **'TRACK'** or **'Designing for Deliveries'** (both Savoy Computing). Operational Parking requirements are detailed in Appendix D.

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6 Design of Car Park Provision

The Council has produced a Design Guide for Development in Central Bedfordshire which will be a material consideration in the determination of planning applications and so it is recommended that the design of parking provision at all new developments recognises the principles in the Design Guide.

Large amounts of surface level parking are likely to detract from the overall appearance of a development and its surrounding area and are unlikely to maximise the development potential of available land. Parking and servicing should be carefully located within developments to minimise visual impact. Surface parking should be conceived as part of the overall landscape proposals for the development and should link into the wider area. Multi-storey parking should be carefully designed and be well integrated with its surroundings.

Parking Provision (public and private) must be appropriately landscaped, surfaced and secure for both vehicles and pedestrians and appropriately accessed to ensure that highway safety and amenity issues do not arise. Where lighting is provided it should be designed sensitively to minimise the level of light pollution, particularly on rooftops or in higher levels of Multi-Storey Car Parks.

All parking spaces need to be accessible at all times and areas for circulation and turning must also be kept clear at all times. Parking areas should not be prominent in views from the street or elsewhere in the public realm but the means of access to the car park, if it is available for the public, should be clearly signposted from the nearest stretch of highway.

Advance signs should be in place on the highway to enable drivers to place themselves correctly in the road for access to the car park. There should be convenient and safe pedestrian routes between car parks and the main entrances to buildings, shopping malls or other service areas. Signs should be visible to direct pedestrians back to the car park from where they have been.

Car parking provided in association with a development should be surfaced with materials sympathetic to the surroundings of the site and the extent of area available for parking should be clearly defined. Car parks should not be surfaced with loose granular materials where these could deposit onto the highway. Traditionally, car parks have been hardsurfaced, sealed and independently drained within the curtilage of the site with surface water outfalls to public sewers, not to highway drainage systems but it is recognised that there are material benefits to be gained from seeking to attenuate the run-off, and applicants should look to install complementary sustainable drainage systems.

Hard surfaced car parks should clearly indicate the alignment of the parking bays and those which are available for 'Blue Badge' holders or other specific classes of users. It is recognised that this may not be possible on loose surfaced car parks in all cases but efforts should be made to ensure that the available space is utilised in the most efficient manner.

Access and circulation arrangements must accommodate the needs of pedestrians as well as vehicles. The recommended size of car parking spaces are:-



- Private cars: 5.0m x 2.5m although smaller parking bays may be acceptable in private parking areas around residential and commercial development where little turnover of spaces is expected. Parking spaces within residential curtilages should be a minimum of 6m in length in front of garage doors / access to the dwelling.
- Commercial vehicles: Varying between 9m and 19m x 3.2m depending upon the type of vehicle most likely to serve the development.
- Parking for the mobility impaired: Parking spaces (6.0m long) should be 3.6 m wide or have a transfer area 1.2 m to one side of a standard space. 3.2m wide spaces may be acceptable where space is limited. Alternatively, two standard 2.4m wide spaces with a shared space of 1.2 m between may be considered. These should be marked with a suitable symbol.
- Parking for people with children: Parking spaces for people needing to transfer children to and from the car should be provided at a minimum width of 3.2m. These should be marked with a suitable symbol.

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Appendix A: Off-Street Car Parks in Central Bedfordshire

Railway station numbers confirmed from the National Rail website.

Amphill (250)

Alameda, Woburn Street	25
Waitrose, Bedford Street	180
Aragon Housing Association (w/ends and BH)	45

Arlesey (91)

Rail Station	91
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Biggleswade (1011)

St Andrews Street	39
St Andrews Street / Mill Lane	21
Chestnut Avenue	37
Dan Albone, Shortmead Street	130
Rose Lane	136
White Hart, High Street	14
ASDA, Church Street	369
ALDI, Bonds Lane	79
Railway Station	186

Dunstable (1839)

Regent Street	59
Matthew Street	72
St Mary's Gate	58
Ashton Square	387
Grove Park	437
Priory Gardens	67
West Street	27
Westfield Road	48
ASDA Court Drive	384
ALDI	95
Quadrant Centre	205

Flitwick (941)

Railway Station (First Capital Connect)	257
Railway Station (Cowlgrove)	180
Russell Centre	51
Station Road	52
Tesco Coniston Road	401



Harlington (127)

Railway Station 127

Houghton Regis (250)

Tithe Farm Road 53
Bedford Square 32
Coop High Street 90
Morrison's 75

Leighton Buzzard (1906)

Multi - Storey, West Street 266
Duncombe Drive 139
Hockliffe Street 126
Baker Street 42
New Road 8
Tesco / Homebase, Vimy Road 498
Railway Station 667
Waitrose, West Street 60
Aldi, Vimy Road 100

Potton (60)

Brook End 30
Tesco (King Street) 30

Sandy (358)

Railway Station 142
High Street (Belfry Court) 144
Budgens High Street 72

Shefford (225)

Morrison's 185
Old Station Way 40

Stotfold (13)

Brook Street 13

Woburn (200)

Park Street 200



Appendix B: Minimum Parking Standards for Residential Uses

C3: Dwelling Houses	4+ bedrooms	4 per unit + 1 space per 4 units
	3 bedrooms	3 per unit + 1 space per 4 units
	2 bedrooms	2 per unit + 1 space per 4 units
	1 bedroom	1 per unit + 1 space per 4 units
	Sheltered Accommodation	1 per 2 units + 1 space per 4 units
	Other 'Retirement' Homes	1 per unit +1 space per 4 units

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Appendix C: Maximum Parking Standards for Non-Residential Uses

Use Class	Land Use	Standard
A1: Retail	Food Retail	1 per 14m ² (>1000m ²), 1 per 35 m ² (<1000m ²)
	Non-Food Retail	1 per 20m ² (>1000m ²), 1 per 35 m ² (<1000m ²)
A2: Financial and Professional Services		1 per 30m ²
A3: Food and Drink	Restaurant	1 per 25m ²
	Fast Food & Drive Through	1 per 25m ²
B1: Business	Stand Alone Offices	1 per 30m ² in urban zones 1 per 25m ² in rural zones
	Business Parks	1 per 25m ²
B2: General Industry	General Industry	1 per 100m ² (more than 500m ²), 1 per 30m ² (less than 500m ²)
B8: Storage and Distribution	Storage and Distribution	1 per 200m ² (more than 500m ²), 1 per 30m ² (less than 500m ²)
C1: Hotels and Hostels	Hotels and Hostels	1 per bedroom (+ req. for public facilities)
C2: Residential Institutions	Hospitals	1 per 4 members of staff + 1 per 3 visitors
	Nursing Homes	1 per 4 beds + 1 per 2 members of staff



	Residential Schools and Colleges	1 per bed (including staff bed spaces) + 1 per 2 non-residential and ancillary staff
D1 Non Residential Institutions	Places of Worship, Church Halls, Public Halls	1 per 5m ²
	Clinics, Health Centres, Surgeries	5 per consulting room
	Libraries	1 per 50m ²
	Art Galleries and Museums	1 per 40m ²
Education Centres:	Staff	2 per 3 staff
	Visitors	1 per 7 staff
	Pupils	1 per 10 2nd yr 6th formers
	College Students	1 per 4 students
	Parent – Infants	1 per 12 pupils
	Parents – Primary	1 per 20 pupils
	Parents Secondary	1 per 30 pupils.
	Higher and Further Education	Staff: 1 per 2 staff + 1 per 15 students ¹
D2 Assembly and Leisure	Cinemas, Music, Concert Halls and conference facilities	1 per 5 seats
	Dance Halls, Bingo Halls, Casinos	1 per 5 seats (<1000m ²) 1 space per 22m ² (>1000m ²)
	Music & Entertainment	1 space per 5 seats (<1000m ²) 1 space per 22 m ² (>1000m ²)
	Sports Facilities	1 space per 22m ² (>1000m ²) 1 per 2 players + 1 per 5m ² (<1000m ²)
	Field Sports	Max. no. participants
	Stadia (over 1,500 seats)	1 per 15 seats
	Other land uses	Vehicle Service Stations



	Tyre & Exhaust Centres	1 per 1.5 employees
	Petrol Filling Stations	1 per 2 employees
1. Relates to total number of students attending an educational establishment rather than the full-time equivalent.		

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Appendix D: Operational Parking Standards

VEHICLE PARKING STANDARDS (Operational)		
Land Use Class	Operational Parking Requirement	
A1 Retail/	<u>Gross Floorspace</u>	<u>Minimum load & unload space</u>
	500sq.m	50 sq. m
	1000sq.m	100 sq. m
	2000sq.m	150 sq. m
	Service areas for loading and unloading must be laid out to allow lorries to enter and exit the site in forward gear.	
A2 Financial and Professional Services/	Banks, Building Societies and other financial services used by the public – No operational parking required.	
A3, A4 & A5 Restaurants & Cafes, Drinking Establishments - pubs and bars, Hot food Takeaways.	50sq.m for loading and unloading For new public houses and fast food takeaways, service areas for loading and unloading must be laid out to allow lorries to enter and exit the site in forward gear.	
Car Sales	100sq.m loading and unloading area.	
B1 Offices	<u>Gross Floorspace</u>	<u>Minimum load & unload space</u>
	Under 100sq.m	30 sq. m
	100sq.m – 250sq.m	60 sq. m
	Over 250sq.m	75 sq. m
B1 Non-office/	1 lorry space (45sq.m) up to 280sq.m gross after which 1 additional lorry space per 500sq.m gross.	



VEHICLE PARKING STANDARDS (Operational)		
Land Use Class	Operational Parking Requirement	
B2 industry		
B8 Warehousing	2 lorry spaces (45sq.m) up to 280sq.m gross after which 1 additional lorry space per 500sq.m gross.	
C1 Hotels	<u>Gross Floorspace</u>	<u>Minimum load & unload space</u>
	500sq.m	100 sq. m
	1000sq.m	150 sq. m
	2000sq.m	170 sq. m
C2 Residential Institutions and Student accommodation	Space for ambulance, minibus or van. Space for one pick-up and drop off point	
C3 dwellings	Adequate provision for refuse collecting vehicles which should normally be separate from car parking spaces, will need to be demonstrated.	
D1 Non- Residential Institutions/		
Medical Facilities	For Hospitals: Space shall be reserved for ambulances adjacent to main entrance.	
	Space shall be allocated for large delivery or refuse lorries which shall be accessed in a manner which avoids conflict with access ways required by ambulance.	
	For Surgeries and Clinics: Space for one pick-up and drop off point.	
Primary Schools and Nurseries	Adequate space should be allocated for coaches which may be used either to bring children to school or for school trips. For large schools, an on-site traffic flow system should be provided to accommodate a larger number of vehicles.	
Secondary Schools		



VEHICLE PARKING STANDARDS (Operational)	
Land Use Class	Operational Parking Requirement
Further Education	Where on-site provision cannot be made, it must be clearly shown that on-street parking of coaches will not detrimentally affect the free flow of traffic on the highway. For special schools, space shall be allocated for mini buses/ambulances adjacent to the entrance of the school building.
Places of Worship	Adequate spaces for wedding and funeral vehicles either within the site or on-street.
Museums, galleries and libraries	Minimum loading and unloading 50sq.m
D2 Leisure uses	
Cinemas, Bingo Halls, Conference Facilities etc	50sq.m for a loading and unloading area. Space for 1 pick-up and drop off point.
Sports halls, bowling alleys and health and fitness facilities etc	50sq.m loading and unloading area.
Sports Stadia	To be determined on a case by case basis having regard to the type of activity proposed.
Outdoor sports facilities	50sq.m loading and unloading area.

(e.g. by providing cycle racks/lockers within off street town centre car parks and electric charging points)



Appendix E: Criteria for Verge / Footway Parking

The Council has powers available to formalise parking on verges and footways. The Council will consider enacting these powers provided that the following criteria are met:-

- In streets where parking wholly within the carriageway reduces the working width of the carriageway to less than 3 metres.
- A minimum footway width of 1.2 metres is available for pedestrians after permitting verge / footway parking.
- The street being considered is not a busy pedestrian route i.e. a shopping area.
- The street being considered is not outside a school, play area, library, hospital, health centre, residential home for the elderly or any other places of public assembly.
- The street being considered is where the majority of residents do not have off-street parking within their property boundaries, or do not have the use of other existing off-street parking places near by.

In order to formalise verge / footway parking the Council may need to remove or harden grass verges within the street being considered.

The Council will consider exercising its powers to prevent footway / verge parking in streets by issuing Penalty Charge Notices where:-

- The street being considered is where the majority of residents have off-street parking within their property boundaries but have chosen not to use it, or do not use other existing off-street parking places for a variety of reasons not considered acceptable on highway, traffic or amenity grounds.
- The street being considered is where footway / verge parking creates damage to the highway and does not meet the above criteria for formalised verge / footway parking.
- The street being considered is where parked vehicles would obstruct the proper use, by all classes of vehicles, of the turning area provided at the end of a cul-de-sac or similar blocked highway.
- The street being considered is where footway / verge parking obstructs the free flow of pedestrians, including wheelchair users and perambulators.



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**Central
Bedfordshire**

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Meeting: Executive
Date: 2 October 2012
Subject: Adoption of Neighbourhood Plans
Report of: Cllr Nigel Young, Executive Member for Sustainable Communities – Strategic Planning and Economic Development

Summary: The report sets out the process by which Central Bedfordshire Council adopts Neighbourhood Plans to be part of the Development Plan for Central Bedfordshire and recommends that the decision to approve neighbourhood plan area boundaries be delegated to the Director of Sustainable Communities in conjunction with the Executive Member for Sustainable Communities – Strategic Planning and Economic Development.

Advising Officer: Gary Alderson, Director, Sustainable Communities
Contact Officer: Sally Chapman, Development Planning Process Team Leader
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key Decision Yes
**Reason for urgency/
exemption from call-in
(if appropriate)** N/A

CORPORATE IMPLICATIONS

Council Priorities:

The adoption of Neighbourhood Plans will support Central Bedfordshire Council's priority of managing growth effectively. The relevant Medium Term Plan Priority is "Enhancing Your local Community - creating jobs, managing growth, protecting our countryside and enabling businesses to grow". Neighbourhood Plans will be able to allocate land for particular land uses and address locally specific planning issues.

Financial:

1. The process by which Neighbourhood Plans will be adopted has financial implications. The costs of support in terms of advice and technical support, examination and referendum must be met by Central Bedfordshire Council. Central Bedfordshire Council has successfully bid twice for the Central Government's "Neighbourhood Plan Front Runners Scheme" resulting in grant income of £40,000. The current uptake of the opportunity to produce a neighbourhood plan is low, with only two or three plans anticipated. The costs involved in the preparation of the Neighbourhood Plan itself are borne by the town or parish council undertaking the plan.
2. The Department of Communities and Local Government have recently announced additional funding available to Local Authorities (i.e. Central Bedfordshire Council) to support communities in producing Neighbourhood Plans in 2012/13. There will be an unringfenced payment of up to £30,000 per scheme. The first payment of £5,000 will be paid following the designation of a neighbourhood area and the second payment of £25,000 will be made following the examination of the Neighbourhood Plan. This funding is in addition to the "Neighbourhood Plan Front Runners Scheme".

Legal:

3. Once the Neighbourhood Plan is adopted, it will become part of the Development Plan and will constitute a material planning consideration to be taken into account when determining applications made in respect of the town or parish.

Risk Management:

4. None identified.

Staffing (including Trades Unions):

5. Not Applicable.

Equalities/Human Rights:

6. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and to foster good relations in respect of nine protected characteristics; age disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
7. Neighbourhood Plans and Orders will be required to conform to the Development Strategy. The Strategy has been subject to a detailed Equalities Impact Assessment and officers will check that proposals comply with the agreed strategic policies. Depending on the nature of the Neighbourhood Plan or Order, some will also be subject to their own Sustainability Appraisals and thus their impact on the social aspects of the plan in terms of housing mix, employment / skills, healthier lifestyles, infrastructure and transport will be further assessed.

Public Health:

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

Community Safety:

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

Sustainability:

10. Neighbourhood Plans will be assessed under the Sustainability Appraisal/Strategic Environmental Assessment requirements as set out in the National Planning Policy Framework.
11. Neighbourhood Plans will need to be prepared to comply with strategic policies in the emerging Development Strategy. Emerging policies within this document require new development to meet the Code for Sustainable Homes and BREEAM requirements to ensure increased sustainability.

Procurement:

12. Not applicable.

Overview and Scrutiny:

13. This matter has not been considered by Overview and Scrutiny.

RECOMMENDATIONS:

The Executive is asked to:

1. **endorse the process where Neighbourhood Plans are adopted as part of the Development Plan; and**
2. **delegate the designation of the Neighbourhood Area to the Director of Sustainable Communities in consultation with the Executive Member for Sustainable Communities – Strategic Planning and Economic Development.**

<i>Reason for Recommendation:</i>	<i>To ensure that Neighbourhood Plans can be adopted as part of the Development Plan in accordance with the Localism Act 2012.</i>
-----------------------------------	--

Executive Summary

14. The Localism Act 2012 introduced reforms to the planning system and introduced a new plan called a Neighbourhood Plan.

15. Neighbourhood Plans are led and produced by town or parish councils. However, it is the responsibility of the Central Bedfordshire Council to organise and pay for the examination and referendum of the Neighbourhood Plan.
16. Should the Neighbourhood Plan be found sound through Examination and receive a majority vote through the referendum, the Neighbourhood Plan must be adopted by Central Bedfordshire Council.
17. Once adopted, the Neighbourhood Plan will become part of the statutory Development Plan for Central Bedfordshire and constitute a material planning consideration for planning decision within the neighbourhood plan area.

Introduction

18. The Localism Act 2012 introduced major reforms to the planning system giving local communities new rights to shape and plan their neighbourhood. The Act introduced a new initiative, Neighbourhood Planning which includes Neighbourhood Plans and Neighbourhood Development Orders. These plans set out policies on the development and use of land and buildings in the parish or neighbourhood area. A Neighbourhood Plan is a document which will set out local policies and allocations, and a Neighbourhood Development Order deals with a specific planning proposal on a specific site, or grants planning permission for a type of development such as change of use.
19. Neighbourhood Plans, initiated and led by town and parish councils, need to be in general conformity with the Development Strategy in that they can promote more development than is set out in the Development Strategy and can include policies, provided that these do not conflict with the strategic policies in the Development Strategy. Neighbourhood Plans cannot be used to prevent development.
20. The benefits of neighbourhood planning is that it can help communities play a greater role in shaping the future of their area and can help locally specific planning issues to be addressed, giving greater detail compared to those within the Development Strategy.
21. A Community Right to Build Order is a specific type of Neighbourhood Development Order allowing a local community group to bring forward a small development. This new development could include proposals for new homes, business premises and community facilities, but it must be small scale in comparison to the size of the settlement. The process for preparing and adopting a Community Right to Build Order is broadly the same as that for a Neighbourhood Development Order.
22. Once adopted, a Neighbourhood Plan will become part of the Development Plan for Central Bedfordshire, meaning that it will constitute a material planning consideration within the planning system. A Neighbourhood Development Order effectively grants planning permission for the specific development or type of development.

23. Currently, Caddington and Slip End (jointly), Toddington and Barton Le Clay have all begun work on a Neighbourhood Plan. Several other parishes have decided not to produce a Neighbourhood Plan.

Neighbourhood Plan Process

24. The Neighbourhood Planning (General) Regulations 2012 provide the framework against which the Neighbourhood Plans need to be prepared and outline the statutory stages involved in their preparation. Appendix A of this report sets out the stages of the preparation of a Neighbourhood Plan from initiation to adoption and who is responsible for a particular stage.
25. The preparation of the Neighbourhood Plan is the responsibility of the town or parish council. With the exception of the statutory stages outlined in the Regulations, there is no set process for producing the plan itself in terms of content, issues to be addressed and consultation methods.
26. Central Bedfordshire Council is required by the Localism Act to assist communities in preparation of Neighbourhood Plans, publicise the final version, organise the examination and referendum and adoption process. In Central Bedfordshire, take-up is anticipated to be low over the next few years, partly because the Site Allocations document (which covers the former Mid Bedfordshire area) already allocates development in smaller settlements and partly because town and parish councils no longer have a direct source of funding from the government. Should the situation arise in the future that a large number of Neighbourhood Plans were proposed, they could be managed by officers through careful planning of the processes in terms of timescales and consideration of the appropriate level of input at early stages.
27. A number of organisations have been awarded funding from the government to support communities in their preparation of Neighbourhood Plans. These include Planning Aid who have run two one-day training courses for groups in Central Bedfordshire and the Princes Foundation who have carried out a series of public workshops and meetings in Caddington and Slip End. Officers will continue to liaise with the relevant organisations to ensure that opportunities for additional help and advice are taken up.

Designation of a Neighbourhood Area

28. Neighbourhood Plans or Orders must be initiated by the town or parish councils who decide on the proposed boundary known as the Neighbourhood Area. An application is then submitted to Central Bedfordshire Council who are required by the Regulations to publicise the application formally for a six-week period and invite representations. Should there be no objection to the designation the Neighbourhood Area can be formally designated.
29. Officers are anticipating applications for the designations of three Neighbourhood Areas; Caddington and Slip End (joint application), Toddington and Barton-le-Clay. The boundaries for these Neighbourhood Plans will be the Parish boundary and in the case of Caddington and Slip End it will include both Parish boundary areas.

30. The report seeks to delegate the decision to approve or refuse the application of Neighbourhood Area designations for future applications to the Director of Sustainable Communities in consultation with the Executive Member of Sustainable Communities – Strategic Planning and Economic Development.

Plan Preparation

31. Plan preparation would need to include the views and input of the local community, the means of which are decided by the town or parish council. Consultation from an early stage of the plan preparation process is encouraged as involvement by the community throughout the process will help strengthen the community support for the plan and make implementation easier.
32. Unlike the Development Strategy, which is prepared by officers at Central Bedfordshire Council with ongoing Member involvement, the Neighbourhood Plan or Order is prepared by the town or parish council led by the views of the local community. As such, Member involvement should be at a local level with local ward members and adjoining ward members involved as invited by the town or parish council during the plan preparation stages.
33. Before the draft Plan or Order can be submitted to Central Bedfordshire Council for examination, the town or parish council must undertake a six-week consultation. Representations will be invited from the local community and statutory and local stakeholders. These representations must be addressed in the plan before it is submitted. Alongside the preparation of the plan, a sustainability appraisal must be undertaken.

Examination, Referendum and Adoption

34. Until this stage, the involvement of Central Bedfordshire Council is limited to officers providing advice, guidance and information of particular matters to the parish and town councils to ensure that the preparation is sound. Central Bedfordshire Council will not be able to produce a Neighbourhood Plan on behalf on the local community as it remains the responsibility of the town and parish council to prepare the plan.
35. Once submitted to Central Bedfordshire Council, officers will check that the document has been prepared correctly, complies with the strategic policies in the Development Strategy and is suitable to proceed. This will be followed by a formal consultation period to which the representations from local and statutory stakeholders will be invited.
36. It is the responsibility of Central Bedfordshire Council to appoint an Examiner and arrange the examination of the Neighbourhood Plan or Order. Should the Examiner find the Neighbourhood Plan or Order acceptable, it will be subject to a local referendum. The costs incurred by the examination and referendum have to be met by Central Bedfordshire Council.
37. The referendum will be undertaken following the statutory regulations set out in The Neighbourhood Planning (Referendums) Regulations, which came into effect on 2 August 2012. This sets out how the referendum is to be conducted and the questions to be asked.

38. Should over 50% of the voters in the referendum support the Neighbourhood Plan or Order, Central Bedfordshire Council is required to adopt it as part of the Development Plan by Full Council.

Conclusion

39. Once adopted the Neighbourhood Plan becomes a statutory planning document against which planning applications will be decided. In the case of an Order, development can begin without a further planning application. They will therefore be a tool in ensuring that development is located in the most sustainable and appropriate location accepted by the local community.

Appendices:

Appendix A – Neighbourhood Planning Process Table

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APPENDIX A: Neighbourhood Planning Process Table

The Neighbourhood Planning (General) Regulations 2012

Stage	Lead	Action	Regulation
Stage 1: Getting Started	Parish Council	Agree a Neighbourhood Plan boundary and submit an application to CBC, this must include; <ul style="list-style-type: none"> a map identifying the area to which the application relates; a statement explaining why this area is considered appropriate; and a statement that the Parish Council is the relevant body. 	Part 2, Reg 5
	CBC	Receive an application for designation of a neighbourhood area from the Parish Council.	Part 2, Reg 5
		Publicise the application and invite representations. This must include: <ul style="list-style-type: none"> a copy of the application area; details of how to make representations; and a date by which representations must be received (no less than 6 week consultation). 	Part 2, Reg 6
		Once designated, publicise: <ul style="list-style-type: none"> a document setting out the decision and statement of reasons for making that decision; and where and when the decision document can be inspected. 	Part 2, Reg 7
Stage 2: Preparing the Plan	Parish Council	Prepare the Neighbourhood Plan.	
		Prepare Sustainability Appraisal.	
		Meaningful engagement with the community.	
		Before submitting a Neighbourhood Plan to CBC, the Parish Council must: <ul style="list-style-type: none"> publicise the plan; publicise where and when the plan can be inspected; provide details of how to make representations; provide a date by which representations must be received (not less than 6 	Part 5, Reg 14

		<p>week consultation);</p> <ul style="list-style-type: none"> consult with any body referred to in Schedule 1 of the Regulations; and send a copy of the plan to CBC. 	
		<p>Submit the Neighbourhood Plan to CBC and include:</p> <ul style="list-style-type: none"> a map or statement which identifies the area to which the proposed Neighbourhood Plan relates; a consultation statement; a proposed neighbourhood plan; and a statement explaining how the proposed Neighbourhood Plan meets the requirements of paragraph 8 of Schedule 4B of the 1990 Act. 	Part 5, Reg 15
Stage 3: Independent Examination	CBC	Receive Neighbourhood Plan from Parish Council.	
		Check that the Neighbourhood Plan has been prepared correctly and that it is considered suitable to proceed to formal consultation.	
		Publicise the draft Neighbourhood Plan, including; <ul style="list-style-type: none"> details of the plan; details of where and when the draft Neighbourhood Plan may be inspected; details of how to make representations; and the length of the consultation period (not less than 6 week consultation). 	Part 5, Reg 16
		Appoint Examiner	
		Submit Neighbourhood Plan to Examiner. This must include: <ul style="list-style-type: none"> the Neighbourhood Plan; all documents submitted by the Parish Council; a copy of the representations from the formal consultation (Regulation 16); and information submitted in accordance with Regulation 102A of the Conservation of Habitats and Species Regulations 2010. 	Part 5, Reg 17
		Organise and publicise arrangements for examination.	
		Examination	

		<p>Decision to be made following examiner's report:</p> <ul style="list-style-type: none"> • Neighbourhood Plan be refused. • Neighbourhood Plan be adopted. • Neighbourhood Plan to be modified. <p>Publicise the decision, including:</p> <ul style="list-style-type: none"> • decision and reasons for it (decision statement); • details of where and when the decision statement can be inspected; and • the Examiner's Report. 	
Stage 4: Referendum	CBC	Co-ordinate and facilitate Referendum.	
Stage 5: Adoption	CBC	If referendum indicates a majority community support, the Neighbourhood Plan can be adopted by CBC.	
		Prepare Overview and Scrutiny, Executive and Full Council Report for Adoption – same as for Development Plan Document.	
		Neighbourhood Plan adopted by Executive and Full Council.	
		<p>Publicise adoption or non-adoption, including:</p> <ul style="list-style-type: none"> • a statement setting out the decision and their reasons for making that decision; • details of where and when the decision statement may be inspected; and • send a copy of the decision statement to Parish Council and representatives. 	Part 5, Reg 19
		<p>Once adopted publicise:</p> <ul style="list-style-type: none"> • Neighbourhood Plan; • Details of where and when the Neighbourhood Plan may be inspected; and • Notify any person who asked to be notified of the Neighbourhood Plan. 	Part 5, Reg 20

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Meeting: Executive
Date: 2 October 2012
Subject: Annual Report of the Bedford Borough and Central Bedfordshire Adult Safeguarding Board
Report of: Cllr Mrs Carole Hegley, Executive Member for Social Care, Health and Housing
Summary: To receive the annual report of the Bedford Borough and Central Bedfordshire Adult Safeguarding Board.

Advising Officer: Julie Ogley, Director of Social Care, Health and Housing
Contact Officer: Stuart Rees
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key Decision No
Reason for urgency/ exemption from call-in (if appropriate) Not Applicable

CORPORATE IMPLICATIONS

Council Priorities:

This report contributes to the achievement of the Council priority: Promote health and wellbeing and protecting the vulnerable.

Financial:

1. A specialist safeguarding team operates within available resources and by prioritising this area of work over other Adult Social care demands.

Legal:

2. The statutory basis for the provision of Adult Services by a Local Authority is enshrined in Section 6 of the Local Authority Social Services Act 1970 (as amended) and subsequent guidance documents concerning the role of the Director of Adult Social Services in England issued in May 2006. The law regulating the protection of vulnerable adults from abuse derives from a complex range of legislation, guidance and ad hoc court interventions and the government is still considering the case for specific adult protection legislation.

Risk Management:

3. The Council's overall reputation and performance assessment is at risk if it is not aware of the challenges presented by the performance of its safeguarding responsibilities and the actions taken by the Council to address the areas of concern outlined in this report. The Council's duty is to safeguard the most vulnerable citizens from all forms of abuse. Failure to do so would leave these people at risk of discrimination, neglect, physical, sexual, psychological or institutional harm.

Staffing (including Trades Unions):

4. Not Applicable.

Equalities/Human Rights:

5. Abuse is a violation of an individual's human and civil rights by another person or persons. The Council's duty is to the safeguarding of all vulnerable citizens from all forms of abuse.
6. All Local Authorities are required to implement a range of equality legislation which requires the Council to:
 - understand issues relating to disability, gender, gender reassignment, race, religion or belief, age, and sexual orientation; and
 - engage with service users, local communities, staff, stakeholders and contractors to identify and implement improvements.
7. Abuse of vulnerable adults can include discriminatory abuse, including racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment.

Public Health:

8. The work of the safeguarding Board contributes to the public health agenda through prevention and raising awareness on keeping safe.

Community Safety:

9. The Council's duty is to safeguard its most vulnerable citizens from all forms of abuse which may include anti social behaviour, hate crime and other forms of criminal activity. Failure to do so would leave these people at risk of discrimination, neglect, physical, sexual, psychological or institutional harm.

Sustainability:

10. Not Applicable.

Procurement:

11. Not Applicable.

Overview and Scrutiny:

12. This matter has not been considered by Overview and Scrutiny.

RECOMMENDATION:

The Executive is asked to:

1. **note the Annual Report of Bedford and Central Bedfordshire Adult Safeguarding Board as attached in Appendix A.**

Reason for Recommendation: *To note the contribution of the Safeguarding Board towards the Council priority of promoting health and wellbeing and protecting the vulnerable.*

Executive Summary

13. This annual report covers the third year of operations as two unitary councils for Bedford Borough and Central Bedfordshire. It outlines the progress made during the year from April 2011 to March 2012.
14. During the past 12 months, all agencies signed up as members of the Safeguarding Board continued their improvement programmes based on the previous years annual report and other learning from practice and audits undertaken throughout the year. Robust strategic leadership and operational arrangements have been implemented providing a basis for more effective safeguarding.
15. During the past 12 months the Board focussed on the areas of prevention of abuse and significant harm, and empowerment and proportionality to ensure improved outcomes for all vulnerable adults involved in a safeguarding incident. Strong foundations have been laid in the development of the Board, and the Board has been working together as partners to develop a strategic approach to safeguarding.
16. Over the coming 12 months the Board will be focussing on: improvements in safeguarding practice as a result of independent audit and Peer Review; improvements in our approach to learning and development; reviewing and addressing the reasons for varying alerting patterns from different sections of the community; safeguarding and the role of informal carers; the vulnerability of people with disabilities to abuse and harassment, and quality of services for people with learning disabilities.

The Developing Context for Safeguarding

17. The Department of Health released a statement in May 2011 which set out the Government's policy on safeguarding vulnerable adults. It included a statement of principles for use by Local Authority Social Services, housing, health, the police and other agencies for developing and assessing the effectiveness of their local safeguarding arrangements. The policy statement defines a set of principles to benchmark existing adult safeguarding arrangements to see how far they support the government's aim and to measure future improvements:
 - (a) Empowerment - Person led decisions and informed consent.
 - (b) Protection - Support and representation for those in greatest need.
 - (c) Prevention - It is better to take action before harm occurs.
 - (d) Proportionality – Proportionate and least intrusive response appropriate to the risk.
 - (e) Partnership - Communities have a part to play in preventing, detecting and reporting neglect and abuse.
 - (f) Accountability - Accountability and transparency in delivering safeguarding.
18. During the past 12 months issues in relation to quality of care and safeguarding have been well reported in the public domain. Since May 2011 there has been a raft of guidance documents and reports issued including a focus on safeguarding and carers, and disability related harassment.
19. There has been particular focus on quality of care in learning disability services following the BBC Panorama programme exposing abuse at Winterbourne View hospital. The Care Quality Commission has since published a report of 150 inspections of learning disability services and set up a dedicated whistle blowing helpline.

The work of the Adult Safeguarding Board in Central Bedfordshire

20. In June 2011 The Local Government Association undertook a peer challenge of safeguarding arrangements within the Central Bedfordshire Council locality. The review team found that the functioning of the Bedford Borough and Central Bedfordshire Adult Safeguarding Board demonstrated that:
 - (a) All the key partners at a senior level show a high level of commitment.
 - (b) The Board has driven and delivered good policies and processes.
 - (c) The Board has raised the profile of safeguarding within the services and the wider community.
 - (d) The Board has dealt with individual and organisational service failures.
21. The Board has continued to work to the six strategic aims identified in 2011, which are broadly aligned to the Government's priorities outlined in paragraph 18 above. These are: prevention and raising awareness; workforce development, partnership working; quality assurance; involving people in the development of safeguarding services; and outcomes and improving people's experiences.

22. Within Central Bedfordshire, examples of developments in these areas during the past year include:
- (a) Producing a community “keeping safe” handbook that covers safeguarding information as well as community safety, internet safety and other useful contacts. This is designed to raise awareness with those people who may only require adult social care support for a short time such as those who have been through re-ablement services.
 - (b) Developing weekly practice surgeries which involve a senior practitioner visiting each team for a day. Feedback from these sessions informs practice development. These have been welcomed by social workers and their team managers in assisting with the improvement of practice.
 - (c) There have been three meetings of the pan-Bedfordshire safeguarding sub groups. This has established stronger links with the Luton Safeguarding Adults Board and has streamlined the work for the benefit of partners who work across Bedfordshire. This sub group continues to look at training and development, quality and activity, and policies and procedures.
 - (d) The Safeguarding team undertake quarterly audits of case files from all teams including the mental health trust and has commissioned three independent external audits during the year. The results of these audits are fed back to managers and staff, and used to inform practice development work and action planning.
 - (c) Developing a method of seeking feedback from people who have undergone safeguarding interventions. This involves visits from safeguarding support workers and involves advocacy services. All feedback from these visits are incorporated in to service development work and action planning.
 - (d) The safeguarding team have received a one off grant from the Social Care Institute for Excellence to become a “social work practice pioneer”. The pilot is developing the practice of “family group conferencing” widely used in children’s services, with the aim of putting the individual at the centre of a safeguarding process and enabling them to define their safeguarding plan with their family or advocates.

Safeguarding Activity April 2011 – March 2012

23. Central Bedfordshire Council received 1,348 alerts during the year. 515 (38%) progressed to a referral. This is an increase from the previous year by 262 alerts. This increase has doubled from the year 2009/10, showing an upward trend over three years. The number of alerts progressing to referral has doubled from 265, and represents a greater proportion in percentage terms – from 24% to 38%. This is showing increasing appropriateness of alerts. Higher numbers and higher proportion of alerts progressing to investigation suggests that the significant awareness raising that has been carried out since 2010 is having an effect.
24. Central Bedfordshire received 833 alerts which did not progress to formal investigation. Half of these resulted in information and advice being provided. A further quarter were referred to care management teams for a response. This is similar in number and pattern to the previous year. The majority, 62% of alerts, do not progress to investigation, and the safeguarding team continues to identify areas where understanding of what constitutes a safeguarding alert could be developed.

Mental Capacity Act (2005) and Deprivation of Liberty Safeguards

25. Central Bedfordshire Council received 25 applications for Deprivation of Liberty in 2011-12, compared with 25 in 2010-11 and 42 in 2009-10. Of the 25 applications, 7 were authorised and 18 were not. This compares with 2 authorised and 22 not authorised in 2010-11 and 21 authorised and 21 not authorised in 2009-10.

Learning from Safeguarding Activity

26. The annual report has identified a number of learning points which have generated an action plan for the year:
- (a) Following independent audit and Peer Review the Board will continue to make improvements in safeguarding practice.
 - (b) The approach to learning and development in safeguarding will develop from focusing on the process to a more practice orientated format.
 - (c) There is a high volume of alerts which do not require a formal safeguarding investigation, which requires targeting.
 - (d) There are low numbers of alerts relating to hard to reach communities such as ethnic minority groups and the travelling community, which requires targeting.

- (e) There are low numbers of alerts from members of the public, which requires targeting.
 - (f) Safeguarding services have improved throughout the year due to the sharing of learning with other organisations and councils, which will continue.
 - (g) Supporting the role of informal carers is a priority in promoting safeguarding awareness to keep both the carer and cared for safe.
 - (h) National reports and analysis of local safeguarding information has shown that people with disabilities remain vulnerable to abuse and harassment, self neglect and financial abuse which may become an increasing issue in relation to safeguarding.
 - (j) Television and national Care Quality Commission reports have shown the need for a renewed focus on the quality of services for people with learning disabilities.
27. The draft care and support Bill makes provision for Safeguarding Adults Boards to become statutory from 2013, with the local authority retaining the lead for safeguarding. The Bill also makes provision for a duty for local authorities to make enquiries, and is consulting on whether a specific power of entry is required alongside the duty to make enquiries. The Board is well placed to ensure that these new duties are met within the coming 12 months.

Appendices:

Appendix A – Annual Report of the Bedford Borough and Central Bedfordshire Adult Safeguarding Board

Background Papers: None

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Safeguarding Adults from Abuse, Maltreatment and Neglect in
Bedford Borough and Central Bedfordshire



**Annual Report of the
Bedford Borough and Central Bedfordshire Adult Safeguarding Board**

April 2011- March 2012

**Abuse is Everybody's Business
Safeguarding is our Responsibility**

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Abuse is Everybody's Business

This annual report covers the third year of operations as two unitary councils for Bedford Borough and Central Bedfordshire. It outlines the progress made during the year from April 2011 to March 2012 and is provided to inform individuals, their families and carers, who use social care and health services, elected members, those who work in social and health care, all partner agencies, and residents of Bedford Borough and Central Bedfordshire.

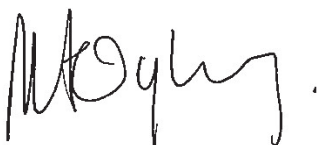
During the past 12 months, all agencies signed up as members of the Board continued their improvement programmes based on the previous years annual report and other learning from practice and audits undertaken throughout the year. Robust strategic leadership and operational arrangements have been implemented providing a basis for more effective safeguarding but we recognise that achieving excellence in this area requires sustained improvement on the part of all partner agencies

During the past 12 months we focussed on the areas of prevention of abuse and significant harm, empowerment and proportionality to ensure improved outcomes for all vulnerable adults involved in a safeguarding incident. Strong foundations have been laid in the development of the safeguarding board, and we have been working together as partners to develop our strategic approach to safeguarding. We have been building on our focus on prevention to move towards a focus on improving outcomes for individuals. However, much work still remains to be done to take us to our safeguarding goals.

Over the coming 12 months we will be focussing on

- Improvements in safeguarding practice as a result of independent audit and Peer Review, and improvements in our approach to learning and development;
- Reviewing and addressing the reasons for the high volume of alerts received which do not require a formal investigation, the low number of alerts relating to hard to reach communities, and the low number of alerts from members of the public;
- Safeguarding and the role of informal carers; the vulnerability of people with disabilities to abuse and harassment, and quality of services for people with learning disabilities

It is everybody's responsibility to report abuse wherever it is seen, suspected or reported. Safeguarding is a vital part of our responsibilities. It is more than just adult protection; it is about protecting the safety, independence and wellbeing of vulnerable people.



Julie Ogley

Director of Adult Social Care, Health and
Housing Central Bedfordshire Council
*Chair of the Bedford Borough and
Central Bedfordshire Safeguarding Board*



Frank Toner

Executive Director of Adult and
Community Services
Bedford Borough Council

Safeguarding is our Responsibility

1. The Developing Context for Safeguarding

1.1 Statement of Government Policy on Adult Safeguarding

The Department of Health released a statement in May 2011 which set out the Government's policy on safeguarding vulnerable adults. It included a statement of principles for use by Local Authority Social Services, housing, health, the police and other agencies for developing and assessing the effectiveness of their local safeguarding arrangements. The policy statement define a set of principles to benchmark existing adult safeguarding arrangements to see how far they support the government's aim and to measure future improvements:

- **Empowerment** - Person led decisions and informed consent.
- **Protection** - Support and representation for those in greatest need.
- **Prevention** - It is better to take action before harm occurs.
- **Proportionality** – Proportionate and least intrusive response appropriate to the risk
- **Partnership** - Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** - Accountability and transparency in delivering safeguarding.

1.2 Carers and Safeguarding Adults – Working Together To Improve Outcomes

The Association for Directors of Adult Social Services (ADASS) released a document in July 2011 which considered issues around carers and safeguarding adults. It linked to government policies including the Vision for Adult Social Care, the priorities of the national strategy for carers: Recognised Valued and Supported and the 2011 statement of policy on adult safeguarding (see1.1). It used the principles identified in 1.1 to explore issues around improving practice and securing desired outcomes for:

- Carers speaking up about abuse or neglect within the community or within different care settings.
- Carers who may experience intentional or unintentional harm from the person they are trying to support or from professionals and organisations
- Carers who may unintentionally or intentionally harm or neglect the person they support.

1.3 Hidden in Plain Sight, Inquiry into Disability Related Harassment

The Equality and Human Rights Commission produced a report in September 2011 following several serious cases of abuse of disabled people. The inquiry showed that harassment of disabled people is a serious problem which needs to be better understood. The evidence indicates that, for many disabled people, harassment is a commonplace experience. Disabled people often do not report harassment, for a number of reasons:

- it may be unclear who to report it to
- they may fear the consequences of reporting
- or they may fear that the police or other authorities will not believe them.

The inquiry found that there is a systemic failure by public authorities to recognise the extent and impact of harassment and abuse of disabled people, take action to prevent it happening in the first place and intervene effectively when it does.

1.4 SCIE Guidance

During the year the Social Care Institute for Excellence released a number of guidance documents including:

- SCIE Report 41: *Prevention in adult safeguarding* - this report shares findings from research, policy and practice on prevention in adult safeguarding and presents a wide range of approaches that can help prevent abuse.
- SCIE Report 45: *The governance of adult safeguarding: findings from research into Safeguarding Adults Boards* - the research for this report explored the governance arrangements for safeguarding adults. The findings focus on five key features of Safeguarding Adults Boards: strategic goals and purpose, structures, board membership, board functions, and accountability.
- SCIE Report 46: *Self-neglect and adult safeguarding: findings from research* - this report was commissioned by the Department of Health (DH) and examines the concept of self-neglect. The relationship between self-neglect and safeguarding in the UK is a difficult one, partly because the current definition of abuse specifies harmful actions by someone other than the individual at risk.
- SCIE Report 50: *Safeguarding adults at risk of harm: A legal guide for practitioners* - this guide is aimed at practitioners working in various settings for organisations involved in safeguarding and it may also be useful for volunteers and family. It aims to equip practitioners with information about how to assist and safeguard people by using case scenarios.
- SCIE Guide: *Safeguarding and quality in commissioning care homes* - this guide aims to support the NHS and local authorities who commission services from care homes to ensure that safeguarding is central and a primary concern for residential and nursing care home providers.
- SCIE Guide: *Commissioning care homes: Common safeguarding challenges* - this guide aims to identify the issues that commonly lead to safeguarding referrals from care homes. Prevention checklists are provided to help both commissioners and providers to work towards a reduction in occurrence of these issues. There are additional links to resources.

1.5 NHS Guidance

During the year health organisations released a number of guidance documents including:

- Department of Health – “Safeguarding Adults - the role of the health service”.
- British Medical Association – “Safeguarding vulnerable adults – a tool kit for general practitioners”.
- Department of Health – “Building Partnerships, Staying Safe: The health sector contribution to HM Government’s PREVENT strategy” which seeks to stop vulnerable people becoming terrorists or supporting terrorism.

1.6 Vetting and Barring Scheme (VBS)

The outcome of the review of the Vetting and Barring Scheme will be enshrined in legislation during 2012 with the introduction of the Protection of Freedoms Act (2012)

The key future changes include:

- abolishing the registration and monitoring requirements of the Vetting and Barring Scheme
- redefining the scope of 'regulated activities' – involving contact with children or vulnerable adults and is frequently, intensively and / or overnight
- abolishing 'controlled activities' - Frequent or intensive support work in general health settings, the NHS, further education and adult social care settings.

The provisions also mean that the services of the Criminal Records Bureau and Independent Safeguarding Authority will be merged and a single public body created. The new organisation will be called the Disclosure and Barring Service (DBS).

1.7 Personalisation and Outcomes in Safeguarding Adults

The Local Government Association and Association for Directors of Adult Social Services (ADASS) have worked together throughout the year to assist local authorities in reporting on and developing a more personalised outcomes focus in adult safeguarding. This includes guidance, toolkits and advice notes.

1.8 Learning Disability Services following the abuses at Winterbourne View hospital

In June 2011, the Care Quality Commission (CQC) stated that they would carry out a programme of unannounced inspections of services providing care for people with learning disabilities and challenging behaviours. This was in direct response to the BBC Panorama programme (May 2011) which exposed the abuses that had taken place at Winterbourne View hospital.

The inspections found that:

- Good quality commissioning and provision of care are central to ensuring people's wishes, needs and aspirations can be met so they can live fulfilling lives
- Care planning and care delivery need to be highly individualised with clear objectives that help people manage their complex needs over time
- There is poor staff understanding of restraint, a lack of monitoring of the usage of restraint leading to increased risk of restraint being used inappropriately.
- Public policy planning is being inconsistently implemented. Commissioners need to collaborate at a local level. They need to involve family carers in defining need. They must commission innovative and locally based services that are developed with clear measures of success and represent the needs and aspirations of people with learning disabilities.

1.9 All of the above findings will be incorporated into the review of the multi agency policy and guidance to reflect best practice.

2. The work of the Adult Safeguarding Board in Bedford Borough and Central Bedfordshire

2.1 An Overview of Safeguarding Improvement Work in 2011/12

2.1.1 Partners continued to provide robust quarterly reports which were monitored through the operational sub group and safeguarding board, building on the lessons learnt from the previous year.

2.1.2 The training and development, quality and audit and policy and procedure sub groups were amalgamated with those of the Luton Safeguarding Board, into a quarterly forum which has allowed partners to report on their own activity across the county of Bedfordshire. This has included:

- the implementation by health partners of the Department of Health's standards in safeguarding;
- the reporting of individual agency audit and quality assurance programmes;
- a multi agency quality audit undertaken each quarter which reviews the responses of all agencies involved in a particular safeguarding case
- reporting on the implementation of the Mental Capacity Act including best interests
- consideration of risk, unwise decision making and self neglect
- continuation of the health sector focus on the Harm Free Care programme, with a focus on pressure care via the County Wide Pressure Ulcer Steering Group as well as on falls and catheter care and sharing good practice
- joint learning across all three local authorities and partners

2.1.3 In June 2011 The Local Government Association undertook a peer challenge of safeguarding arrangements within the Central Bedfordshire Council locality. The review team found that the functioning of the Bedford Borough and Central Bedfordshire Adult Safeguarding Board demonstrated that:

- All the key partners at a senior level show a high level of commitment
- The Board has driven and delivered good policies and processes
- The Board has raised the profile of safeguarding within the services and the wider community
- The Board has dealt with individual and organisational service failures

2.1.4 At the end of 2010/11 partnership agencies identified six key strategic aims under which they would focus their safeguarding improvement work and report to the Safeguarding Board. These six aims are broadly aligned to the ADASS six principles outlined in 1.1 above. The work undertaken during 2011/12 in relation to these areas is summarised below.

2.2 Prevention / raising awareness

2.2.1 Both Councils have produced a community "keeping safe" handbook that covers safeguarding information as well as community safety, internet safety and other useful contacts. This is designed to raise awareness with those people who may only require adult social care support for a short time such as those who have been through re-ablement services

2.2.2 Both Councils in conjunction with Luton Borough Council held a Safeguarding Board Conference in February 2012 which was well attended by all partners across Bedfordshire. The conference identified some themes for the Board to address in the coming year, which includes training, thresholds, communication, and policy review.

2.2.3 Both councils have continued ongoing safeguarding publicity campaigns including:

- a biannual mail out and letter to service providers
- attendance at community outreach events, Council forums and partnership boards
- promoting the national dignity in care campaign and the ADASS guidance
- engagement with mobile Library services to distribute Safeguarding information leaflets to rural communities and to reach people who may not be mobile within the community

Safeguarding alerts continue to steadily increase and this is as a result of ongoing awareness raising.

- 2.2.4 Both Councils have continued to build effective links with the community safety teams, children's services and adult social care commissioning teams through a variety of strategic, monitoring and operational groups. Safeguarding information is shared with these teams and a number of cases have resulted in improved joint working arrangements.
- 2.2.5 The safeguarding teams have contributed to the refresh of Central Bedfordshire Council's and Bedford Borough Council's Joint Strategic Needs Assessment with comprehensive information on safeguarding adults. This ensures that safeguarding of adults is a key part of the area's assessment of current and future health and wellbeing needs and part of future service planning.
- 2.2.6 Both councils have identified that work needs to be done to raise awareness and the profile of safeguarding issues in hard to reach communities such as ethnic minorities and traveller communities.
- 2.2.7 Central Bedfordshire Council has redeveloped its website which includes a facility to make safeguarding alerts anonymously online. This facility has been used and has resulted in an increase in "hits" to the safeguarding pages of the website. This facility is already established within Bedford Borough Council.

2.3 Workforce development

- 2.3.1 Both Councils have undertaken a range of initiatives to develop the workforce in respect of safeguarding which have been targeted at areas of need for relevant staff. These include:
 - Developing guidance documents for staff which includes the links between social work models and safeguarding practice, and quality and safety monitoring which form part of a staff resource pack on the Council's intranet.
 - Holding workshops and focus groups with staff to test their level of understanding and confidence with safeguarding.
 - Undertaking an assessment of the use and uptake of the competency framework and outcomes. The framework is widely used among care providers and form part of the contracts monitoring and quality assurance work with care providers. The assessment has led to an acknowledgement by the training and development sub group of the safeguarding board, that the competencies will be re-launched in 2012/13 within our social care teams.
 - Developing weekly practice surgeries which involve a senior practitioner visiting each team for a day. Feedback from these sessions informs practice development. These have been welcomed by social workers and their team managers in assisting with the improvement of practice.
 - Attending every training session on offer for safeguarding and the Mental Capacity Act to evaluate the training. This evaluation has been used to identify gaps in training and those service areas that need to be targeted for training.
 - Developing two sets of E learning for safeguarding, for the SWIFT electronic recording system and for contact centre staff. This will assist in improving the recording of safeguarding cases and in raising awareness.
 - Developing quarterly peer group reflection sessions for workers to share good practice across all teams.
 - Commissioning and implementing a number of safeguarding training courses in a result of feedback from the independent auditor which includes Charing Safeguarding Case Conferences, Safeguarding Minute Taking, Safeguarding Risk Assessment and Interviewing Alleged Perpetrators.
 - Putting in place a programme of observation of chairing and minuting of Safeguarding Case Conferences to improve standards and consistency, by feedback, reflection and analysis.

- Providing 1:1 training/mentoring sessions for individual workers and teams in relation to safeguarding practice. Clear feedback is given and learning outcomes are identified to improve performance.
- Regular meetings are held with the Learning and Development Team and the Safeguarding trainers to ensure the training is meeting the needs of workers and the required standard.

2.4 Partnership working

- 2.4.1 Both Councils, South Essex Partnership Trust (SEPT) and NHS Bedfordshire have worked together to review Serious Incident reporting. This has involved the drafting of a protocol and regular serious incident review meetings which are used to review the outcomes and to gather trends and patterns within health services and subsequently inform the work of the safeguarding board.
- 2.4.2 The Operational sub group has reviewed its terms of reference to ensure its ability to hold partners to account regarding their reporting and action plans. This is to ensure reporting remains robust and accurate information is supplied to the safeguarding board.
- 2.4.3 There have been three meetings of the pan-Bedfordshire safeguarding sub groups. This has established stronger links with the Luton Safeguarding Adults Board and has streamlined the work for the benefit of partners who work across Bedfordshire. This sub group continues to look at training and development, quality and activity, and policies and procedures.
- 2.4.4 The three local authorities and health partners have established a task and finish group to respond to concerns arising from a Care Quality Commission compliance inspection of the Luton and Dunstable Hospital. This has ensured progress is reported through to the safeguarding board and partners are aware of developments in response to the inspection.
- 2.4.5 Both Councils have worked with South Essex Partnership Trust to improve performance reporting on safeguarding. This includes regular safeguarding reports from SEPT and meeting with the Safeguarding Lead for SEPT to review all alerts received and the timeliness of responses. SEPT has invested in data inputting to enhance the quality of their data. This ensures that patterns, trends and any concerns can be identified early and ensures a coordinated response.
- 2.4.6 Both Councils have met with community safety teams, the East of England Ambulance Trust and the Public Protection Referral Unit to discuss thresholds of abuse and appropriateness of alerts. Discussions have aided closer links and a better understanding of roles between safeguarding and community safety, the use of data and intelligence to understand themes and trends and publicity and communication. Following these links being established there have been joint training days, regular sharing of data and communications regarding publicity events.
- 2.4.7 Both Councils facilitate a Providers Forum as a platform for information sharing and to raise topics. A recent forum included presentations on End of Life care and the national Dignity in Care campaign.
- 2.4.8 Both Councils have attend forums, partnership working groups and meetings including, The Hate Crime partnership, Her Majesty's Prison Bedford Safeguarding Group, County Wide Pressure Ulcer group, Harm Free Care Group, Safer Communities Thematic Partnership, Domestic Violence Sub Group and the Integrated Clinical Governance group to promote joint partnership working.

2.5 Quality Assurance

- 2.5.1 Both Councils have implemented a case tracking tool to assist team managers in monitoring the progress of their safeguarding cases
- 2.5.2 The Central Bedfordshire Safeguarding team undertake quarterly audits of case files from all teams including SEPT and has commissioned three independent external audits during the year. The results of these audits are fed back to managers and staff, and used to inform practice development work and action planning.

2.5.3 Common strengths arising from the audit work include:

- Multi agency working including working with the regulator where relevant
- Focusing on the views of the person concerned
- Proportionate response ensuring the person is safeguarded
- Concise reporting at the end of safeguarding work

2.5.4 Common areas for development arising from the audit work include:

- The use of risk assessment and protection planning as “live” documents that should be regularly updated
- Focusing on the strengths of the person concerned to safeguard themselves and involvement of family members/ advocates to assist
- The robustness of strategy meetings including follow up of actions
- The ability and confidence of staff to challenge and hold care providers to account
- The sharing the outcomes of safeguarding work with partner organisations

2.5.5 Bedford Borough Council has commissioned three independent audits from an ex regulatory inspector of Safeguarding cases over the last year with the next audit due at the end of July 2012. The audits have recognised the increase in the effectiveness and improvements in safeguarding within Bedford Borough due to:

- The introduction of a case tracking tool
- Good multi agency approach to safeguarding
- Appropriate application of Mental Capacity Assessments
- Robust managerial oversight
- Most of the safeguarding casework is in the range of good to excellent and there are some very good outcomes for service users

Comments from the independent auditor included

‘Cases evidenced a multi-agency approach, very sensitive social work, and appropriate application of the Mental Capacity Act’,

‘The combination of skilled staff, high expectations, a strong team work ethic and really robust managerial oversight, all helps to explain such good outcomes for the service users,

2.5.6 Areas of improvement and development were identified, including

- A review of safeguarding paperwork to support practice
- The introduction of effective risk assessment
- The introduction of person centred protection plans clearly identifying the views and wishes of the individual
- Streamlining the decision making tool at the point of the initial alert
- A task group has revised all the current safeguarding paperwork in line with the recommendations from the independent auditor including detailed guidance for staff who will be using the revised paperwork. Draft paperwork to be trialled across the teams in July 2012

2.5.7 Central Bedfordshire Council have developed a safeguarding audit tool which has taken into consideration the LGA outcomes audit. This tool also focuses on clear documentation in protection planning and changes in the risk assessment, the balance between personal choice and discriminatory views, unwise decisions and the timeliness of investigation. The audit tool aims to improve practice in safeguarding adults’ investigation work.

2.5.8 In Bedford Borough all Safeguarding cases are audited by team managers using the Bedford Borough audit tool which incorporates reflective learning and identifies areas for improvement.

2.5.9 Central Bedfordshire Council have incorporated all the findings and areas for development from the peer challenge in June 2011 into a comprehensive action plan. 85% of the action plan was achieved by March 2011 and the remainder will be transferred into the action plan for 2012/13.

2.5.10 Bedford Borough Council implemented an improvement plan for 2011/12 and the majority of the actions were achieved with 5 actions being carried over to the following year.

2.6 Involving people in development of safeguarding services

2.6.1 Both Councils have developed a method of seeking feedback from people who have undergone safeguarding interventions. This involves visits from safeguarding support workers and involves advocacy services. All feedback from these visits is incorporated in to service development work and action planning. Comments arising from these visits have included:

- “The social worker went to visit him a few times, said she was very helpful and easy to talk to. He felt that he was fully informed of what was going on with the investigation and that his views were listened to. At the end of our meeting he said that he would feel happy to contact social services anytime he felt he needed something”
- “When I asked him if he felt safer as a result of the investigation, he responded that he did - he was in a position to change the care agency if he wanted to i.e. felt more empowered.”
- “She felt that she was very well supported by her social worker through the whole investigation and was very pleased with her social worker. She felt that she would be able to approach her worker with anything and also would feel comfortable in doing so, and that she would be listened to and taken seriously.”
- Service user moved to supported living as a result of the safeguarding investigation. Service user stated that she “felt much safer and is happier now has more friends and is living with other people”.
- Service user keeps a copy of action points from the case conference on her wall as a daily reminder of how to keep herself safe
- Service user felt listened to and considered, he was invited to attend the case conference but chose not to but was kept up to date with what was going on.

2.6.2 In Bedford Borough and Central Bedfordshire Council's decision making, the involvement of service users and advocacy services have been the focus of practice development work, best interest's audits and case file audit. While further work is required in this area, the Independent Mental Capacity Advocacy service (IMCA) and advocacy services providers have stated they have seen an increase in referrals to their services.

2.6.3 Central Bedfordshire Council has held three focus groups with people using services to discuss safeguarding and what it means to them. This was combined with the results from the first six months of feedback visits to identify areas for improvement in involving people in safeguarding service development.

2.6.4 Bedford Borough Council has commissioned a ‘Keep Safe Course’ course for service users with a learning disability to promote personal safety. This course is being facilitated by POhWER Advocacy services.

2.6.5 A workshop has been held with the Central Bedfordshire carers’ delivery partnership to look at local arrangements in the context of the ADASS guidance on carers and safeguarding (see 1.2). A number of areas for development were identified and built into the action planning for the next year.

2.7 Outcomes and improving people’s experience

2.7.1 Both Councils have developed a risk enablement forum, chaired by the safeguarding manager or assistant director, to examine issues where service users appear to be making unwise decisions with regard to their support plan. The forum examines ways in which decisions can be supported and provides a link between personalised support planning and preventing safeguarding incidents.

- 2.7.2 The Central Bedfordshire safeguarding process now includes an information leaflet which can be personalised to the individual. This contains simple information about what to expect from the safeguarding process and definitions of terms such as “strategy meeting”. The purpose of this is to ensure people understand the safeguarding process.
- 2.7.3 Initial feedback from Bedford Borough Service user’s who have completed the Service User Feedback form has indicated a need to develop user friendly information leaflet explaining the Safeguarding process and what to expect. A draft leaflet is being compiled.
- 2.7.4 Central Bedfordshire Council has developed a one day mandatory training course for social workers entitled “Safeguarding – planning a personalised response”. This training course was developed with the assistance of an “expert by experience” and focuses on communication and involvement of service users and their families and advocates throughout the safeguarding process.
- 2.7.5 Central Bedfordshire Council has been successful in obtaining funding from the Social Care Institute for Excellence to run a year long pilot under the Social Work Practice Pioneer Project. This looks at the concept of family group conferences in adult safeguarding (called “Network Meetings”). This enables individuals and their network of family or friends to meet together in a supported environment to develop their own plan to address safeguarding concerns. At the time of writing three of these meetings have been held with positive outcomes for individuals concerned.

Comments from people who have used a network meeting included:

- *I would like to express my gratitude for the chance to talk, I wouldn't change any of it*
- *I feel more happy and content now we have sorted things out*
- *I would recommend a network meeting to other people*
- *Longest time I can remember that we had sat face to face and had a conversation*

The learning and outcomes from this work is being shared with Bedford Borough to ensure learning across the partnership.

2.8 Use of the Serious Concerns Procedure

- 2.8.1 The purpose of the Serious Concerns procedure is to adopt a consistent and proportionate response when serious, non compliance with minimum care standards is raised about a care provider.
- 2.8.2 Central Bedfordshire Council has initiated the serious concerns procedure in relation to four services during 2011/12. These concerned three nursing homes for older people including dementia and one service for people with learning disabilities.
- 2.8.3 The concerns for all of these services arose from reported safeguarding alerts that in turn revealed wider issues with service provision. Common to all of the concerns was the service response to safeguarding investigations. This included the standard of care and support for people with very complex needs, people at the end of life, people showing challenging behaviour as a result of dementia and mental ill health and people with severe learning disability and complex physical health needs.
- 2.8.4 As a result of these serious concerns individual actions plans were set up with each service in order to address their specific development needs. In addition, NHS Bedfordshire and Central Bedfordshire Council learning and development team have worked together to look at nursing competencies in care homes in the area, and are working with local care homes to offer training and support for nursing homes.
- 2.8.5 Bedford Borough Council has temporarily suspended services from several providers due to concerns about the standard of service delivery. The Care Standards Monitoring Team has actively worked with these providers to improve standards by implementing an improvement plan to address the specific issues. None have gone to Serious Concerns and all resolved in partnership with the local organisation.

2.8.6 Bedford Borough Council has developed a new Suspension of Care Services Protocol. The quality of care provided or commissioned by Bedford Borough Council is monitored by Bedford Borough Council in partnership with the Care Quality Commission and takes the form of specific contractual conditions and routine monitoring. Where any care provider continues to fall short of their duty of care, despite increased intervention and support from the various inspections/monitoring bodies the protocol will be used to place a suspension on the provider which will remain in place until improvements have been addressed.

2.9 Serious Case Reviews

2.9.1 The purpose of a Serious Case Review is to establish the lessons learnt from a case about the way in which local professionals and organisations work together to safeguard and promote the welfare of adults at risk. It is used to identify clearly what those lessons are, how they will be acted on, and what is expected to change as a result. As a consequence the outcomes are to improve inter-agency working and better safeguard and promote the welfare of adults at risk.

2.9.2 Central Bedfordshire Council initiated one serious case review during 2011/12. D was admitted to Hospital with a suspected stroke. Examinations revealed that she was suffering from advanced stage cancer and given a poor prognosis, it was decided that she would be provided with palliative care. It was arranged that this would be provided in a local nursing home, where her husband had been admitted when D was taken into hospital. She had been his carer, as he suffered from dementia. She was admitted to the same care home and died three days later.

2.9.3 The family and some professionals raised concerns about the care that D had received and a safeguarding investigation was commenced. The outcome of the safeguarding investigation was 'not determined/ inconclusive' and a recommendation was made to the Safeguarding Adults Board that they consider commissioning a Serious Case Review in order to give further consideration to the circumstances of D's care.

2.9.4 The Serious Case Review found that:

- There was not complete clarity about the overall leadership and accountability for the detailed elements of D's care and this led to some differences in expectations.
- Feedback and conversations were not always well documented, well coordinated or subject to the same understanding by all concerned.
- Recording was not always consistent within and across the agencies. Some important documents were not provided, not available at the time, or were incomplete.
- There was no multidisciplinary care planning meeting involving all the relevant agencies outside the hospital and linked disciplines.
- Placement options were limited, given the lack of available, suitable places and the wish to place D close to her husband.
- The nursing home's known lack of experience in palliative care meant that they did not understand the external support that could be made available.

2.9.5 All agencies involved have developed comprehensive action plans which are being monitored through quarterly reports to the safeguarding board. A local End of Life Strategy has been initiated since this review by NHS Bedfordshire which addresses many of the communication and coordination concerns across the locality.

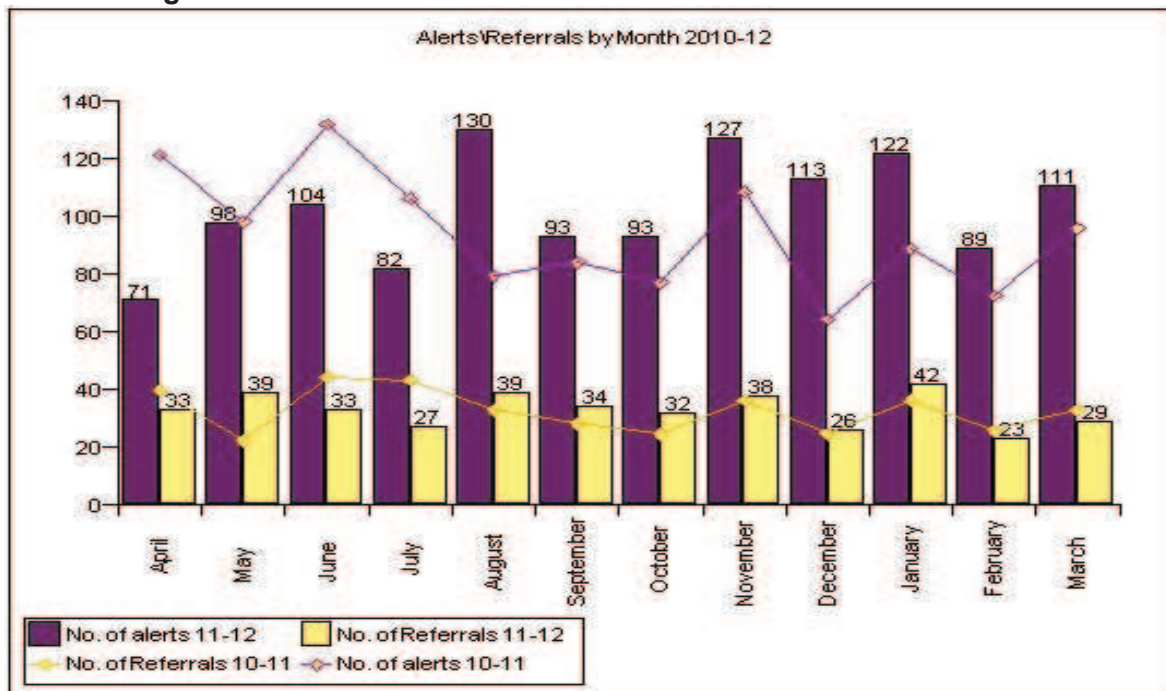
2.9.6 Bedford Borough Council has had no Serious Case Reviews.

2.9.7 The Luton and Dunstable Hospital in conjunction with Luton Borough Council safeguarding adults' board initiated a review following a number of allegations by patients during early 2011. Bedfordshire Police began an investigation into alleged serious sexual offences on former patients of Ward 17 at the hospital; a member of staff was arrested, questioned and released on police bail pending further enquiries. In September 2011 the suspect, who was due to appear at Luton Crown Court in respect of these offences, was found dead at his home. The review has been commissioned to examine the lessons to be learned from this case, and a report is due in the autumn of 2012.

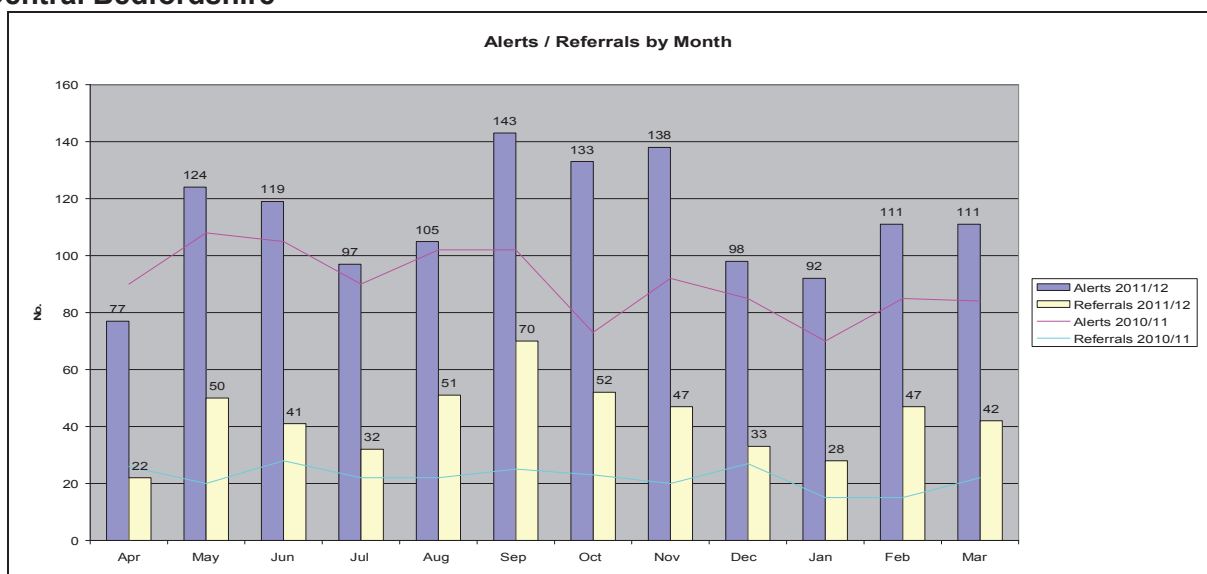
3. Safeguarding Activity April 2011 – March 2012

3.1 Number of alerts and referrals

Bedford Borough



Central Bedfordshire

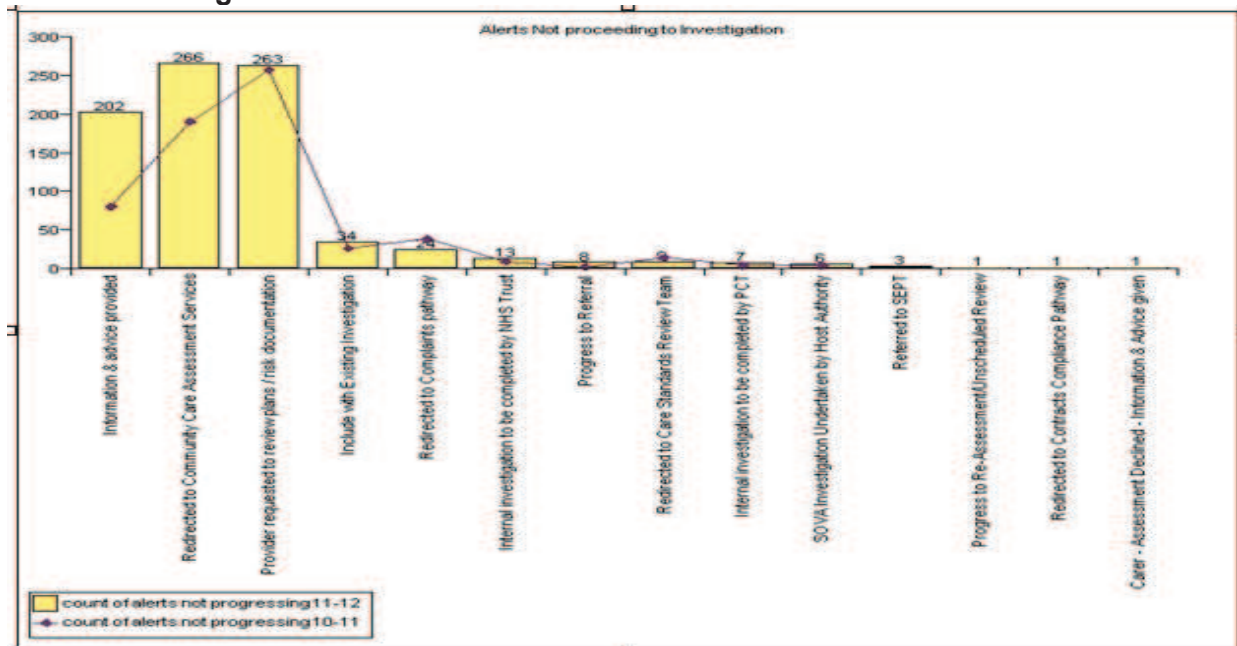


4.1.1 Bedford Borough Council received 1233 alerts in comparison to 966 in 2010-2011, an increase of 267 alerts. In comparing month for month between both years, August and December are reflecting significant increases. During 2011-2012 the total number alerts which progressed to an investigation were 395, an increase of 61 from 2010-2011. This is the third year of continued increases in the number of alerts and referrals which can be attributed to the ongoing safeguarding awareness campaign which commenced in 2010.

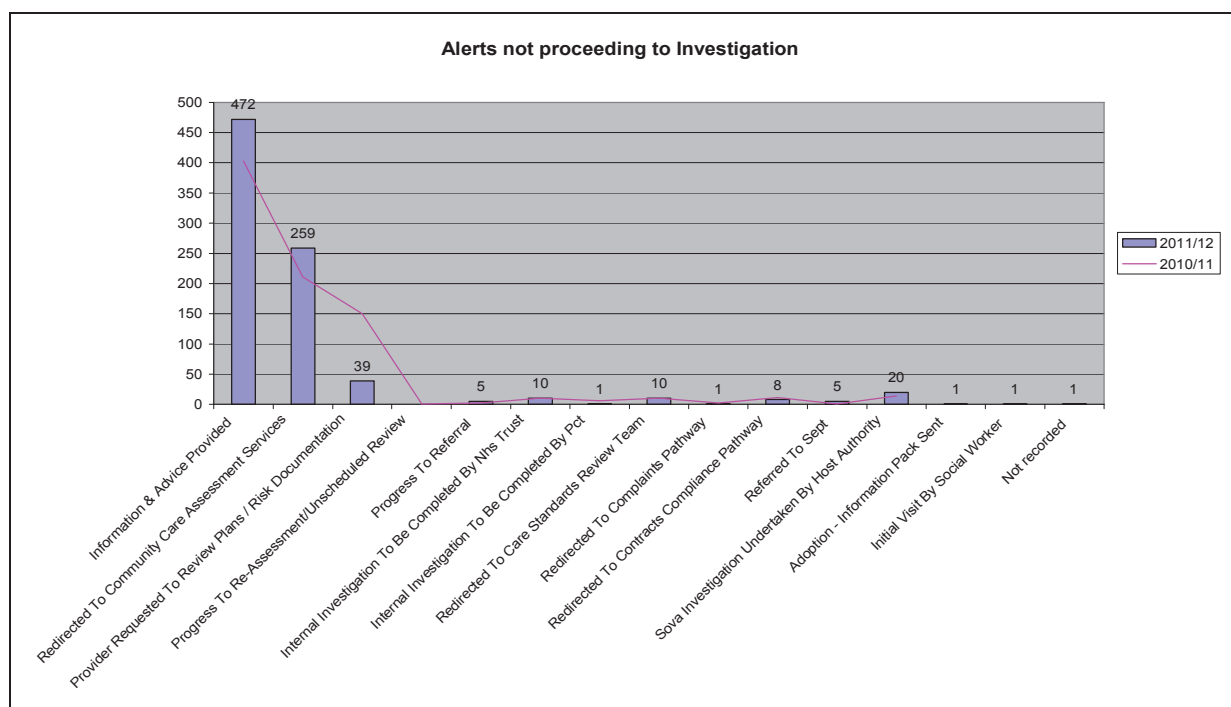
4.1.2 Central Bedfordshire Council received 1348 alerts during the year. 515 (38%) progressed to a referral. This is an increase from the previous year by 262 alerts. This increase has doubled from the year 2009/10, showing an upward trend over three years. The number of alerts progressing to referral has doubled from 265, and represents a greater proportion in percentage terms – from 24% to 38%. This is showing increasing appropriateness of alerts. Higher numbers and higher proportion of alerts progressing to investigation suggests that the significant awareness raising that has been carried out since 2010 is having an effect.

4.2 Alerts not proceeding to referral (investigation)

Bedford Borough

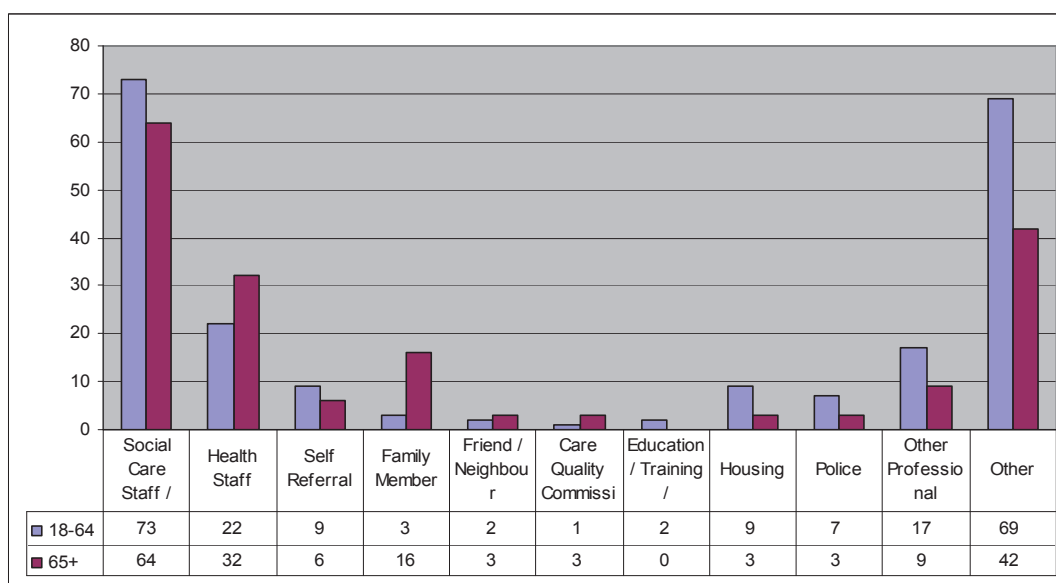


Central Bedfordshire

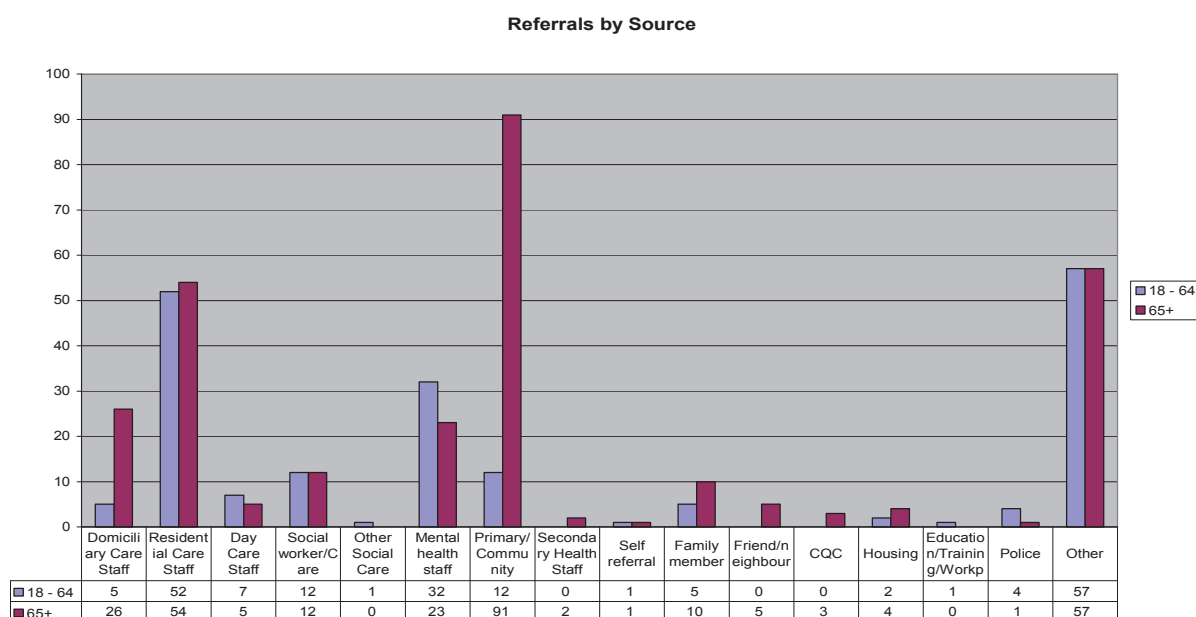


- 4.2.1 The number of alerts received which did not result in an investigation totalled 838 in 2011-2012, an increase of 206 from the previous reporting year. It is worth noting that of the 838 alerts received:
- 202 resulted in information and advice being provided, an increase of 123 from the previous reporting year
 - 263 alerts resulted in providers being requested to reviews plans and risk documentation, an increase of 6 from the previous reporting year
 - 266 alerts were re-directed to community assessments team, an increase of 76 from the previous reporting year
- 4.2.2 Over half of the safeguarding outcomes make up information and advice as well as requesting providers to review risk assessments. The fact that the safeguarding outcomes consume a significant amount of time to process also demonstrates a high level of alerts being raised of a low key nature which are being managed by routes other than safeguarding. This requires a review of the current safeguarding thresholds in order to establish whether the thresholds are causing the high volume of alerts not requiring a formal safeguarding investigation.
- 4.2.3 In addition to this a review of the 266 alerts re-directed to community assessment teams requires further analysis as most of these alerts should have been directed towards first point of contact. Brief analyses so far indicate over reporting on what constitutes a safeguarding alert and inappropriate use of safeguarding procedures.
- 4.2.4 Central Bedfordshire received 833 alerts which did not progress to formal investigation. Half of these resulted in information and advice being provided. A further quarter were referred to care management teams for a response. This is similar in number and pattern to the previous year. The majority, 62% of alerts, do not progress to investigation, and the safeguarding team continues to identify areas where understanding of what constitutes a safeguarding alert could be developed.
- 4.2.5 A significant number of alerts are made by social work or related professional staff. A relatively low proportion of these alerts progress to a referral. A significant factor in these referrals is that safety or vulnerability concerns have been correctly identified by the worker who has responded appropriately to the issue, but may be using the safeguarding alert system as a “safety net” to record concerns.

4.3 Source of referral Bedford Borough



Central Bedfordshire

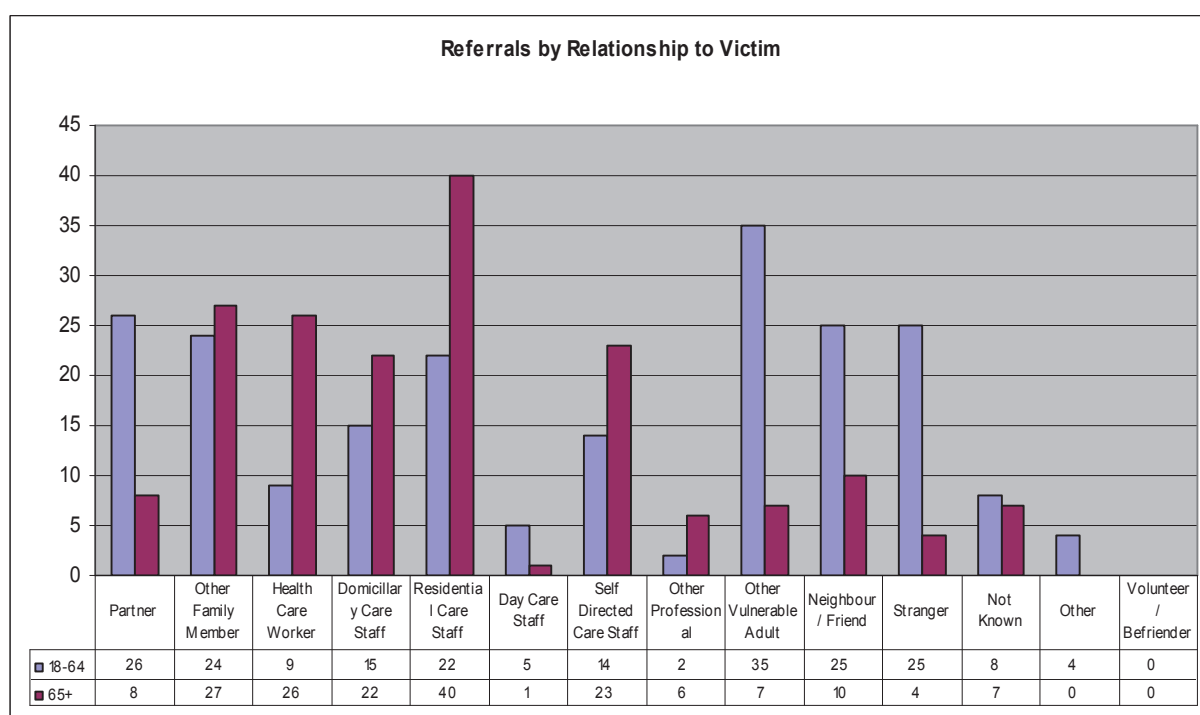


- 4.3.1 In Bedford Borough it is evident that the majority of referrals are sourced from social care staff (as defined, in the “*Abuse of Vulnerable Adults Collection (AVA)*”). The breakdown of social care staff range from residential, day care, domiciliary and social workers reporting an alert. This is not surprising as Bedford Borough currently hosts 149 regulated social care providers within its area. Figures for this report show a slight reduction in the number of referrals for alerts raised from Social Care Staff from last year, 146 reduced to 137; this is likely to be as a result of more robust screening at the alert stage from the Safeguarding Team, where alerts not progressing to the referral stage are signposted through other routes. These figures also demonstrate a clear awareness of reporting an alert within the social care provider arena but it is the nature of the reported alerts as previously mentioned requires further analysis as to the constant high volume of alerts that do not require a formal investigation.
- 4.3.2 The social care staff category includes 16 alerts from day care staff, 38 alerts from domiciliary staff, 96 alerts from residential staff, 10 alerts from social worker/care manager and 3 alerts from social services/other. This is followed by alerts from health care professionals and others, which would include voluntary organisations, probation and other local authorities. The main source of referrals within social care is predominantly from residential staff and nursing care staff and domiciliary care staff, which equates to 137 referrals out of the 163 for the social care category. A high proportion of referrals relate to the over 65 age group, this is not surprising given that the majority of people in residential care will be from the over 65 age group, and a significant proportion of people receiving care in their own home will be over 65. The increased level of reporting is likely to be a result of ongoing training and the impact of the Dignity in care campaign.
- 4.3.3 However it is worth noting the low number of 24 alerts received from individuals in the community signifies that more community work is required to raise safeguarding awareness to marginalised communities in Bedford with a clear focus on more outreach work in terms of awareness and accessibility should be considered for action in 2012-2013.

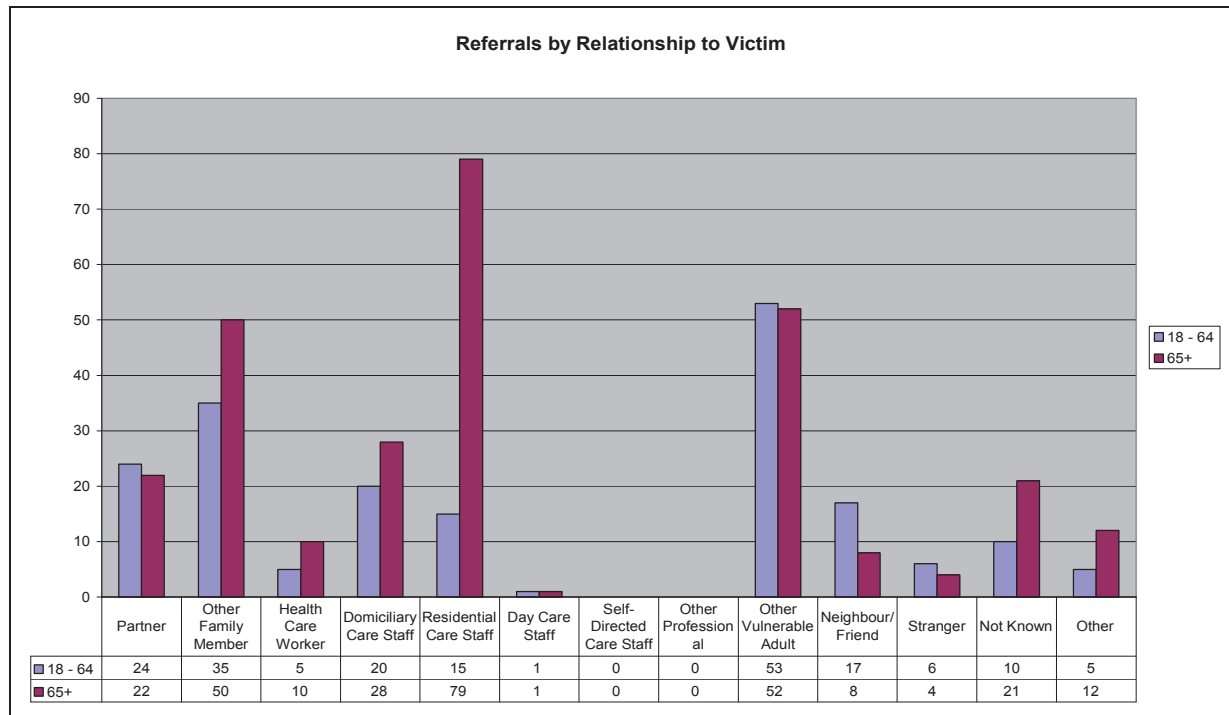
4.3.4 In Central Bedfordshire almost one quarter (22%) of referrals came from residential and nursing care staff. This is consistent with last year's trend. Half of all referrals come from community professionals, such as social workers and health care staff. A significant figure to note is the large proportion of referrals in relation to people over the age of 65, made by primary or community health care staff. This trend was notable in the previous year's figures. This is likely to be in response to the significant awareness raising undertaken within the health care sector during the past two years; also that community health care workers are likely to be those who come in to most contact with older people living in their own homes. Given that there has been a sharp increase in incidents within people's own homes, it is also notable that reports by family members remain low, meaning that social services remain reliant upon the community professionals that work with people's homes

4.4 Relationship to victim

Bedford Borough



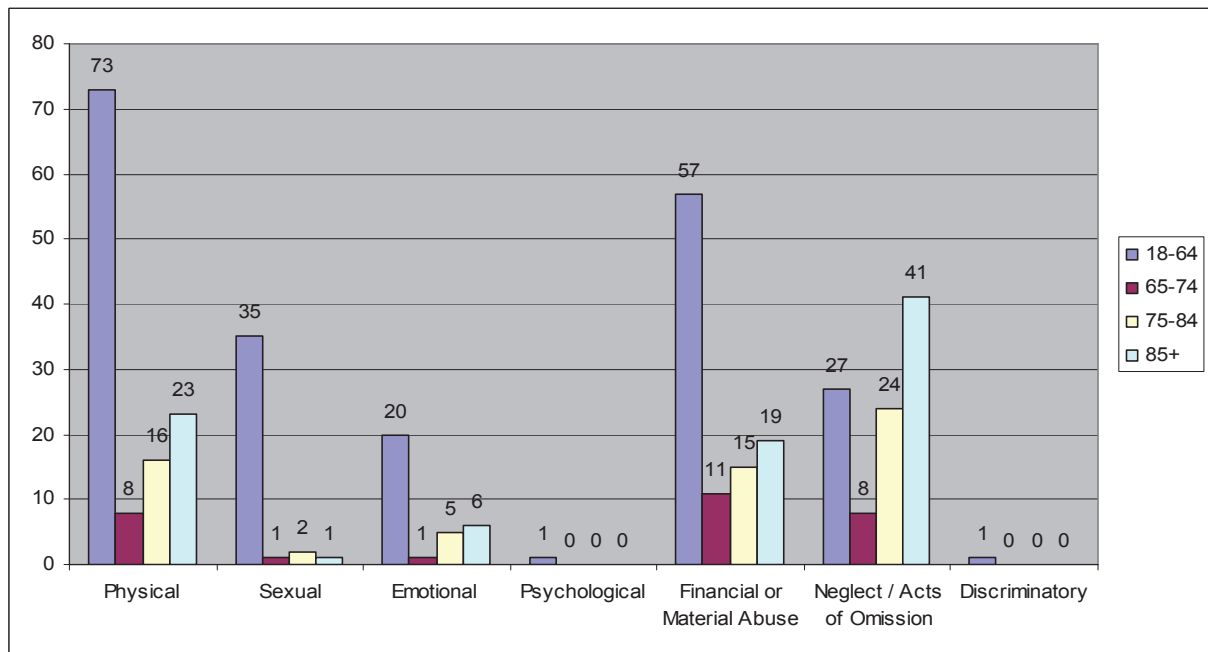
Central Bedfordshire



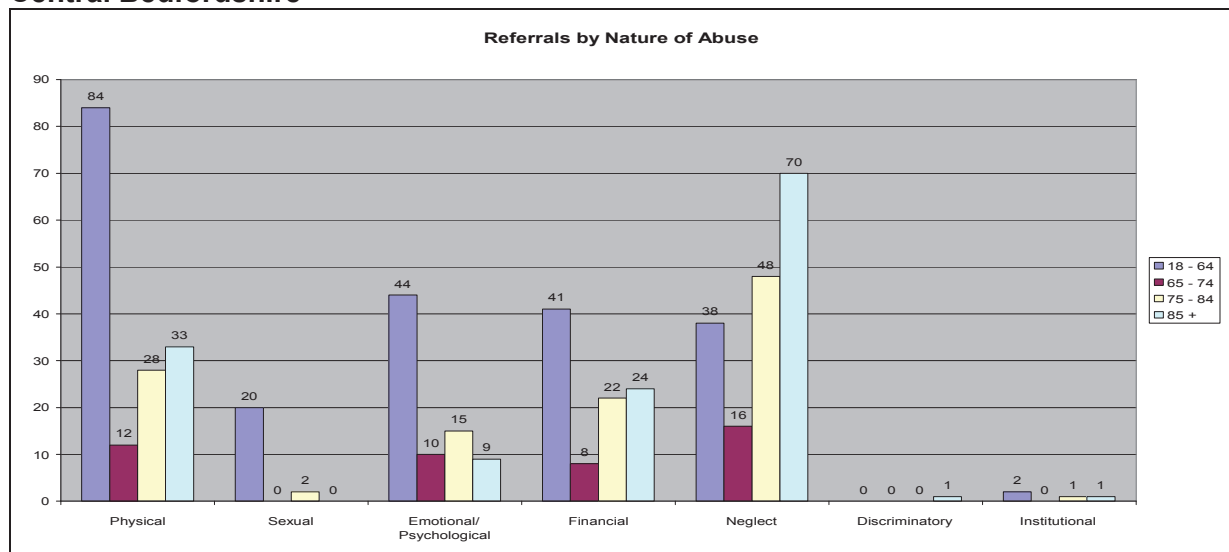
- 4.4.1 In Bedford Borough the relationship of the alleged perpetrator to the alleged victim is predominately paid carers as where the evidence suggests that the location of the abuse tends to occur more within the persons own home followed closely by care homes by paid care providers. This is not surprising as the number of individuals remaining supported in the community are supported via social care providers and through self directed support via a personal assistant who could also be a member of a family. In addition to this Bedford Borough also hosts and supports 149 regulated providers within its area through its Care Standards Monitoring and Review Service who actively work and engage with social providers through site visits, improvement plans, provider forums and safeguarding awareness. Furthermore as previously mentioned there is clear evidence linked to the number of high alerts from social care providers with an awareness of safeguarding.
- 4.4.2 In Central Bedfordshire 33% of alleged perpetrators of abuse are the family or known to the person; 33% are paid carers, and just under one quarter (22%) are other vulnerable people. This is consistent with trends from the previous year.
- 4.4.3 Both Councils note that the category of “other vulnerable person” usually refers to other people living in the same residential, nursing or supported living accommodation or user of a day service. Many of these incidents refer to incidents of violence or aggression between people living in the same place. These incidents would progress to an investigation if the incidents are severe, repeated or there are concerns about the way the care provider or supporting staff have responded to the incident.

4.5 Types of abuse

Bedford Borough



Central Bedfordshire



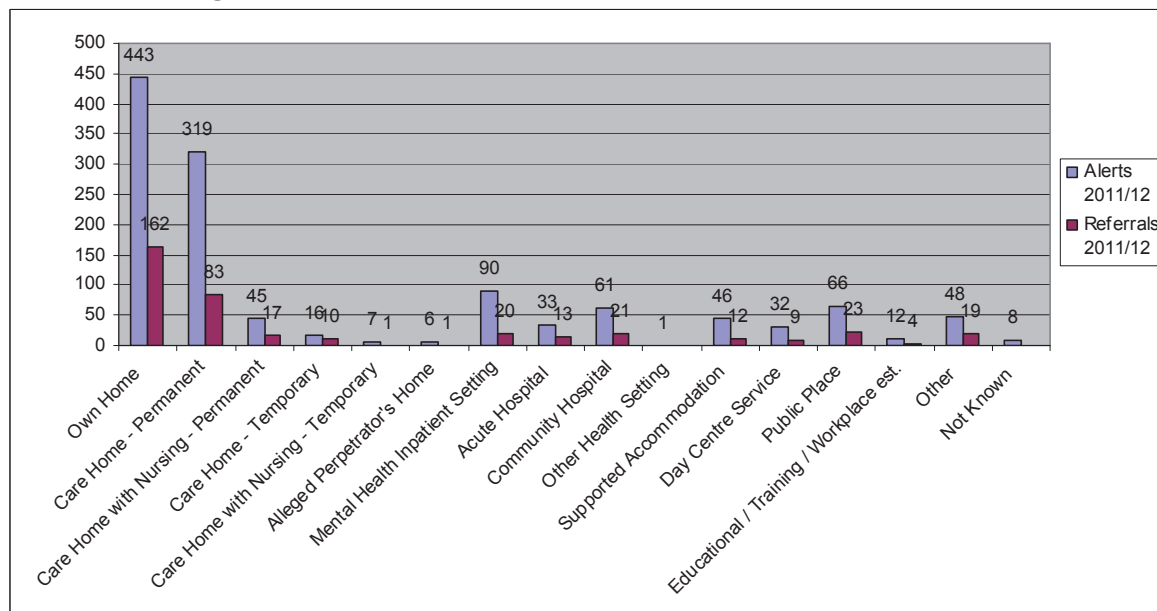
- 4.5.1 In Bedford Borough physical abuse remains the most common form of abuse reported across all age categories. This is followed closely by reported financial abuse and neglects/act omission of care. In the over 65 categories the most common forms of alleged abuse are neglect and acts of omission and examples of this include medication administration errors, poor hospital discharges, missed or poor domiciliary care support and incidents within residential care. Trends and patterns are monitored and care providers are offered a safeguarding awareness presentation if appropriate, or sign posted to further safeguarding training. Across all the types of abuse for the 85+, it is neglect that remains the biggest category. Financial abuse has increased slightly with the largest increase within the 18-64 group. As more self directed support is commissioned, the opportunity for financial concerns increases in vulnerable groups. This situation has to be taken alongside the current financial recession and the impacts on family life.
- 4.5.2 For people under the age of 65 in Central Bedfordshire, physical abuse is the most common form of referral, and sexual abuse is far more prevalent than with people over the age of 65. A high proportion of these figures relate to incidents between people with a learning disability living in supported living (see 4.4). Where risk is assessed to be relatively low, staff are considering more creative responses to these incidents than has previously been the case. For example: An alert

was made to report that a person with a learning disability had been hit by a peer while at church. The social worker visited the alleged victim while at home in her supported living accommodation. The alleged victim stated that she did not wish to contact the police or engage the service provider in protecting her. She stated that she wished to convene a meeting with the perpetrator who she was friends with, and some the elders from her church, and her advocate. This meeting went ahead without the social worker present, who then met the alleged victim afterwards to ensure it had gone to plan. This was documented using the safeguarding process but without the need for formal professionals meetings. The outcome was that the two people concerned were able to discuss the issue with the support of people they trusted.

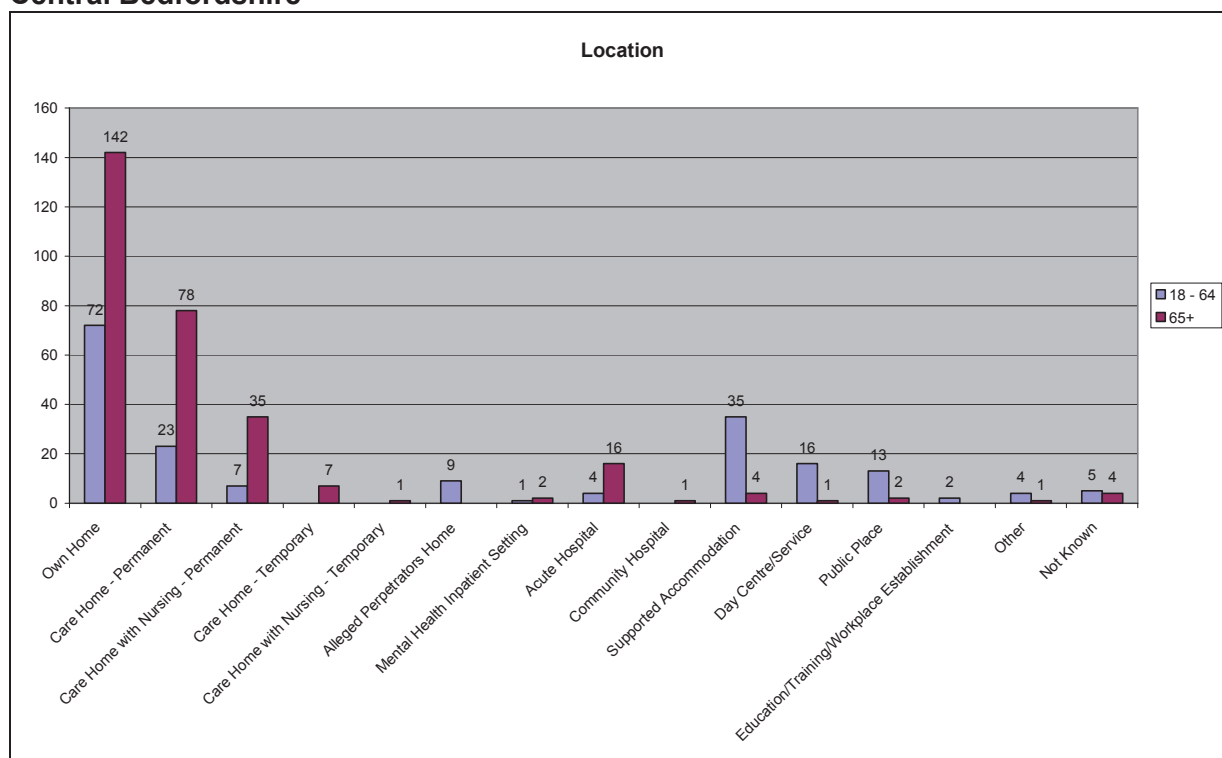
4.5.3 For people over the age of 65, neglect is the most common form of referral. This may relate to older people in care homes, as well as older people living in their own homes. There are higher incidents of physical, financial abuse and neglect for the age group over 85 than for those aged between the ages of 65-85. The figure for financial abuse has increased in this age group from the previous year. In all areas, referrals have increased, but by different proportions. It is notable that emotional/ psychological abuse and neglect have seen the greatest increase in referrals since 2010/11, with an increase of over 100%, whereas referrals for financial and physical abuse have increased by between 60-70%.

4.6 Location of abuse

Bedford Borough



Central Bedfordshire



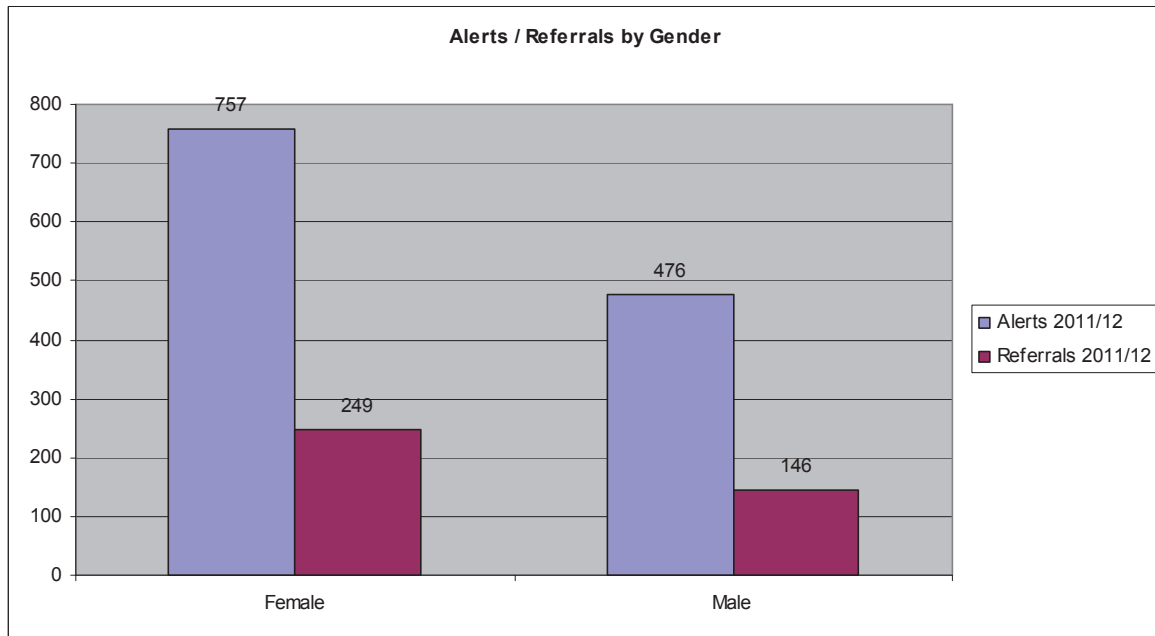
- 4.6.1 In Bedford Borough the location of alleged abuse continues to support the notion of agencies/social care staff reporting on abuse within the persons own home where the alleged perpetrator is a paid carer. In Bedford Borough in 2011-2012, the number of allegations which took in a person’s own home is 162, an increase of 34 (26.5%) on the previous reporting year. This is likely to be linked to a number of factors such as more paid support being provided within the home environment combined with a greater awareness of safeguarding by agencies and increased level of reporting. An increasing number of self neglect referrals being received where a professional has raised a concern about the environment and lifestyle choices that a person has made and is deemed to have capacity.
- 4.6.2 The number of alleged abuse which took place in care homes has risen to 111, an increase of 14 from the previous reporting year. This is likely to be linked to a number of factors such as a greater awareness of safeguarding by care home providers, high proportion of care home providers located within Bedford Borough reflect the proportionate number of alerts received combined with an ageing population and increasing number of alerts where service users are the alleged perpetrator.
- 4.6.2 In Central Bedfordshire there has been a notable increase in referrals relating to people living in their own home. There are several possible factors that may all be contributing to this change in alerting patterns:
- The success of the safeguarding awareness campaigns during the past 18 months
 - The increased awareness of professionals that “unwise decision making” could be treated as a safeguarding concern even when the individual has mental capacity. 26 alerts were received during the year in relation to “self neglect” which would fall into the category of neglect.
 - The increased number of people being supported at home rather than using residential care, and relying on family carers
 - The current economical climate leading to situations where families are financially stretched or feeling stressed
- 4.6.3 There is some credence to the last two points given that there has been such a sharp increase in neglect and emotional/ psychological abuse compared to the previous year, and the proportion of families who are involved in incidents. For example, where family carers are feeling stretched this may inadvertently lead to challenging situations giving rise to neglectful or emotionally stressful

behaviours. In audit work, complex family relationships have been identified as a significant factor in safeguarding cases taking longer than 35 days.

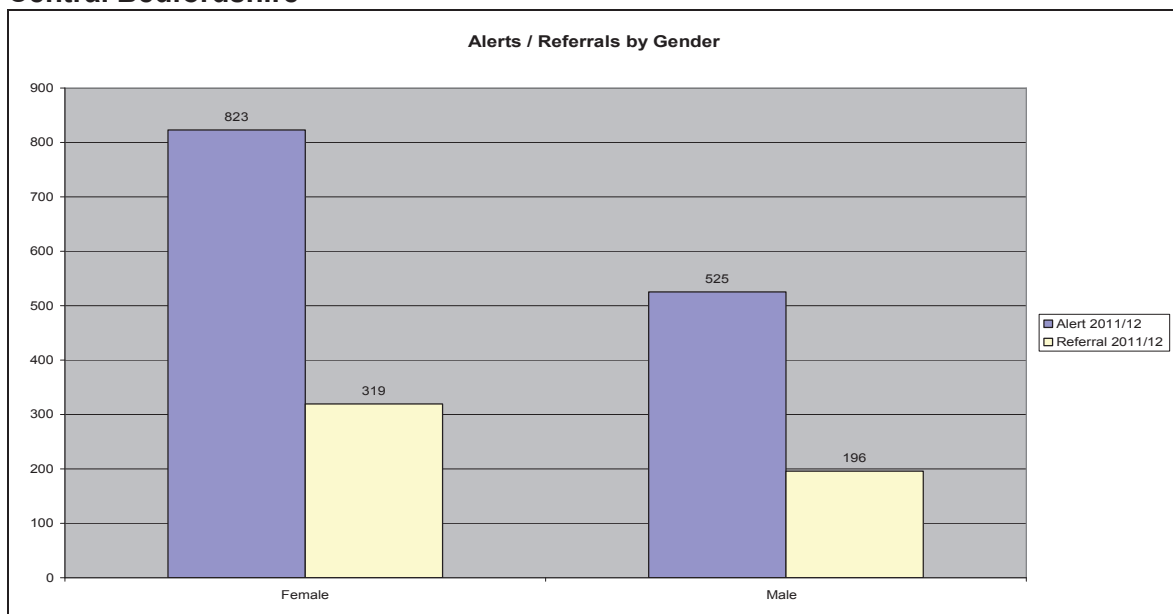
- 4.6.4 The greater proportion of alerts relating to people in their own home progress to referral. This may be because at the point of assessment the risk may be deemed as higher because the person may not have the monitoring or support expected in other settings. This may also be because the alerts are more appropriate.

4.7 Alerts and referrals by gender

Bedford Borough



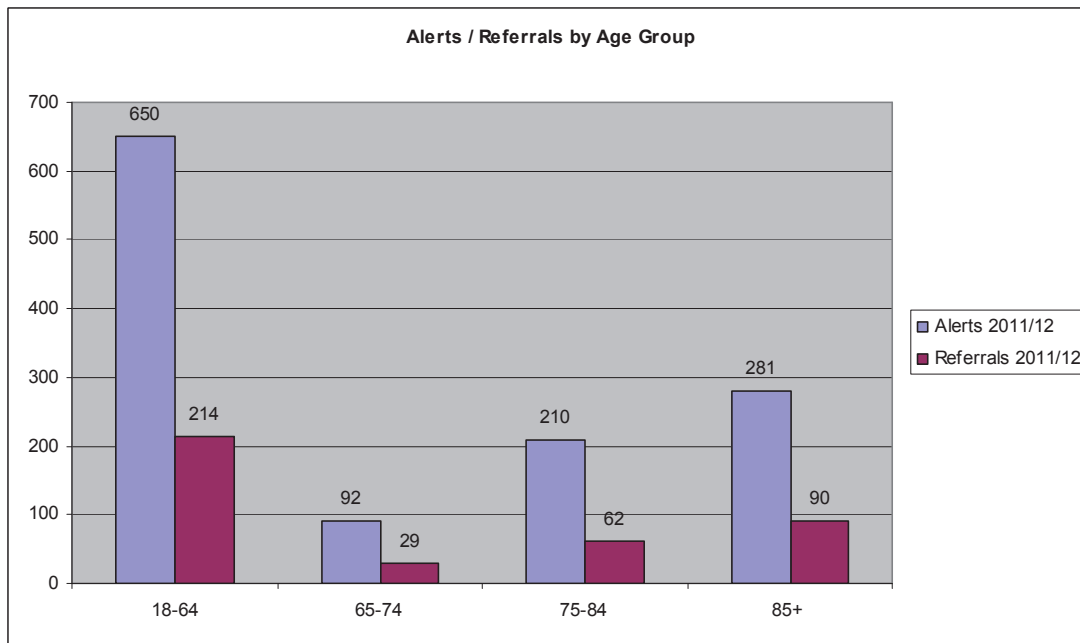
Central Bedfordshire



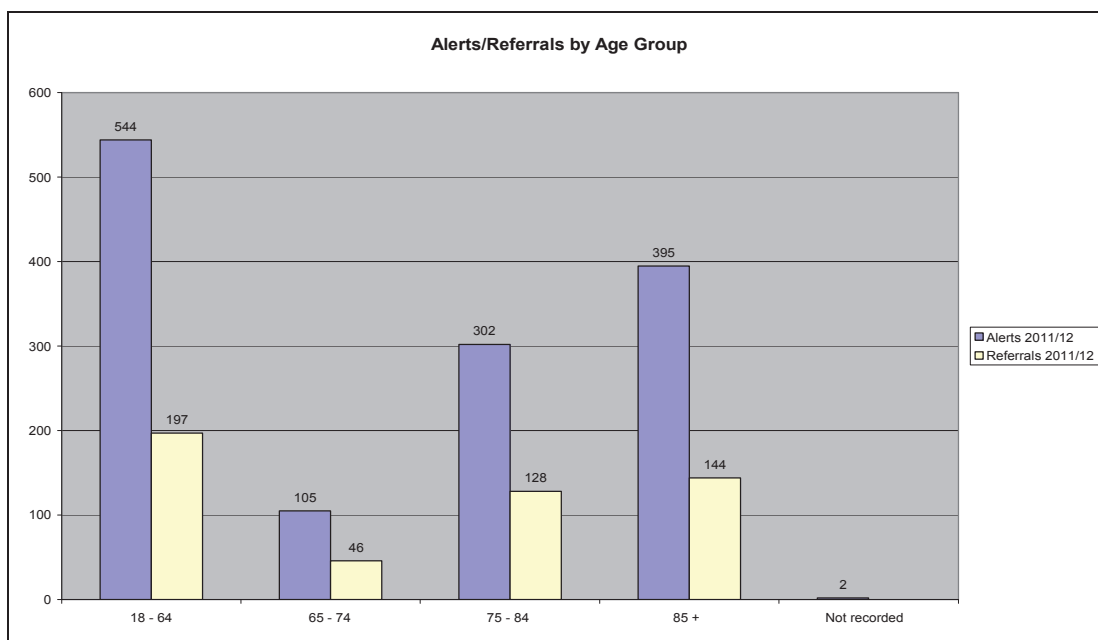
- 4.7.1 Both Councils report that the larger proportion of alerts and referrals relate to women. This reflects the national trend where female life expectancy is significantly higher than males and therefore not surprising that there is a higher proportion of females being reported who use our services. Alerts come from residential and inpatient units, as well as people using domiciliary care services at home, where the perpetrator is a paid staff member. The overall numbers in relation to both men and women have increased from the previous year.

4.8 Alerts and referrals by age group

Bedford Borough



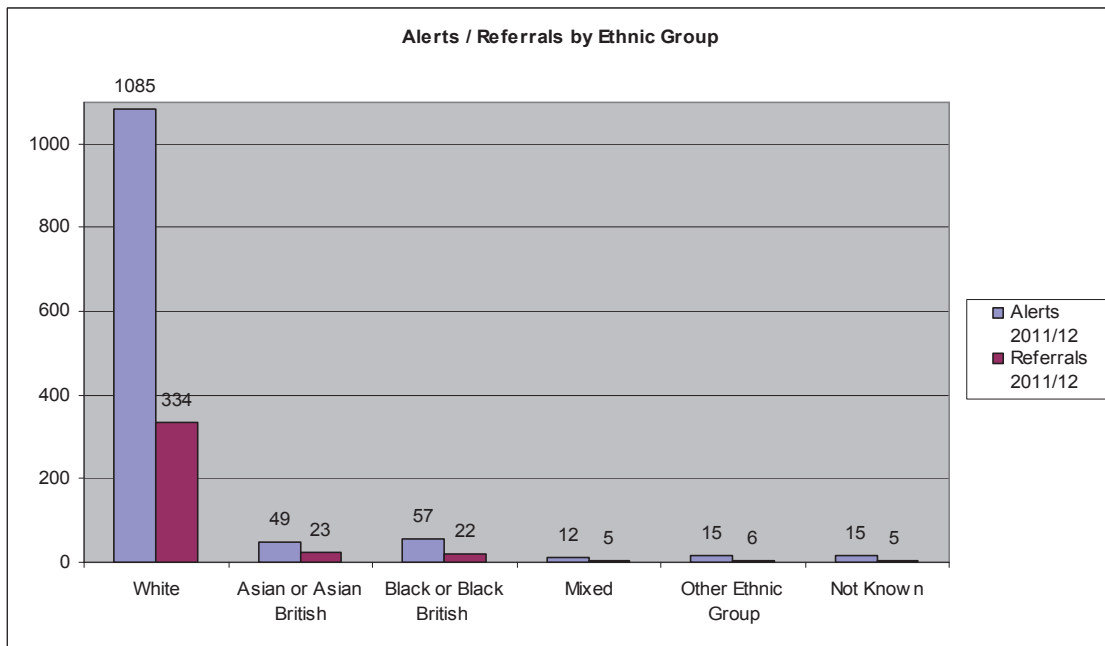
Central Bedfordshire



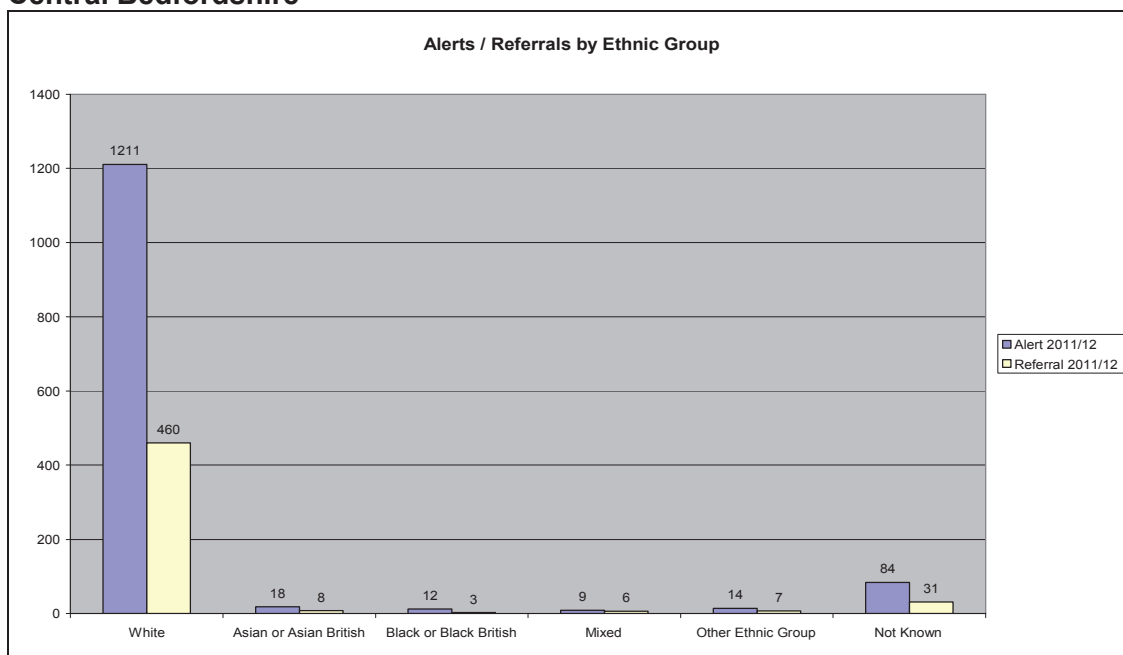
- 4.8.1 In line with the previous year for Bedford Borough, the majority of safeguarding alerts and referrals relate to people aged 18-64. Many of these alerts relate to incidents between people using services, a proportion of perpetrators are assessed as lacking capacity to be accountable for their actions.
- 4.8.2 Ongoing awareness of the Dignity in campaign continues to give the message that dignity is paramount and services should deliver it for their service users.
- 4.8.3 It is notable that as a proportion of referrals overall, 62% relate to people over the age of 65. This is a reflection of the population within Central Bedfordshire that receive support in relation to health and welfare. The proportion of alerts that progress to referral is the same whether the person is over or under age 65. Of those people over the age of 65, a slightly higher proportion is over 85.

4.9 Alerts and referrals by ethnic group

Bedford Borough



Central Bedfordshire

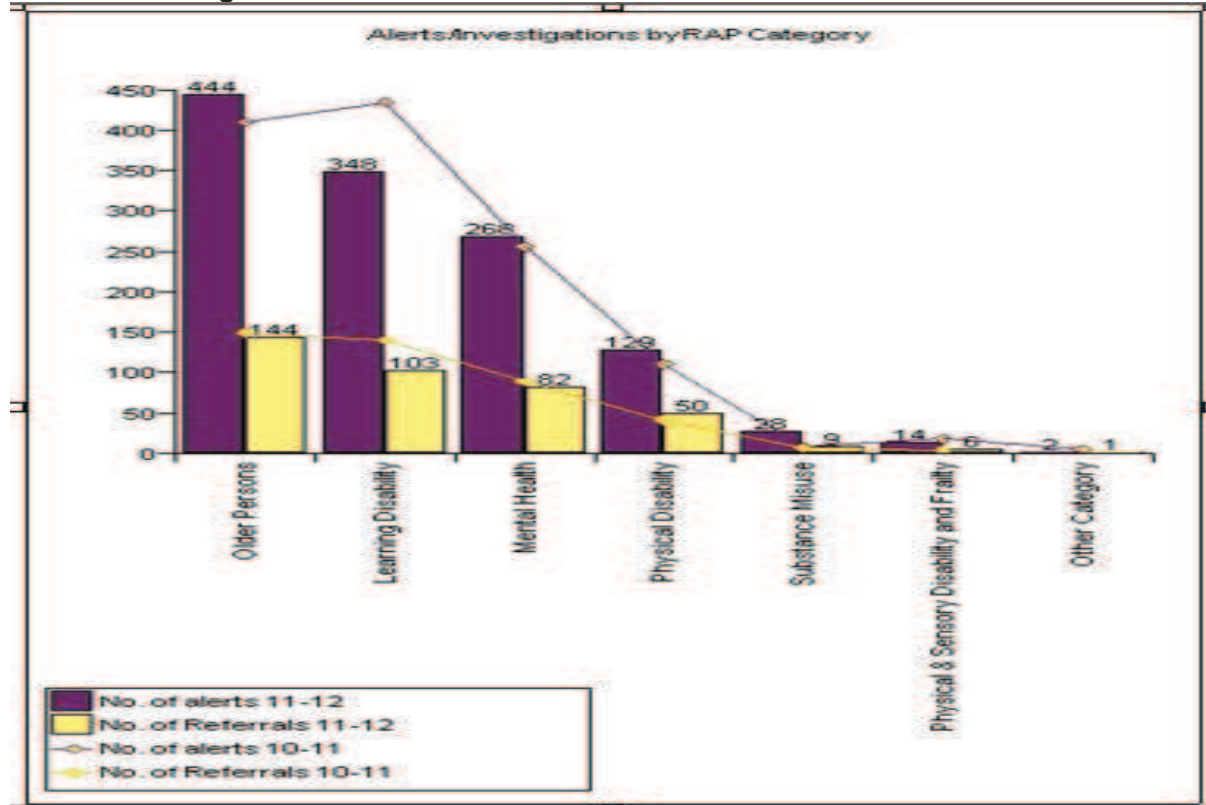


- 4.9.1 The number of alerts received by ethnicity in Bedford Borough continues to reflect the overall population mix of the local community. This is confirmed from the 2001 census where the population mix at the Borough reflected 82.2% as White British correlates with ethnic breakdown of alerts received. Although there has been some minor fluctuation in the numbers from different ethnic backgrounds there are no clear or established patterns or reasons for this. However it is worth noting the consistent low number of alerts received from individuals in other ethnic communities signifies that more community work is required to raise safeguarding awareness to such communities in Bedford with a clear focus on more outreach work in terms of awareness and accessibility should be considered for action in 2012-2013.
- 4.9.2 90% of alerts and referrals in Central Bedfordshire relate to White British people. The low number of alerts within Central Bedfordshire is a reflection of the communities within the locality and the presenting population which is predominantly White British. There has not been a change in

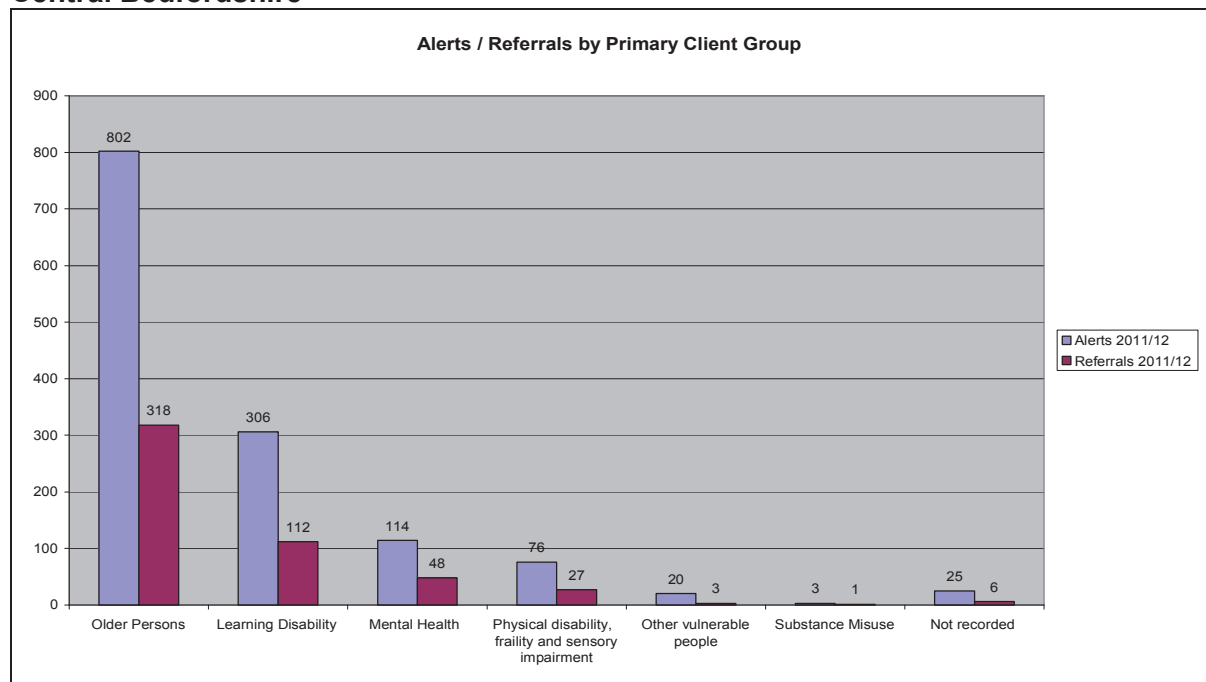
patterns over the previous two years. The proportion of alerts progressing to referral for White British people is the same as for people of other ethnicities, and there has not been a change over the previous two years.

4.10 Alerts and referrals by support need

Bedford Borough



Central Bedfordshire



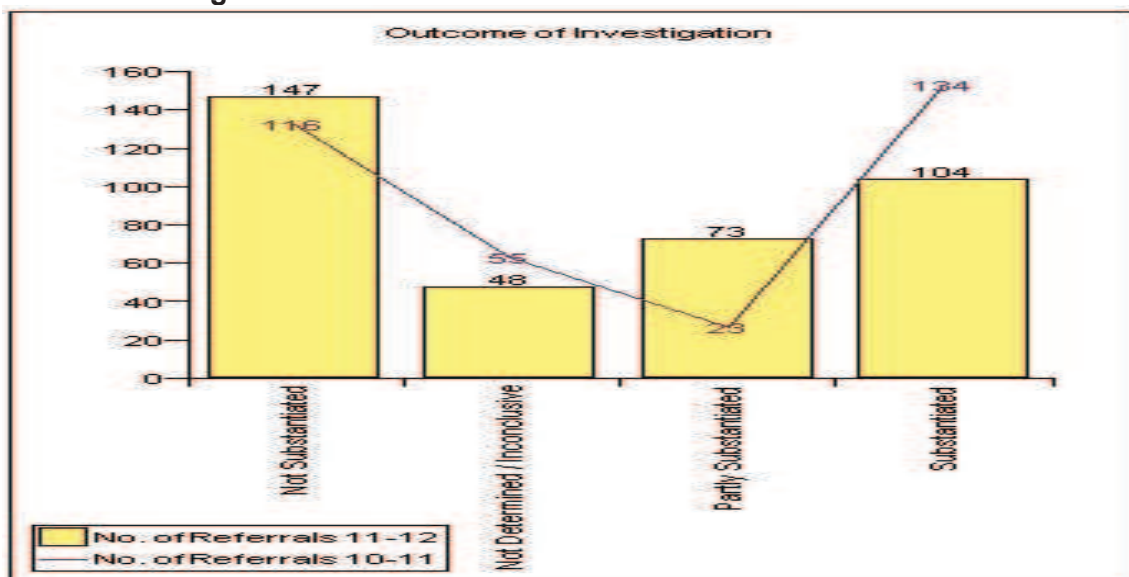
4.10.1 The proportion of alerts received by client category continues to show older persons as the highest reporting client group, closely followed by Learning Disability and Mental Health which

have been consistent with previous year reporting. This is likely to be associated with the large number of alerts received from care providers in care settings and home care which a significant number of people supported are in the Older Persons and Learning Disability Category and where the service user is reported as the alleged perpetrator.

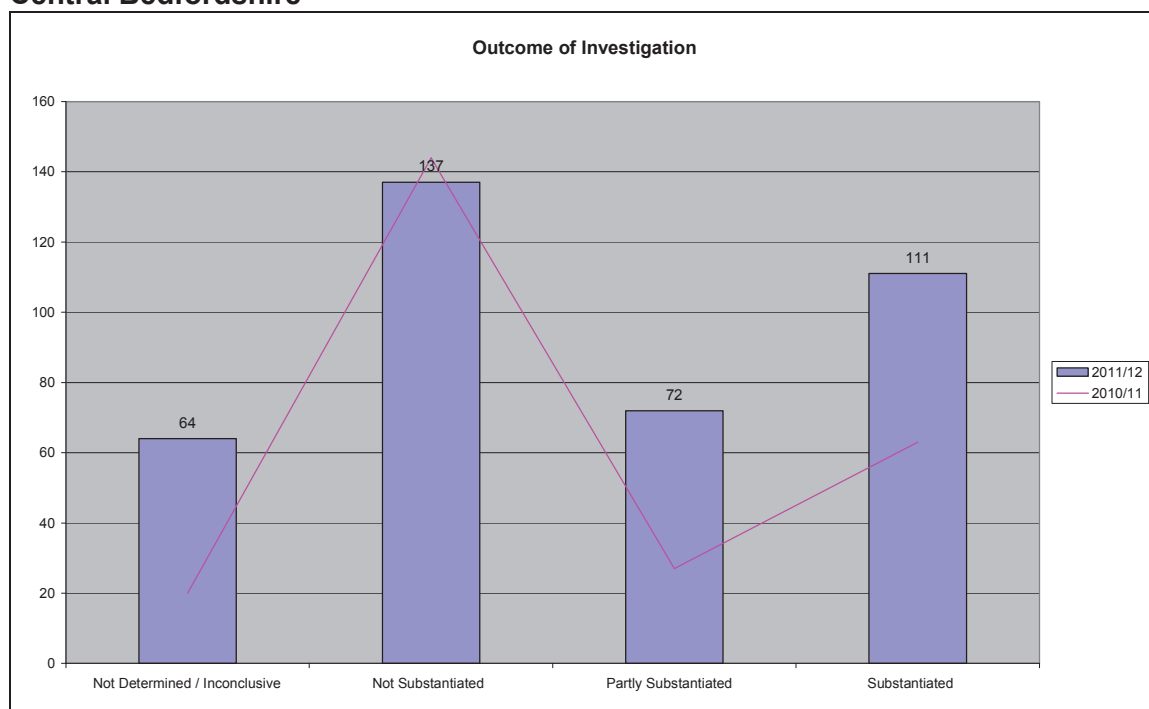
- 4.10.2 In Central Bedfordshire alerts relating to people with mental health needs remain low, with one third of these progressing to referral.
- 4.10.3 The majority of these alerts relate to people within their own home, acts of physical or emotional abuse perpetrated by someone known to the person in an unpaid capacity. Frequently these individuals have been supported to address the concerns themselves by accessing mainstream services such as the police or mental health services and have not required or requested further safeguarding interventions. However, there has been a notable increase in the proportion of alerts progressing to referrals from the previous year, from 26% to 42%. This may be an indication of more appropriate alerting in this area.
- 4.10.4 The larger proportion of alerts relate to older people. The proportion of alerts progressing to referral for each of the client groups is broadly the same, around one third.

4.11 Outcomes of investigations

Bedford Borough



Central Bedfordshire



4.11.1 In Bedford Borough we have seen a decrease in the not determined/inconclusive category and an increase in the partially substantiated category. The increase in the number of allegations partly substantiated reflects the number of multiple allegations undertaken during one investigation episode where one or more allegations are substantiated resulting in the overall outcome of partially substantiated. This is as a result of the training for staff regarding the appropriate use of outcome categories resulting in the changes below.

	2010/11	2011/12
Not Determined / Inconclusive	16%	13%
Not Substantiated	38%	39%
Partly Substantiated	8%	20%
Substantiated	38%	28%

4.11.2 In Central Bedfordshire the outcomes of investigations can be broken down as follows:

	2010/11	2011/12
Not Determined / Inconclusive	8%	17%
Not Substantiated	57%	36%
Partly Substantiated	11%	19%
Substantiated	25%	29%

4.11.3 While this remains the greatest outcome to investigations, there has been a decrease in the number of cases being found as unsubstantiated. The reason for this remaining a high outcome along with “not determined” is often the lack of evidence available where people are not able to discuss what happened to them. In addition, due to the increase in concerns relating to people living in their own home, in some cases there has been a focus on resolving concerns to the satisfaction of the vulnerable person and devising an appropriate protection plan, rather than a focus on identifying an alleged perpetrator.

4.12 NASCIS007 Abuse of Vulnerable Adults 2010-11 Comparator Report

- 4.12.1 It is possible to compare the data from this year with the national data report from 2010-11. National data for 2011-12 is not available at the time of writing. Comparator group councils in the national data set are based on the CIPFA Statistical Nearest Neighbours (post April 2009) model with the default variables selected.
- 4.12.2 Bedford Borough Council shows a high volume of recorded alerts but a similar proportion of referrals to nearest neighbours. Central Bedfordshire Council shows a high volume of recorded alerts and a slightly lower proportion of referrals compared to nearest neighbours. The data provided shows considerable variation between nearest neighbours. It is worth noting that there is no agreed definition of “alert” and “referral” between local authorities so the resulting data may be misleading. A large difference in the number of alerts and referrals may indicate a good awareness among professionals and the community of safeguarding procedures. However it may also indicate poor understanding of safeguarding thresholds by alerters.
- 4.12.3 Bedford Borough Council record a lower number of alerts in relation to physical disability and higher in relation to younger adults and people with learning disability and mental health needs than nearest neighbours. Central Bedfordshire Council records broadly similar patterns to the nearest neighbours.
- 4.12.4 Central Bedfordshire Council record a slightly lower number of repeat referrals than nearest neighbours; Bedford Borough slightly higher. Repeat referrals is an in year count of repeats about the same vulnerable adult during the current collection period. A high figure may indicate that safeguarding measures put in place previously are not working.
- 4.12.5 Both councils report a higher number of completed investigations as a percentage of referrals than nearest neighbours, which indicates a robust decision making process and timeliness of completion.
- 4.12.6 Both councils report a slightly lower number of referrals from family self or friends than nearest neighbours; this indicates that further work is needed to raise safeguarding awareness in the wider community and ensuring that routes for reporting concerns are known. This may also indicate that local strategies around empowerment and putting the vulnerable adult at the centre of the process should be developed.

5. Mental Capacity Act (2005) and Deprivation of Liberty Safeguards

- 5.1 The local authorities have seen the applications for Deprivation of Liberty Safeguards reduce or level off during the year. However the NHS has seen a significant increase in the level of applications and authorisations. The main reasons for this has been challenges nationally to the legal rulings which has challenged the understanding of what constitutes Deprivation of Liberty and service users in mental health units need to either be an informal patient with capacity to consent to treatment, detained under the Mental health Act, or provided for under the Deprivation of Liberty Safeguards.
- 5.2 Bedford Borough Council received 27 applications for Deprivation of Liberty in 2011-2012, compared with 50 in 2009-2010, and 48 in 2010-2011. Of the 27 applications, 10 were authorised and 17 were not. This compares with 30 authorised and 20 not authorised in 2009-10, and 13 authorised and 35 not authorised in 2010-2011.
- 5.3 Central Bedfordshire Council received 25 applications for Deprivation of Liberty in 2011-12, compared with 25 in 2010-11 and 42 in 2009-10. Of the 25 applications, 7 were authorised and 18 were not. This compares with 2 authorised and 22 not authorised in 2010-11 and 21 authorised and 21 not authorised in 2009-10.
- 5.4 NHS Bedfordshire received 50 applications for Deprivation of Liberty in 2011-2012, compared with 14 in 2010-2011, and 11 in 2009-2010. Of the 50 applications, 23 were authorised and 27 were not. This compares with 5 authorised and 6 not authorised in 2009-10, and 4 authorised, and 10 not authorised in 2010-2011.

- 5.5 Overall together these figures indicate an increase in the number of requests over the three year period, 102 in 2011-2012, 62 in 2010-11 and 61 in 2009-10.
- 5.6 The Bedford Borough Mental Capacity Act Coordinator continues to work together with DoLS Managers in the Eastern Region to share ideas on practice and develop a consistent approach to decision making within the region.
- 5.7 The Bedford Borough Mental Capacity Act Coordinator has increased awareness and implementation of the Mental Capacity Act with Bedford Community Health Services. 8 workshops were facilitated with clinical staff and GP's and further support is being provided to develop a strategy for future training and audit of work. This increased awareness has resulted in more enquiries about mental capacity issues from clinical staff predominantly around end of life care, Power of Attorney and refusal of medical treatment.
- 5.8 Ongoing audits of mental capacity assessments and best interest decisions in both local authority areas are completed on a regular basis, and through workshops and forums the increased standards of work can be evidenced and improved outcomes of those being supported. Whilst audits of assessments have highlighted there is further work required across all care settings in building confidence and understanding of how and when to assess an individuals, training will address this to ensure that we are adopting best practice and achieving continued good standards.

6. Learning from Safeguarding Activity

Learning Outcomes	Action To Ensure Learning
<p>Improvements in Safeguarding Practice and recording required as a result of Independent Audit and Peer Review</p>	<p>Bedford Borough Council Safeguarding Systems Review is currently underway and a pilot has been implemented for the month of July to test the Safeguarding Consent Matrix, new risk assessment and protection plan. Outcome of the pilot will feed into the independent audit in July/August 2012. The final safeguarding review report will be completed in August 2012.</p> <p>Central Bedfordshire Council is reviewing safeguarding recording tool to include including a more robust risk assessment and focusing on outcomes. This will be completed by September 2012.</p> <p>Both Councils will continue to use national guidance, tools and audits to improve outcomes and involvement for people who have been through safeguarding. Ongoing work with advocacy services to improve collection of feedback from people who have been through safeguarding investigation and involvement in service development</p>
<p>Improvements in our approach to learning and development to a more practice orientated format.</p>	<p>Independent feedback and findings from auditor and staff have resulted in a number of bespoke training courses offered to staff for Safeguarding. Both councils will continue to develop training on the back of continued</p>

	feedback from auditing and staff
Performance Management Information demonstrates a continued high volume of alerts received which do not require a formal safeguarding investigation.	Both Safeguarding Teams have established regular meetings with partnership agencies to review and evaluate the appropriateness of the alerts being reported and discussion currently taking place to focus on the current safeguarding thresholds.
Performance Management Information demonstrates a continued a low number of alerts relating to hard to reach communities such as ethnic minority groups and the travelling community.	Safeguarding Teams from both councils to develop a partnership approach to focus and target hard to reach communities, linking into existing campaigns run by community safety, community leaders and local media.
Performance Management Information demonstrates a continued low number of alerts sourced from individuals from members of the public.	Safeguarding Teams from both councils to develop a partnership approach to focus and target awareness raising with the public to include access to public information and forums. This will include promoting Dignity in care in public areas.
Safeguarding services have improved throughout the year due to the sharing of learning with other organisations and councils.	Continue to work in partnership through the sub groups with Luton Borough Council, and the sharing of outcomes of initiatives and projects for improving safeguarding in the area. Both councils to continue to attend the Eastern regions Safeguarding Leads Network meetings to share learning and good practice.
Supporting the role of informal carer's is key in promoting safeguarding awareness in respect of keeping both the carer and cared for safe.	Both Safeguarding Team to engage with partnership Carer Groups and Commissioning to plan and expand safeguarding awareness to carers in Bedford Borough and Central Bedfordshire.. This will be achieved through awareness raising, focusing on individual investigations and working with carers groups.
National reports and analysis of local safeguarding information has shown that people with disabilities remain vulnerable to abuse and harassment, self neglect and financial abuse may become an increasing issue in relation to safeguarding.	Focus on disability related harassment in safeguarding and in conjunction with the Community Safety Partnership Board. This will be achieved through working with the social work teams, and raising public awareness. Targeting people with disabilities through resources and services such as advocacy services. Focus on self neglect through the pan Bedfordshire sub groups, which may include awareness raising and development of guidance for staff when dealing with self neglect. The Safeguarding Policy Procedure and guidance

	needs to be reviewed to include self neglect.
<p>The panorama programme about Winterbourne and national Care Quality Commission reports have shown that a renewed focus on the quality of services for people with learning disabilities is needed.</p>	<p>Safeguarding Team in conjunction with Quality monitoring teams to monitor on quality of residential and nursing care for people with learning disabilities. Monitor and review the use of restraint in care homes through the work of the mental capacity act coordinators.</p> <p>To continue to promote mandatory attendance at the Quality Assurance Safeguarding Steering Group/Adult Services Improvement group and request the input from external agencies with expert knowledge e.g. pharmacy</p>

Appendix 1

Strategic Objectives for 2012-2013

Strategic aims:

1. Prevention / raising awareness
2. Workforce development
3. Partnership working
4. Quality Assurance
5. Involving people in development of safeguarding services
6. Outcomes and improving people's experience

1 Members of the Board must be able to:

- Influence and direct their organisations in ensuring adults are and feel safe and are supported to challenge and change abusive situations.
- Lead and support the development and implementation of safeguarding practice and procedures within their own organisations.
- Take forward any agreed action plans which prevent and minimise abuse, protect individuals and support the delivery of justice and fairness to all.
- Support the development of wider public protection and prevention initiatives as part of embedding the quality and safety agenda.
- Ensure activities are monitored and audited.

2 Prevention / raising awareness

- Information to be made available identifying the steps individuals and communities can take to keep themselves safe, what abuse means and what everyone should do if they believe abuse may be happening.
- Information will be located in places that the public can access it.
- Access to support for 'excluded' people.
- Tackling the causes of abuse.
- Support for families, carers and perpetrators.
- Increasing the understanding of safeguarding in NHS resources.
- Promote awareness and actions to combat hate crime

3 Workforce development

- Staff should be able to recognise and manage risks in supporting and caring for adults at risk of harm or abuse.
- Staff should treat people with dignity.
- Staff should understand how to empower people and enable positive risk taking.
- There should be a focus on achieving outcomes for individuals and evidencing that these have been achieved, rather than processes.
- There should be competency based training to ensure that practice meets good quality standards and targeted training.

4 Partnership working

- Secure electronic information sharing arrangement - receive reports and monitor progress and management of information.
- Tissue viability issues addressed through the Harm Free Care group and actions to be put arrangements and NHS bodies to monitor.

- Mental capacity and unwise decision making – put mechanisms, guidance, training in place.
- Ensuring safeguarding remains a priority and that lack of continuity does not cause risk to vulnerable person through organisational change.
- Ensure links are maintained to the new Health and Wellbeing Boards, Community Safety Partnerships, Local Children’s Safeguarding Boards and other strategic partnerships.
- Improvements to out of hours responses.
- Improve multi agency collaboration in respect of people not accessing services.

5 Quality Assurance

- Develop more than one means of quality assurance to be able to triangulate information from different sources and evaluate effectiveness.
- Learn from serious case reviews and serious incidents, both locally and nationally.
- Take information from a wide group of partnership members and learn from those experiences to identify local issues.
- Learn from case file audits and what they tell us about the quality of practice improvement and service quality of different agencies.
- Commissioning by the NHS and local authorities in health and social care services builds in assurance that a quality framework is in place and is tested.

6 Involving people in development of safeguarding services

- Ensure the views of people who have used services and their representatives or advocates, who have experienced harm or safeguarding processes, are taken into account.
- Gain feedback following incidents.
- Develop peer support and organisational support for people who have experienced abuse in the way that works for person.
- Develop a range of support and response options to empower people in safeguarding situations.
- Provide case studies to assist with developing services.

7 Outcomes and improving people’s experience

- Ensure people are empowered to drive safeguarding processes and find effective personal resolutions to harmful or abusive circumstances. The safeguarding team will work with victims of abuse through the personal use of the feedback forms as one means of improving the victim’s experience during the safeguarding process.
- Ensure advocacy services are available for people who are unable to challenge or change circumstances that they experience as abusive or harmful.
- Involve service users during the investigation process.
- Continue to promote communication literature to the public via information leaflets about ‘what is abuse’ in different format and languages.
- Build confidence in the process of investigating concerns by making people feel comfortable at the start of a safeguarding process.

Appendix 2

Partnership Contributions to the Adult Safeguarding Agenda 2011/12

1. NHS Bedfordshire

NHS Bedfordshire has retained safeguarding as a high priority during the year. Achievements include the launch of the Partnership Excellence Palliative Care Service (PEPS), targeted the reduction of avoidable Pressure Ulcers within acute settings, completion of an audit of GP safeguarding leads with the identification of training needs and free training for qualified nurses on clinical skills has been provided in partnership with Bedfordshire University.

1.1 Improvements Made In Adult Safeguarding During 2011/12

Audits and Training:

The main focus for NHS Bedfordshire and Luton following the results of the GP Safeguarding audit was on providing appropriate training to GP practices. NHS Bedfordshire and Luton has arranged a workshop to identify what training for safeguarding adults and children is required, all safeguarding leads, GP tutors and CCG clinical directors have been invited to attend and will discuss what needs to be delivered and how it covers national and local requirements.

As part of Quality Assurance, NHS Bedfordshire and Luton undertook a gap analysis of qualified nurses working in nursing homes in Bedford and Bedfordshire. The review identified the gaps for which training has been commissioned in catheter care, NG tube care, syringe driver, slips trips and falls, pressure care, nutrition and hydration, wound care and Venipuncture. These courses are being delivered by the University of Bedfordshire.

Serious Case Review:

An action plan from Central Bedfordshire Council serious case review has been developed which is being monitored internally by the Integrated Clinical Governance and Safeguarding Committee. Progress has been made against the action plan and the new PEPS service, which addresses partnership working to facilitate effective quality care for patients needing end of life and palliative care, will help prevent a similar incident from occurring.

Serious Incidents:

NHS Bedfordshire report quarterly to the SOVA Board on themes or areas of concern, this has included reviewing the risk profile of Mental Health service users, numbers of pressure ulcers and discharge planning risks and inpatient falls.

A sub group of the Prison Partnership Board has been set up to review and monitor implementation and compliance against Ombudsman's recommendations.

Following a number of inpatient falls at the L&D, NHS Bedfordshire and Luton undertook a review of all inpatient falls leading to severe harm over the last 18 months. The review found that routine risk control measures needed to be improved. The hospital has reviewed their falls protocol as a result.

Pressure Ulcers:

Thematic analysis of 2011/12 health related safeguarding alerts shows that neglect and pressure care are the highest areas of concern. Within the health and social care economy pressure sore reduction is a priority (SHA ambition / DH requirement) therefore raised awareness may have increased the number of alerts, providers are noted to be reporting pressure sores within their own service. There is a countywide pressure sore group (multiagency) who analyse all information from reported pressure sores and ensure learning is disseminated and practice improved.

During Quarter 4 2011/12, slight decreases in numbers were reported from the previous quarter and early signs of a decline of the upward trend seen throughout the year.

Throughout the year, the majority of cases being reported remained within the community where a patient is referred to the district nursing services via their GP or carers supporting

Health Service SOVA Alerts:

There has been a rise in physical abuse alerts the majority of which are service user against service user mainly in services care for patients with dementia. Where NHS Bedfordshire and Luton funded patients are involved a review of their care package is undertaken to ensure appropriate care and support is being provided.

Quality Assurance:

In February 2012 the SHA commissioned an external consultant to audit safeguarding adult processes within PCTs. There were no specific recommendations for NHS Bedfordshire and Luton, areas of good practice were identified and these will be shared across the region.

Good practice areas included the independent trigger tool and quality account email address to enable providers to share soft intelligence with the PCT.

NHS Bedfordshire and Luton's annual work plan for safeguarding is monitored through the Integrated Clinical Governance and Safeguarding Meeting, work has progressed against the plan and there are no outstanding issues, a head of safeguarding adults for Bedfordshire has now been recruited.

1.2 Improvements Planned in Adult Safeguarding During 2012/13

Improvements to include the delivery of a primary care training package, monitoring the roll out of the training, and the head of safeguarding adults for NHS Bedfordshire to commence work, with a dedicated safeguarding facilitator. This will enable more strategic and preventative work to be identified and to continue and build on information sharing with local authorities with serious incidents, pressure ulcers and health related issues and ensure Clinical Commissioning Groups (CCG's) are fully aware of safeguarding adult's agenda and are involved in all aspects of improvement. In addition to this the completion of the annual safeguarding process audit will ensure any gaps are identified are then added to the PCTs annual work plan. Work will continue to assist the Strategic Health Authority with provider focussed safeguarding audit and ensure all providers achieve the harm free care targets and that this is rolled out to nursing homes.

2. South Essex University Partnership NHS Trust (SEPT)

A series of preventative and awareness raising initiatives have been implemented this year and audits have evidenced that staff awareness and response to safeguarding issues has improved in the timeframe, process and quality of investigations. Within the Community Health Services (CHS) a series of training programmes have been developed. Integrated policies with the CHS were developed and ratified in August 2011.

The Training strategy outlines the expectation that 100% of staff are expected to receive training. A weekly report to the Trust Executive Team and a monthly report to the Trust Board outline the assurance of Safeguarding activity. The Trust Safeguarding Group monitors the Safeguarding action plan for assurance. The Trust has presented monthly reports to the Partnership Management Group and quarterly reports to each Joint Bedford/Central Bedfordshire Safeguarding Adult Board. The Trust has been involved in four audits commissioned by Bedford Borough Council and one by Central Bedfordshire Council in the past year.

The Trust has developed a Safeguarding Questionnaire for those subject to investigation. Feedback is reported regularly and influences the process of engaging service users, their families and advocates. Safeguarding leaflets have been developed with the Trust Service User Group and the outcomes of Independent Audits and Service User Questionnaires demonstrate an improved service has been delivered and experienced by service users.

2.1 Improvements Made In Adult Safeguarding During 2011/12

The numbers of referrals this year has risen by 17% and reflects the training programmes delivered which aim to raise awareness of safeguarding issues. Routine assessments now contain an assessment of risk and safeguarding issues which aim to identify potential

concerns at an early stage thus preventing Safeguarding investigations being required. The Quarterly reports to the Bedfordshire Safeguarding Board now include information on Serious Incidents.

All relevant staff in the mental health service have received a series of specific training programmes this year including:

- Reflective practice
- Investigations training
- Mental Capacity and Deprivation of Liberty Safeguards (DoLS)

The Safeguarding Competency Framework continues to be implemented within all teams. The Trust continues to be active members of the Bedfordshire Safeguarding Board, Operational Group and other sub groups which include Trust staff taking part in quarterly Safeguarding Peer Group Forums with Bedford Borough Council staff and quarterly peer audits with Central Bedfordshire Council staff. The Trust has reported consistent improvements in the safeguarding process and outcomes of audits. The independent auditor in Bedford Borough stated '*The turnaround seen this year in the performance of SEPT has been impressive and these cases demonstrated how improvements are becoming consolidated*'. The independent auditor in Central Bedfordshire stated '*There are demonstrable improvements since the last audit in May 2011.*'

The Trust Service user Group has been involved in the development of Safeguarding Leaflets. The process for investigating cases has improved and now 97% of Strategy discussions and Closures comply with the Local Authority procedures. The result has meant that service user concerns are responded to and processed effectively and that all service users are involved in the process where appropriate.

2.2 Improvements Planned In Adult Safeguarding During 2012/13

Improvements will be implemented by delivering a series of training sessions for the Community Health Service and by continuing to introduce the Competency Framework throughout the Trust workforce where relevant.

SEPT will continue to work closely with the Safeguarding Teams from both council's and with the Peer Review Forums and audit programmes. A meeting with the Service User Group is planned for July to discuss their further involvement in the development of the service and improve the process in obtaining feedback from Service users subject to a safeguarding investigation

3 Bedfordshire Police

During the last 12 months Bedfordshire Police have gone through a full restructure with the focus being on maintaining the ability to Fight Crime and Protect the Public. Within this restructure the safeguarding of both adults and children remains a priority and the Safeguarding Units were well supported.

The Safeguarding Adult Unit has been subsumed into a wider Safeguarding Team dealing with both adults and children, who have been geographically positioned in a north and south location. This has increased our capacity and resilience to deal with issues of safeguarding throughout a longer working day. It has also enabled more experienced Detectives within the safeguarding team to mentor and coach those less experienced officers who were deployed on the Vulnerable Adults Investigation Unit. An extended Central Support Team now deals with all referrals and provides a single point of contact and enhanced capacity to better manage obligations to support safeguarding issues and statutory requirements.

A dedicated MARAC (Multi Agency Risk Assessment Conference) team has been formed to deal with those most seriously affected by Domestic Abuse (DA) issues, improving both service and working with partner agencies. A DA champion continues to progress DA initiatives such as Crime Stoppers and Vodaphone. A SARAC (Sexual Abuse and Rape Advice Centre) has been developed which reflects current practice with victims of DA (MARAC). This is a force wide capability between partner agencies which offers intensive support to victims of serious sexual assaults. The Home Office have recently attended

Bedfordshire to review this concept and how it is operating and have deemed this to be best practice. This is currently within an extended trial period.

The Emerald Centre (SARAC) is now fully functional and all police referrals go direct to these premises. This service has proved to be very successful and remains a 'one stop shop' for all victims. In addition, ISVAs (Independent Sexual Violence Advocates) have been recruited and now offer additional 24/7 support for victims of sexual assault. The inaugural Force Vulnerable Adults Steering Group took place in November 2011. Business leads from all three Unitary Authorities were invited and representatives from Luton and Central Bedfordshire attended. The Improvement Plan was ratified and subject to ongoing monitoring and review.

3.1 Improvements Made In Adult Safeguarding During 2011/12

Internal and multi-agency joint training has been implemented to improve knowledge of working processes between partners after the Force restructure. All Constables within the Safeguarding units have now completed the ICIPD Detective development training and there are improved levels of supervision and investigative management with the increase in the number of Sergeants.

A dedicated Missing Persons Unit is in place to support and improve services towards missing vulnerable adults. There has been participation in Serious Case Reviews with the sharing and implementation of lessons learned.

Referrals and investigations are now managed on the CATS database (Case Allocation and Tracking System). There is a monthly dip-sampling audit undertaken by a manager to ensure the quality of investigations and joint working are maintained. An increased Central Referral Team now ensures a sustained and consistent response to safeguarding alerts. Over 100 cases have had the use of the SARAC and ongoing support of ISVA's thereby providing a much higher level of service to these vulnerable victims.

3.2 Improvements Planned In Adult Safeguarding During 2012/13

Honour Based Violence (HBV) awareness and support network is to be further developed with HBV referrals being handled within the Central Referral Unit in line with all other safeguarding alerts.

A further Force Operational review has commenced. The outcomes of this review will be monitored and managed to ensure that Safeguarding services are maintained. There will be continued work with partner agencies to ensure the inter-agency referral processes are effective and efficient to the needs, role and expectations of all involved partners.

It is planned to re-institute the Vulnerable Adults Steering group with attendance across all 3 unitary areas.

Standard Operating Procedures for Safeguarding Adults, Missing Persons, and Domestic Abuse will be subject to update in line with the Operational Review. Consultation with partners in light of their own organisational restructures will be essential to ensure consistency, understanding and accuracy.

The SARAC is currently looking to extend the referral base to allow third party reporting. This can only progress through full multi-agency agreement.

4 Bedford Hospital NHS Trust

Monthly Safeguarding of Vulnerable Adults Operational Group meeting chaired by Safeguarding Lead are held, which highlights safeguarding issues and lessons learned from individual cases. A Safeguarding Adults micro site is available on the Trust staff intranet for all staff to access.

A Safeguarding Adults session is included in the annual clinical update for all clinical staff, providing increased awareness beyond the mandatory 3 yearly requirements for training. Ongoing work continues with the training department to provide training for all staff groups within the mandatory framework. Bi-monthly safeguarding progress meetings are held between Bedford Borough Council, Director of Nursing and Trust Safeguarding Lead.

Partnership work continues with the Safeguarding Adults Lead attending the Par Bedfordshire meetings, the Safeguarding Operational Group and a Safeguarding Conference arranged by Bedford Borough and Central Bedfordshire Councils, where wider links have been forged.

The SKIN + bundle (a standardised document/assessment tool) was introduced ahead of the Strategic Health Authority's SSKIN bundle (Surface, Skin inspection, Keep moving, Incontinence, and Nutrition). There has been a reduction in the incidents of pressure area damage following the implementation of SKIN+ bundle

Following receipt of a Care Quality Commission (CQC) warning in April 2011, a detailed action plan was implemented and the warning was promptly removed. As a result of a Serious Incident (SI), an action plan addressing lack of knowledge around Mental Capacity Assessment (MCA) and DoLS was implemented. Safeguarding is discussed on a regular basis at the Trust Board and a patient leaflet has been developed to provide patients and their carer's with information about the Safeguarding process and contact details.

The role of the dedicated Safeguarding Lead within Trust enables the Safeguarding Adults agenda to be driven forward and has improved partnership working.

4.1 Improvements Made In Adult Safeguarding During 2011/12

Online training links for MCA are highlighted in the staff bulletin, appear on the Trust screensaver and together with MCA and DOLS 'easy guides' are included on the Safeguarding Adults intranet and in staff training materials. Safeguarding Adults content was included in the Dementia Awareness study day.

A substantive Safeguarding Adults Lead in post has been in place from November 2011, and the visible presence and accessibility of Safeguarding Adults Lead within Trust has led to an increased liaison with ward staff regarding safeguarding concerns. In the absence of matrons, staff members are sent to represent CBUs at Safeguarding Operational Group meetings.

There has been overall improvement in partnership working including the Mental Capacity Coordinator for Bedford Borough Council and NHS Bedfordshire giving a presentation at the Trust Safeguarding Operational Group Meeting and the Professional Forum for Senior Nurses. Independent Mental Capacity Advocates and representatives from the Carers Lounge attended the Trust Safeguarding Operational Group Meeting to explain their roles and services.

The Executive Safeguarding Lead has contributed to a Serious Case Review (SCR).

Improvements have been made to the discharge process with a revised Trust wide discharge checklist to be signed off by 2 nurses and follow up telephone call the day after discharge. This is linked to a Commissioning for Quality and Innovation (CQUIN) in 2012/13.

Safeguarding adults training materials have been revised to reflect lessons learned following Serious Incident's and feedback is given to matrons at their meetings and through Hospital Safeguarding Operational group to ensure a wider cascade of lessons learned and safeguarding developments. There is a wider awareness throughout the trust embedding the principals involved in safeguarding adults, mental capacity and DOLS.

The Trust Safeguarding Adults Lead had received positive feedback from external partners regarding improvements in joint working.

4.2 Improvements Planned In Adult Safeguarding During 2012/13

The Organisational Development Team is updating the format of staff induction and clinical update to develop the format and time allocated to Safeguarding Adults. A new Trust intranet is also being implemented with improved access to the safeguarding page.

The Executive Lead for Adult Safeguarding will report back to the Trust Board the findings of the SCR with a report detailing the Trust response.

Other improvements include the implementation of the discharge pathway (CQUIN) to further improve discharge, and the implementation of the 'safety thermometer' (CQUIN) to reduce pressure ulcers and continued training on pressure ulcer prevention. Grading

discrepancies of pressure ulcers (PUs) between the hospital and community have been identified. It is hoped the roll out of the most recent SHA grading tool by the community Tissue Viability Nurse will address these discrepancies. The NHS Calderdale's protocol has been adopted by the Tissue Viability Nurse and Safeguarding Adults Lead, to structure assessment related to pressure ulcers. There has been expansion of the infection control and Tissue Viability Nurses to support the delivery of 'Harm Free Care' and the 2012/13 CQUIN regarding the elimination of category 2, 3 and 4 pressure ulcers.

Mental Capacity training is being rolled out to all Doctors and Consultants with an external provider planned for September 2012. Information regarding the Mental Capacity Act and the IMCA referral process is being included in the junior Doctors handbook and compulsory online Safeguarding Adults training is being introduced as part of their induction. Medical staff are actively involved in making the MCA requirements user friendly for acute care.

Within the Trust the Safeguarding Team will be developed to ensure cover for Adult and Children's services in the absence of safeguarding leads.

There has been an audit of staff safeguarding competencies based on the competencies agreed by the PAN Bedfordshire Group.

Continue to support the nursing professional forum for ideas for continuous improvement There will be ongoing work to ensure appropriate referrals relating to Safeguarding teams relating to pressure and tissue damage and improved processes relating to assessment of mental capacity and referral to the IMCA service/

5 Luton and Dunstable Hospital NHS Foundation Trust

For the purposes of fulfilling the reporting requirements of a number of internal groups as well as partner expectations, a summary of the year's activities in support of progress made with safeguarding of patients cared for within Luton and Dunstable Hospital is presented at this time of year.

In February 2011, a safeguarding alert was raised against the Trust that was investigated by the Police. At the beginning of the year 2011-2012, the Trust was therefore beginning a process of understanding more about their safeguarding issues. More robust reporting and action processes were put in place.

A 2011 CQC report had also highlighted various areas for improvement including documentation in relation to the Mental Capacity Act (MCA). An action plan was agreed at this time (the Trust subsequently submitted evidence to CQC of examples of improvement in January 2012). In June 2011, an external consultant additionally carried out a piece of work within the Trust and provided a report detailing areas for improvement.

In total there were 614 safeguarding alerts raised between April 2011 and March 2012; of these 72 were raised against the Trust.

An unannounced CQC inspection took place in June 2012, specifically focusing on safeguarding and learning disability needs. The draft report has confirmed full compliance against all outcomes.

Key activities undertaken in 2011 / 2012 included a seconded Safeguarding Lead Nurse was appointed in August 2011, and in October 2011 a Lead Clinician for Adult Safeguarding was appointed. Ward and department-based champions were then recruited throughout September and October 2011. In July 2011 all policies were revised and issued and from July 2011, safeguarding and learning disability folders were made available on wards. In August 2011 an intranet site was launched and display boards advertising safeguarding and learning disability posters and other relevant information were also established and all forms in relation to MCA and Deprivation of Liberty patients have been revised in partnership with the PCT MCA/DoLS Lead.

In January 2012, a system was put into place to highlight alerts, which identifies patients with past adult safeguarding concerns and/or dementia. In February 2012, a Strategy Meeting Internal Report Form was devised in partnership with the LBC Safeguarding Manager.

A process for care plans to be in place in a timely manner was implemented and this now forms one of the key performance indicators. To reduce disparity between processes in different organisations, a pilot process was agreed by the Safeguarding Board to bring the Trust's processes more in line with Central Bedfordshire's process. Finally, the Safeguarding and MCA Competencies have been revised in conjunction with all relevant partners and stakeholders as part of a joint PCT and Trust led initiative.

From May - July 2011, 87% of all patient contact staff (95% of clinical patient contact staff, that is 6323) were trained either through face to face two hour sessions or nationally accredited e-learning. For clinical and non-clinical staff ongoing training, a predetermined schedule was prepared; this training covers all safeguarding issues and learning disabilities. A six month Leading in Safeguarding course has also been developed in conjunction with the University of Bedfordshire through a successful bid for £30,000. Eighty places were also allocated for Promoting Excellence in Dementia Care and 86 staff members attended, this was done in conjunction with the University of Bedfordshire.

Specific challenge (1) - Prevention of Pressure Ulcers

The SHA launched the first of five ambitions on 28th February 2012 – to eliminate all avoidable Grade 2, 3 and 4 pressure ulcers by December 2012. The Trust has acted accordingly, which has included: relaunching intentional rounding on all wards and ensuring Waterlow and MUST scores completed and reported against; Route Cause Analysis (RCA) for Grade 3 & 4 pressure ulcers with targeted action plans and a clear process for reporting; an intense, regular training plan with attendance numbers logged; undertaking a hospital wide mattress audit and subsequent replacement action plan.

Specific challenge (2) - Learning Disabilities

In January 2012, SEPT employed a full time band 5 nurse to assist the Band 7 Learning Disabilities Liaison Nurse; both are based in the Trust. Patients with learning disabilities being a priority for the Trust has led to a number proactive steps including: guidance for carers of patients with easy read information; development of a new Learning Disabilities strategy by the Trust Learning Disabilities Task Group; learning disability patient pathways in place; "All about me" folder/booklet/passport promoted; Caldecott Agreement in place which has allowed for the sharing of patient information with Luton Borough Council

In summary a number of improvements have been made and will continue to be a focus and priority for the Trust. Safeguarding alerts continue to be monitored and investigated carefully, with a fall in those made against the Trust anticipated and well as an improved patient experience noted in surveys being undertaken.

6 East of England Ambulance Trust

All staff and volunteers working within the Trust receive safeguarding awareness/training and Equality and Diversity on induction and updates at regular intervals. This includes the Trust Board members. We have a Safeguarding Training strategy and Plan which is competency focused and based upon ADASS recommendations.

All staff have access to line managers and clinical managers who have received training in safeguarding, as well as access to the named professionals. A programme of specific safeguarding training for senior managers is nearing completion to enable them to champion safeguarding issues at local level. All staff who access the public either by phone or in person receive safeguarding child/adult training as part of their preparation for duty. This training is monitored and delivered by the Safeguarding Team for the Trust. The Safeguarding Team remains an integral aspect of the quality service the Trust provides.

The Trust has a specific Capacity to Consent policy which is integral to the safeguarding policy which includes the MCA code of practice and sections on DoLS. Specific training on

Key local senior managers (Safeguarding Assistant General Managers) within operational to provide supervision to staff. The Trust's Named Professionals and Safeguarding Board champion work in multi-agency setting and attend regular meeting with multi agency partners and have an integral role in the strategic development of Safeguarding within the Eastern Region and Nationally through the Ambulance Safeguarding forum. Key Trust staff including the Safeguarding Assistant General Managers as local leads, named professionals and Executive lead attend Local Safeguarding Adults Boards where appropriate. The notes of those meetings are retained for CQC evidence.

The Board receives quarterly reports from the Executive lead and this is supplemented by regular dash board reports of safeguarding referrals and trends. All referral information is collated monthly to identify trends and emerging themes. The Trust has a comprehensive safeguarding Policy and Clinical Guidelines for staff these documents are available to staff via the Trust intranet, public web pages or in and copy accessible to them in their place of work. All Trust contracts for commissioned services have a safeguarding commitment and clearly outline the Trust expectations of all staff working in or on behalf of the Trust. The Trust monitors all commissioned services through audit of records and polices.

The Trust undertakes regular internal audits of the Trust referral process; this is done in several different ways:

- An audit of the referrals numbers made by staff and what areas of the Trust they have been made by
- The quality of the referrals made by the Out of Hour (OOH) call handlers regarding data entry and accuracy of information
- Tracking the referral from 999 call through to the patient care record completed and referral data entered, the audit looks to see if the information ties up together and if environmental issues are recorded
- Feedback from the Local Authority (LA) and the General Practitioner (GP) is obtained
- Auditing of the pathway selected by the Trust practitioners and to ensure that any referral made to the GPs for a vulnerable person has been made appropriately and does not need to be a safeguarding concern requiring the LAs focus
- The safeguarding team will check these referrals within three working days to ensure that the GP has been the correct option and that there are no concerns that may require action from the LA
- A sample of PCRs relating to referrals are also audited

Results from these audits are reported to the Safeguarding Group and to the Trust Board. The Trust participated in external audits last year, this included the following:

- Adult Safeguarding Audit of practice from Regional Adult Safeguarding Forum
- Learning from any audits has been incorporated into the Safeguarding Teams Action plan and wider Trust agenda.

The Trust has an active patient/public involvement group which actively seeks the views and wishes of patients and service users. The Trust encourages the participation of carers in patient public engagement groups and is particularly working on identifying carers from vulnerable groups to be representative. Patient views on the performance of the Trust is also sought from patient surveys. Patient and public information leaflets about safeguarding and how to make a referral are available via the Trust web site. Service users have a chance to influence procedure or practise via service user audits and survey e.g. users with mental health problems. This is supported by our PALS team to ensure regular feedback is gained and acted upon.

6.1 Improvements Made In Adult Safeguarding During 2011/12

The Trust has provided awareness training for over 2000 operational staff in relation to dementia patients and has run master classes in capacity assessments. The Trust has

also provided guidance for staff in relation to pressure ulcer development, and T&A training to ensure that all staff are comfortable with the Trust system, Trust expectations and the role of the GP in safeguarding.

The Trust has had a strong focus regarding mental capacity, consent and capacity and restraint education and training. This training is integral to the safeguarding training within the Trust; further work has been completed from road show work and workshops

The Trust has ensured better engagement with LSABs through the introduction of key local senior managers Safeguarding Assistant General Managers. The Trust has engaged with local forums in relation to pressure ulcer prevention

Significant progress on internal audits have taken place and associated feedback to staff. Monthly audits are now in place.

The Trust has further improved guidance for staff on capacity assessments, it has also improved the management of pain from feedback received from service users

6.2 Improvements Planned In Adult Safeguarding During 2011/12

- Further awareness raising planned for staff in relation to patients with dementia and learning disabilities and pressure ulcer prevention
- Further multi agency training for senior staff
- Enhanced engagement where requested through Safeguarding Assistant General Managers
- Further development of the QA process in relation to referrals
- Improvements for pain management for people with dementia, which is a quality priority for the Trust

7 H M Prison Service

HMP Bedford continues to enforce its commitment to safeguarding and is constantly looking at ways in which we can embed safeguarding awareness into as many of our policies as possible. There is a safeguarding committee who meet regularly to develop strategy and key personnel have been identified to act as “champions” in both adult and child safeguarding.

7.1 Improvements Made In Adult Safeguarding During 2011/12

A safeguarding “what to do if” card was attached to the payslips of all directly-employed Prison Service staff at HMP Bedford.

A single point of contact for both adult and child safeguarding has been identified.

An e-folder resource has been created for all staff to access and includes information such as how to identify safeguarding issues and where to report them.

A referral tracker has been devised to monitor the progress of referrals.

7.2 Improvements Planned In Adult Safeguarding During 2012/13

Incorporate Safeguarding into staff SPDR's (Staff performance and development record)

Deliver awareness sessions to staff

Devise strategy for recording safeguarding concerns on our case management system.

8 Bedfordshire and Luton Fire and Rescue Service

BFRS has ensured the appropriateness and effectiveness of its Community Safety activities through improved analysis and greater evidence led approaches.

BFRS has trained all new recruit frontline firefighters in safeguarding and instilled an understanding that ‘doing nothing is not an option’.

BFRS has developed its partnership approach towards risk reduction and exploited opportunities where there is cross over of organisational aims and objectives and/or where service provision can be improved.

BFRS has completed and publicised evaluations of community safety initiatives and activities to ensure sharing of best practice and lessons learned across the organisation.

8.1 Improvements Made In Adult Safeguarding During 2011/12

Improved understanding of target groups achieved through Customer Insight ensuring the most relevant messages have been communicated in the most effective ways based on the needs of our local communities.

The continuation of enhanced CRB checks for all frontline, operational and key staff.

A growing number of partnerships have been developed including training of staff from Social Services, Adult Services, Sheltered Housing Officers, The Re-enablement Team, Bobby Van and Age UK.

The BOC Breatheasy partnership ensures BFRS are informed of all oxygen cylinder use in domestic premises. This not only allows the BFRS to improve operational safety through the updating of relevant incident information and notification but also to provide priority Home Fire Safety Checks in the homes and signpost the occupiers for further support where required.

Formal partners have delivered nearly 400 Home Fire Safety Checks. 16% of all completed Home Fire Safety Checks included occupiers over 65 years old. 10% of those the BFRS came into contact with during the 'Fit For Life' event (targeting those with poor health and long term health problems including diabetes and respiratory disease) self referred for the NHS 'Stop Smoking Course' and nearly 40% were signed up to Bedford Borough Councils 'Re-Activ8' scheme.

BFRS has made 12 safeguarding children, young people and vulnerable adult referrals Learning points and best practice is communicated across the organisation and has supported the dissemination of both quantitative and qualitative data.

8.2 Improvements Planned In Adult Safeguarding 2012-1

Completion of Firefighter Safeguarding training.

Arrangements to minimise foreseeable risks to both staff and 'at risk' members of the community by ensuring increased information relevant to specific individual risk is available to Firefighters en-route and in attendance at relevant incidents.

Some of the key concerns will include (but are not limited to):-

- a) Oxygen cylinder use;
- b) Bariatric patients;
- c) Biohazards; and,
- d) Sanctuary/Safe Rooms.

The approach also provides BFRS the opportunity to assess the presence of linked issues and relevant concerns and thus build a risk profile of the individual and property. For example the mobility issues linked with oxygen cylinder users may result in other health associated issues that could ultimately present biohazard risks to the crews and/or other property users indicating a possible need for further partner agency support.

The completion of a vulnerable adult audit to identify gaps between current practice, safeguarding commitments and identify responses to mitigate risk. Outcomes will be available to all staff and outstanding tasks will be visibly allocated to specific roles for completion.

2011/2012 saw the introduction of policy and research related to hate crime and in particular disability hate crime, working with victims to look at their perceptions of the criminal acts they have been subject to and to find out if they perceived the offences against them to be hate crime or disability hate crime related, motivated by hostility or prejudice. BPT are looking at definitions of crime that maybe related to disability or mental health taking into account recommendations from Luton Adult Serious Case Review.

BPT has introduced the Caring Dads and Integrated Domestic abuse programme for Non Statutory perpetrators male of domestic abuse in response to the need for early intervention work as identified by recent safeguarding OFSTED reviews in Luton and Central Bedfordshire (although there is no funded provision in Bedford borough) . This supports domestic abuse prevention work and supports women and children as vulnerable victims who are then linked with women safety officers and IDVA and MARAC support.

Mental health services as agreed in SLA with NHS were due to go live June 2011, these are yet to be rolled out, BPT are currently in discussions with NHS and SEPT to clarify commissioning arrangements and resources.

Women's high risk Approved Premises in Bedford has noticed an increase over the last six months of suicide attempts and self harm serious enough for hospitalisation, approved premise managers have been working with staff to increase vigilance and indicators identification in the women accommodated, but have also introduced a counselling service for staff to look at the impact the behaviour has on their ability to work in the demanding environment.

Luton has developed working arrangements with Stepping Stones third sector organisation to supervise all Luton Women offenders within a women only environment, 82 women offenders will be supervised within the Stepping Stones project and will have interventions tailored to meet their needs, women offenders will be able to access registered childcare 5 days per week so they can attend their interventions and free hot meals are provided on site everyday for children to link in with child poverty strategy. Two fulltime Probation Officers have been seconded to the project and outcomes regarding reducing reoffending will be researched by Bedfordshire University Women's studies department, project to be expanded into Bedford and Central Bedfordshire in 2013/2014.

Bedfordshire University and local Central Bedfordshire children and family units and leisure centres have also supported BPT initiatives with free use of accommodation to run interventions, this has cut costs in intervention delivery and has allowed for additional service delivery.

BPT MAPPA has introduced a dip sampling model for high risk offenders. This is followed up with qualitative evidence from approved premise managers regarding residents' vulnerabilities and mental health status and looking at proximity of and support packages for victims and Offender risk assessments OA Sys (standard assessment tool). This does address and question both offender and victim vulnerabilities and linking to safeguarding of children regarding the adults' ability to parent and offenders coming out of Prison and how their vulnerabilities are identified and managed whilst on their community licence period.

Victim satisfaction questionnaires have scored highly. 97% of victims are satisfied with the services they have received and BPT are introducing customer/offender surveys and focus groups for women offenders and stakeholder surveys to look at how successful joint working has been on designated intervention projects

9.1 Improvements Planned in Adult Safeguarding During 2012/13

Integrated Offender Management (IMO) has health trainers in post carrying out basic assessments of offenders regarding health and as part of their role they have an awareness of local services and have links with GP's practices. As key workers, the health trainers are escorting offenders to their health appointments and link in with health care professionals. Langley house Trust are working with BPT on a voluntary basis, identifying offenders who maybe suffering from mental health and disabilities which may affect their employability and resettlement.

BPT will further develop women's services within Bedfordshire and successful meetings with multi faith organisations have aims and objectives to mentor black and ethnic minority

offenders in Luton. This is to include youth transitions, linking with CSP objectives of managing anti social behaviour and vulnerable young offenders joining gangs. BPT has seconded a staff member to the PREVENT project and we continue to work in identification of local extremism and the possible enrolment of vulnerable adults into extremism groups.

Serious further offending reports now look to identify vulnerabilities in both the offenders and the victim. Group and Public Protection teams in Probation Trusts across the east of England are working together to look for common themes in how to identify and manage offenders vulnerabilities, and to look at the impact of these vulnerabilities on further offending. Key trend data is being identified and practice guidance notes developed for staff information and note.

10 Voluntary and Community Action

Voluntary and Community Action (working in the Central Bedfordshire area) has consistently highlighted to the Adult Safeguarding Board the need to raise awareness of safeguarding issues with voluntary organisations and community groups, and for organisations and groups to have in place adequate Safeguarding Policies so as to improve practice within the sector, particularly in smaller groups that are run by or used by volunteers and/or part-time members of staff.

10.1 Improvements Made In Adult Safeguarding During 2011/12

Voluntary and Community Action have provided information, advice and guidance on safeguarding or developing safeguarding policies to three voluntary and community organisations and provided safeguarding training to all our staff. Three staff members also undertook an on-line Safeguarding training module through Bedfordshire Adult Skills and Community Learning.

Voluntary and Community Action have contributed to all Adult Safeguarding Board meetings held during 2011/12 and participated in the Central Bedfordshire Safeguarding Peer Review and contributed to discussions at the Safeguarding Board Focus Group.

In response to the Central Bedfordshire Council Adult Safeguarding Peer Challenge, we designed and submitted to the CBC Safeguarding Manager a programme of activity to raise awareness of safeguarding issues with voluntary organisations and community groups. This highlighted the need for adequate Safeguarding Policies and training (endorsed by the Safeguarding Board) to improve practice within the sector, particularly in smaller groups that are run by or used by volunteers and/or part-time members of staff. Discussions on how this work could be resourced were unresolved as at the end of the year.

We undertook an extensive review of our Safeguarding Policy and procedures to ensure that they met the Board's multi agency Safeguarding Policy and the requirements of the Adult Safeguarding Audit Tool. Following consultation with staff, a revised Policy received our Trustee Board's approval in July 2011. Following the implementation of a new Safeguarding Policy and procedures, we reviewed, completed and submitted to the CBC Safeguarding Manager a new Safeguarding Audit Tool assessment.

10.2 Improvements Planned In Adult Safeguarding During 2012/13

We need to review and update our Better Care resource pack to ensure that it is consistent with the Board's multi agency Safeguarding Policy. We want to get the learning materials for our Safeguarding Vulnerable Adults Training Workshop endorsed or accredited by the Safeguarding Board and will meet with the Learning and Development Manager for Central Bedfordshire to take this forward.

We will continue discussions with CBC to ensure that work is commissioned to raise awareness within the voluntary and community sector of safeguarding vulnerable adults. This is to help build the capacity of the sector to put in place adequate Safeguarding Policies and to provide training to improve practice within voluntary organisations and community groups, in particular the smaller groups that are run by or used by volunteers and/or part-time members of staff.

We will continue to attend and contribute to all Adult Safeguarding Board meetings during the year.

11. Community and Voluntary Service

Community and Voluntary Service (CVS) (working across the Bedford Borough area) has worked over the last year to raise the overall awareness within local voluntary and community sector organisations of the adult safeguarding agenda. Hundreds of local community group and charities work with or come into direct contact with adults who are vulnerable. We have used our various communication methods such as newsletters, websites and at various events that we host throughout the year. Our funding and development service provided one-to-one advice to hundreds of organisations, providing an opportunity to discuss safeguarding arrangements and offer support as required.

Most voluntary and community sector organisations have robust policies, training and systems in place to manage safeguarding, with CVS supporting others to develop the appropriate infrastructure.

11.1 Improvements Made In Adult Safeguarding During 2011/12

Over the past year CVS has developed and successfully piloted a workshop aimed at those very small voluntary and community organisations. Often these are organisations coming into contact with both adults and children, but in a very limited way, and therefore need broad safeguarding arrangements. Often these organisations have no staff and are fully operated by volunteers. The workshop in part uses an online learning programme, combined with more custom support and information that is appropriate for a small community group, allowing the participant to then cascade the learning to other volunteers within their organisation. Last year 38 staff and volunteers attended the workshops.

11.2 Improvements Planned In Adult Safeguarding During 2012/13

CVS will continue to promote and raise awareness of the safeguarding agenda. We are planning a broad awareness campaign to continue getting the message to the hundreds of small voluntary and community groups out there.

CVS will continue to offer workshops on safeguarding issues, aimed at those organisations with no staff and often no formal link with the traditional adult services within the local statutory sector. Three further workshops are scheduled during the remainder of 2012.

12. Advocacy for Older People (AOP) and POhWER

There are now approximately 20 "Voice" groups across Bedford and Central Bedfordshire, which have been established by the POhWER Community Development Workers. The aims of these groups is to engage service users in issues which have a common theme; the groups represent people with learning disabilities, mental health issues, autism and those young people who are in transition. These forums can provide a platform for any common safeguarding issues to be discussed, with guidance from the Safeguarding teams.

All POhWER advocates have completed refresher safeguarding training during July.

Case Study

One of our advocates was involved with a long-standing case involving the need to protect two vulnerable adults in Central Bedfordshire from a family member. After 2 years of regular advocacy support and much joint working with other agencies, a High Court order has now been obtained by the Local Authority to protect the couple who were pleased that they could now get on with their lives. The advocate concerned was complemented by the Central Bedfordshire social work team for his commitment to supporting these individuals.

Throughout the year AOP has offered to provide bespoke Safeguarding training to 17 establishments dealing with the elderly. 8 training sessions have been delivered to a combination of private and public sector employees/managers/ proprietors and directors.

Sessions have included: - Safeguarding awareness/accurate record-keeping/prevention evidence/recognition of pressure ulcers.

AOP Volunteers and Staff team receive Safeguarding training throughout each year through induction courses, Training and Support Programmes and access to POHWER Training and Development.

AOP and POHWER are part of Bedfordshire Safeguarding strategic groups with close working links with local Safeguarding teams.

AOP and POHWER advocates and staff continue to provide regular support to service users and often their families at various hospital units and homes across the county. The afore-mentioned provides for many opportunities for service user engagement with a view to improve service provision. Advocates also carry out one-to-one interviews with service users and where possible and appropriate share the findings with partner agencies. AOP is participating in revised Bedfordshire and Central Bedfordshire joint Service User project.

Outcomes achieved for clients included:

- securing reimbursements for their clients where financial abuse has taken place;
- financial safeguarding measures were put in place by advocates for their clients to prevent further abuse
- sustained physical and verbal abuse of clients/service users by carers has been halted through immediate intervention jointly by AOP and Social Services.

12.1 Improvements Made In Adult Safeguarding During 2011/12

The AOP Safeguarding Action Plan includes a programme of presentations on advocacy and Safeguarding in specific residential homes, day centres, specialist mental health units aimed at reaching residents, relatives groups and staff teams. AOP is going to incorporate Safeguarding training available through POHWER as additional to in-house training programmes.

An AOP aim for this year is to expand the Safeguarding volunteer base and we are working with the Alzheimer's Society co-ordinating joint support for people with dementia, including recognising their potential additional vulnerability.

There will be review monitoring of outcomes and evaluation of cases; as part of joint AOP/POHWER partnership.

AOP submitted an expression of interest to the Silver Dreams Lottery programme, outlining proposals to improve service user engagement locally and harness existing work in that field. AOP were 1 of only 15 successful submissions in the first round nationally. Project focuses on service user involvement, raising awareness and prevention; includes opportunity for input into design and delivery of Safeguarding support; is a collaboration with partner agencies including national advocacy agencies, Bedfordshire Safeguarding teams and Bedfordshire Police. Unfortunately, despite positive feedback, the project was felt to be too far outside the remit of the funding programme and therefore could not be funded. Silver Dreams project remains priority area and AOP are to seek additional independent funding in 2012/13.

Additional funding was secured for AOP Safeguarding Lead post until 30/11/12. All AOP staff and advocates have received Safeguarding awareness, pressure ulcer and record-keeping training. The latter training is part of an on-going process delivered to each new volunteer and member of staff. Recognising that pressure ulcers are a key concern across the county, future internal training will also include presentations by a Tissue Viability Clinical Nurse Specialist.

12.2 Improvements Planned In Adult Safeguarding During 2012/13

The AOP Safeguarding action plan is to be reviewed and refreshed. The continuation of development programme as above.

Further funding is being sought in order to retain the AOP Safeguarding Lead post for the longer term and expansion of Volunteer Advocates team, to link to Volunteer development for AOP and POHWER advocacy services.

The continuation of on-going partnership work, including Bedfordshire Safeguarding structures and securing funding for the Silver Dreams project.

The involvement of people in development of safeguarding services with other avenues currently being explored, to determine suitable methods of delivering the Service User Engagement Project

The improved monitoring of outcomes and evaluation; increased service user feedback; assess use of Star Outcomes tool and AOP involvement in Service User Project.

A new bespoke "Keep Safe" training programme has been designed to be delivered to people for whom it has been identified that this would be beneficial. Referrals are made from the social work teams. Currently the referrals are for people with learning disabilities but it is hoped that this will be extended to other vulnerable people who have been subject to safeguarding. The first programmes will be delivered in Bedford to Bedford Borough Council clients, but it is expected that once the programme has been piloted it will be offered both in Central Bedfordshire and in Luton.

13. Bedfordshire Care Group and Bedfordshire Home Care Providers

Awareness raising is carried out via the Provider Forums and the Bedfordshire Care Group Meetings; however this has been increasingly difficult this year due to the number of cancelled provider forums.

Safeguarding Competencies continue to be required of providers. Dignity in Care training is offered and emphasis placed on Dignity in Care during Dignity Week. Updates given at Partnership Forums and Boards and concern with respect to the operation of the Mental Health Partnership Board have been raised.

Each Provider has their own ways of Quality Assurance and Local Authorities Quality Teams and CQC feed into this process.

Involvement of service users in the development of safeguarding services is achieved through feedback received at various Forums under the Learning Disability Partnership Board, Mental Health Partnership Board, through Dementia Groups organised by NHS Bedfordshire and the Local Authorities and it is hoped this next year will implement some of the changes needed to continue to improve services.

Providers continue to feedback where there are there are concerns relating to people's experience to the relevant Safeguarding leads with a view to learning from lessons.

13.1 Improvements Made In Adult Safeguarding During 2011/12

Outcomes of serious case reviews have been shared with Providers at Forums and meetings.

Emphasis on safeguarding continues via the use of Safeguarding competencies framework.

There has been joint working with other Boards, NHS and local hospitals to improve services and attendance at the Safeguarding Board Conference in February 2012.

Subgroups continue to discuss how to improve quality of safeguarding including providers giving feedback on relevant issues. Outcomes are discussed via feedback from providers at forums and care group meetings, and link in directly to the Safeguarding Leads.

13.2 Improvements Planned In Adult Safeguarding During 2012/13

Improvements will be achieved by looking at lessons learnt and to be learnt from recent safeguarding reviews which will be circulated and discussed with providers. Safeguarding as an agenda item is to be included at all Provider Forums. Commitment is needed to ensure that Forums take place.

The implementation of the Mental Capacity/DoLS competencies framework will be introduced alongside the existing safeguarding competencies framework.

Continued improvements will be achieved this year in the operation of The Mental Health Partnership Board and will continue to ensure good practice and more accountability to users and carers.

Quality assurance will be achieved through maintaining Safeguarding competencies and Quality Audits by Providers and Local Authorities. Providers will continue to feedback safeguarding items at Forums and Care Group Meetings and contact Safeguarding leads direct.

Feedback to continue to be sought from Service Users on the ground via Advocacy Groups, Service User Forums under the various Boards.

14 Central Bedfordshire Housing Service

The Bedfordshire and Luton Housing Partnership decided late in 2011 that the arrangements that had existed since 2003 were no longer required. This partnership had undertaken the Safeguarding audit process; established monitoring arrangements and developed an improvement plan. The arrangements for on-going monitoring do not now exist. Therefore, the approach to improving safeguarding practice will need to emerge on a locality basis, and in particular future representation on the Adult Safeguarding Board would need to be reviewed.

There should be consideration as to whether the Housing agenda should be embedded at the Operational Board level, currently a review paper, including specific proposals for future housing representation, is being written to present to the Operational Board. The arrangements in Bedford appear satisfactory. In Central Bedfordshire the focus is to embed safeguarding practice across housing organisations, including supported housing providers. A Vulnerable Persons Housing Group is being established, linked to wider representation from Supported Housing Providers. The focus is to share best practice and develop monitoring arrangements, linked to the existing Improvement Plan. It should be noted that lessons have been learnt from specific safeguarding cases with housing involvement. For example, a recent eviction case highlighted a gap in effective integrated working with social care, with regard to awareness of relevant issues and support being available for those affected.

14.1 Improvements Made in Adult Safeguarding during 2011/12

A process for monitoring safeguarding practice within housing organisations was put in place in the form of the Safeguarding Development Plan. The audit was completed. Partners engaged with the process to test whether safeguarding practice is embedded within the operational activity and processes of their organisations. Next steps are to build on that work, to share learning and to develop monitoring arrangements that are based on self assessment. The challenge is still to improve awareness and strengthen integrated working practices, to ensure a joint approach and support towards anyone who is vulnerable.

14.2 Improvements Planned in Adult Safeguarding during 2012/13

The importance of sharing best practice between housing partners is recognised, as well as connectivity with statutory services to ensure a joined up approach to assisting vulnerable people. A Vulnerable Persons Housing Group is due to hold its first meeting in Central Bedfordshire; its purpose being to review, share and develop best practice on tenancy sustainment, homelessness prevention and other issues affecting vulnerable tenants, such as self neglect and social exclusion.

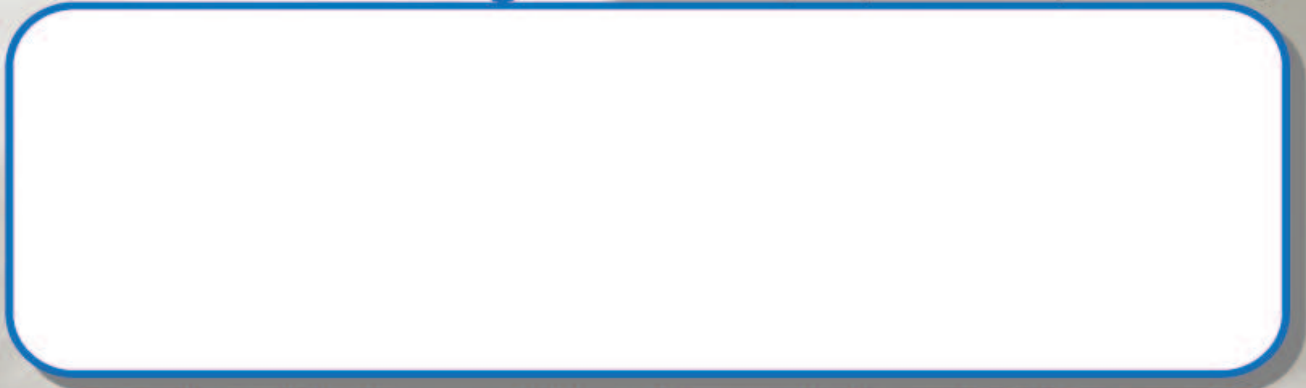
Work is underway to develop a Supported Housing Strategy for Central Bedfordshire. Central Bedfordshire is engaged with providers to develop a common understanding of safeguarding practice. A key performance indicator relates to the percentage of vulnerable (socially excluded) people successfully moving from supported to settled accommodation, performance level is currently at 83%.

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Abuse is Everybody's Business Safeguarding is our Responsibility

Safeguarding Adults is about protecting vulnerable people from abuse, maltreatment and neglect and preventing avoidable harm

If you **see something** that concerns you, you must **report it today**
Tell



If a person is in immediate danger, call the police or ambulance straightaway on 999
If you are unable to report your concern or you don't feel that your concerns have been acted upon **say something** to the Adult Safeguarding Team or report your concerns to the



BEDFORD
BOROUGH COUNCIL

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Bedfordshire

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CareQuality
Commission

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We can all **do something** to promote dignity and respect for vulnerable people by becoming a dignity champion and making a pledge to do something practical. Visit www.dignityincare.org.uk for free or call 0207 972 4007



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