

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



please ask for Sandra Hobbs
direct line 0300 300 5257
date 6 March 2014

NOTICE OF MEETING

EXECUTIVE

Date & Time

Tuesday, 18 March 2014 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
	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 – 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 4 February 2014.

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 April 2014 to 31 March 2015.

Decisions

Item	Subject	Page Nos.
8.	Central Bedfordshire Council Park Home Site Licensing Fees Policy	33 - 118

The report proposes the adoption of the draft Central Bedfordshire Council Park Home Site Licensing Fees Policy.

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|-----|--|-----------|
| 9. | Strategic Economic Plan for South East Midlands Local Enterprise Partnership | 119 - 126 |
| | The report invites the Executive to endorse the emerging South East Midlands Local Enterprise Partnership Strategic Economic Plan as part of the Local Growth Deal negotiations. | |
| 10. | Local Transport Plan Programme 2014/15 | 127 - 140 |
| | The report proposes the endorsement of the Local Transport Plan (LTP) capital funding split for 2014/15 together with details of the scheme programmes for the Leighton Linlade, Ampthill and Flitwick, Marston Vale, Shefford, Silsoe and Shillington, and Heath and Reach, Barton le Clay and Toddington Local Area Transport Plans (LATPs). | |
| 11. | Leisure Strategy Adoption | 141 - 252 |
| | To adopt the Leisure Strategy, Chapters 1, 2 and 3, as Technical Guidance to inform the emerging Development Strategy. | |
| 12. | Community Safety Partnership Plan 2014- 2015 | 253 - 288 |
| | The report sets out the proposed Community Safety Partnership (CSP) Plan for endorsement by the Executive and adoption by Council. | |
| 13. | Central Bedfordshire Design Guide | 289 - 320 |
| | The report proposes that Executive adopt the revised Central Bedfordshire Design Guide as technical guidance for Development Management purposes. | |
| 14. | Arlesey Cross Masterplan | 321 - 462 |
| | The report outlines the proposals contained within the Draft Masterplan for Arlesey Cross and outlines where changes have been made in response to public consultation. | |
| 15. | Determination on Admission Arrangements 2015/16 | 463 - 504 |
| | The report seeks Executive approval to determine the Admission Arrangements for 2015/16, specifically the Council's co-ordinated admissions scheme and the Council's admission arrangements for Community and Voluntary Controlled Schools. | |

16. **Waste Procurement Strategy** 505 - 530

The report proposes the Executive approve the provision of delegated authority to the Community Services Director, in consultation with the Executive Member for Sustainable Communities – Services, to initiate a project to deliver the required services as set out in the report.

17. **Promoter and Developer Framework** 531 - 534

This report seeks approval to procure, establish and select from call-off framework for Promoters and Developers to secure ready access to support in taking forward a range of disposals, developments and regeneration projects.

18. **Land East of Biggleswade** 535 - 536

To consider the options available to the Council in relation to the Council's interests in Land East of Biggleswade.

Monitoring Matters

Item	Subject	Page Nos.
19.	December 2013 - Quarter 3 Revenue Budget Monitoring Report	537 - 562
	The report sets out the financial position for 2013/14 as at the end of December 2013. It sets out spend to date against the profiled budget and the forecast financial outturn.	
20.	December 2013 - Quarter 3 Capital Budget Monitoring Report	563 - 578
	The report provides information on the projected capital outturn for 2013/14 as at December 2013. It excludes the Housing Revenue Account which is subject to a separate report.	
21.	December 2013/14 (Q3) Housing Revenue Account Budget Monitoring Revenue and Capital Report	579 - 590
	The report provides information on the 2013/14 Housing Revenue Account (HRA) projected outturn revenue and capital position as at December 2013.	

22. **Quarter 3 Performance Report**

591 - 606

To consider the quarter 3 performance report.

23. **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 Paper

Item	Subject	Exempt Para.	Page Nos.
24.	Land East of Biggleswade	3	607 - 616

To consider the financial and business options available to the Council in relation to the Council's interests in Land East of Biggleswade.

This agenda gives notice of items to be considered in private as required by Regulations (4) and (5) of The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012.

Details of any representations received by the Executive about why any of the above exempt decisions should be considered in public: none at the time of publication of the agenda. If representations are received they will be published separately, together with the statement given in response

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CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **EXECUTIVE** held in the Council Chamber, Priory House, Monks Walk, Shefford on Tuesday, 4 February 2014.

PRESENT

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

Executive Members:	Cllrs	C Hegley B J Spurr R C Stay	Cllrs	Mrs P E Turner MBE M A G Versallion J N Young
Deputy Executive Members:	Cllrs	A D Brown Mrs S Clark I Dalgarno A L Dodwell	Cllrs	D J Hopkin A M Turner B Wells R D Wenham
Members in Attendance:	Cllrs	P N Aldis Mrs A Barker A R Bastable R D Berry C C Gomm	Cllrs	Mrs S A Goodchild Ms A M W Graham J Murray Miss A Sparrow
Officers in Attendance		Mr R Carr Ms D Clarke Mrs M Clay Mr M Coiffait Mrs E Grant Mrs S Hobbs Mrs J Ogley Mr C Warboys		Chief Executive Director of Improvement and Corporate Services Chief Legal and Democratic Services Officer Community Services Director Deputy Chief Executive/Director of Children's Services Committee Services Officer Director of Social Care, Health and Housing Chief Finance Officer

E/13/116 **Minutes**

RESOLVED

that the minutes of the meetings held on 14 January 2014 and 21 January 2014 be confirmed as a correct record and signed by the Chairman.

E/13/117 **Members' Interests**

None were declared.

E/13/118 **Chairman's Announcements**

The Chairman announced that due to the number of public present, item 12 'Determination of the Content of the Consultation regarding the Future of Brewers Hill Middle Community Middle School, Streetfield Community Middle School and Ashton CofE VA Middle School, following an Analysis of the Future Viability of these Dunstable Schools' would be considered after item 7 'Forward Plan of Key Decisions'.

E/13/119 **Petitions**

No petitions were received.

E/13/120 **Public Participation**

The following statements were received in accordance with the Public Participation Scheme.

1. **Ms Exelby**

Ms Exelby spoke to item 12, the future of Brewers Hill Community Middle School, Streetfield Community Middle School and Ashton CofE VA Middle School. She expressed concern about the potential implications for children in Dunstable. In particular, Ashton CofE VA Middle School where her children attended. Ms Exelby also referred to a proposal coming forward from Ashton CofE VA Middle School to change their age range.

2. **Mr Fox**

Mr Fox also referred to Agenda item 12, as he was a parent of a child at Ashton CofE VA Middle School and was Chairperson of the Governing Body. Mr Fox referred to the Council's commitment to children in the area and that the age range changes had brought much confusion for parents. He also voiced concerns that the Executive had held it's meeting at 9.30 a.m. at Priory House.

The Executive Member for Children's Services thanked Ms Exelby and Mr Fox for their comments. He explained the background to the consultation proposals. The proposals had come forward as a consequence of the changing pattern of provision in the area, which had impacted on the future financial viability of all three schools. The Council's priority was to improve educational outcomes for children in Central Bedfordshire. He was unable to comment regarding the proposal for Ashton CofE VA Middle School as he could not predetermine a decision before he had seen the relevant business case. There would be plenty of opportunity, if the proposals were taken forward, for the public to participate through the consultation process and in public meetings that would take place in Dunstable.

3. **Mr Allen**

Mr Allen referred to traffic management issues along the A1 in Biggleswade and discussions that had taken place with the Highways Agency.

The Executive Member for Sustainable Communities – Services had met with Mr Allen and was keen to continue to work with him.

E/13/121 **Forward Plan of Key Decisions**

RESOLVED

that the Forward Plan of Key Decisions for the period 1 March 2014 to 28 February 2015 be noted.

E/13/122 **Determination of the Content of the Consultation Regarding the Future of Brewers Hill Community Middle School, Streetfield Community Middle School and Ashton CofE VA Middle School, following an Analysis of the Future Viability of these Dunstable Schools**

The Executive considered a report from the Executive Member for Children's Services that proposed to initiate consultations on the phased closure of the Community Schools of Brewers Hill Middle School and Streetfield Middle School and the Church of England Voluntary Aided School of Ashton Middle School from September 2015, with full closure from August 2016. This was due to the analysis indicating that all three schools would not be financially viable in the future following the age range changes to other schools within the town.

The Chairman of the Children's Services Overview and Scrutiny Committee advised Members that the Committee would be holding a public meeting in the evening in Dunstable at the beginning of May to consider the results of the public consultation before making recommendations to the Executive.

In response to questions, the Executive Member for Children's Services explained that action needed to be taken as pupil numbers were likely to drop at these school which meant that pupil funding would be reduced leaving the schools unviable. The Executive would consider the findings from the public consultation process at its meeting on 27 May 2014 before taking any further action.

Reason for decision: To ensure the Council continues to meet its statutory obligations to provide sufficient school places and also to meet the legal requirements placed on the Council by The School Organisation (Establishment and Discontinuance of Schools) (England) Regulations 2013 regarding proposals to close the three maintained schools as set out in the report.

Final approval of the proposals will be determined by the Executive on 19 August 2014, informed by the outcome of the consultation exercises. The Council's Executive is required to make its decision within 2 months of the end of the consultation period.

RESOLVED

- 1. that the initiation of a consultation to close Brewers Hill Community Middle School in Dunstable be approved, phased from September 2015, with final implementation in August 2016;**
- 2. that the initiation of a consultation to close Ashton Church of England Voluntary Aided Middle School in Dunstable be approved, phased from September 2015, with final implementation in August 2016;**
- 3. that the initiation of a consultation to close Streetfield Community Middle School in Dunstable be approved, phased from September 2015, with final implementation in August 2016; and**
- 4. to receive a report providing the responses to each consultation at the Council's Executive on 27 May 2014, to enable a decision to be made on whether to proceed to the publication of statutory notices for each school, with a view to receiving a final report and making final decisions at the Council's Executive on 19 August 2014.**

E/13/123

Budget 2014/15 and Medium Term Financial Plan 2014 to 2018

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that proposed the Council's spending plans for the medium term and Council Tax rate for 2014-15, with indicative figures for future years. There had not been any changes to the budget since the draft had been considered at the Executive meeting on 14 January 2014. Members welcomed the proposal for a 0% increase in the Council's element of the Council Tax.

On a point of clarification, it was pointed out that a further £17 million of savings were proposed for 2014/15 and not £16 million as mentioned on page 71 of the report.

In response to questions, the Deputy Leader and Executive Member for Corporate Resources explained that Executive Members would consider the results from the public consultation.

Reason for decision: To enable the Council to agree a balanced budget for 2014/15 and identify resource requirements for the medium term.

RECOMMENDED to Council

1. ***that the responses from consultation with Overview and Scrutiny as set out in Appendix K to the report and the response to consultation with the public and stakeholders as set out in Appendix A to the report be noted;***
2. ***that the Revenue Budget for 2014/15 and the Medium Term Financial Plan for 2014/15 to 2017/18 be approved;***
3. ***that there were no adjustments to the draft Budget as described in paragraph 52 of the report;***
4. ***that the Council Tax Base as set out in Appendix G be noted;***
5. ***that a Band D Council Tax (CBC element) of £1,308.33 for residents of Central Bedfordshire, representing a 0% increase on the charge for 2013/14 be approved;***
6. ***that the fees and charges set out in Appendix J to the report be approved; and***
7. ***that certain efficiency proposals identified in Appendix I to the report be noted and that they will be subject to formal consultation and Equality Impact Assessment in the coming months and that the Corporate Management Team be instructed to propose alternative compensatory savings if it appears, following a review of the outcome of the Equality Impact Assessment, that any specific proposal cannot be delivered.***

E/13/124 Capital Programme 2014/15 to 2017/18

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that proposed the Capital Programme (excluding the Housing Revenue Account) for the four years from 1 April 2014.

Reason for decision: To enable the Council to confirm the Capital Programme as part of the Council's Medium Term Financial Plan 2014 – 2018.

RECOMMENDED to Council

that the Capital Programme for 2014/15 to 2017/18 be approved.

E/13/125

Budget for the Housing Revenue Account (Housing Service) Business Plan

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources and the Executive Member for Social Care, Health and Housing that set out the financial position of the Housing Revenue Account (HRA), including proposals concerning the debt strategy, investment potential and proposed increase in rents.

Reason for decision: To enable the Council to facilitate effective financial management and planning for the HRA.

RECOMMENDED to Council

That the HRA budget proposals for 2014/15 be approved, as follows:

- (a) that the HRA's debt portfolio and interest payments due in 2013/14 be noted;***
- (b) that the proposal for principal debt repayments to begin in 2017/18 be approved;***
- (c) that the use of £3.237m from the Major Repairs Reserve to finance part of the HRA Capital Programme for 2013/14 be approved;***
- (d) that the development of an Investment Plan during 2014/15 to set out future development objectives, subject to consultation with stakeholders be approved;***
- (e) that the HRA Revenue Budget for 2014/15 and the Landlord Service Business Plan summary at Appendices A and B to the report be approved;***
- (f) that the 2014/15 to 2017/18 HRA Capital Programme at Appendix C to the report be approved; and***
- (g) that the average rent increase of 5.46% for 2014/15 be approved in line with the national rental increase, as per the Government's Rent Convergence Policy.***

E/13/126

Treasury Management Strategy and Treasury Policy

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that outlined the Treasury Policy and Treasury Management Strategy for 2014-15. No changes were proposed for the Treasury Management Policy adopted by the Council in February 2012.

The Treasury Management Strategy Statement was made up of three main components covering Economic Forecast, Borrowing Strategy and Investment Strategy. There was also a requirement to include the Council’s policy on the use of financial derivatives, charges between the Housing Revenue Account and the General Fund and borrowing in advance of need.

The Leader of the Independent Group expressed his thanks to the Chief Finance Officer and his team.

Reasons for decision: To enable the Council to have an effective treasury management framework in place.

RECOMMENDED to Council

that the Treasury Management Policy and Strategy Statement for 2014/15 be approved.

E/13/127

Home to School Transport Policy

The Executive considered a report from the Executive Member for Children’s Services that set out the proposed Home to School Transport Policy for Central Bedfordshire from September 2014. The proposed policy was designed to improve the application process and the way in which transport was provided. It had not been designed to secure financial efficiencies or to reduce the eligibility criteria.

In a response to a question, the Executive Member for Children’s Services explained that this Policy did not preclude taking account of the impact of possible schools closures.

Reason for decisions: To ensure that the Council meets its statutory obligations and adopts a fair, equitable and transparent policy to support all pupils and their families and that could be implemented within the available resources.

RESOLVED

1. **that the Home to School Transport Policy, attached at Appendix A to the report be adopted, to apply to all transport provided from 1 September 2014, without phasing the new policy in; and**
2. **to delegate authority to the Deputy Chief Executive/Director of Children’s Services, in consultation with the Executive Member for Children’s Services, to approve any subsequent minor variations to the Home to School Transport Policy.**

(Note: The meeting commenced at 9.30 a.m. and concluded at 11.20 a.m.)

Chairman

Dated

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**Central Bedfordshire Council
Forward Plan of Key Decisions
1 April 2014 to 31 March 2015**

- 1) During the period from **1 April 2014 to 31 March 2015**, 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 Partnerships |
| Cllr Richard Stay | Executive Member for External Affairs |
- 3) Whilst the majority of the Executive’s business at the meetings listed in this Forward Plan will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information.

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

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

Meeting Date	Publication of Agenda
18 March 2014	6 March 2014
22 April 2014	10 April 2014
27 May 2014	15 May 2014
15 July 2014	3 July 2014
19 August 2014	7 August 2014
23 September 2014	11 September 2014
4 November 2014	23 October 2014
9 December 2014	27 November 2014
13 January 2015	23 December 2014
10 February 2015	29 January 2015
17 March 2015	5 March 2015
21 April 2015	9 April 2015

Central Bedfordshire Council

Forward Plan of Key Decisions for the period 1 April 2014 to 31 March 2015

Key Decisions

Date of Publication: 28 February 2014

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.	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 Approval Board.	22 April 2014	<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	<p>Executive Member for Sustainable Communities - Services Comments by 21/03/14 to Contact Officer: 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)
2.	Central Bedfordshire Sustainable Drainage Systems (SuDS) Guidance -	To adopt as a Supplementary Planning Document the Central Bedfordshire SuDS Guidance.	22 April 2014	<p>First phase of consultation – relevant CBC teams and Statutory Consultees to the new SuDS Approval Body: 21 November 2013 – 6 December 2013.</p> <p>Second phase of consultation – full public consultation 27 January 2014 – 24 February 2014.</p>	<p>Consultation draft - CBC SuDS Guidance. Table of changes following public consultation.</p>	<p>Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 17/02/14 to Contact Officer Laura Kitson, Beds & Luton Green Infrastructure Officer Email: laura.kitson@centralbedfordshire.gov.uk Tel: 0300 300 6585</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)
3.	Central Bedfordshire 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 the recommend to Council amendments to the Central Bedfordshire Development Strategy for the purposes of Publication and subsequent Submission to the Secretary of State.	22 April 2014	Previous public consultation in January/February 2013, 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 21/03/14 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)
4.	The Plan-Making Programme (Formally the Local Development Scheme) -	The Plan-Making programme sets out what planning policy documents the Council will produce, their scope and the timetable for their production. The Programme needs to be updated in light of recent events and any decisions made in relation to the Development Strategy (also being considered at this meeting).	22 April 2014	No public consultation necessary for review of the Plan-Making Programme. Member consideration through the Sustainable Communities Overview and Scrutiny Committee.	Draft Plan-Making Programme	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 21/03/14 to Contact Officer: Richard Fox, Head of Development Planning and Housing Strategy Email: richard.fox@centralbedfordshire.gov.uk Tel: 0300 300 4105
5.	Planning Guidance for Solar Farms -	To approve the adoption of Planning Guidance for Solar Farms for Development Management Purposes.	22 April 2014	Consultation with residents and other key stakeholders during December 2013/January 2014. Sustainable Communities Overview and Scrutiny Committee in January 2014.	Planning Guidance for Solar Farms	Executive Member for Sustainable Communities - Services Comments by 21/03/14 to Contact Officer: Stephen Mooring, Acting Team Leader for Environmental Policy Team Email: stephen.mooring@centralbedfordshire.gov.uk Tel: 0300 300 6241

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.	Arlesey -	To seek confirmation of the recommended approach and method of disposal.	22 April 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 21/03/14 to Contact Officer: Andrew Gordon, Head of Estate Management Email: andrew.gordon@centralbedfordshire.gov.uk Tel: 0300 300 5882
7.	Central Bedfordshire Council's Residential Care Homes for Older People -	To determine the future arrangements for the management of the Council's residential care homes for older people.	22 April 2014	Letters sent to staff, residents and Trade Unions early in March 2014. Consultation events held in the homes during March 2014.	Report which might contain exempt appendices	Executive Member for Social Care, Health and Housing Comments by 21/03/14 to Contact Officer: Tim Hoyle, MANOP Head of Service Email: tim.hoyle@centralbedfordshire.gov.uk Tel: 0300 300 6065

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.	Procurement of Specialist Professional Services -	To make a direct call off from an available buying organisation framework to access the services of NEPRO to provide neutral vendor services to Central Bedfordshire Council in the provision of independent contractors/consultants and consultancies. The services will contribute to the Medium Term Financial Plan 2014/15 (minimum £155,000). The annual value of the contract exceeds £500k and is therefore a key decision that needs Executive approval.	22 April 2014		Report with an exempt appendix	Deputy Leader and Executive Member for Corporate Resources Comments by 21/03/14 to Contact Officer: Paul Meigh, Chief Procurement Officer Email: paul.meigh@centralbedfordshire.gov.uk Tel: 0300 300 6626
9.	Provision of Recruitment Services for Temporary Agency Staff -	To consider the options for the supply of recruitment services for Temporary Agency Staff.	22 April 2014		Report and an exempt appendix	Deputy Leader and Executive Member for Corporate Resources Comments by 21/03/14 to Contact Officer: Rachel Hobbs, Head of HR Services Email: rachel.hobbs@centralbedfordshire.gov.uk Tel: 0300 300 6632

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.	Outline Planning - Thorn Turn -	Following appropriate planning consents for the whole Thorn Turn site, seek approval to dispose of part of the site together with recommendations on appropriate methods of disposal.	22 April 2014		Report - this item is likely to contain exempt financial information	Deputy Leader and Executive Member for Corporate Resources Comments by 21/03/14 to Contact Officer: Andrew Gordon, Head of Estate Management Email: andrew.gordon@centralbedfordshire.gov.uk Tel: 0300 300 5882
11.	Biggleswade (lvel) Medical Centre -	To agree an appropriate way forward for proposed development.	22 April 2014		Report - Exempt	Deputy Leader and Executive Member for Corporate Resources Comments by 21/03/14 to Contact Officer: Andrew Gordon, Head of Estate Management Email: andrew.gordon@centralbedfordshire.gov.uk Tel: 0300 300 5882
12.	Customer Service Strategy -	To present the Customer Service Strategy and supporting high level plan for Executive approval.	22 April 2014	Corporate Resources Overview and Scrutiny Committee on 8 April 2014.	Report	Deputy Leader and Executive Member for Corporate Resources Comments by 21/03/14 to Contact Officer Deb Clarke, Director of Improvement and Corporate Services Email: deb.clarke@centralbedfordshire.gov.uk Tel: 0300 300 6651

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)
13.	Housing Allocations Policy for Central Bedfordshire -	To propose the adoption of the Allocations Policy, which has been developed to meet local needs and priorities.	27 May 2014	A twelve week period of consultation closed on 31 January 2014. This followed a comprehensive engagement programme with two Members events, external stakeholders events, Officer consultation and prospective tenant engagement.	Report	Executive Member for Social Care, Health and Housing Comments by 26/04/14 to Contact Officer: Tony Keaveney, Assistant Director Housing Services Email: nick.costin@centralbedfordshire.gov.uk Tel: 0300 300 5219

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.	Consideration of Outcome of Statutory Consultations of Proposals to Close Brewers Hill Community Middle School, Streetfield Community Middle School and Ashton CofE VA Middle School in August 2016. -	The Executive to decide whether to publish statutory notices for each proposal.	27 May 2014	<p>Consultation undertaken - 24 February 2014 to 7 April 2014 with:</p> <ul style="list-style-type: none"> • the governing body of the schools which are the subject of proposals; • families of pupils, teachers and other staff at the schools; • the governing bodies, teachers and other staff of any other school that may be affected; • families of any pupils at any other school who may be affected by the proposals including families of pupils at feeder schools; • trade unions who represent staff at the schools and representatives of trade unions of any other staff at schools who may be affected by the proposals; • The Board of Education of the Diocese of St Albans; • The Ashton Schools Foundation; • Constituency MPs for the schools that are the subject of the proposals; • Dunstable Town Council; and • consultation materials and information including leaflets, press releases and public meetings. 	Report on the outcome of statutory consultations on proposals to close Brewers Hill Community Middle School, Streetfield Community middle School and Ashton CofE VA Middle School in August 2016.	Executive Member for Children's Services Comments by 26/04/14 to Contact Officer: Helen Redding, Assistant Director School Improvement Email: helen.redding@centralbedfordshire.gov.uk Tel: 0300 300 6057

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)
15.	Local Development Order for the Woodside Estate and surrounding area in Dunstable -	To adopt a Local Development Order for the Woodside Estate and surrounding area in Dunstable, which will enable businesses and landowners to undertake more work to their premises and sites without requiring planning permission.	27 May 2014	Public consultation on draft proposals held 30 January – 28 February 2014.	Full Local Development Order document	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 26/04/15 to Contact Officer: Matt Pyecroft, Major Projects Officer Email: matt.pyecroft@centralbedfordshire.gov.uk Tel: 0300 300 5588
16.	Developing the Early Intervention Offer through Children's Centres -	To seek approval to commence the public consultation on developing the Early Intervention Offer through Children's Centres.	27 May 2014	Children's Services Overview and Scrutiny Committee on 1 April 2014.	Report and Public Consultation Document	Executive Member for Children's Services Comments by 26/04/14 to Contact Officer: Sue Tyler, Acting Assistant Director, Operational Services, Children's Services Email: sue.tyler@centralbedfordshire.gov.uk Tel: 0300 300 6553

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
17.	Discretionary Housing Payment (DHP) Policy -	To review and endorse the Council's DHP Policy.	15 July 2014	A 12 week public consultation of all current recipients of Discretionary Housing Payments, major landlords and advice agencies. Consultation will commence in January 2014.	A report containing the draft Discretionary Housing Payment Policy and a summary of the outcome of the public consultation.	Deputy Leader and Executive Member for Corporate Resources Comments by 14/06/14 to Contact Officer: Gary Muskett, Head of Revenues & Benefits Email: gary.muskett@centralbedfordshire.gov.uk Tel: 0300 300 4097
18.	Community Infrastructure Levy (CIL) -	To decide the level and range of Community Infrastructure Levy (CIL) charges to be included in the Draft Charge Schedule.	15 July 2014	The CIL Preliminary Draft Charge Schedule was the subject of a full public consultation from 14 January to 25 February 2013 which included a developer workshop. Following member endorsement, the CIL Draft Charge Schedule will be the subject of a further 6 week consultation prior to submission to the Government.	Report	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 14/06/14 to Contact Officer: Jonathan Baldwin, Senior Planning Officer Email: jonathan.baldwin@centralbedfordshire.gov.uk Tel: 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)
19.	Children's Homes Contract -	To award to the new Children's Home Contract.	15 July 2014	Consultation with current and prospective providers will take place during commissioning process – March to May 2014.	Report, specification of services	Executive Member for Children's Services Comments by 14/06/14 to Contact Officer: Karen Oellermann, Acting Assistant Director - Commissioning & Partnerships Email: karen.oellermann@centralbedfordshire.gov.uk Tel: 0300 300 5265

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.	Consideration of Representations Received to Statutory Notices Published for Proposals to Close Brewers Hill Community Middle School, Streetfield Community Middle School and Ashton CofE VA Middle School in August 2016. -	Determination of the statutory proposals, subject to any decision taken by the Executive in May.	19 August 2014	<p>Statutory consultation undertaken - 24 February 2014 to 7 April 2014 with a further representation period from 9 June 2014 to 7 July 2014 with:</p> <ul style="list-style-type: none"> the governing body of the schools which are the subject of proposals; families of pupils, teachers and other staff at the schools; the governing bodies, teachers and other staff of any other school that may be affected; families of any pupils at any other school who may be affected by the proposals including families of pupils at feeder schools; trade unions who represent staff at the schools and representatives of trade unions of any other staff at schools who may be affected by the proposals; The Board of Education of the Diocese of St Albans; The Ashton Schools Foundation; Constituency MPs for the schools that are the subject of the proposals; Dunstable Town Council; and consultation materials and information including leaflets, press releases, public meetings and statutory notices. 	Report and representations received in response to Statutory notices published for proposals to close Brewers Hill Community Middle School, Streetfield Community Middle School and Ashton CofE VA Middle School in August 2016.	<p>Executive Member for Children's Services Comments by 18/07/14 to Contact Officer: Helen Redding, Assistant Director School Improvement Email: helen.redding@centralbedfordshire.gov.uk Tel: 0300 300 6057</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)
21.	Developing the Early Intervention Offer -	To consider the outcome of the public consultation on developing the Early Intervention Offer through Children's Centres.	23 September 2014	Public consultation from 27 May to 19 August 2014.	Summary report following consultation	Executive Member for Children's Services Comments by 22/08/14 to Contact Officer: Sue Tyler, Acting Assistant Director, Operational Services, Children's Services Email: sue.tyler@centralbedfordshire.gov.uk Tel: 0300 300 6553

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

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

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

Date of Publication	Period of Plan
1 April 2014	1 May 2014 – 30 April 2015
16 April 2014	1 June 2014 – 31 May 2015
4 June 2014	1 July 2014 – 30 June 2015
3 July 2014	1 August 2014 – 31 July 2015
7 August 2014	1 September 2014 – 31 August 2015
21 August 2014	1 October 2014 – 30 September 2015
24 September 2014	1 November 2014 – 31 October 2015
21 October 2014	1 December 2014 – 30 November 2015
28 November 2014	1 January 2015 – 31 December 2016
23 December 2014	1 February 2015 – 31 January 2016
29 January 2015	1 March 2015 – 29 February 2016
5 March 2015	1 April 2015 – 31 March 2016

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Meeting: Executive

Date: 18 March 2014

Subject: Central Bedfordshire Council Park Home Site Licensing Fees Policy

Report of: Cllr Carole Hegley, Executive Member for Social Care, Health & Housing

Summary: The report proposes the adoption of the draft Central Bedfordshire Council Park Home Site Licensing Fees Policy.

Advising Officer: Julie Ogley, Director of Social Care, Health & Housing

Contact Officer: Terry Gilbey, Private Sector Housing Area Manager

Public/Exempt: Public

Wards Affected: All

Function of: Executive

Key Decision Yes

Reason for urgency/ exemption from call-in (if appropriate) There are significant implications for the Council should the Park Home Site Licensing Fees Policy not be adopted on 18 March 2014 so that it is in place for 1 April 2014. These implications are set out in the Risk Management section of the Corporate Implications.

CORPORATE IMPLICATIONS	
Council Priorities:	<p>The ability for the Council to recover costs associated with the licensing of park home sites through the fees set out in the Park Homes Licensing Fees Policy will enable the Council to monitor conditions on sites more effectively. This will therefore contribute to the Council's priority of promoting health and wellbeing and protecting the vulnerable as most park home residents are older people.</p>
Financial:	<ol style="list-style-type: none"> 1. The Council currently does not recover the costs associated with its park home site licensing function. From 1 April 2014, the Mobile Homes Act 2013 enables the Council to recover relevant costs but only if it has published a fees policy setting out what these fees will be. There are several risks if such a policy is not published by that date, including a risk to revenue. 2. Details on how fees have been calculated can be viewed in Appendix A of the proposed fees policy.

Legal:

3. Section 3 (2A) of the Caravan Sites and Control of Development Act 1960 (the Amended Act) as amended by the Mobile Homes Act 2013 (the 2013 Act) allows Local Authorities to charge a fee for applications for park home site licenses.
4. Section 5A (1) of the Amended Act allows local authorities to charge an annual fee.
5. Section 8 (1B) of the Amended Act allows local authorities to charge a fee for applications to amend conditions on an existing site licence.
6. Section 10 (1A) of the Amended Act allows local authorities to charge a fee for the transfer of a site licence.
7. However, Section 10A (2) states that before charging a fee under the above sections the local authority must prepare and publish a fees policy.

Risk Management:

8. The key risks of the Council not having an approved fees policy in place by 1 April 2014 are:
 - Failure to realise potential income streams.
 - Failure to comply with legislation by not publishing a fees policy in advance of levying charges.
 - Reduced ability/resources to monitor sites more effectively and thus contribute to delivering the Council's priority of promoting health and wellbeing and protecting the vulnerable.
 - Reputational risk to the Council, as set out below.
9. The Mobile Homes Act 1983 as amended by the 2013 Act allows park home site owners to incorporate the increased cost of managing the site as a result of new legislation (i.e. annual licensing fees) only at the next pitch fee review immediately after the legislation comes into force (in this case, 1 April 2014). As pitch fee review dates are set in stone, site owners will be reliant on the local authority to have a published fee policy in place before the first pitch review date after 1 April 2014 occurs in order to be able incorporate these costs. This is their only opportunity to recover these costs from residents as the costs cannot be included in subsequent pitch fee reviews. Therefore, failure to have a published fees policy in place could leave the Council open to claims for compensation from aggrieved site owners to offset the annual licensing fees.

Staffing (including Trades Unions):

10. Not Applicable.

Equalities/Human Rights:

11. Central Bedfordshire Council has 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 reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
12. Residents on park home sites tend to be older persons. As site owners are able to pass on the cost of the annual fees proposed in the fees policy to residents through increased pitch fees, the introduction of annual fees may have a financial impact on this client group. Gypsies and Travellers also reside on park home sites and whilst many are owner occupiers on single pitch sites (which the proposed policy seeks to exempt from annual fees), some reside on multiple pitch sites and therefore may be affected. However, the ability to charge annual fees enables the Council to monitor conditions on park home sites more effectively which will be to the advantage of the residents.
13. An Equalities Impact Assessment (EIA) was carried out in November 2013. The EIA looked at how the proposed policy would support Central Bedfordshire Council's legal duties as follows.
14. The implementation of the fees policy supports the Council's legal duty to eliminate unlawful discrimination harassment and victimisation and other conduct prohibited by the Act by ensuring that there is appropriate resource to deliver park home licensing services. This includes dealing with the proposed Fit and Proper Persons applications (should they become a requirement) where the Council will carry out checks to ensure that the site owner is an appropriate person to hold a license. This will reduce the risk of residents being subjected to harassment and victimisation by an unfit site owner.
15. The implementation of the fees policy supports the Council's legal duty to advance equality of opportunity between people who share a protected characteristic and people who do not share it by increasing the frequency of inspections to ensure that those most vulnerable to the impact of licence breaches are better protected. Sharing the cost of the licensing services for non-exempt sites through annual fees on a per pitch basis is a fair method of funding the service. As site owners are likely to pass on the cost of annual fees to residents through increased pitch fees, those residents who are most vulnerable due to living on non-compliant sites will not be required to pay more for an increased frequency of inspections based on risk or re-inspections due to licence breaches.
16. The implementation of the fees policy supports the Council's legal duty to foster good relations between people who share a protected characteristic and people who do not share it. Site licence conditions ensure that the park home site is a safe environment, minimising fire and other risks which could affect the wellbeing of residents. Dealing with breaches more frequently will help to foster and maintain good relations between residents on the sites.

17. Engagement events were held for site owners and residents on 30 September 2013 and 22 January 2014 respectively. These engagement events set out to explain the changes brought about by the Mobile Homes Act 2013, to gather the views of stakeholders on what an overarching park homes strategy should contain, and to discuss the proposed fees.
18. A formal consultation on the fees policy was carried out between 9 December 2013 and 20 January 2014 with additional feedback from the engagement event on 22 January 2014 considered. Consultation letters were sent to 83 site owners and 1,119 residents and 25 responses were received.
19. A summary of the outcome of the consultation is as follows:
 - a. 92% agree that conditions on Park Homes Sites need to be effectively monitored / managed.
 - b. 80% agree that annual fee recovery by the Council should be cost effective.
 - c. 82% support the proposal to exempt single pitch sites from licensing annual fees in order to make fee recovery by the Council cost effective.
 - d. 64% support the proposed Initial Licence Fee of £53.32 per pitch enable the Council to recover costs.
 - e. 56% support the proposed Transfer or Standard Amendment Fee of £249.88 per site/application.
 - f. 56% support the proposed Site Expansion Amendment Fee of £27.68 per pitch.
 - g. 48% support the proposed Annual Fee of £12.38 per pitch to enable effective monitoring by the Council. 44% do not support this and 8% do not know whether they support this proposal. The main reasons given for not supporting it were that sites were already being inspected (albeit at a reduced frequency) and that residents felt that the service should be funded by Council Tax.
 - h. 72% support the proposed charge for serving enforcement notices, which mirrors the charge for Housing Act enforcement notices, £208.10.
 - i. 64% support an administration fee of 20% being applied by the Council when recovering the cost of works the Council undertake in default.

There was a general fear from residents that costs would be passed onto them by site owners. However, legislation only allows the annual fees to be passed on.

20. A significant number of responses highlighted concerns that residents had about being unable to afford pitch fees should owners decide to pass on the annual fees to them through increased pitch fees. As a consequence, the calculation of annual fees was revisited and a minor component removed from the calculation to completely remove any costs associated with re-inspection due to poor management from the calculation. All such re-inspection costs would therefore be recovered when fees for subsequent years are adjusted to take into consideration the surplus or deficit of the licensing annual fee account. Any increase in fees that this might lead to could not be passed on by site owners to residents. The adjusted fees were presented in the version of the fees policy that was taken to the Social Care, Health and Housing Overview and Scrutiny Committee (SCHH OSC) on 27 January 2014.

21. Consultation responses also highlighted concerns that it was not clear whether the per pitch fee for site expansion amendment related to the number of new pitches or the total number of pitches on a site undergoing expansion. They also highlighted concerns that the fees might lead to a decline of the park home site industry in the area if fees were too high or unfair. As a consequence of this feedback the calculation of the site expansion fee was revised so that it comprised of the standard amendment fee plus a fee per additional pitch to cover the cost of inspecting the new pitches. Unfortunately there was insufficient time to include this much clearer and fairer fee within the version of the fees policy that was taken to the SCHH OSC on 27 January 2014 but it has been included within the version being presented to Executive on 18 March 2014.

Public Health:

22. Park home site licence conditions relate to many aspects that would have an impact on the health and wellbeing of residents. However, the most significant of these are those that relate to health and safety issues such as fire safety. The ability to recover the cost of its licensing function through fees would enable the Council to monitor conditions on sites more effectively and thus protect the health and wellbeing of residents.

Community Safety:

23. Not applicable.

Sustainability:

24. Not applicable.

Procurement:

25. Not applicable.

Overview and Scrutiny:

26. The fees policy amended as detailed in the Equalities/Human Rights section above was taken to the Social Care, Health and Housing Overview and Scrutiny Committee (SCHH OSC) on 27 January 2014. The recommendations from the meeting were that the Committee endorsed the Park Home Site Licensing Fees Policy and that a section be incorporated within the overarching Park Homes Strategy planned for later in the year to ensure assistance to vulnerable residents be available.

RECOMMENDATION:

The Executive is asked to approve the draft Central Bedfordshire Council Park Home Site Licensing Fees Policy.

<i>Reason for Recommendation:</i>	So that the approved Park Home Site Licensing Fees Policy can be published by 1 April 2014 to enable the Council to effectively monitor conditions on sites and recover the costs associated with Park Home Site Licensing at the earliest opportunity. This would also enable site owners to incorporate the annual fee costs within pitch fees at the first pitch fee review date after the legislation comes into force on 1 April 2014 and avoid the reputational and financial impact outlined in the Risk Management section above.
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Executive Summary

27. The Mobile Homes Act 2013 was introduced in order to provide greater protection to occupiers of residential caravans and mobile homes through changes to several pieces of existing legislation. One of the changes introduced was the ability, from 1 April 2014, for Local Authorities to charge site owners a fee for applying for a site licence, for amendments or transfers of existing licences, and for annual fees. The ability to recover the cost of its licensing function through fees would enable Central Bedfordshire Council to monitor conditions on sites more effectively.
28. There is a legal requirement for the Council to publish park home site licensing fees that it intends to charge within a fees policy. The Central Bedfordshire Council Park Home Site Licensing Fees Policy was therefore drafted with the intention of applying the charges from 1 April 2014.
29. The fees set out in the policy are as follows:
 - a. Annual Fee = £11.62 per pitch (single pitch sites exempt)
 - b. Initial Licence Fee = £53.61 per pitch
 - c. Transfer or Standard Amendment Fee = £249.88 per site/application
 - d. Site Expansion Amendment Fee = Standard Amendment Fee (£249.88) plus £8.70 per additional pitch
 - e. Fee for Depositing Site Rules with the Council = £30.91
 - f. Fee for Fit and Proper Persons Register Applications = £105.75
 - g. Charge for Enforcement Notices = £208.10 (as per existing Housing Act charge)
 - h. Administration Fee for Works in Default = 20% (as per existing Housing Act fee)
30. The Social Care, Health and Housing Overview and Scrutiny Committee endorsed the fees policy that was presented to them on 27 January 2014.

Background Information

31. The Council administers site licenses for 82 Park Home sites (plus two touring sites). These sites range in size from the 44 single pitch sites to the largest site which contains 175 pitches. The total number of pitches on park homes sites in Central Bedfordshire is approximately 1,200. The Council monitors sites to ensure that site licence conditions are being adhered to. Licence conditions cover a wide range of issues including the following:
 - a. Type and condition of caravans/mobile homes.
 - b. Fire fighting equipment, fire points and emergency telephones.
 - c. Fire hazards (including separation zones around units).
 - d. Safety and maintenance of electrical installations.
 - e. Maintenance and safety of roads and footpaths.
 - f. Hard standings to caravans/mobile homes.
 - g. Water supply.
 - h. Drainage, sanitation and washing facilities.
 - i. Car parking and recreational areas.
 - j. Storage of liquefied petroleum gas.

32. Usually, residents are older people, moving to park homes as a retirement choice, to live with residents of similar age in generally more rural locations. Residents own their home but pay a pitch fee to the park owner and have to abide by park rules, which should be consistent with site licence conditions. Gypsy and Traveller sites are quite different in that they are often home to families and not just older persons. Whilst there are a few multiple pitch sites the majority of them are “owner occupied” single pitch sites meaning that the resident will own the land as well as the home on that land.

33. The Department of Communities and Local Government (DCLG) stated in the Impact Assessment of their consultation “A Better Deal for Mobile Home Owners - Changes to the Local Authority Site Licensing Regime” (published November 2012) that the existing legislation did not allow local authorities to charge fees for issuing and monitoring site licenses, or taking enforcement action if conditions were not met. They added that in practice, this severely limited local authorities’ resources to provide effective scrutiny of the sector.

34. As a consequence, the Mobile Homes Act 2013 (The 2013 Act) was introduced (receiving royal assent on 26 March 2013). This Act amended several pieces of existing legislation. One of the changes introduced was the ability, from 1 April 2014, for Local Authorities to charge site owners a fee for applying for a site licence, for amendments or transfers of existing licences, and for annual fees. The ability to recover the cost of its licensing function through fees would enable Central Bedfordshire Council to monitor conditions on sites more effectively and thus contribute to the Council’s priority of promoting health and wellbeing and protecting the vulnerable as many of the residents of park home sites could be considered to fall within the definition of vulnerable.

Licensing Fees

35. Licensing fees have been determined using templates that indicate a time for the individual steps in each process. As annual fees will apply to each non-exempt site every year these are the most likely to come under scrutiny and as a consequence Central Bedfordshire Council has been working closely with other members of the DCLG Working Group to ensure that the methodology is appropriate.
36. Annual fees were determined by using the aforementioned templates and officer's hourly rates to determine the total cost of providing the service to all non exempted sites. This cost was then divided by the total number of pitches on these sites to give a per pitch fee. The annual fee for a site will therefore be dependant on how many pitches it contains. When annual fees are fixed for subsequent years any surplus or deficit in the account will be considered to ensure that fees reflect the true costs.
37. Single pitch sites will be exempted from annual fees as it will not be cost effective to collect the very small fees that would be associated with such sites. However, other fees covered by the policy will apply.
38. Fees for applying for a site licence and for amendments or transfers of existing licences were determined in a similar way, although as standard amendments and transfers do not require inspections a simple per site figure that would apply to all sites regardless of size was determined.
39. The fees proposed in the fees policy are as follows:
 - a. Annual Fee = £11.62 per pitch
 - b. Initial Licence Fee = £53.61 per pitch
 - c. Transfer or Standard Amendment Fee = £249.88 per site/application
 - d. Site Expansion Amendment Fee* = Standard Amendment Fee (£249.88) plus £8.70 per additional pitch

*The site expansion amendment fee that was presented to SCHH OSC on 27 January 2014 was £27.87 per pitch. However, this was subsequently amended to the current fee comprising of the standard amendment fee plus a per pitch inspection fee for the additional pitches in light of the consultation feedback outlined in the Equalities/ Human Rights section above. This removed any ambiguity and ensured that site owners only paid in relation to the number of additional pitches they were expanding by rather than the total number of plots on the site.

Other Fees and Charges

40. The 2013 Act made provision for regulations to be made to require site owners to deposit site rules with the local authority and for the local authority to publish a register of these site rules. The local authority is able to levy a fee for rules that are deposited. A fee of £30.91 was determined as being appropriate given the amount of time it is likely to take to carry out the associated tasks.

41. This Act also made provision for regulations to be introduced requiring managers of sites to be registered as “Fit and Proper Persons” and for local authorities to publish a register of such persons. Local authorities may levy a fee for Fit and Proper Person applications. Although at the time the proposed policy was drafted there was no indication as to when these regulations may be introduced, it was felt prudent to include a fee within the policy. A fee of £105.75 was determined as being appropriate given the amount of time it is likely to take to carry out the associated tasks.
42. Licensing fees cannot recover costs associated with enforcement as there are separate mechanisms for recovering such costs, including charges for enforcement notices and recovery of costs associated with carrying out works in default. These mirror what is currently in place in respect of Housing Act enforcement, but have been included in the proposed Fees Policy.
43. Further details on how fees have been calculated can be viewed in Appendix A of the proposed Fees Policy.

Conclusion and Next Steps

44. Once the Fees Policy has been adopted the Council will increase monitoring of park home sites and issue site owners with invoices for annual fees.
45. The output from the site owner and resident engagement events previously held will be used to develop a separate overarching Park Homes Strategy during 2014/15. As recommended by SCHH OSC on 27 January 2014 this overarching strategy will include a section to ensure assistance to vulnerable residents is available, and will also incorporate the approved fees policy.

Appendices:

- Appendix A – Draft Central Bedfordshire Council Park Home Site Licensing Fees Policy 2014
- Appendix B – Draft Fees Policy – Appendix A – Calculation of Fees
- Appendix C – Draft Fees Policy – Appendix B – Benchmarking
- Appendix D - Draft Fees Policy – Appendix C – Fees and Charges Schedule Entry
- Appendix E - Draft Fees Policy – Equalities Impact Assessment
- Appendix F - Draft Fees Policy – Response to Formal Consultation

Background Papers: (open to public inspection)

- The Mobile Homes Act 2013
- The Caravan Sites and Control of Development Act 1960
- The Mobile Homes Act 1983
- Department of Communities and Local Government “A Better Deal for Mobile Home Owners - Changes to the Local Authority Site Licensing Regime” - Impact Assessment

All of the above are available via <http://www.legislation.gov.uk>

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Draft Central Bedfordshire Council Park Home Site Licensing Fees Policy 2014

Directorate	Social Care Health and Housing		
Service	Housing Services		
Author	Terry Gilbey - Private Sector Housing Manager		
Approved by			
Approval date		Review date	

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Executive Summary

The Mobile Homes Act 2013 (MHA 2013) was introduced in order to provide greater protection to occupiers of residential caravans and mobile homes. It received royal assent on 26th March 2013 with some parts implemented on 26th May 2013. The MHA 2013 will introduce some important changes to park home site licensing on 1st April 2014 due to its amendments to Caravan Sites and Control of Development Act 1960 (the Amended Act). These changes include the ability for Local Authorities to charge site owners a fee for applying for a site licence, for amendments or transfers of existing licences, and for annual fees.

In order to be able to charge these fees the Council needs to publish them within a Fees Policy. This Central Bedfordshire Council Park Homes Fees Policy has therefore been formulated so that these fees can be incorporated within the Council's 2014/15 Fees and Charges Schedule. Publication of this Fees Policy by 1st April 2014 will enable fee recovery by the Council at the earliest possible point in time and enable Site Owners to recover these costs should they opt to increase pitch fees at the next pitch fee review date.

The fees associated with applying initially for a new site licence, for transfers/standard amendments of existing licences, site expansion amendments, and for annual fees are to be set initially as follows:

Initial Licence Fee = £53.61 per pitch

Transfer or Standard Amendment Fee = £249.88 per site/application

Site Expansion Amendment Fee = Standard Amendment Fee (£249.88) plus £8.70 per additional pitch

Annual Fee = £11.62 per pitch

Sites that are for holiday use only or are only allowed to have units stationed on them at certain times of the year are exempt from licensing fees. These are the only statutory exemptions, however, the Amended Act enables Local Authorities to fix different fees or to determine that no fee is required to be paid in certain cases or descriptions of case.

It was felt appropriate for Central Bedfordshire Council to make single pitch sites exempt from annual fees (but not other licensing fees) as these lower risk sites are less onerous to inspect and collecting annual fees from them would not be cost effective.

The MHA 2013 also introduced the ability for Local Authorities to serve enforcement notices and to carry out works in default to remedy breaches of site licence conditions from 1st April 2014. The Council would be able to charge fees in relation to this. The fee for Housing Act 2004 enforcement notices is already set at £208.10 for 2013/14 and is likely to remain the same

for 2014/15. Due to the similarity of Housing Act and park home site enforcement notices the latter will be set to mirror the former. The administration charge for works in default for park home site enforcement will be set at the same level as that for Housing Act enforcement works in default which is likely to remain at 20%.

Site Rule Regulations came into force on 4th February 2014 which set out the timescales (12 months from that date) within which site owners will need to replace existing site rules with new ones that should be deposited with the Local Authority. Local Authorities will be able to require a fee when site rules are deposited and will be required to publish an up to date register of site rules. The fee for depositing site rules with the Council will be set at £30.91.

The MHA 2013 also makes provision for regulations to be made requiring site owners to be "Fit and Proper Persons" and for Local Authorities to keep up to date a registers of fit and proper persons to manage relevant protected sites. Local Authorities would be able to charge a fee for fit and proper person register applications. The fee for such applications will be set at £105.75.

1. Introduction

The Caravan Sites and Control of Development Act 1960 (CSCDA 1960) came into force on 29th August 1960. Part one of the Act introduced a licensing system, to be operated by Local Authorities to regulate the establishment and operation of caravan sites. Section 29 of this Act defines what constitutes a caravan and caravan site, and these are commonly known as park homes and park home sites.

The first schedule of the Act sets out cases where a site licence is not required, including:

- Local Authority-owned sites
- Use incidental to a dwellinghouse within the same curtilage
- Sites where a single caravan is stationed on land for not more than two nights and not more than 28 days in any 12 month period
- Sites where caravans are stationed on land not less than five acres for not more than 28 days and no more than three caravans are stationed at any one time
- Sites where caravans are solely for seasonal agricultural/forestry workers employed on land owned by the site owner
- Sites where caravans are solely for workers employed in building or engineering operations on that or adjacent land
- Sites used by travelling showmen who are members of a relevant organisation
- Sites occupied by organisations holding a certificate of exemption

Licences can only be issued to the owners of sites that have obtained valid planning permission.

As of October 2013 the Council was administering site licenses for 82 Park Home sites with the total number of units across all sites exceeding 1200. The extent of work with each site will vary according to size, complexity, and whether there are issues arising with residents.

The Department of Communities and Local Government (DCLG) launched a consultation in April 2012 on proposed major reforms to the relevant legislation with the aim of giving greater protection to occupiers of residential caravans and mobile homes. DCLG stated in their Impact Assessment of the consultation "A Better Deal for Mobile Home Owners -Changes to the Local Authority Site Licensing Regime" (published November 2012) that the existing legislation did not allow local authorities to charge fees for issuing and monitoring site licenses, or taking enforcement action if conditions were not met. They added that in practice, this severely limited local authorities' resources to provide effective scrutiny of the sector.

As a consequence new legislation in the form of The Mobile Homes Act 2013 (MHA 2013) was introduced. This received royal assent on 26th March 2013 with some parts implemented on 26th May 2013. The MHA 2013 will introduce some important changes to park home site licensing on 1st April 2014 due to its amendments to CSCDA 1960. These changes include the ability for Local Authorities to charge site owners a fee for applying for a site licence, for amendments or transfers of existing licences, and for annual fees. Site owners may recover the annual fees through an increase in pitch fees, however, residents will benefit as these fees will help Local Authorities to increase their activity in an area that has historically been under-resourced.

Section 10A (2) of the CSCDA 1960 as amended by the MHA 2013 (the Amended Act) requires a Local Authority to publish a Fees Policy before charging fees for the licensing of park home sites. The Central Bedfordshire Council Park Homes Fee Policy (the Fees Policy) has therefore been developed to enable the Council to begin charging these fees on 1st April 2014.

The MHA 2013 also introduced the ability for Local Authorities to serve enforcement notices and to carry out works in default to remedy breaches of site licence conditions from 1st April 2014. The associated fees and charges are therefore also included in the Fees Policy.

The MHA 2013 also introduced changes relating to site rules. Site Rule Regulations came into force on 4th February 2014 which set out the timescales (12 months from that date) within which site owners will need to replace existing site rules with new ones that should be deposited with the Local Authority. Local Authorities will be able to require a fee when site rules are deposited and will be required to publish an up to date register of site rules. The Fees Policy sets out what this fee will be.

One further aspect of the MHA 2013 where Local Authorities would be able to require a fee is upon application from a site owner to be included in the Council's register of fit and proper persons for managing relevant protected sites. The MHA 2013 makes provisions for regulations to be made requiring site owners to be "fit and proper persons" and for Local Authorities to keep such registers up to date, and therefore it is prudent to include the relevant fee within the Fees Policy.

2. Fees for Initial Licence, Transfer/Amendment, Amendments for Site Expansion, and Annual Fees

2.1 Overview

Subject to the exemptions detailed in the introduction there is a requirement for site owners to ensure that their park home sites are licensed. Failure to do

so would be an offence under Section 1(2) of the CSCDA 1960 which can attract a fine not exceeding level 4 on the standard scale upon summary conviction.

Section 3 (2A) of the Amended Act enables Local Authorities to require a fee in respect to a relevant protected site application.

Section 5A (1) of the Amended Act enables Local Authorities to require an annual fee to be paid by site owners in respect of relevant protected sites.

Local Authorities may also charge a fee for alterations to licence conditions where these are requested by a site owner or where an application to transfer the licence to another person/organisation is received (Section 8 (1B) and Section 10 (1A) of the Amended Act, respectively).

When requiring a licence holder to pay an annual fee the Council must inform them of matters to which they have had regard to in fixing the fee for the year in question, in particular the extent to which they have had regard to deficits or surpluses in the accounts for the annual fee for previous years. The costs associated with dealing with valid complaints, monitoring conditions on sites, and dealing with licensing matters informally can be included within annual fees. However, annual fees should not take into account any costs incurred in relation to enforcement activities such as serving compliance notices, emergency action, and works in default as these costs can be recovered by other means. Costs relating to Local Authorities providing sites for caravans cannot be taken into account in fee determination either.

2.2. Exemptions from paying fees

Sites that are for holiday use only or are only allowed to have units stationed on them at certain times of the year are exempt from licensing fees by virtue of not falling within the definition of "Relevant Protected Sites". These are the only statutory exemptions, however, Section 10A (3) of the Amended Act enables Local Authorities to fix different fees or to determine that no fee is required to be paid in certain cases or descriptions of case.

It was felt appropriate for Central Bedfordshire Council to make single pitch sites exempt from annual fees (but not other licensing fees) as there are less issues (e.g. spacing) to consider when carrying out routine monitoring compared with multiple pitch sites. In addition to this, collecting annual fees from single pitch sites would not be cost effective. The intention would be to monitor these sites less frequently than those attracting an annual fee due to the lower risk generally associated with single pitch sites. The costs associated with monitoring single pitch sites would be met through existing budgets.

2.3 Fees for Initial Licence, Transfer/Amendment, Amendments for Site Expansion, and Annual Fees

In addition to setting fees for the initial licence, transfer/amendment of licence, and annual fees there was a need to set an elevated level of fee for amendments to site licences relating to the expansion of sites to include additional pitches. The reason for the elevated level of fees is that these applications take significantly more time to deal with than a transfer or more straightforward amendment to a site licence, as they involve elements akin to the initial licensing of a site (e.g. site inspection).

The calculation and methodology relating to the calculation of fees is explained in detail in Appendix A. However, in summary this involved a costing exercise using templates breaking down the amount of time taken for various steps in the processes. These templates included both fixed elements and elements (e.g. inspection time) that varied with the number of pitches. The templates were reviewed by officers responsible for licensing park home sites at Central Bedfordshire Council and other Local Authorities. Amendments to the templates were made as a result of initial feedback and subsequent feedback from the DCLG Working Group which indicated that it may be better to apply the cost of re-inspections through a surplus/deficit mechanism in the annual fee for subsequent years rather than including within the base annual fee. This would ensure that residents would not be adversely affected by the cost of re-inspections resulting from poor management, as site owners would only be able to take into account the base fee when recovering the cost of annual fees through pitch fees. Details of the initial benchmarking exercise are shown in Appendix B.

The average officer hourly rate was applied to the total time taken for the processes and other costs such as printing, postage and mileage were added. These templates were then used to create formulas that could be used in the calculation of the various fees.

Annual fees were calculated by determining the total cost of providing the service for all current non-exempted sites using the appropriate formula. This was then divided by the total number of pitches on these sites.

Annual Fee = £11.62 per pitch.

We cannot accurately predict what new site licence applications the Council will receive going forward. It was therefore felt appropriate to work on the basis that new applications would broadly reflect the diversity with regards pitch numbers of the current relevant protected sites. As a consequence the fee for processing a new application for a site licence was calculated by using the relevant formula to determine what the total cost would be of processing new applications for all the existing relevant protected sites and then dividing that cost by the total number of pitches on these sites.

Initial Licence Fee = £53.61 per pitch.

The fee for the transfer or standard amendment of an existing licence was calculated by using the relevant formula to determine the cost of processing such applications. As the cost is not dependant on the number of pitches a single figure per site was obtainable.

Transfer or Standard Amendment Fee = £249.88 per site.

An additional per pitch fee component was required to add to the standard amendment/transfer fee for site expansion amendments to cover the cost of inspection. This was determined using the relevant formula to determine the total cost for all existing relevant protected sites which was then then divided by the total number of pitches on these sites.

Site Expansion Amendment Fee = Standard Amendment Fee (£249.88) plus £8.70per additional pitch.

When requiring a licence holder to pay an annual fee the Council will inform them of the matters to which they have had regard to in fixing the fee for the year in question, in particular the extent to which they have had regard to deficits or surpluses in the account for the annual fee for previous years. In determining the deficits or surpluses in the account any costs relating to dealing with valid complaints, monitoring conditions on sites, and dealing with licensing matters informally, will be considered by the Council unless they are specifically excluded by the Amended Act.

For the sake of clarity, annual fees will be determined by the number of pitches that the licence permits.

2.4 Time when Fees are payable

Section 10A(5) of the Amended Act states that the Fees Policy must include provision about the time at which the annual fee is payable. For the purpose of this policy the period covered by the annual fee will mirror the financial year (1st April to 31st March) and will be paid in advance. Invoices will be sent out during the month of April requiring payment within 30 days. Where a new site is licensed part way through the year then an invoice with the same payment terms will be sent shortly after the licence is issued for the pro-rata amount.

Where a site is expanded part way through the year to include additional units the corresponding higher fee would apply from that point. In such cases an invoice with the same payment terms, covering the difference between the original and increased fee for the remainder of the financial year will be sent shortly after the amended licence has been issued.

3. Charges for Enforcement Notices and Works in Default

3.1 Overview

Section 9A of the Amended Act allows Local Authorities from 1st April 2014 to serve compliance notices on site owners where site licence conditions are breached. These notices will set out what the site owner needs to do to correct the breaches and the timescales, and the notice will attract a charge. Failure to comply with the notice would be a criminal offence, punishable by a fine at level 5 on the standard scale, and the site licence could be revoked upon a third or subsequent prosecution. Following a successful prosecution for breaching a compliance notice Local Authorities will be able to serve notice to enter the site and carry out the necessary works (Works in Default).

In addition to this, Section 9E of the Amended Act allows a notice to be served on site owners enabling the Local Authority to enter the site and take emergency action where there is an imminent risk of serious harm.

The cost of deciding whether to take action, preparing and serving the various enforcement notices and the actual work itself can be recovered by Local Authorities through charges for notices and recharging for works in default.

Unpaid charges can be placed as a charge against the site owner's land.

3.2 Charges for Enforcement Notices and Works in Default

As this is a new provision Local Authorities have little to base their charges for park home enforcement notices on. However, the processes involved are going to be very similar to those involved in the service of Housing Act 2004 enforcement notices. The level of charge for these notices was arrived at through a time and officer cost calculation and benchmarked against other Local Authorities in 2010. Since then this charge has increased annually by the same percentage as other charges in the Council's Fees and Charges Schedule and stands at £208.10 for 2013/14. This charge is likely to remain at the same level for 2014/15 and therefore the charge for park homes enforcement notices should mirror the charge for Housing Act 2004 notices at £208.10.

Similarly, the administration charge that is added to the cost of works when recovering expenses relating to works in default should mirror that set for Housing Act 2004 works in default at 20%. As the Council cannot recharge the VAT element of the cost of work in such cases setting the admin charge any lower than 20% may lead to site owners failing to comply with notices on the basis that the Council's charge would be cheaper than paying for a VAT registered contractor themselves to carry out the works.

4. Fees for Depositing Site Rules

4.1 Overview

Site rules are different to site licence conditions in that they are neither created nor enforced by Local Authorities. They are a set of rules created by the site owner which residents have to comply with. They may reflect the site licence conditions but will also cover matters unrelated to licensing. The Mobile Homes Act 2013 makes amendments to the Mobile Homes Act 1983 Act in relation to site rules. Site rule regulations came into force on 4th February 2014 which requires existing site rules to be replaced with new site rules to be deposited with the Local Authority within a specified timescale (12 months from that date).

Local Authorities will need to satisfy themselves that replacement or new rules deposited with them have been made in accordance with the statutory procedure. They will also be required to establish, keep up to date, and publish a register of site rules. In doing so a Local Authority may levy a fee for the depositing of site rules, or the variation or deletion of site rules.

4.2 Fees for depositing Site Rules

Once an administrative system is in place for holding and publishing site rules it is estimated that it will take approximately 1 hour for officers to undertake their duties in relation to the deposited site rules. It is therefore appropriate to set a fee of £30.91 (based on the appropriate hourly rate) for the depositing of site rules by site owners. The relevant calculations can be viewed in Appendix A.

5. Fees for Fit and Proper Persons Register Applications

5.1 Overview

Section 8 of the MHA 2013 relates to “Fit and Proper Persons” in respect to relevant protected sites, however, it does not come into force until the Secretary of State (SoS) issues the necessary statutory instrument.

Should this come into force then it would enable the SoS to issue regulations making it an offence for a site owner to manage a site if the Local Authority does not consider them to be a fit and proper person. It would also enable the SoS to issue regulations requiring the Local Authority to establish, publish and keep up to date a register of persons they are satisfied are fit and proper

persons to manage protected sites in their area, and enable them to charge a fee for applications for inclusion on the register.

5.2 Fees for Fit and Proper Persons Register Applications

The benchmarking exercise shown in Appendix B revealed that most of the Local Authorities that responded believed that proper fit and proper person checks would take 120 minutes. It is anticipated that updating and publishing a register would take a further 30 minutes. It is therefore appropriate to set a fee of £105.75 (based on the appropriate hourly rate) for making fit and proper person applications. The relevant calculations can be viewed in Appendix A.

6. Revising Fees

6.1 Revising Fees

The fees covered by the Park Homes Fees Policy will be increased annually by the same percentage that is applied to other fees in the Council's Fees and Charges Schedule. Should a more significant change in fees be required then the Park Homes Fee Policy will be revised and published.



**Draft Central Bedfordshire Council Park
Home Site Licensing Fees Policy
2014**

Appendix A - Calculation of Fees

Appendix A Calculation of Fees

Licensing Fees

Templates were drafted showing the steps currently undertaken for the following licensing activities in relation to Park Home Sites:

- Processing an application for a site licence culminating in the licence being issued;
- Processing an application for the amendment or transfer of an existing site licence;
- Processing an application for the amendment of an existing site licence in relation to the expansion of a site (this was developed after consulting CBC Officers and other Local Authorities);
- Ongoing monitoring of sites to ensure compliance with site licence conditions

Fixed times and per pitch times were assigned to the various steps in the templates which were then circulated within Private Sector Housing to give Officers the opportunity to comment on whether they felt the figures were representative of the time taken. The general consensus was that they were representative, although some minor amendments were made as a result of this consultation. Further views on the templates were sought from other Local Authorities via EHCNet which is a system for exchanging information between Environmental Health Departments throughout the country. Only a few responses were received from other Local Authorities (benchmarking shown in Appendix B) and these did not give cause to alter the times on the templates. They did indicate that other Local Authorities had not begun the process of determining fees yet and that many will be awaiting the outcome from the Department of Communities and Local Government Working Group on Park Home Licensing. This working group met on 20th September 2013, and one of its tasks will be to produce a toolkit to help Local Authorities set park homes licensing fees. The fee setting process at Central Bedfordshire Council requires the fee policy to be submitted for approval before the output of the working group is likely to become available. It was therefore decided that Central Bedfordshire Council would determine their fees and provide the working group with the methodology in order to assist with their work.

Whilst the output from this working group was not known at the time of drafting the policy the involvement of Central Bedfordshire Council in the working group has meant that the Fees Policy has been shaped to some degree by discussions of the group. The group indicated that it may be better to apply the cost of re-inspections through a surplus/deficit mechanism in the annual fee for subsequent years rather than including within the base annual fee. This would ensure that residents would not be adversely affected by the cost of re-inspections resulting from poor management, as site owners would only be able to take into account the base fee when recovering the cost of annual fees through pitch fees. As a consequence aspects relating to re-inspections were removed from the template and formula used to calculate annual fees.

The Adult Social Care, Health and Housing Finance Team provided hourly rates for Officers and Managers within the Private Sector Housing Team as they are responsible for Park Home Site Licensing. The average hourly rates shown in Tables A1 and A2 below were applied to the total time for the processes.

Table A1- Hourly Rate for Private Sector Housing Officers

Pay to P3 based on 100% FTE

Technical Officer	43,502.50
Technical Officer	43,384.32
Technical Officer	43,384.32
Environmental Health Officer	56,567.31
Technical Officer	41,845.24
Environmental Health Officer	56,567.31
Technical Officer	43,502.50
Environmental Health Officer	49,268.00
Technical Officer	43,502.50
Environmental Health Officer	49,268.00
Technical Officer	40,991.09
Total	511,783.07
Average	46,525.73
Support service 40%	18,610.29
No Of Staff	11
Total average staff Cost per annum	65,136.03
Productive Hours Per annum	1,540
Hourly Rate	£42.30

Table A2 - Hourly Rate for Private Sector Housing Managers

PSH Managers based on 100% FTE	
Private Sector Housing Manager (North)	60,600.00
Private Sector Housing Manager (South)	60,600.00
Total	121,200.00
Average	60,600.00
Support service 40%	24,240.00
No Of Staff	2
Total average staff Cost per annum	84,840.00
Productive Hours Per annum	1,540
Hourly Rate	£55.09

The average return mileage for all sites to which fees would be applicable and the travel time associated with this was determined from AA Routemaster and applied to the calculations, along with other costs such as printing and postage. Examples of the templates that were used for the calculations are shown below for sites with 2 pitches (or 1 pitch in the case of the site expansion fee).

Table A3 - Template for calculating the costs associated with staff time (fixed and per pitch) plus fixed costs for the Initial Licence Fee

Number of pitches (amend as required)	2
Inspection time per pitch (mins)	10
Letter time per pitch (mins)	5
Average return mileage	14.2
Average journey time (mins)	26

	Time (mins)
Enquiry received and a service request entered on the Case Management System.	30
Obtain planning documents. Record the type of development permitted, restrictions etc on the Case Management System. Print hard copies of the planning documents.	30
Make up a new caravan site/park home site file and attach the above documentation	20
Send out a site licence application form with a covering letter and enter an action on the Case Management System.	15

Contact the applicant and make an appointment to carry out an initial site inspection. Enter this action on the Case Management System.	10
Carry out an initial site inspection. Advise the applicant as necessary on the layout, spacing and other site licence conditions. Help the applicant complete the application form, if required. Enter a record of the inspection on the Case Management System. Approx inspection time for first unit.	30
Additional inspection time for all pitches over and above the first	10
Travel Time	26
Enter particulars from application form on to the premises record on the Case Management System. Scan and save the application form to the Case Management System.	30
Check that the application is valid e.g. all the compulsory questions have been completed and the correct fee is included. Check that all particulars are entered on the Case Management System correctly	40
Carry out a Land Registry Search to verify that the applicant is the owner of the land	30
Examine the electrical certificate and any other documentation submitted with licence for validity. Enter actions on the Case Management System.	20
Checks to see whether the applicant has had a site licence revoked in the last three years	30
Obtain the next consecutive site licence number on the park home licence spreadsheet and enter the details of the site against that number.	10
Prepare a draft site licence and send it to the applicant with a covering letter. Include any recommendations and works required resulting from the initial site inspection. Save the draft licence to the Case Management System.	60
Discuss the proposed licence conditions with the applicant if necessary. If amendments are requested by the applicant seek authority from the line manager to amend the conditions.	60
Upon expiry of the consultation period amend the site licence if required. Print out two copies of the site licence and proof read.	60
The site licence is to be checked and signed by the line manager - see below	
Send out the site licence to the applicant with a covering letter.	10
Scan and save the signed copy of the site licence to Case Management System. Insert a hard copy of the licence to paper file.	20
Upon occupation of the site, contact the site owner to make an appointment for a licensing inspection	10
Carry out a full site inspection. Make notes of any breaches of site licence conditions/ works required	60
Additional inspection time for all pitches over and above the first	10
Travel time	26
Record the visit and details on the Case Management System.	20
Complete the risk assessment spreadsheet to determine the next routine visit and print off a hard copy for the paper file	10

Enter the date of the inspection and the next routine inspection on the Case Management System. Enter a scheduled inspection action for the next routine inspection.	10
Send a letter to the applicant notifying them of the outcome of the licensing visit (figure for single pitch site).	10
Additional time relating to the number of pitches over and above the first covered in the letter	5
Update the public register of licensed sites.	15
Additional time for complicated cases (approx 10%) averaged over all applications	24
Additional time to resolve application form queries on site (approx 10%) averaged over all applications	6
Total Time (Officer)	747
Hourly Rate (Officer)	£42.30
Cost Sub-Total (Officer)	£526.64
Site licence to be checked and signed by line manager	30
Hourly Rate (Manager)	£55.09
Cost Sub-Total (Manager)	£27.55
Additional Costs	
Mileage costs from Initial Site Inspection	6.39
Mileage costs from Full Site Inspection	6.39
Mileage costs from resolving application queries on site	0.64
Cost of printing hard copies of plans	0.04
Printing application form and covering letter (4 pages)	0.08
2nd class postage cost for above plus envelope	0.33
Printing of above item for file	0.08
Cost of Land Registry Search	3
Printing Land Registry Search for file	0.04
Printing of 10 A4 pages Draft Licence (8 black and white plus 2 colour) and 2 page covering letter	0.56
2nd class postage cost for above plus A4 envelope	0.58
Printing of above item for file	0.56
Printing of 10 A4 pages Final Licence (8 black and white plus 2 colour) and 2 page covering letter	0.56
2nd class postage cost for above plus A4 envelope	0.58
Printing of above item for file	0.56
Printing risk assessment for file	0.04
Printing page outcome letter (2 pages)	0.04
2nd class postage cost for above plus envelope	0.33
Printing of above item for file	0.04
Cost Sub-Total	£20.84
Grand Total	£575.02

Table A4 - Template for calculating the costs associated with staff time plus fixed costs for the transfer or standard amendment of an existing licence

Number of pitches (amend as required)	2
Average return mileage	14.2

	Time (mins)
Enquiry received and a service request entered on the Case Management System.	20
Send out an application form and covering letter detailing the fee required	15
Upon receipt of an application form scan and attach the form to the Case Management System. Attach a hard copy to the paper file. Enter actions and associated details on the computer database. Generate an acknowledgement letter and send to the applicant.	25
Enter the particulars on from the application form on to the premises record on the Case Management System	15
Check that the application is valid e.g. all the compulsory questions have been completed and the correct fee is included. Check all particulars are entered on the Case Management System correctly	30
Checks to see whether the applicant has had a site licence revoked in the last three years	30
Carry out a Land Registry Search to confirm that the applicant is the new owner of the site	20
Amend the site licence, print out and proof read	30
Amended site licence to be checked and signed by the line manager - see below	
Look up records of outstanding historic breaches, outstanding notices etc.	15
Send the amended site licence to the site owner with a covering letter. Send written notification of the outstanding historic breaches and outstanding notices to new site owner. Add actions to the Case Management System.	20
Scan and attach a signed copy of site licence to the Case Management System and attach a signed hard copy to the paper file.	20
Attach a hard copy of the covering letter and notification of outstanding historic breaches, outstanding notices etc to the paper file	15
Amend the park home site licence spreadsheet and public register of park home site licences.	20
General additions for time taken with telephone conversations and correspondence with the applicant on a typical variation enquiry	25
Additional time for complicated cases (approx 10%) averaged over all applications	20
Additional time to resolve application form queries on site (approx 10%) averaged over all applications	6
Total Time (Officer)	326

Hourly Rate (Officer)	£42.30
Cost Sub-Total (Officer)	£229.83
Amended site licence to be checked and signed by the line manager	15
Hourly Rate (Manager)	£55.09
Cost Sub-Total (Manager)	£13.77
Additional Costs	
Mileage costs from resolving application queries on site	0.64
Printing application form and covering letter 2nd class (4 pages)	0.08
2nd class postage cost for above plus envelope	0.33
Printing of above item for file	0.08
Printing acknowledgement letter	0.04
2nd class postage cost for above plus envelope	0.33
Printing of above item for file	0.04
Cost of Land Registry Search	3
Printing Land Registry Search for file	0.04
Printing of 10 A4 pages Final Licence (8 black and white plus 2 colour) and 2 page letter outlining historic breaches	0.56
2nd class postage cost for above plus A4 envelope	0.58
Printing of above item for file	0.56
Cost Sub-Total	£6.28
Grand Total	£249.88

Table A5 - Template for calculating the additional cost over the standard transfer/amendment fee for site expansions

Number of pitches (amend as required)	1
Inspection time per pitch (mins)	10
Average return mileage	14.2
Average journey time (mins)	26

	Time (mins)
Visit the site to inspect where the variation is in relation to expansion of site etc	26
Inspection time for additional pitches on site.	10
Total Time (Officer)	36
Hourly Rate (Officer)	£42.30
Cost Sub-Total (Officer)	£25.38
Additional Costs	
Mileage costs from Site Inspection	6.39
Cost Sub-Total	£6.39
Grand Total	£31.77

Table A6 - Template for calculating the costs associated with staff time (fixed and per pitch) plus fixed costs for the annual fee

Number of pitches (amend as required)	2
Inspection time per pitch (mins)	10
Average return mileage	14.2
Average journey time (mins)	26

	Time (mins)
Check the site inspection register to determine the next routine inspection	10
Contact the site owner to notify them of the time and date of inspection. Enter the action on the Case Management System.	15
Look up historic breaches records	15
Visit site and carry out routine inspection. Check spacings between units boundaries etc. Check fire precautions. Check certificates. Note all breaches of the site licence. Approx inspection time for first pitch.	30
Additional inspection time for all pitches over and above the first	10
Travel time	26
Complete the risk assessment score sheet and record outcome. Attach to the Case Management System and print a copy for the paper file.	10
Record the details of the visit on the Case Management System including breaches identified. Enter scheduled visit(s) for the next routine inspection and completion of remedial works inspection.	30
Record the visit on the park home inspection spreadsheet	10
Write to the site owner detailing results of inspection and works required to remedy breaches plus any certificates required (figure for single pitch site).	30
Follow up telephone conversations and letters (figure for single pitch site).	15
Attach the letter to Case Management System and attach copy to paper file	10
Additional time for complicated cases (approx 10%) averaged over all applications	24
Total Time (Officer)	235
Hourly Rate (Officer)	£42.30
Cost Sub-Total (Officer)	£165.68
Additional Costs	
Mileage costs - Routine inspection	6.39
Printing risk assessment for file	0.04

Printing two page letter advising on outcome of routine inspection	0.04
2nd class postage cost for above plus envelope	0.33
Printing of above item for file	0.04
Printing of additional letter	0.04
2nd class postage cost for above plus envelope	0.33
Printing of above item for file	0.04
Cost Sub-Total	£7.25
Grand Total	£172.93

Risk-based fees were not thought to be appropriate due to the complexity that this would add and the fact that site owners could pass on the cost of annual licensing fees to residents in the form of increased pitch fees. This would mean that residents on poorly managed sites would be unfairly penalised by having to pay higher fees than residents on better sites. A fee structure based on bands relating to the number of pitches on sites was also not considered to be appropriate as residents on sites at the bottom of a band would end up paying significantly higher fees than residents on sites at the top of a band once site owners recovered this expense on a per pitch basis from them.

It was therefore decided that the most appropriate way to determine annual licensing fees would be to determine the total cost of providing the service across all current non-exempted sites in Central Bedfordshire and to then arrive at a per pitch figure by dividing this cost by the total number of pitches on these sites.

DCLG stated in their Impact Assessment of the consultation “A Better Deal for Mobile Home Owners - Changes to the Local Authority Site Licensing Regime” (published November 2012) that the existing legislation did not allow local authorities to charge fees for issuing and monitoring site licenses, or taking enforcement action if conditions were not met. They added that in practice, this severely limited local authorities’ resources to provide effective scrutiny of the sector. This has meant that historically many Local Authorities have not monitored conditions on licensed sites as regularly as they would want to. In the case of Central Bedfordshire Council this has meant that prior to the Fees Policy sites were inspected with a frequency dictated by their risk assessment with most inspection frequencies falling within the 12-18 month or 18-24 month ranges plus a small number in the 6-12 month range. With the ability to charge annual fees Central Bedfordshire Council aim to increase the frequency of inspections so that all sites paying an annual fee receive at least one inspection per year. This will not only provide more satisfactory monitoring of conditions but will also illustrate to both site owners and residents that they are receiving a service in relation to their annual fee. Risk assessments will still be undertaken to identify higher risk sites that require more than one inspection per year. However, the cost of such additional inspections will not be used in the initial calculation of annual fees as these fees are likely to be passed on to residents through increased pitch fees and therefore would disadvantage them.

Sites that are for holiday use only or are only allowed to have units stationed on them at certain times of the year are exempt from licensing fees by virtue of not falling within the definition of “Relevant Protected Sites”. These are the only statutory exemptions, however, Section 10A (3) of the Caravan Sites and Control of Development Act 1960 as amended enables Local Authorities to fix different fees or to determine that no fee is required to be paid in certain cases or descriptions of case.

It was felt appropriate for Central Bedfordshire Council to make single pitch sites exempt from annual fees (but not other licensing fees) as there are less issues (e.g. spacing) to consider when carrying out routine monitoring compared with multiple pitch sites. Such sites would generally be considered lower risk and as such will not have their inspection frequency increased in the same way that sites attracting an annual fee would. In addition to this, collecting annual fees from single pitch sites would not be cost effective.

The per pitch annual fee was therefore calculated using the total cost of providing the service with the revised inspection frequencies across all current non-exempted sites divided by the total number of pitches on these sites.

Calculation of Annual Fee

The cost of a single inspection for each current non-exempted site was calculated using the template shown in Table A6 and can be translated as follows:

$$((((\text{No. of pitches} - 1) \times 10) + 225) / 60) \times \text{officer hourly rate} + 7.25$$

These figures were then modified by determining how many inspections would be carried out under the new inspection regime per year and the total then divided by the total number of pitches on these sites to arrive at the annual fee of £11.62 per pitch.

Calculation of Initial Licence Fee

We cannot accurately predict the size of new sites requiring an initial licence that may come into existence in the future. However, we have worked on the basis that overall new relevant protected sites will reflect the diversity of the current sites. In order to calculate the initial licence fee per pitch the costs associated with issuing a new licence for each of the relevant protected sites already in existence was calculated using the template shown in Table A3, which translates as follows:

$$((((\text{No. of pitches} - 1) \times 25) + 722) / 60) \times \text{officer hourly rate} + (\text{manager hourly rate} / 2) + 20.839$$

The total of these costs was then divided by the total number of pitches on these sites giving an initial licence fee of £53.61 per pitch

Calculation of Transfer or Standard Amendment Fee

The fee for the transfer or standard amendment (not expansion) of an existing licence was calculated using the template shown in Table A4, which can be translated as follows:

$$((326 / 60) \times \text{officer hourly rate}) + (\text{manager hourly rate} / 4) + 6.279$$

As this does not depend on the number of pitches on the site a per pitch fee is not necessary and therefore the fee for all relevant protected sites is £249.88. This is almost identical to the figure of £250.00 assumed by DCLG in their aforementioned Final Impact Assessment.

Calculation of Site Expansion Amendment Fee

A per pitch fee component was required to add to the standard amendment/transfer fee for amendments to licences for additional units/pitches on sites, as these require site inspection. This component was calculated using the template shown in Table A5, which can be translated as follows:

$$((((\text{No. of pitches}) \times 10) + 26) / 60) \times \text{officer hourly rate}) + 6.39$$

The total for all relevant protected sites was then divided by the total number of pitches on these sites to arrive at a per pitch component of £8.70. The site expansion fee is therefore £249.88 plus £8.70 per additional pitch.

Table A7 – Showing calculated figures for the relevant protected sites in Central Bedfordshire											
Site	No. of pitches for Fee Calc	Mileage Return	Cost of single Inspection	Proposed Frequency of Inspection	Inspections per year	Cost per year on Proposed Frequency	Cost per Pitch on Proposed Frequency	Site Fee on Proposed Frequency	Cost of Initial Licence	Cost of Expansion Amendment Fee (excluding standard amendment transfer fee aspect)	Cost of amendment/transfer
Site 1	1	20	£ 165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 31.77	£ 249.88
Site 2	1	19	£ 165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 31.77	£ 249.88
Site 3	1	19	£ 165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 31.77	£ 249.88
Site 4	13	25	£ 250.48	12	1	£ 250.48	£ 11.62	£ 151.04	£ 768.89	£ 116.37	£ 249.88
Site 5	20	24	£ 299.83	12	1	£ 299.83	£ 11.62	£ 232.37	£ 892.27	£ 165.72	£ 249.88
Site 6	1	10	£ 165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 31.77	£ 249.88
Site 7	1	10	£ 165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 31.77	£ 249.88
Site 8	3	6	£ 179.98	12	1	£ 179.98	£ 11.62	£ 34.86	£ 592.64	£ 45.87	£ 249.88
Site 9	1	6	£ 165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 31.77	£ 249.88
Site 10	1	6	£ 165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 31.77	£ 249.88
Site 11	11	6	£ 236.38	12	1	£ 236.38	£ 11.62	£ 127.80	£ 733.64	£ 102.27	£ 249.88
Site 12	3	8	£ 179.98	12	1	£ 179.98	£ 11.62	£ 34.86	£ 592.64	£ 45.87	£ 249.88
Site 13	42	6	£ 454.93	12	1	£ 454.93	£ 11.62	£ 487.98	£ 1,280.02	£ 320.82	£ 249.88
Site 14	74	9	£ 680.53	12	1	£ 680.53	£ 11.62	£ 859.77	£ 1,844.02	£ 546.42	£ 249.88
Site 15	29	13	£ 363.28	12	1	£ 363.28	£ 11.62	£ 336.94	£ 1,050.89	£ 229.17	£ 249.88
Site 16	100	10	£ 863.83	12	1	£ 863.83	£ 11.62	£ 1,161.86	£ 2,302.27	£ 729.72	£ 249.88
Site 17	1	12	£ 165.88	24	0.5	£ 82.94	£ 11.62	£ -	£ 557.39	£ 31.77	£ 249.88

Site 18	39	35	£	433.78	12	1	£	433.78	11.62	£	453.12	£	1,227.14	£	299.67	£	249.88
Site 19	1	7	£	165.88	24	0.5	£	82.94	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 20	1	5	£	165.88	24	0.5	£	82.94	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 21	11	8	£	236.38	12	1	£	236.38	11.62	£	127.80	£	733.64	£	102.27	£	249.88
Site 22	1	5	£	165.88	24	0.5	£	82.94	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 23	1	14	£	165.88	24	0.5	£	82.94	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 24	1	11	£	165.88	24	0.5	£	82.94	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 25	5	10	£	194.08	12	1	£	194.08	11.62	£	58.09	£	627.89	£	59.97	£	249.88
Site 26	26	15	£	342.13	12	1	£	342.13	11.62	£	302.08	£	998.02	£	208.02	£	249.88
Site 27	8	14	£	215.23	12	1	£	215.23	11.62	£	92.95	£	680.77	£	81.12	£	249.88
Site 28	1	14	£	165.88	24	0.5	£	82.94	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 29	1	14	£	165.88	24	0.5	£	82.94	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 30	1	14	£	165.88	24	0.5	£	82.94	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 31	1	14	£	165.88	24	0.5	£	82.94	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 32	11	14	£	236.38	12	1	£	236.38	11.62	£	127.80	£	733.64	£	102.27	£	249.88
Site 33	1	14	£	165.88	24	0.5	£	82.94	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 34	1	14	£	165.88	24	0.5	£	82.94	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 35	3	14	£	179.98	12	1	£	179.98	11.62	£	34.86	£	592.64	£	45.87	£	249.88
Site 36	1	14	£	165.88	24	0.5	£	82.94	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 37	1	14	£	165.88	24	0.5	£	82.94	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 38	30	38	£	370.33	12	1	£	370.33	11.62	£	348.56	£	1,068.52	£	236.22	£	249.88
Site 39	175	35	£	1,392.58	12	1	£	1,392.58	11.62	£	2,033.25	£	3,624.14	£	1,258.47	£	249.88
Site 40	4	38	£	187.03	12	1	£	187.03	11.62	£	46.47	£	610.27	£	52.92	£	249.88
Site 41	1	16	£	165.88	24	0.5	£	82.94	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 42	35	13	£	405.58	12	1	£	405.58	11.62	£	406.65	£	1,156.64	£	271.47	£	249.88
Site 43	29	13	£	363.28	12	1	£	363.28	11.62	£	336.94	£	1,050.89	£	229.17	£	249.88

Site 44	1	14	£	165.88	24	0.5	£	82.94	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 45	62	14	£	595.93	12	1	£	595.93	11.62	£	720.35	£	1,632.52	£	461.82	£	249.88
Site 46	17	14	£	278.68	12	1	£	278.68	11.62	£	197.52	£	839.39	£	144.57	£	249.88
Site 47	1	15	£	165.88	24	0.5	£	82.94	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 48	15	25	£	264.58	12	1	£	264.58	11.62	£	174.28	£	804.14	£	130.47	£	249.88
Site 49	4	24	£	187.03	12	1	£	187.03	11.62	£	46.47	£	610.27	£	52.92	£	249.88
Site 50	15	25	£	264.58	12	1	£	264.58	11.62	£	174.28	£	804.14	£	130.47	£	249.88
Site 51	1	6	£	165.88	24	0.5	£	82.94	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 52	1	6	£	165.88	24	0.5	£	82.94	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 53	1	6	£	165.88	24	0.5	£	82.94	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 54	1	6	£	165.88	24	0.5	£	82.94	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 55	41	9	£	447.88	12	1	£	447.88	11.62	£	476.36	£	1,262.39	£	313.77	£	249.88
Site 56	41	9	£	447.88	12	1	£	447.88	11.62	£	476.36	£	1,262.39	£	313.77	£	249.88
Site 57	1	6	£	165.88	24	0.5	£	82.94	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 58	1	16	£	165.88	24	0.5	£	82.94	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 59	1	16	£	165.88	24	0.5	£	82.94	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 60	1	15	£	165.88	24	0.5	£	82.94	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 61	120	9	£	1,004.83	12	1	£	1,004.83	11.62	£	1,394.23	£	2,654.77	£	870.72	£	249.88
Site 62	150	14	£	1,216.33	12	1	£	1,216.33	11.62	£	1,742.79	£	3,183.52	£	1,082.22	£	249.88
Site 63	5	6	£	194.08	12	1	£	194.08	11.62	£	58.09	£	627.89	£	59.97	£	249.88
Site 64	30	5	£	370.33	12	1	£	370.33	11.62	£	348.56	£	1,068.52	£	236.22	£	249.88
Site 65	1	16	£	165.88	24	0.5	£	82.94	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 66	1	14	£	165.88	24	0.5	£	82.94	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 67	5	6	£	194.08	12	1	£	194.08	11.62	£	58.09	£	627.89	£	59.97	£	249.88
Site 68	1	14	£	165.88	24	0.5	£	82.94	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 69	1	17	£	165.88	24	0.5	£	82.94	11.62	£	-	£	557.39	£	31.77	£	249.88

Site 70	1	18	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 71	1	18	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 72	1	18	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 73	1	25	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 74	6	20	£	201.13	12	1	£	201.13	£	11.62	£	69.71	£	645.52	£	£67.02	£	249.88
Site 75	1	14	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 76	1	14	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 77	1	14	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 78	1	14	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 79	1	14	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 80	1	14	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 81	1	14	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	31.77	£	249.88
Site 82	1	14	£	165.88	24	0.5	£	82.94	£	11.62	£	-	£	557.39	£	31.77	£	249.88
		Average					Total											
		14.2					£17,714.15							Annual Fee per pitch	£	11.62		
							Exc exempt sites							Initial Licence Fee per pitch	£	53.61		
			Total Number of Pitches		1230									Transfer or Standard Amendment Fee per site	£	249.88		
			Total No. of non-exempt pitches		1182		£13,733.15							Expansion Fee per additional pitch to be added to standard fee	£	8.70		

Calculation of Fees for depositing Site Rules

It is expected that it will take approximately 1 hour of Technical Support Officer time to deal with site rules deposited by Site Owners including checking that the rules have been made in accordance with the statutory procedure and updating the associated register. Therefore given the hourly rate shown in Table A8 below supplied by the Adult Social Care, Health and Housing Finance Team for the Technical Support Officers who would be responsible for this, a fee for depositing site rules should be set at £30.91.

Table A8 – Average hourly rate for Technical Support Officers

Technical Support Officers on 100% FTE

TSO1	34,446.00
TSO2	31,257.00
TSO3	36,300.00
Total	102,003.00
Average	34,001.00
Support service 40%	13,600.40
No Of Staff	3
Total average staff Cost per annum	47,601.40
Productive Hours Per annum	1,540
Hourly Rate	£30.91

Calculation of Fees for Fit and Proper Persons Register Applications

The benchmarking exercise shown in Appendix B revealed that most of the Local Authorities that responded believed that proper fit and proper person checks would take 120 minutes. It is anticipated that updating and publishing a register would take a further 30 minutes, giving a total of 150 minutes. The fit and proper person checks are likely to be carried out by the same officers who would carry out the licensing (average hourly rate of £42.30 as per Table A1), and therefore the fee should be set at £105.75.



**Draft Central Bedfordshire Council Park
Home Site Licensing Fees Policy
2014**

Appendix B Benchmarking

Appendix B Benchmarking

Table B1 – Benchmarking of Initial Licence Fee Calculations

Initial Licence Fee Calculation	Initial CBC figures	LA1	LA2	LA3	LA4	Adjusted CBC figures
Enquiry received and service request entered on Case Management System.	30	30	30	30	30	30
Obtain planning documents. Record type of development permitted and restrictions etc on Case Management System. Print hard copies of planning documents.	30	30	30	30	30	30
Make up new caravan site/Park home site file and attach above documentation	20	20	20	20	20	20
Send out site application form with covering letter and enter action on Case Management System.	15	15	15	15	15	15
Contact applicant and make appt to carry out initial site inspection enter action on Case Management System.	10	10	20	10	10	10
Carry out initial site inspection. Advise applicant as necessary on layout, spacing and other site licence conditions. Help applicant complete application form, if required. Enter record of inspection on Case Management System. Approx inspection time for first unit.	30	30	30	30	60	30
Travel Time	60	60	60	60	60	26
Enter particulars on application form on to premises record on Case Management System. Scan and save application form to	30	30	30	30	30	30

Case Management System.						
Check application valid e.g. all compulsory questions completed and correct fee included. Check all particulars entered on computer premises record correctly	40	40	60	40	40	40
Carry out Land Registry Search to verify applicant is owner of land	30	30	15	30	30	30
Examine electrical certificate and any other documentation submitted with licence for validity. Enter action on Case Management System.	20	20	20	20	20	20
Fit and Proper Persons Checks/Checks to see whether applicant has had a site licence revoked in the last three years (b)	120	120	60	120	120	30
Obtain next consecutive site licence number on park home licence spreadsheet and enter details of site against that number.	10	10	10	10	10	10
Prepare draft site licence and send to applicant with covering letter. Include any recommendations and works required resulting from initial site inspection. Save draft licence to Case Management System.	60	60	60	60	60	60
Discuss any feedback with applicant on proposed site licence conditions with applicant. If amendments requested seek authority with line manager to amend conditions.	60	60	60	60	60	60
Upon expiry of consultation period amend site licence if required . Print out two	60	60	30	60	60	60

copies of site licence and proof read.						
Site licence to be checked and signed by line manager - see below	30	30	30	30	30	30
Send out site licence to applicant with covering letter.	10	10	15	10	10	10
Scan and save signed copy of site licence to Case Management System and link to computer worksheet. Insert hard copy of licence to paper file.	20	20	20	20	20	20
Update public register of licensed sites.	15	15	10	15	15	15
Upon occupation of site contact site owner to make appointment for licensing inspection	10	10	20	10	10	10
Carry out full site inspection. Make note of any breaches of site licence conditions/ works required	60	60	30	60	60	60
Travel time	60	60	60	60	60	26
Record visit and details on Case Management System.	20	20	20	20	20	20
Complete risk assessment spreadsheet to determine next routine visit and print off hard copy for file	10	10	NA	10	10	10
Enter date of inspection and next routine inspection on Case Management System. Next routine inspection as scheduled inspection on premises worksheet.	10	10	NA	10	10	10
Send letter to applicant notifying them of outcome of licensing visit (figure for single unit site).	10	10	15	10	60	10
Additional time for complicated cases (a)	24	24	NA	24	24	24
Additional time to resolve application form queries on site (a)	6	6	6	6	6	6
Total fixed time (mins)	910	910	776	910	990	752

Additional inspection time for all pitches over and above the first (initial)	10	10	10	10	covered in fixed cost	10
Additional inspection time for all pitches in addition over and above the first (Full inspection)	10	10	10	10	single addition of 30 for large sites	10
Additional time relating to the number of units over and above the first covered in the letter	5	5	10	5	covered in fixed cost	5
Variable time (mins per pitch)	25	25	30	25	single addition of 30 for large sites	25

(a) adjusted to (approx 10%) averaged over all applications

(b) adjusted for amended CBC figure as full Fit and Proper Persons checks not implemented and would be charged separately

Table B2 – Benchmarking of Amendment or Transfer Fee Calculations

Amendment or Transfer Fee Calculation						
	Initial CBC figures	LA1	LA2	LA3	LA4	Adjusted CBC figures (c)
Enquiry received and service request entered on computer system.	20	20	10	20	20	20
Send out application form and covering letter detailing fee required	15	15	20	15	15	15
Upon receipt of application form, scan and attach form to computer worksheet. Attach hard copy to paper file. Enter action on computer database and associated details. Generate acknowledgement letter and send to applicant.	30	30	30	30	30	25
Enter particulars on application form on to premises record on computer system	15	15	10	15	15	15

Check application valid e.g. all compulsory questions completed and correct fee included Check all particulars entered on computer premises record correctly	30	30	60	30	30	30
Fit and Proper Person's Checks/Checks to see whether applicant has had a site licence revoked in the last three years (b)	120	120	60	120	120	30
Carry out LRS to confirm applicant is new owner of the site	30	30	15	30	30	20
Amend site licence print out and proof read	60	60	60	60	60	30
Amended site licence to be checked signed by line manager	30	30	30	30	30	15
Look up records of outstanding historic breaches, outstanding notices etc.	15	15	10	15	15	15
Send amended site licence to site owner with covering letter. Send written notification of outstanding historic breaches and outstanding notices to new site owner. Add to actions to electronic worksheet.	20	20	30	20	20	20
Scan and attached signed copy of site licence to electronic worksheet and attached signed hard copy to paper file.	20	20	15	20	20	20
Attach hard copy of covering letter and notification of outstanding historic breaches and outstanding notices etc to electronic and paper file	15	15	15	15	15	15
Amend park home site licence spreadsheet and public register of park home site licences.	20	20	20	20	20	20
General additions time taken with telephone conversations and correspondence with applicant on typical	90	90	60	90	90	25

variation enquiry						
Additional time for complicated cases (a)	24	24	NA	24	24	20
Additional time to resolve application form queries on site (a)	6	6	NA	6	6	6
Total fixed time (mins)	560	560	445	560	560	341

(a) adjusted to (approx 10%) averaged over all applications

(b) adjusted for amended CBC figure as full Fit and Proper Persons checks not implemented and would be charged separately

(c) adjusted so as to bring the cost in line with the average assumed by DCLG in their impact assessment

Table B3 – Benchmarking of Annual Fee Calculations

Annual Fee Calculation						
	Initial CBC figures	LA1	LA2	LA3	LA4	Adjusted CBC figures
Check the site inspection register to determine the next routine inspection	10	10	10	10	10	10
Contact the site owner to notify them of the time and date of inspection. Enter the action on the Case Management System.	15	15	25	15	15	15
Look up historic breaches records	15	15	NA	15	15	15
Visit site and carry out routine inspection. Check spacings between units boundaries etc. Check fire precautions. Check certificates. Note all breaches of the site licence. Approx inspection time for first pitch.	30	30	30	30	60	30
Travel time	60	60	60	60	60	26
Complete the risk assessment score sheet and record outcome. Attach to the Case Management System and print a copy for the paper file.	10	10	NA	10	10	10

Record the details of the visit on the Case Management System including breaches identified. Enter scheduled visit(s) for the next routine inspection and completion of remedial works inspection.	30	30	60	30	30	30
Record the visit on the park home inspection spreadsheet	10	10	NA	10	10	10
Write to the site owner detailing results of inspection and works required to remedy breaches plus any certificates required (figure for single pitch site).	15	15	30	15	60	30
Follow up telephone conversations and letters (figure for single pitch site).	15	15	15	15	60	15
Attach the letter to Case Management System and attach copy to paper file	10	10	NA	10	10	10
Carry out an inspection to ensure the works requested have been carried out (figure for single pitch site).	30	30	30	30	60	0
Travel time	60	60	60	60	60	0
Record the visit on the park home spreadsheet and Case Management System	10	10	NA	10	10	0
Letter to licence holder notifying them of the outcome of the visit. Record the action on the Case Management System. Assume all works complete as further action likely to result in service of notice and will therefore come under notice fees	10	10	10	10	30	0
Additional time for complicated cases (a)	24	24	NA	24	24	24
Total fixed time (mins)	354	354	330	354	524	225
Additional inspection time for all pitches over and above the first (initial)	10	10	10	10	single addition of 60 for large	10

					sites	
Additional time relating to the number of pitches over and above the first covered in the letter	5	5	5	5	covered in fixed cost	0
Additional time relating to the number of pitches over and above the first covered by the phone calls and letters	15	15	NA	15	covered in fixed cost	0
Additional inspection time for all pitches over and above the first (Follow up inspection)	10	10	10	10	covered in fixed cost	0
Variable time (mins per pitch)	40	40	25	40	single addition of 60 for large sites	10

(a) adjusted to (approx 10%) averaged over all applications

Table B4 - Summary of Benchmarking (in minutes)

Fee Element	Initial CBC figures	LA1	LA2	LA3	LA4	Adjusted CBC figures
Initial Licence fixed fee (a)	820	820	746	820	900	752
Initial Licence per pitch fee	25	25	30	25	single addition of 30 for large sites	25
Amendment & Transfer Fee (a)	470	470	415	470	470	341
Annual Fee fixed element	354	354	330	354	524	225
Annual Fee per pitch fee	40	40	25	40	single addition of 60 for large sites	10

(a) All LA figures adjusted to replace full Fit and Proper Persons checks with checks that licences have not been revoked as there is currently no date for

the implementation of Fit and Proper Person checks and would be charged separately in any case.

The DCLG Working Group on Park Homes Licensing Fees indicated that it may be better to apply the cost of re-inspections through a surplus/deficit mechanism in the annual fee for subsequent years rather than including within the base annual fee. This would ensure that residents would not be adversely affected by the cost of re-inspections resulting from poor management, as site owners would only be able to take into account the base fee when recovering the cost of annual fees through pitch fees. As a consequence aspects relating to re-inspections were removed from the template and formula used to calculate annual fees and the final column of Table B4 was adjusted accordingly.

LA4 plan to use a slightly higher fixed element for the initial licence and annual fee, adding 30 or 60 minutes respectively for large sites rather than using a per pitch element. In the context of the large number of sites with significantly different numbers of pitches in Central Bedfordshire such an approach would appear not to be appropriate. By way of example it would take far more than 30 minutes of additional time to inspect a site with 175 pitches than one with just 1 or 2 pitches on when accurate measurements of distances between adjacent units, distances between units and roads, and distances between units and boundaries are required.



**Draft Central Bedfordshire Council Park
Home Site Licensing Fees Policy
2014**

**Appendix C - Fees and Charges Schedule
Entry**

Appendix C Fees and Charges Schedule Entry

A summary of the fees contained within the Park Homes Fees Policy is provided below for inclusion within the Council’s Fees and Charges Schedule.

Once incorporated within the Council’s Fees and Charges Schedule park home fees and charges will be adjusted each year by the same mechanism as other fees and charges on the schedule.

Additions

Caravan and Mobile Home Site Licensing Fees

	Initial Licence Fee	Standard Amendment or Transfer Fee	Site Expansion Amendment Fee	Annual Fee
Fee	£53.61 per pitch	£249.88 per site/application	Standard Amendment Fee (£249.88) plus £8.70 per additional pitch	£11.62 per pitch

These fees only apply to “relevant protected sites” and therefore the following categories of sites are exempt:

- Sites not requiring licensing
- Sites for holiday use only
- Sites where there are times of the year where no caravan may be stationed

In addition to this Single Pitch Sites are currently exempted from Annual Fees.

Annual fees may be adjusted to take into consideration any deficit or surplus in the account for annual fees from previous years.

For the sake of clarity, annual fees will be determined by the number of pitches that the licence permits.

Fee for Fit and Proper Persons Register Applications = £105.75
(only applies to relevant protected sites)

Fee for Depositing Site Rules with the Council = £30.91

Amendment to Existing Entry

Housing Act 2004 Enforcement entry in the SCH&H section of the Fees and Charges Schedule to be amended for 2014/15 onwards so that the title reads "**Housing Act 2004 and Park Homes Enforcement (VAT n/a)**" and the entry beneath reads:

"Recipient of Housing Act or Park Homes Enforcement Notice (per person)"

And

"Admin charge for undertaking Works in Default in relation to enforcement activity - per Enforcement Notice"

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Central Bedfordshire Equality Impact Assessment

Title of the Assessment:	Park Homes Licensing Fees Policy	Date of Assessment:	November 2013 (Updated February 2014)
Responsible Officer	Name: Terry Gilbey	Extension Number:	74384
	Title: Email:		
	Private Sector Housing Area Manager Terry.Gilbey@centralbedfordshire.gov.uk		

Stage 1 - Setting out the nature of the proposal and potential outcomes.

Stage 1 – Aims and Objectives	
1.1	<p>What are the objectives of the proposal under consideration?</p> <p>The Mobile Homes Act 2013 (MHA 2013) amended existing legislation to permit local authorities to charge park home site owners for activity relating to site licenses. This includes a fee for applying for a site licence, for amendments or transfers of existing licences, and for annual fees.</p> <p>The key objective of the Park Homes Licensing Fees Policy is strengthen licensing monitoring arrangements of park home sites to ensure that site conditions are maintained in accordance with existing standards. This should help protect vulnerable residents and ensure that site owners meet their obligations. To achieve this the Council will need to charge site owners for activity relating to site licenses.</p>
1.2	<p>Why is this being done?</p> <p>The introduction of fees will enable an increased frequency of site inspections to provide greater protection to occupiers of residential caravans and mobile homes.</p>
1.3	<p>What will be the impact on staff or customers?</p> <p>A site license sets out regulations for the use of the site including the permitted number of caravans on the site, their spacing, density, size and siting, health and safety issues and facilities on the site. An increased frequency of inspections to check compliance will therefore benefit residents as they are more likely to live in a safe environment conducive to good health and well-being.</p> <p>Fees for this enhanced service will be charged to the site owner who can pass the charge to residents on the sites.</p>
1.4	<p>How does this proposal contribute or relate to other Council initiatives?</p> <p>The ability for the Council to recover costs associated with the licensing of park home sites through the fees set out in the Park Homes Licensing Fees Policy will enable the Council to monitor conditions on sites more effectively. This will therefore contribute to the Council's priority of promoting health and wellbeing and protecting the vulnerable as the many of the residents of park home sites could be considered to fall within the definition of vulnerable.</p>



Central Bedfordshire Equality Impact Assessment

1.5 In which ways does the proposal support Central Bedfordshire’s legal duty to:

- Eliminate unlawful discrimination harassment and victimisation and other conduct prohibited by the Act

The implementation of the fees policy will ensure that there is appropriate resource to deliver park home licensing services. This includes dealing with the proposed Fit and Proper Persons applications (should they become a requirement) where the Council will carry out checks to ensure that the site owner is an appropriate person to hold a license. This will reduce the risk of residents being subjected to harassment and victimisation by an unfit site owner.

- Advance equality of opportunity between people who share a protected characteristic and people who do not share it

An increased frequency of inspections will ensure that those most vulnerable to the impact of licence breaches are better protected.

Sharing the cost of the licensing services across non-exempt sites on a per pitch basis is a fair method of funding the service. This means that those most vulnerable due to living on non-compliant sites will not be required to pay more for an increased frequency of inspections based on risk or re-inspections due to licence breaches.

- Foster good relations between people who share a protected characteristic and people who do not share it

Site licence conditions ensure that the Park Home site is a safe environment, minimising fire and other risks which could affect the wellbeing of residents. Dealing with breaches more frequently will help to foster and maintain good relations between residents on the sites.

1.6 Is it possible that this proposal could damage relations amongst groups of people with different protected characteristics or contribute to inequality by treating some members of the community less favourably such as people of different ages, men or women, people from black and minority ethnic communities, disabled people, carers, people with different religions or beliefs, new and expectant mothers, lesbian, gay, bisexual and transgender communities?

Residents of park homes in Central Bedfordshire may be required to pay increased pitch fees as the costs incurred by the site owner are anticipated to be passed on to the residents. Many park home residents are aged over 60 and some are gypsies and travellers. These are two vulnerable groups who may be adversely affected by the increased fees. However the benefits of resourcing effective scrutiny of the residential caravan and mobile home sector will provide greater protection for these vulnerable groups. The enhanced licensing service will reduce the risk of residents living in a hazardous environment run by unfit site owners.

Stage 2 - Consideration of national and local research, data and consultation findings in order to understand the potential impacts of the proposal.

Stage 2 - Consideration of Relevant Data and Consultation

In completing this section it will be helpful to consider:

- **Publicity** – Do people know that the service exists?



Central Bedfordshire Equality Impact Assessment

- **Access** – Who is using the service? / Who should be using the service? Why aren't they?
- **Appropriateness** – Does the service meet people's needs and improve outcomes?
- **Service support needs** – Is further training and development required for employees?
- **Partnership working** – Are partners aware of and implementing equality requirements?
- **Contracts & monitoring** – Is equality built into the contract and are outcomes monitored?

2.1. Examples of relevant evidence sources are listed below. Please tick which evidence sources are being used in this assessment and provide a summary for each protected characteristic in sections 2.2 and 2.3.

Internal desktop research		
	Place survey / Customer satisfaction data	Demographic Profiles – Census & ONS
	Local Needs Analysis	Service Monitoring / Performance Information
	Other local research	

Third party guidance and examples		
	National / Regional Research	Analysis of service outcomes for different groups
	Best Practice / Guidance	Benchmarking with other organisations
	Inspection Reports	

Public consultation related activities		
√	Consultation with Service Users	Consultation with Community / Voluntary Sector
	Consultation with Staff	Customer Feedback / Complaints
	Data about the physical environment e.g. housing market, employment, education and training provision, transport, spatial planning and public spaces	

Consulting Members, stakeholders and specialists		
	Elected Members	Expert views of stakeholders representing diverse groups
	Specialist staff / service expertise	

Please bear in mind that whilst sections of the community will have common interests and concerns, views and issues vary within groups. E.g. women have differing needs and concerns depending on age, ethnic origin, disability etc

Lack of local knowledge or data is not a justification for assuming there is not a negative impact on some groups of people. Further research may be required.

**2.2. Summary of Existing Data and Consultation Findings: - Service Delivery
Considering the impact on Customers/Residents**

- Age:

N ational research :

The Economics of the Park Homes Industry (2002) study estimated that there were some 69,000 households residing in park homes in England and Wales, representing a population of approximately 114,000 adults and 2,400 children. The social profile of park home households is quite distinct. Sixty-eight percent are elderly (48% elderly couples), compared with 33% of households in the UK. Only 4% of park home households have children living with them compared to 29% in the population. The dominance of the elderly has increased significantly since 1990 when it stood at 55%.



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The survey asked whether operators set any age restrictions. Out of 153 operators who answered this question, 65% stated that a minimum age is set. According to the data gathered from the survey, the most common age limit is set 50. Fewer parks have an age limit higher than 50 and none of the parks has an age limit higher than 60. After 50, the most common age limit set is 45–100% of the parks surveyed require that their residents are at least 45 years old. Several parks do not allow residents with children younger than 10 and several others have minimum age of 16, 18 or 25. Whilst this is not specifically a physical attribute of a park, this section is included here as the importance of age restrictions is becoming a defining characteristic of the industry.

In 2012 The Department of Communities and Local Government (DCLG) published ‘A better deal for mobile home owners – Changes to the local authority site licensing regime - Impact assessment’. In this it stated that ‘an unusual tenure arrangement, an aging resident population, and poor regulatory controls present risks that residents will be exploited by site owners. We have received reports that a number of rogue site owners operate in the sector, who disregard statutory requirements and exploit residents for their own financial gain, diminishing the value of residents’ homes and putting their health and safety at risk. This is borne out by the volume of MP letters received in the Department on behalf of residents; park home issued raised in parliament, the work of the parliamentary park home group and media coverage of the issues’.

Seven million people are estimated to be under-saving for retirement which means they may find themselves living in poverty in retirement and 2.1 million Pensioners live in poverty after housing costs are taken into account, while the figure rises to 2.5 million before housing costs (DWP).

Over 65s are estimated to spend 80% of their time in the home (90% for over 85 year olds) (Help the Aged) and one million people over 65 report feeling trapped in their homes (DWP).

90% of older people live in ‘mainstream housing (Department of the Environment, Transport and the Regions) and 2.1 million households with at least one person aged over 60 (28% of this age group) are living in a non-decent home. This includes 900,000 households with someone over 75 (31% of the age group) (DCLG).

Around a quarter of a million people aged 65 and over need specially adapted accommodation because of a medical condition or disability and 130,000 of them report living in homes that do not meet their needs (DCLG).

In 2006, 63% of people aged 65 to 74 reported having a longstanding illness and 38% said longstanding illness limited their ability to carry out daily activities. (ONS)

- Disability:

- The income of disabled people is on average less than half that of non disabled people. (EFD)
- Disabled people are at greater risk of experiencing violence than non-disabled people. (Equality and Human Rights Commission (EHRC))
- Disabled people face harassment. One in four has experienced hate crime. (EHRC)
- Ongoing ‘low-level’ incidents are widespread and may go undetected but may escalate at some point. These incidents are often ignored by public agencies even though they have a significant impact on disabled people. (EHRC)
- Disabled people restructure their lives to minimise real and perceived risk to themselves even if they have not experienced targeted violence personally. (EHRC)
- 47% of disabled people had either experienced physical abuse or had witnessed physical abuse of a disabled companion. (Scope).
- 90% of people with learning disabilities have experienced harassment and bullying, with 32% stating that bullying was taking place on a daily or weekly basis. (Mencap)

- Carers:

No issues relating to carers have been identified.



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- Gender Reassignment:

- 1 in 10,000 people suffer from the recognised medical condition known as gender dysphoria, generally referred to as being transgender or transsexual.
- Trans people fear disclosing their identity to housing officers for fear that they will not be treated with dignity and respect. The result can be that they do not receive the housing services that they need or receive a service inappropriate to their needs.
- Trans people appear to experience high levels of hate crime and hate incidents.
- 40% had experienced transphobic threatening behaviour.
- Recent research estimates that 7% of the trans population are aged 61 or over. (Equalities Review)

- Pregnancy and Maternity:

No issues relating to pregnancy and maternity have been identified.

- Race:

- Black, Pakistani and Bangladeshi households are more likely to live in homes that fall below the Decent Homes Standard than white households. (Department for Communities and Local Government)
- Nationally, in 2005 the police recorded 50,000 racially or religiously motivated hate crimes. (Home Office (HO))
- The Police estimate that most racial hate crime is not reported because victims are too frightened or embarrassed. (HO)

- Religion or Belief:

- The Police estimate that most religious hate crime is not reported because victims are too frightened or embarrassed. (Home Office)
- In 2006 there were 260,00 racially or religiously motivated offences (British Crime Survey)

- Sex:

- For females, the majority of the violence experienced is in the home and the offender is known to them. (ER)
- It is estimated that at least 1.7 million single older men could be living in isolation in the UK. Nearly 400,000 of these are single older men aged 75 and over. Furthermore, it is estimated that 289,000 single older men are living in poverty. (Age Concern)

- Sexual Orientation:

- Police estimate that 90% of homophobic crime goes unreported because victims are too frightened or embarrassed to report the crime. (Equality Review)
- One in five lesbian and gay people have experienced a homophobic hate crime or incident in the last three years. One in eight has been a victim in the last year. (Stonewall)
- Three in four of those experiencing hate crimes or incidents did not report them to the police. Only 6% reported them to third parties. (Stonewall)
- Seven in ten did not report hate crimes or incidents to anyone. (Stonewall)
- One in six experiencing homophobic hate incidents in the last three years experienced a physical assault. (Stonewall)
- 8% of all black and minority ethnic lesbian and gay people have experienced a physical assault as a homophobic hate incident, compared to four per cent of all lesbian and gay people. (Stonewall)
- One in six lesbian and gay people have been insulted and harassed in the last three years because they are gay. (Stonewall)
- Overall, three in five lesbian and gay people have been a victim of any crime or incident in the last three years. (Stonewall)
- Of the UK population over State Pension Age, it is estimated that between 500,000 to 800,000 people are lesbian, gay or bisexual. (Age Concern)
- Older LGB people are 2 ½ times more likely to live alone and 4 ½ times less likely to have no children



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to call upon in times of need be without informal care and support networks, making their need for appropriate social care services even more acute. (Stonewall)

- Other: e.g. Poverty / Social Class / Deprivation, Looked After Children, Offenders, Cohesion, Marriage and Civil Partnership

National data:

The Economics of the Park Homes Industry (2002) study found that 64% of park home households have incomes below £800 per month, compared to 30% in the population. A further 34% of residents have monthly incomes between £800-£2,000. This compares with average monthly pitch fees in the region of £80-£85 which shows that park homes play a significant role in providing low-cost accommodation.

While 45% of residents' households have less than £1,500 of savings, compared to 58% in the population, the elderly residents' households have 40% in this savings range compared to 30% in the population. About 40% of the residents' elderly households have savings in the range £1,500-£10,000. Thus residents are generally not income rich and a good proportion has no savings at all, though there is a significant number with very modest savings.

In the 2008 Westminster Hall debate Dan Rogerson (North Cornwall) said 'we are often dealing with residents who do not have the financial resources to pursue legal cases and, even if they are able to get access to legal advice, with support, they may be distressed by that process, so they are not best placed to represent their interests or to put those things across effectively. Therefore they may rather acquiesce in the face of bullying'.

2.3) To what extent are vulnerable groups experiencing poorer outcomes compared to the population or workforce as a whole?

Park homes residents tend to be over 60 years of age, some have disabilities and many have a low income. Nationally it is recognised that park home residents are therefore more vulnerable to harassment and intimidation by over-zealous site owners.

2.4) Are there areas where more information may be needed?

A profile of residents living in park homes in Central Bedfordshire would be helpful to understand more clearly which diversity groups choose to live in park homes. National data however provides a guide to the age, income status and disability of the typical Park Home owner.

2.5) Are there any gaps in data or consultation findings?

Views of residents have not been considered in this assessment and so consultation on the policy with residents will be required.

2.6) What action will be taken to obtain this information?

Consultation activity will be carried out to inform the policy before a final draft is submitted to Executive in February. This will include a park homes resident engagement event in January 2014.

2.7) To what extent do current procedures and working practices address the above issues and help to promote equality of opportunity?

Strengthening licensing monitoring arrangements of park home sites will ensure that site conditions are maintained in accordance with existing standards. This should make park homes, sites and services more secure, fairer, inclusive and accessible overall, especially to vulnerable people who may otherwise suffer from harassment or poor standards of accommodation. These vulnerable people are predominantly older people, people with disabilities and gypsies and travellers.



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The Council provides information and signposts customers to free resources so that they are aware of their legal rights.

Promotion of the licensing service is currently through the website, ad hoc letters to residents and through signposting from Members and the Citizens Advice Bureau. To promote the enhanced service and ensure that all residents understand that they can approach the Council to complain about compliance with license conditions a leaflet that can be on display at the sites will be produced.

The Council is also taking a pro-active approach to promoting equality by including in the licence the reminder that site owners should tackle discrimination on their sites and promote equality. Site owners are also signposted to a resource that can support them to achieve this.

Stage 3 - Providing an overview of impacts and potential discrimination.

Stage 3 – Assessing Positive & Negative Impacts

Analysis of Impacts	Impact?		Discrimination?		Summary of impacts and reasons
	(+ve)	(- ve)	YES	NO	
3.1 Age					Park home residents are predominantly aged over 60 and are more vulnerable to intimidation. An enhanced licensing inspection service will improve living standards and provide greater protection for group.
3.2 Disability					Due to their age many park home residents have long term life limiting illnesses and are therefore more vulnerable to intimidation. An enhanced licensing inspection service will improve living standards and provide greater protection for group.
3.3 Carers					
3.4 Gender Reassignment					An enhanced licensing inspection service will improve living standards and provide greater protection for groups at higher risk of harassment and intimidation.
3.5 Pregnancy & Maternity					
3.6 Race					An enhanced licensing inspection service will improve living standards and provide greater protection for groups at higher risk of harassment and intimidation.
3.7 Religion / Belief					
3.8 Sex					
3.9 Sexual Orientation					
3.10 Other e.g. Human Rights,					



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<i>Poverty / Social Class / Deprivation, Looked After Children, Offenders, Cohesion Marriage and Civil Partnership</i>					
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Stage 4 - Identifying mitigating actions that can be taken to address adverse impacts.

Stage 4 – Conclusions, Recommendations and Action Planning

4.1 What are the main conclusions and recommendations from the assessment?

The proposals set out in the Park Homes Licensing Fees Policy will strengthen licensing monitoring arrangements of park home sites to ensure that site conditions are maintained in accordance with existing standards. This should help protect vulnerable residents and ensure that site owners meet their obligations.

To fund this enhanced service fees will be applied to licensing activity. These fees have been set after a thorough investigation into the costs involved in the delivery of the licensing functions. The fees are therefore considered proportionate.

Fees will be applied on a per pitch basis so that the costs of the licensing services are shared fairly across non-exempt sites. This means that those most vulnerable due to living on non-compliant sites will not be required to pay more for an increased frequency of inspections based on risk or re-inspections due to licence breaches.

Promotional material will be developed to ensure that all residents are aware of how to access the service should they have a complaint regarding park home site licensing.

Engagement events were held for site owners and residents on 30 September 2013 and 22 January 2014 respectively. These engagement events set out to explain the changes brought about by the Mobile Homes Act 2013, to gather the views of stakeholders on what an overarching park homes strategy should contain, and to discuss the proposed fees.

4.2 Formal consultation outcome

A formal consultation on the fees policy was carried out between 9 December 2013 and 20 January 2014 with additional feedback from the engagement event on 22 January 2014 considered. Consultation letters were sent to 83 site owners and 1119 residents and 25 responses were received.

A summary of the outcome of the consultation is as follows:

- a. 92% agree that conditions on Park Homes Sites need to be effectively monitored / managed.
- b. 80% agree that annual fee recovery by the Council should be cost effective.
- c. 82% support the proposal to exempt single pitch sites from licensing annual fees in order to make fee recovery by the Council cost effective.
- d. 64% support the proposed Initial Licence Fee of £53.32 per pitch enable the Council to recover costs.
- e. 56% support the proposed Transfer or Standard Amendment Fee of £249.88 per site/application.
- f. 56% support the proposed Site Expansion Amendment Fee of £27.68 per pitch.
- g. 48% support the proposed Annual Fee of £12.38 per pitch to enable effective monitoring



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by the Council. 44% do not support this and 8% do not know whether they support this proposal. The main reasons given for not supporting it were that sites were already being inspected (albeit at a reduced frequency) and that residents felt that the service should be funded by Council Tax.

- h. 72% support the proposed charge for serving enforcement notices, which mirrors the charge for Housing Act enforcement notices, £208.10.
- i. 64% support an administration fee of 20% being applied by the Council when recovering the cost of works the Council undertake in default.

There was a general fear from residents that costs would be passed onto them by site owners. However, legislation only allows the annual fees to be passed on.

A significant number of responses highlighted concerns that residents had about being unable to afford pitch fees should owners decide to pass on the annual fees to them through increased pitch fees. As a consequence, the calculation of annual fees was revisited and a minor component removed from the calculation to completely remove any costs associated with re-inspection due to poor management from the calculation. All such re-inspection costs would therefore be recovered when fees for subsequent years are adjusted to take into consideration the surplus or deficit of the licensing annual fee account. Any increase in fees that this might lead to could not be passed on by site owners to residents. The adjusted fees were presented in the version of the fees policy that was taken to the Social Care, Health and Housing Overview and Scrutiny Committee (SCHH OSC) on 27 January 2014.

Consultation responses also highlighted concerns that it was not clear whether the per pitch fee for site expansion amendment related to the number of new pitches or the total number of pitches on a site undergoing expansion. They also highlighted concerns that the fees might lead to a decline of the park home site industry in the area if fees were too high or unfair. As a consequence of this feedback the calculation of the site expansion fee was revised so that it comprised of the standard amendment fee plus a fee per additional pitch to cover the cost of inspecting the new pitches. Unfortunately there was insufficient time to include this much clearer and fairer fee within the version of the fees policy that was taken to the SCHH OSC on 27 January 2014 but it has been included within the version being presented to Executive on 18 March 2014.

4.2 What changes will be made to address or mitigate any adverse impacts that have been identified?

Promotional material will be developed to ensure that all residents are aware of how to access the service should they have a complaint regarding park home site licensing.

4.3 Are there any budgetary implications?

Minimal printing costs for the promotional material.

4.4 Actions to be taken to mitigate against any adverse impacts:

Action	Lead Officer	Date	Priority
Consultation to inform the final draft of the policy	Terry Gilbey	January 2014	H
Develop leaflets/factsheets to promote the park homes licensing service	Terry Gilbey	May 2014	M



Central Bedfordshire Equality Impact Assessment

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Stage 5 - Checking that all the relevant issues and mitigating actions have been identified

Stage 5 – Quality Assurance & Scrutiny:	
Checking that all the relevant issues have been identified	
5.1	What methods have been used to gain feedback on the main issues raised in the assessment?
Step 1:	
Has the Corporate Policy Advisor (Equality & Diversity) reviewed this assessment and provided feedback? <i>Yes/No</i>	
Summary of CPA's comments:	
Step 2:	
5.2	Feedback from Central Bedfordshire Equality Forum



Stage 6 - Ensuring that the actual impact of proposals are monitored over time.

Stage 6 – Monitoring Future Impact	
6.1	How will implementation of the actions be monitored?
6.2	What sort of data will be collected and how often will it be analysed?
6.3	How often will the proposal be reviewed?
6.4	Who will be responsible for this?
6.5	How have the actions from this assessment been incorporated into the proposal?

Stage 7 - Finalising the assessment.

Stage 7 – Accountability / Signing Off	
7.1	Has the lead Assistant Director/Head of Service been notified of the outcome of the assessment Name: _____ Date: _____
7.2	Has the Corporate Policy Adviser Equality & Diversity provided confirmation that the Assessment is complete? Date: _____



Draft Park Homes Fees Policy

Response to Formal Consultation

1. INTRODUCTION

- 1.1 The Mobile Homes Act (MHA), 2013, introduced new enforcement powers for local authorities and the ability to levy fees and charges in respect to enforcement, issuing, transferring, or amending licences, and monitoring licence conditions on park home sites. In order to charge licensing fees local authorities are required to publish a Fees Policy setting out what the fees are, when they will be due etc.
- 1.2 Central Bedfordshire Council (CBC) developed a draft Park Homes Fees Policy, setting out its proposed fees for recovering costs relating to the aforementioned enforcement and licensing.
- 1.3 CBC formally consulted on its draft Park Home Fees Policy for 6 weeks from 9th December 2013 to 20th January 2014.
- 1.4 Each of Central Bedfordshire's 83 Park Home site owners and the 1,119 park home residents living in Central Bedfordshire were written to individually to provide notice of the formal consultation and to provide information about how site owners and residents could formally respond to the consultation.
- 1.5 The formal consultation was managed via a formal consultation document. This was available in paper format; downloadable from the CBC website, or was obtainable by telephoning or writing to the contact details provided in the letters to park home site owners and residents. The formal consultation was also available to park home site owners, residents and the wider public as an online survey on the CBC website.
- 1.6 CBC staff and elected members were informed about the formal consultation, social media was utilised and press releases were issued to the media to raise awareness of the consultation with Central Bedfordshire residents.

2. RESULTS OF CONSULTATION: DEMOGRAPHIC PROFILE

- 2.1 In total, 25 people responded to the draft Park Homes Fees Policy formal consultation.
- 2.2 76% of respondents were park home residents, 16% were park home site owners and 8% were professionals.
- 2.3 60% of respondents were male and 40% were female.
- 2.4 80% of respondents were aged 55 years or over.
- 2.5 24% of respondents stated that they had a disability.

- 2.6 72% of respondents stated that they were heterosexual.
- 2.7 68% of respondents were White: British and 16% of respondents were White: Gypsy or Traveller.
- 2.8 48% of respondents' stated their religion or belief was Christian and 32% of respondents stated they had no religion or belief.
- 2.9 Appendix 1 provides a full demographic statistical profile of respondents.

3. RESULTS OF CONSULTATION: QUESTION RESPONSES

3.1 The formal consultation was designed to capture both quantitative and qualitative data from respondents, with results summarised as follows:

3.2 **Q1. Do you agree that conditions on Park Homes Sites need to be effectively monitored / managed?**

Yes	23	92%
No	1	4%
Don't Know	1	4%

One respondent, (4% of respondents), provided qualitative feedback and did not support the proposal; indicating that the current monitoring and management of her park home site was satisfactory.

3.2 **Q2. Do you agree that annual fee recovery by the Council should be cost effective?**

Yes	20	80%
No	4	16%
Don't Know	1	4%

5 respondents, (20% of respondents), provided qualitative feedback; stating that annual fee recovery should be from the site owners and not from the residents; that additional staff resource would not be needed to recover costs and that costs should be covered through Council tax.

3.3 **Q3. Do you support the proposal to exempt single pitch sites from licensing annual fees in order to make fee recovery by the Council cost effective?**

Yes	20	80%
No	3	12%
Don't Know	2	8%

5 respondents, (20% of respondents), provided qualitative feedback; questioning why a single pitch should be differentiated from non-single pitches and indicating that costs should be covered through Council tax.

3.4 Q4. Do you support the proposed Initial Licence Fee of £53.32 per pitch to enable the Council to recover the costs associated with processing a new licence?

Yes	16	64%
No	7	28%
Don't Know	2	8%

9 respondents, (36% of respondents), provided qualitative feedback. These respondents did not support or did not know whether they supported this proposal and raised issues that costs would be passed on from site owners to residents; that sites are already adequately managed and that costs should be covered through Council tax.

3.5 Q5. Do you support the proposed Transfer or Standard Amendment Fee of £249.88 per site/application to enable the Council to recover the costs associated with processing the transfer of or standard amendment to an existing site licence?

Yes	14	56%
No	7	28%
Don't Know	4	16%

11 respondents, (44% of respondents), provided qualitative feedback. These respondents did not support or did not know whether they supported this proposal and raised concerns about the high level of this cost; that costs could be passed on from park home site owners to park home residents and that costs should be covered through Council tax.

3.6 Q6. Would you support the proposed Site Expansion Amendment Fee of £27.68 per pitch to enable the Council to recover the costs associated with processing applications to amend existing licences where the site is being expanded?

Yes	14	56%
No	9	36%
Don't Know	2	8%

6 respondents, (24% of respondents), provided qualitative feedback; indicating that respondents do not support this proposal if costs are passed on from park home site owners to park home residents and that costs should be covered through Council tax.

3.7 **Q7. Would you support the proposed Annual Fee of £12.38 per pitch to enable effective monitoring/management to take place?**

Yes	12	48%
No	11	44%
Don't Know	2	8%

10 respondents, (40% of respondents), provided qualitative feedback. Respondents raised issues that some parks are already effectively managed; that respondents do not support this proposal if costs are passed on from park home site owners to park home residents and that costs should be covered through Council tax.

3.8 **Q8. Would you support the proposed charge for serving enforcement notices which mirrors the charge agreed for Housing Act enforcement notices, which for 2014/15 will be £208.10?**

Yes	18	72%
No	5	20%
Don't Know	2	8%

7 respondents, (28% of respondents), provided qualitative feedback. These respondents did not support or did not know whether they supported this proposal; raising issues that costs may be passed on from park home site owners to park home residents and that costs should be covered through Council tax. 2 respondents, (8% of respondents), expressed a lack of understanding of the question being asked.

3.9 **Q9. Do you support an administration fee of 20% being applied by the Council when recovering the cost of works specified on enforcement notices that they have had to carry out because the site owner has not done so within the required timescales?**

Yes	16	64%
No	8	32%
Don't Know	1	4%

7 respondents, (28% of respondents), provided qualitative feedback. These respondents did not support or did not know whether they supported this proposal; raising issues that the work carried out as specified on enforcement notices should be undertaken as Council business as usual or by residents, as finance is a problem. There was concern that costs may be passed on from park home site owners to park home residents and that costs should be covered through Council tax.

3.1.0 Q10. Do you support the proposed fee of £30.91 per site rule deposit to enable effective management of a Site Rule Register to take place?

Yes	14	56%
No	7	28%
Don't Know	4	16%

5 respondents, (20% of respondents), provided qualitative feedback. These respondents did not support this proposal; the majority raising concerns that costs would be passed from park home site owners to park home residents and with one respondent considering there not to be a need for additional Council resource for this task.

3.1.1 Q11. Would you support the proposed fee of £105.75 per application to the 'fit and proper person' register to enable effective management of the register to take place?

Yes	15	60%
No	8	32%
Don't Know	2	8%

7 respondents, (28% of respondents), provided qualitative feedback. These respondents did not support or did not know whether they supported this proposal; raising concerns around the meaning of a 'fit and proper person' and that a register would not enable effective management.

3.1.2 Q12. Please give any additional comments you would like to make on the proposed changes to the Park Homes Fees Policy.

17 respondents, (68% of respondents), provided qualitative feedback.

Issues were focused on potential hardship experienced by park home residents, through fees passed on by park home site owners, with pensioners and elderly people not being able to afford to live on a park anymore or having to apply for benefits.

Concerns were raised that sites were currently managed adequately and that site licences currently afforded satisfactory conditions for residents. Feedback suggested that the new rules should perhaps apply to new sites and new homes on expanded sites rather than established sites.

There was support for the draft policy as a step to control or curb excesses of park home site owners, whilst further feedback did not recognise the proposals as offering any additional protection and that well-run sites will have to subsidise poorly-run sites.

There was some support in favour of the fees proposed as being fair and feedback that the fees should be viewed as normal business expenses for site owners, and that not all of them should be passed on to the site residents.

- 3.1.3 A full account of the formal consultation qualitative feedback is presented in appendix 2.

4. SUMMARY

- 4.1 In summary, the majority of the 25 respondents were in support of each of the 11 proposals put forward in the formal consultation, bar question 7, for which 48% were in support, 44% were not in support and 8% did not know whether or not they were in support.

Whilst there was support for the proposals as being fair and welcome, the consultation raised a number of wider issues; that many sites are currently managed satisfactorily; that additional Council resource is not needed; that fees could possibly be passed unfairly on to park home residents, many of whom are elderly, from park home site owners and that costs incurred should be covered by Council tax.

**Appendix 1:
Results of Consultation: Demographic Profile of Respondents**

Q13. Please tell us which type of respondent you are:

	No.	Percentage
Park Homes resident	19	76%
Park Homes site owner	4	16%
Professional	2	8%
Other	0	0%

Q14. Please tell us your gender

Male	15	60%
Female	10	40%
Transgender	0	0%
Prefer not to say	0	0%

Q15. Please tell us your age

18-24 yrs	0	0%
25-34 yrs	0	0%
35-44 yrs	1	4%
45-54 yrs	2	8%
55-64 yrs	8	32%
65-74 yrs	7	28%
75+	5	20%
Prefer not to say	2	8%

Q16. Do you consider yourself to be disabled? Under the Equality Act 2010 a person is considered to have a disability if he/she has a physical or mental impairment which has a sustained and long term adverse effect on his/her ability to carry out normal day to day activities

Yes	6	24%
No	17	68%
Prefer not to say	2	8%

Q17. Please tell us your sexual orientation

Heterosexual	18	72%
Bisexual	0	0%
Gay	0	0%
Lesbian	0	0%
Prefer not to say	7	28%

Q18. Please tell us your ethnicity

White: British	17	68%
White: Irish	0	0%
White: Gypsy or traveller	4	16%
White: other	0	0%
Mixed: White and Black: Caribbean	0	0%
Mixed: White and Black: African	0	0%
Mixed: White and Asian	0	0%
Mixed: other	0	0%
Asian or Asian British: Indian	0	0%
Asian or Asian British: Pakistani	0	0%
Asian or Asian British: Bangladeshi	0	0%
Asian or Asian British: Chinese	0	0%
Asian or Asian British: other	0	0%
Black or Black British: Caribbean	0	0%
Black or Black British: African	0	0%
Black or Black British: other	0	0%
Other	0	0%
Prefer not to say	4	16%

Q19. Please tell us whether you have a religion or belief

No religion	8	32%
Christian	12	48%
Buddhist	0	0%
Hindu	0	0%
Jewish	0	0%
Muslim	0	0%
Sikh	0	0%
Other	0	0%
Prefer not to say	5	20%

Appendix 2: Results of Consultation: Qualitative Feedback

Q1. Do you agree that conditions on Park Homes Sites need to be effectively monitored/managed?

- Some parks maybe do ours doesn't. Our park at Whipsnade is well managed already these new rules are just Stupid as we cannot do as we like anyway without council permission I.e. Trees or fencing attached to homes .so why now do I need to pay for it. It also will put £1.50 probably on my ground rent and then on top of that will be the rise from the RPI therefore my ground rent will probably increase by about £6.50 by the end of 2014 I am a senior citizen living on a pension I cannot just pluck £6.50 out of thin air or maybe you would like to pay my rent you probably will anyway if I cannot afford it.

Q2 Do you agree that annual fee recovery by the Council should be cost effective?

- Yes I agree that annual fee recovery should be effective but, recovery should be from Site Owner and not from the resident. It is a trading expense like any other and should be absorbed by the Site owner. This sets a precedent for passing on costs to the resident which properly should be paid by the Site owner as a business expense!
Annual Fees would be recovered from site owners. Some may then try to recover this cost from residents by incorporating within their pitch fees at the next pitch fee review. Legislation and associated guidance sets out what costs site owners can pass on in their pitch fees and this includes annual licensing fees. Costs associated with enforcement and the transfer or variation of an existing licence cannot be passed on from site owners to residents, and therefore these fees and the fees associated with an initial site licence (where a new site comes into existence), and the depositing of site rules should not impact on the residents.
- Cost effective to whom ?
- You already take council tax from us but do not provide any services. If you charge me a fee this will be deducted from my council tax and I will sue you for its return if you persist
We understand that there may be some services covered by Council Tax from which some park home residents do not benefit. For instance the Council will not maintain privately-owned roads and street lighting. However, there are very few people who can truly claim to benefit from every service that the Council Tax covers. Those without children at school, fund school provision for those who do; those who are not elderly fund services for the elderly etc.

The Government's impact assessment of their consultation which led to the MHA, 2013, recognised that the inability for local authorities to

charge licensing fees severely limited their resources to provide effective scrutiny of the sector.

The Council charges for most other Licences e.g. Entertainment Licences, Taxi Licences etc.

- The local council already visits our site twice per year at no cost. So I see this as a way of making more money for no work. My assumption is that Central Beds Council will not need to employ any extra staff to perform this function!
Most sites in CBC are currently inspected every 18-24 months, which is not ideal. The Council has been operating in difficult financial circumstances as a consequence of the national financial picture. Council tax has been maintained at the same level for a number of years and significant efficiency measures have meant that it has been difficult to maintain services at the level we would like to. As the Council has no statutory duty to monitor conditions on park home sites there is a possibility that efficiency measures could lead to a reduction of this service and therefore being able to recover costs associated with providing this service is essential in helping to protect residents on such sites.
- The fee the council claim for inspection should not (via the park owner) be passed on to us as we already pay enough council tax.

Q3 Do you support the proposal to exempt single pitch sites from licensing annual fees in order to make fee recovery by the Council cost effective?

- No fee should be payable by any pitch. We pay council tax already. Why do we need this on top?
- Why should a single pitch be any different to a double?
- Why should single sites be treated any different to twin sites?
The single pitch sites which we propose to exempt are those with a licence for only one pitch. These sites are usually occupied by site owner and their immediate family and may have more than one unit on the pitch e.g. one static and one tourer. Sites with multiple pitches will be charged annual fees regardless of whether the pitches contain single or double units/mobile homes. The fee will be determined by the number of pitches shown on the site licence.
- I do not support any fees being charged by a council that takes council tax but refuses to provide any services
- If one pays then they should all pay

Q4 Do you support the proposed Initial Licence Fee of £53.32 per pitch to enable the Council to recover the costs associated with processing a new licence?

- No I don't that puts £1.50 on my ground rent
- Because the cost will be passed onto the residents of the site who are council tax payers, I assume this sort of thing is what I pay council tax for
- I am a resident on a park home site who is in receipt of rent rebate at present. I don't know if I would be able to reclaim any fees passed on to me
- Horrendous amount of money as this initial cost will be passed to the resident
- We already have a high pitch fee and I would not be happy for this to be raised so that the site owners can recover the extra money that you will be asking for, as this is something that in our site case is not necessary. We are treated well and do not need monitoring. This seems like just another way that the council can make more money !!!!
- Would this be a one off annual fee together with existing fees?
- You take in excess of £1,000 a year and do nothing for it
- No for the same reasons as I mentioned on the first question. Inspections are already performed and sites monitored.
- See answer to Q2 (*The fee the council claim for inspection should not (via the park owner) be passed on to us as we already pay enough council tax.*
As per Q2 this fee does not impact on residents of existing sites as this fee relates to the initial licensing of a site when it first comes into being.

Q5 Do you support the proposed Transfer or Standard Amendment Fee of £249.88 per site/application to enable the Council to recover the costs associated with processing the transfer of or standard amendment to an existing site licence?

- You will end up without any parks as they will be too expensive to live on
- Again I thought this is why I pay council tax
- For the same reasons stated previously
- Have no idea what is involved in transferring - would not have thought it cost this much

- See previous comments!
- What will this enable the council to do?
- I already pay you in excess of £1,000 and refuse to provide any services for this money
- I think fees will be passed on to the residents in a roundabout way by site owners and this is unacceptable.
- I cannot agree/disagree as I do not know if these costs are accurate or fair. I am suspicious that it's just another way of the council making more money for little work
- Already high involved with paying planning transfer etc.
- See answer to Q2 (*The fee the council claim for inspection should not (via the park owner) be passed on to us as we already pay enough council tax.*
As per Q2 this fee cannot be passed on to residents by site owners.

Q6 Would you support the proposed Site Expansion Amendment Fee of £27.68 per pitch to enable the Council to recover the costs associated with processing applications to amend existing licences where the site is being expanded?

- It is not clear whether you intend to charge this proposed fee only in respect of the new units or to...
- Not if I have to pay them.
- See previous comments!
- In my view the site cannot be expanded further and therefore this fee is not necessary.
- Only if it is not passed onto residents by the site owners. Not if the residents have to bear this cost
- See answer to Q2 (*The fee the council claim for inspection should not (via the park owner) be passed on to us as we already pay enough council tax.*
As per Q2 this fee cannot be passed on to residents by site owners.

Q7 Would you support the proposed Annual Fee of £12.38 per pitch to enable effective monitoring/management to take place?

- Good Parks can manage themselves. Put the fees on parks that don't then do annual report if you improve then you don't pay. Much fairer *Even good parks require monitoring to ensure that standards are maintained. The suggestion of only charging poor sites would see residents on poorly run sites being discriminated against should the site owner pass on the annual fees via increased pitch fees.*
- That's what I pay council tax for, if you want to monitor or manage anything you should pay for it, not us
- For the previous stated reasons.
- This should be paid by the site owner as a trading expense and not passed on to the resident! I see that the figure is also quoted as 15.43 per pitch (S3.3 Consultation Draft)?? Which is it? **£15.43 was a typographic error left in from a previous version of the policy. This has since been corrected.**
- I object to any price increase as the site owners will want to recover any monies paid out and I do NOT want to pay for a service that I have not asked for and do not need!
- What exactly needs monitoring/management?
- The government already do an annual inspection why should I now have to pay for this in my pitch fee when it is the site owners making profit from pitch fees which are already too high
See relevant Q2 response
- As previously mentioned our site is already monitored
- Council has already been paid, enough paid out. Should be part of this fee
- See answer to Q2 (The fee the council claim for inspection should not (via the park owner) be passed on to us as we already pay enough council tax).

Q8 Would you support the proposed charge for serving enforcement notices which mirrors the charge agreed for Housing Act enforcement notices, which for 2014/15 will be £208.10?

- Why do you need paying for a piece of paper??? Sites pay for their own work why do they have to pay you too?
Enforcement notices are required where informal action to get the site owner to carry out works to remedy a breach of licence conditions has been unsuccessful or is not appropriate (e.g. emergency action). If sites carry out required works such notices and their charges would be unnecessary. Where they are necessary the cost covers all work

associated in the serving of the notice which could include additional inspections, preparing evidence in case of appeal etc.

- The park owner should pay this, not the resident. Not if this is passed to the resident
As per Q2 enforcement costs cannot be passed onto residents by site owners.
- Same reasons as before!
- What are enforcement notices?
- Our council tax covers more than this you already take council tax and do nothing for it
- No, any extra costs will be passed onto the residents in a roundabout way. Why should residents pay for the expansion of the site when we would gain nothing from the expansion; any profits will go to the site owners from new homes sold.
- I do not understand this question therefore cannot support it. Our site is not expandable.

Q9 Do you support an administration fee of 20% being applied by the Council when recovering the cost of works specified on enforcement notices that they have had to carry out because the site owner has not done so within the required timescales?

- Down to you to ensure it is done on time if you are doing your job properly
Where works required to remedy a breach of licence conditions are not carried out within the required timescale then the Council can prosecute. However, this prosecution in itself will not necessarily mean that the required works are carried out and therefore a hazard may remain. The Council therefore now has the power to carry out the works the site owner should have done in accordance with the enforcement notice and to recover these costs from them.
- Some of the works might be down to the residents of the site and finance a problem. This sort of pressure might be a good thing for site owners but not for resident due to many of them having only a pension as a means of income.
- Only if the park owner has to pay it
- What is 20% based on?
This is the same level of administration fee that has been charged for over a decade for works in default for other areas of Environmental Health and is thought to be both reflective on the amount of work involved in arranging the necessary work and to act as an incentive for

site owners to carry out the works specified on the enforcement notices themselves rather than leaving to the Council to arrange.

- You are already proposing to charge so why extra charges required?
- Not if it is passed on to the residents. No!
- No, because the cost's picked up by the owners and they would charge it back to the residents - not fair
As per Q2 site owners cannot pass on enforcement costs to residents.

Q10 Do you support the proposed fee of £30.91 per site rule deposit to enable effective management of a Site Rule Register to take place?

- Why do you need paying for someone already employed by you to type up register.....just stupidity
This is a new duty imposed on the Council, therefore there isn't anyone currently employed to undertake this task. It is not just a case of typing up a register but involves amongst other things checking that the statutory procedure has been followed correctly in order for the deposit to be valid.
- This is ridiculous - by 'per site rule' are you meaning that if there are 20 rules on the site rule sheet, the fee is 20 x £30.91? Again, why should the resident pay
The depositing of site rules with the Council would incur a single fee of £30.91 regardless of how many rules the Site Rules document contains. It is therefore per deposit.
- Only if this is not passed on to the residents
- Any additional costs will be passed on to the residents by site owners
- See answer to Q2 (The fee the council claim for inspection should not (via the park owner) be passed on to us as we already pay enough council tax).
As per Q2 the costs of site rule deposits cannot be passed onto residents by site owners.

Q11 Would you support the proposed fee of £105.75 per application to the 'fit and proper person' register to enable effective management of the register to take place?

- Register should be free or even good owners will not entertain it. A register is no guarantee of good management.
If it comes into force it would be mandatory. Agreed, it is no guarantee, however, it may help drive out rogue operators. If this comes into force then we would expect guidance from government on how it would be implemented.

- Just how much monitoring should this take? Either the person is fit or they are not – simple
As this has not come into force yet there is no guidance on what is considered fit or unfit, however, it probably will be more complex than a simple tick box exercise as any decision would need to be fully backed up with evidence that would stand up to challenge in tribunal or court. Getting this wrong could result in damages claims against the Council.
- What is this fit and proper person register? Don't understand this question.
- All fees are covered by the council tax as you do nothing else for us except arrange for Biffa to...
- As this is not defined how can it be supported? What rules, as we already have agreements with our site owner
- A register will not actually make someone fit and proper!
- This can be done with existing resources. Need to know more about what the register incorporates
As per Q10 this is would be a new duty not currently carried out by Council staff. Therefore this would be an increased cost of providing this service.

Q12 Please give any additional comments you would like to make on the proposed changes to the Park Homes Fees Policy.

- This fee will only bring hardship to a lot of park home residents. We have not asked for a fee so why do we have to pay for one? New site rules are more trouble than they are worth. Seems to me you will end up with a queue of elderly people wanting a home as they cannot afford to live on a park anymore. It sure is getting that way for me.
As the only fee that can be passed on to residents is a £12.38 annual fee (approx. 24p per week), we are hoping that this will not have a significant impact on residents.
- Any policy adopted by your council which could control or curb some of the worst excesses of park home site owners operations is to be applauded and supported.
- Whilst I agree mainly with the councils proposed charges to the site owners, I am very concerned that these charges can be passed on to the residents through their rents.
As per Q2 only the Annual Fees can be passed on.
- My concern is that that these fees are only going to make pitch rents higher and problems with sites worse. The money spent for all these

fees would be better spent doing the works required and not a lot of red tape. I do support a fee for a 'fit and proper person' register if that person gets support from the council and not just put on a list (register).

- Whilst I see the need for legislation in the area of park home management, I am greatly concerned that any fees charged will be passed on to tenants who are on low incomes and unable to pay large increases in pitch fees. How exactly are these extra fees to be covered?
As per Q2 only the Annual Fees can be passed on.
- Adding all these up, if they are to be apportioned to the park home residents, they will not be able to afford it. I do not believe this is what the governmental committee had in mind when they introduced the bill.
As per Q2 only the Annual Fees can be passed on.
- I think I have made my point in previous comments.
- As the majority of people on this park are pensioners, if we have to pay all these extra fees, then some people will need to apply for benefits.
- I think that for you to try to put extra charges on us when you do nothing for the council tax you steal from us and refuse to do anything for, it is criminal
- On most sites the majority of homes are owned by the residents and a ground rent is paid to the site owners. Exactly what are you going to control/ administer that is not in our current site licence issued by yourselves?
Annual fees would cover the cost of monitoring site licence conditions on an annual basis, which means more regular monitoring than that which the majority of sites currently benefit from.
- I don't agree with anything that will cause extra financial burden on park home residents. Pitch fees are already high enough without adding extra financial burden to residents. Very little is done at the moment for pitch fees already paid to site owners and any increase would be passed on to residents in a roundabout way. These new rules should perhaps apply to new sites and not existing ones which are already established and should perhaps apply to any new homes on expanded sites. I don't think very many of these proposals offer any additional protection in real terms. Councils need to be very careful here not to incur extra charges to park home residents many of whom are elderly or on sites due to financial pressures of the housing markets and limit of any incomes.
- I would like to say that we are living on a very well-run site and feel that we are having to subsidise poorly-run sites. Surely more effort should be put into the management of poorly-run sites and in that case the well-run sites should not have to subsidise the poorly-run sites. Instead

the Council should run a training programme for owners of poorly-run sites which should incorporate learning from well-run sites and rolling this culture out to all other sites. I would like to see results from the completed surveys. Will these be published either by letter to all site owners and residents or on the Central Beds website?

As per Q7 targeting poorly run sites would discriminate against residents on those sites if the annual fees were passed on to them. Training programmes are a good idea in theory, however, it would be difficult for the Council to deliver these in practice and most of what we would like site owners to do can be conveyed in advice. In situations where advice doesn't work then it is unlikely that the site owner would attend a training programme, and there is nothing in legislation that would enable such a programme to be made mandatory for them.

Consultation results will be published on the website.

- Please notify me (Mr xxx) when he will be invoiced and how he can pay the fees
Annual Fee invoices should be sent out in April each year and payment terms would be as per other Council invoices.
- Would like to be considered for grant assistance. Has had the site for over 20 years and has been run with no issues.
This is something that we can consider in drafting the overarching Park Homes Strategy.
- Mr xxx states the fees proposed are more than fair
- Many of the proposed changes should be viewed as normal business expenses for site owners, and as such not all of them should be passed on to the site residents
As per Q2 only the annual fees can be passed on to residents.
- In our opinion we do not agree with the park owner being able to pass on any extra money (via pitch fee), to us, when he ignores the residents' requests to carry out maintenance on the park. We do not want any changes to the agreement we signed, 15 years ago. For instance a change in the age regulations or, as we also agreed, no children resident on the site.

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Meeting: Executive
Date: 18 March 2014
Subject: Strategic Economic Plan for South East Midlands Local Enterprise Partnership

Report of: Cllr James Jamieson, Leader of the Council

Summary: The report invites the Executive to endorse the emerging South East Midlands Local Enterprise Partnership Strategic Economic Plan as part of the Local Growth Deal negotiations. The report recommends that the Chief Executive, in consultation with the Leader, is authorised to approve the SEMLEP Strategic Economic Plan and Local Growth Deal negotiations on behalf of the Council.

Advising Officer: Richard Carr, Chief Executive
Contact Officer: James Cushing, Economic Policy and Investment Manager
Public/Exempt: Public
Wards Affected: All Wards
Function of: Executive
Key Decision Yes
Reason for urgency/ exemption from call-in (if appropriate) Not applicable.

CORPORATE IMPLICATIONS

Council Priorities:

The purpose of the Strategic Economic Plan is to enable and accelerate the delivery of economic growth across the South East Midland area. This will respond directly to our corporate priorities of:

- 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. The Spending Review in June 2013 included a minimum of £2bn for LEPs to deploy through a local growth fund. There is no new money; the funding is an amalgam of current funds. The source of the funds to be used in 2015/16 is the Local Authority Transport Majors fund (£819m nationally), Local Sustainable Transport Fund (£100m capital nationally) Integrated Transport block (£200m), Further Education Capital (330m) and Adult Skills ESF Match funds (£170m). The new homes bonus was proposed to also be part of this fund to a level of £400m nationally, but this was withdrawn following the Autumn statement.
2. The funding is paid to a lead local authority or to a combined authority nominated by the LEP Board.
3. Locally, the position on each of these funding sources is as follows:

Local Authority Transport Majors – Woodside Connection and M1 J13/A421 priorities approved by Local Transport Board that were endorsed by the SEMLEP Board in 2013.

Local Sustainable Transport Fund - £2m capital, £3m revenue.

Integrated Transport Block - £1.1m.

Adult Skills - £1.6m.

Further Education Capital – historically, nationally, a heavily oversubscribed and competitive fund, but exposure of potential new local schemes is not known. Central Bedfordshire College was successful in the last allocation of capital in 2013 securing £9 million to modernise facilities.

Legal:

3. Any projects supported under Single Local Growth Fund would need to have a formal agreement in place. Any agreements that the Council would enter into would need to be reviewed in line with Treasury contract requirements.

Risk Management:

4. The risk of any individual projects will be considered on a project by project basis, and a full risk register for any project will be generated. At a wider level the major risks associated with the Strategic Economic Plan are failure to secure approval/sufficient funding through government to deliver CBC priorities.

Staffing (including Trades Unions):

5. The staffing impact associated with the delivery of these major schemes if they fail to secure funding will need to be assessed as the detail of the Growth Deal progresses.

Equalities/Human Rights:

6. An equality impact assessment will be required at the level of the SEMLEP Strategic Economic Plan. The Strategic Economic Plan contains an evidence base highlighting the rationale for targeting any interventions.

Public Health:

7. The SEMLEP strategic Economic Plan seeks to directly enhance the economy of the area and so improve the economic determinants of health, particularly focused on increasing employment and tackling deprivation.

Community Safety:

8. Not applicable.

Sustainability:

9. Local Sustainable Transport Funding could be impacted in terms of the loss of investment in travel choice reducing options to promote sustainable forms of travel including public transport, cycle and walking routes. Likewise the Strategic Economic Plan looks to support rural diversification and enhancement of the environment, including supporting the growth of the low carbon economy.

Procurement:

10. Not applicable.

Overview and Scrutiny:

11. SEMLEP is being considered at the Sustainable Communities Overview and Scrutiny Committee on 3 April 2014.

RECOMMENDATIONS:

The Executive is asked to:

1. **endorse the emerging South East Midlands Local Enterprise Partnership Strategic Economic Plan; and**
2. **authorise the Chief Executive, in consultation with the Leader of the Council, to agree on behalf of Central Bedfordshire Council the submission of the SEMLEP Strategic Economic Plan and Local Growth Deal negotiations.**

Reason for Recommendations:

So that the Council can effectively promote its priorities and contribute towards the development of the Strategic Economic Plan, whilst also meeting the Government's deadlines and processes for the final submission of the plan in March 2014.

Executive Summary

12. This paper sets out the requirement for the South East Midlands Local Enterprise Partnership to develop and submit to Government, a Strategic Economic Plan, setting our local economic priorities up to 2020 as part of the Local Growth deals process. This Strategic Economic Plan also acts as the area's bid for funding as part of the Local Growth Fund. Executive endorsement of the emerging Strategic Economic Plan is sought.
13. The Council has been active in both supporting the development of the Strategic Economic Plan, and also in submitting potential projects for the Local Growth Fund. The Government has set tight deadlines for the production of the plan as such it is proposed that the Executive Authorises the Chief Executive, in consultation with the Leader, to agree the submission of the SEMLEP Strategic Economic Plan and Single Local Growth Deal negotiations.

Strategic Economic Plan

14. In response to the Heseltine Review, the Government announced the creation of The Local Growth Fund, in the Autumn statement. This is a £2 billion per annum fund up to 2020/21 to support the delivery of local growth priorities. An element (approximately £1bn) of this fund will be allocated directly to Local Enterprise Partnerships (LEPs) and the remaining funding will be distributed on a competitive basis.
15. As part of this process each of the 39 national Local Enterprise Partnerships were requested to submit a draft Strategic Economic Plan by the 19 December 2013 as part of the Growth Deal process. A draft was submitted by SEMLEP. The plan lays out the South East Midlands' economic priorities for intervention and opportunities for investment over the period 2015-2020.
16. The Strategic Economic Plan is also required to align with the European Structural and Investment Plan for the period 2014-2020. SEMLEP has an indicative allocation of £76m over this seven year period and submitted its first draft of this plan on the 22 October 2013 and a further revision on the 31 January 2014.
17. The SEMLEP vision is that the South East Midlands aspires to be amongst the most innovative, successful and high performing economies in England by 2020. The Strategic Economic Plan notes that by 2020 the South East Midlands has the potential to deliver 111,200 new jobs; with 86,700 new homes.
18. The SEMLEP Strategic Economic Plan is structured around four pillars of business productivity, markets, workforce skills and infrastructure. It recognises the sector strengths of high performance technology, manufacturing and advanced technology, logistics and the creative and cultural sector, based on an evidenced base and economic analysis across the whole SEMLEP area.

19. The Local Growth Fund allocation for 2015/16 is made up from a range of existing funding blocks, including, Local Authority Transport Majors, Local Sustainable Transport Fund (LSTF) Integrated Transport Block, Further Education and European Social Fund Match (relating to Adult Skills Funding) Capita. It was originally intended that an element of New Homes Bonus would be included within the Single Local growth Fund. This is not now the case.

Central Bedfordshire Request

20. To inform the plan, SEMLEP requested all 11 partner authorities to submit initial project proposals in November 2013. Officers submitted on behalf of the Council project templates for 35 Outline Schemes.
21. Officers also provided details for the inclusion of two local case studies to illustrate the economic potential of our area that could be delivered in 2015/16. These were Millbrook Proving Ground and the Wixams development, in addition to details of the Council housing and employment delivery potential, with respect to the Development Strategy.

Current Status of Strategic Economic Plan

22. The Strategic Economic Plan draft submitted on 19 December 2013 sought investment of £226m for over 100 projects across the four pillars, of which £127m was for infrastructure investment to start delivery in 2015/16. The total gross spend against the request was £532m. A second phase for the remaining four years of the plan 2016-2020 listed a further £595m total project costs seeking a contribution of £376m from future Local Growth funds.
23. SEMLEP was one of the first of the 39 LEPs to gain some initial comments directly from the cabinet office minister, Greg Clarke on the 8 January 2014. Lord Heseltine was also present at the meeting with a number of civil servants from Cabinet Office, CLG and BIS.
24. Minister's feedback emphasised the following:-
 - (a) the competitive nature of the Growth Deal and indicted that an allocation of £226m from a national £2bn single pot was too ambitious.
 - (b) LEPs that can demonstrate a high degree of collaboration including with over lapping LEPs are likely to do better. This also includes highlighting how existing resources are being used to deliver the objectives of the plan.
 - (c) Local Authority Leaders should mobilise support from their local MP's.
 - (d) Support from the wider business community and large businesses should be enlisted for the local Strategic Economic Plan.

Next Steps

25. The Strategic Economic Plan will be revised in light of the initial feedback based on comments from across Government departments to take a second draft to the Ministers in mid/late February. SEMLEP Local Authority Leaders and Chief Executives will continue to support the SEMLEP Board and to seek support from our MP's and business community leaders. SEMLEP will also continue to work with neighbouring LEPs to seek strong alignment including with the Buckinghamshire, Thames Valley Local Enterprise Partnership, Oxfordshire Local Enterprise Partnership and the Northamptonshire Local Enterprise Partnership.
26. The SEMLEP area covers four Local Transport Boards (LTB), Northampton, Buckinghamshire, Oxfordshire and South East Midlands (covering the four unitary authorities in SEMLEP). The South East Midlands LTB schemes in priority order are listed below; these have been included with the Strategic Economic Plan:
 - (a) Woodside Connection
 - (b) A6-A428 Bedford Western Bypass
 - (c) London Luton Airport Surface Access
 - (d) A421/J13 dualling.
27. While the Council has submitted a number of schemes to the Strategic Economic Plan, SEMLEP is currently reviewing and prioritising potential projects to ensure that the Local Growth Fund ask is both ambitious and achievable. The principles for prioritisation for the first tranche of Growth Deal funding are:
 - Deliverability, risk and spend in 2015/16
 - Focused on available Capital Funding sources
 - Strategic Fit
 - Levering in external public and private resources and Value for Money
 - Additionality and outputs.

Conclusion and Next Steps

28. The Growth Deal negotiations are expected to continue with an anticipated final outcome being known in June/July.
29. Reflecting the Government's timescales for the production of the Strategic Economic Plan, the on-going negotiated nature of Growth Deals and the Council's current high level of input and engagement in the production of the Strategic Economic Plan, it is proposed that the Council endorses the emerging Strategic Economic Plan and continues to contribute to its development.

30. Furthermore, given the on-going, fast changing nature of the Strategic Economic Plan and Growth Deal Funding, it is proposed the Chief Executive, in consultation with the Leader of the Council, is authorised to approve the final version of the Strategic Economic Plan, project prioritisation, Growth Deal negotiations and ultimate submission to Government.

Appendices: None.

Background Papers: (open to public inspection)
None.

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Meeting: Executive
Date: 18 March 2014
Subject: Local Transport Plan Programme 2014/15
Report of: Cllr Nigel Young , Executive Member for Sustainable Communities – Strategic Planning and Economic Development

Summary: The report proposes the endorsement of the Local Transport Plan (LTP) capital funding split for 2014/15 together with details of the scheme programmes for the Leighton Linlade, Ampthill and Flitwick, Marston Vale, Shefford, Silsoe and Shillington, and Heath and Reach, Barton le Clay and Toddington Local Area Transport Plans (LATPs). In addition it seeks the endorsement of schemes to be delivered through the Rural Match Fund, the local safety funding allocation and the creation of a “development fund” for advance design works.

Advising Officer: Paul Cook, Assistant Director of Highways and Transport
Contact Officer: Ben King, Principal Transport Planner
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key Decision Yes
Reason for urgency/ exemption from call-in (if appropriate) Not applicable.

CORPORATE IMPLICATIONS

Council Priorities:

The Local Transport Plan (referred to as the LTP) is an important tool in helping to deliver the priorities contained within the Medium Term Plan.

Transport is a means to an end and the LTP helps to assist in providing the capacity for economic growth, catering for an increase in demand to travel, improving the health and wellbeing of the population, increasing access to education and other local services, and addressing general quality of life issues.

This all equates to ‘Enhancing Central Bedfordshire’, ‘Promoting Health and Well Being’ and providing ‘Better Infrastructure’, all priorities contained within the Medium Term Plan.

Financial:

1. The authority has received its annual capital settlement from Central Government for spend on integrated transport measures in 2014/15. This amounts to £1,882,000 which represents a significant increase on previous years. The Medium Term Financial Plan (MTFP) as agreed on 20 February 2014 includes the capital scheme of integrated transport spend for this amount.
2. Around £538,000 of this funding has already been allocated to schemes across the authority (as agreed at Executive on 19 March 2013) and this report sets out the areas in which the remaining £1,344,000 is earmarked to be spent.

Legal:

3. No direct implications.

Risk Management:

4. The following risks have been identified - (1) Failure to discharge statutory requirements; (2) Reputational damage through not addressing community / local needs.
5. These risks will be monitored and mitigating action taken. There are also financial risks associated with being able to deliver the schemes contained within the LAMP programmes within their allocated budget. The involvement of engineers at Bedfordshire Highways throughout the process of identifying these schemes has sought to mitigate this risk.

Staffing (including Trades Unions):

6. Not applicable.

Equalities/Human Rights:

7. An Equalities Impact Assessment (EIA) was carried out in conjunction with the production of the Local Transport Plan, and both the LAMPs and the Scheme Prioritisation Framework sit within the LTP suite of documents.
8. The EIA concluded that the LTP's focus on providing realistic travel options and alternatives to car based travel to increase accessibility especially to employment and training opportunities, education, healthcare provision and leisure facilities would have positive impacts across all groups, particularly disabled people and those in deprived areas without access to a car.
9. In addition the LTP also addresses the worst impacts of traffic, namely pedestrian accidents, air and noise pollution and busy roads cutting through communities which disproportionately affect deprived areas and people facing social exclusion.
10. As part of the development of each LAMP, detailed consideration is given to these issues at a local level and further public consultation will be undertaken to ensure that all relevant issues are identified.

Public Health:

11. Schemes included within the LATPs may encourage more active travel through walking and cycling initiatives which contribute to improving the health and wellbeing of local residents. These and other schemes which reduce reliance on the private car also help to minimise harmful emissions which may lead to respiratory illnesses, particularly in areas with a high volume of traffic.

Community Safety:

12. Central Bedfordshire Council has a statutory duty under Section 17 of the Crime and Disorder Act to do all that it reasonably can to reduce crime and disorder, whilst mitigating any risks of increasing crime and disorder.
13. Promoting more active travel helps to ensure that there are more people on the street providing natural surveillance, which in turn helps to reduce crime and the fear of crime. To ensure this, community safety risks will be assessed in the design of schemes.

Sustainability:

14. A Strategic Environmental Assessment (SEA) was produced for the LTP, whilst a number of the schemes included within the LTP programme will promote less reliance on use of the car and increase use of sustainable transport modes, which in turn reduce congestion, air pollution, and CO2 emissions.

Procurement:

15. Not applicable.

Overview and Scrutiny:

16. Not applicable.

RECOMMENDATION(S):

The Executive is asked to:

1. **endorse the LTP programmes for Leighton Linlade, Ampthill and Flitwick, Marston Vale, Shefford, Silsoe and Shillington, and Heath and Reach, Barton le Clay and Toddington in 2014/15;**
2. **endorse the Rural Match Fund proposals to be implemented following a bidding process by Town and Parish Councils;**
3. **endorse the road safety financial allocation; and**
4. **endorse the use of the “development fund” in 2014/15.**

Reason for Recommendation(s): To enable the delivery of the integrated transport programme of schemes for 2014/15.

Executive Summary

1. The report proposes the endorsement of Local Transport Plan capital funding for 2014/15, the programme of schemes in the Local Area Transport Plans for Leighton Linlade, Ampthill and Flitwick, Marston Vale, Shefford, Silsoe and Shillington, and Heath and Reach, Barton le Clay and Toddington, the schemes to be delivered through the Rural Match Fund, the value of the dedicated road safety allocation and the use of a small 'development fund' through the year.

Local Transport Plan

2. The Central Bedfordshire Local Transport Plan (LTP) was adopted by the authority on 1 April 2011. It covers the 15 year period up until March 2026 and contains a series of objectives and related targets and indicators against which to determine the success of the authority in improving transport infrastructure and service provision.
3. The LTP details strategic areas of intervention which form a framework for investment, to not just achieve the objectives of the Plan but also ensure that transport contributes towards the wider priorities of the authority.
4. The authority is awarded an annual settlement from the Government through which to deliver the Local Transport Plan. This amounts to £1,882,000 in 2014/15. Around £538,000 of this funding has already been allocated to schemes across the authority and this report sets out the areas in which the remaining £1,344,000 is earmarked to be spent.
5. Extensive consultation was undertaken on the LTP prior to its adoption in April 2011. This included a survey of over 2,000 local residents together with meetings with town and parish councils, Central Bedfordshire members and an extensive online presence including on the authority's own website and dedicated Facebook and Twitter pages.
6. The LTP has been very well received by the Department for Transport and has been the basis for a number of successful bids and major projects.

Local Area Transport Plans

7. A series of Local Area Transport Plans (LATPs) sit underneath the LTP. These apply the principles established within the LTP at the local level taking into account pertinent local issues and travel patterns. The LATPs and the timetable over which they have been produced are included in Table 1.

Table 1: Local Area Transport Plans

Year Commenced	Area Covered
2011/12 (Tranche 1)	Arlesey & Stotfold, Biggleswade & Sandy, Dunstable & Houghton Regis, and Leighton Linlade.

2012/13 (Tranche 2)	Ampthill and Flitwick, Marston Vale, Shefford, Silsoe & Shillington, and Toddington, Harlington and Barton-le-Clay.
2013/14 (Tranche 3)	Chiltern, Potton, and Haynes & Old Warden.

8. The programmes of schemes to be delivered in 2014/15 for the Tranche 1 and Tranche 3 plans have previously been approved, with the exception of Leighton Linlade. The focus of this paper is therefore on Leighton Linlade and the Tranche 2 plans. The breakdown of funding for 2014/15 is set out in Table 2.

Table 2: LTP Funding Allocations in 2014/15

Area	2014/15
Tranche 1	£534,200
(Arlesey & Stotfold)	(£133,600)
(Biggleswade & Sandy)	(£200,300)
(Leighton Linlade)	(£200,300)
(Dunstable & Houghton Regis)	(£0)
Tranche 2	£597,800
(Ampthill and Flitwick)	(£229,000)
(Marston Vale)	(£122,400)
(Shefford, Silsoe and Shillington)	(£102,400)
(Heath and Reach, Toddington and Barton le Clay)	(£144,000)
Tranche 3	£203,500
(Chiltern)	(£92,300)
(Potton)	(£61,600)
(Haynes and Old Warden)	(£49,600)
Rural Match Fund	£376,000
Local Safety Schemes (authority wide)	£120,000
Development Fund	£50,000
Total	£1,882,000

*Figures have been rounded

Estimated Costs of Schemes

9. It should be highlighted that advanced design works have not been undertaken for any of the schemes included within the programme. As such there may be instances where the actual spend diverges from the allocation. In such cases either the scope of the scheme will be amended or the excess funding will be allocated elsewhere within the Plan area following discussions with local members. This is the case with each of the LATPs.

Leighton Linlade Local Area Transport Plan

10. The Local Area Transport Plan for Leighton Linlade has an allocation of £200,300 for the 2014/15 financial year and a meeting was held with local members on 19 December 2013 to determine the schemes this funding should be allocated towards.
11. The starting point for the discussions was the “long list” of schemes contained within the LAMP, and prioritised through the Scheme Prioritisation Framework. This ranks schemes in terms of their suitability for implementation on the basis of their policy compliance, deliverability and value for money.
12. Following this process the schemes detailed in Table 3 are earmarked for delivery in 2014/15:

Table 3: Leighton Linlade LAMP Programme for 2014/15

Scheme	Allocation
<i>Plan wide:</i> Cycle improvement schemes prioritising the provision of a shared use path on Grovebury Road, a shared use path on Clipstone Brook and improved links between Pages Park and Sandhills Estate.	£120,000
<i>Town centre:</i> Environmental improvements to Leighton Buzzard town centre.	£80,340
Total	£200,340

Amphill & Flitwick Local Area Transport Plan

13. The Local Area Transport Plan for Amphill and Flitwick has an allocation of £229,000 for the 2014/15 financial year and a meeting was held with local members on 9 July 2013 to determine the schemes this funding should be allocated towards.
14. The starting point for the discussions was the “long list” of schemes contained within the LAMP, and prioritised through the Scheme Prioritisation Framework. This ranks schemes in terms of their suitability for implementation on the basis of their policy compliance, deliverability and value for money.

15. Following this process the schemes detailed in Table 4 are earmarked for delivery in 2014/15:

Table 4: Ampthill and Flitwick LAMP Programme for 2014/15

Scheme	Allocation
<i>Ampthill</i> : Shared use footpath / cycleway between Redbourne School and the A507.	£90,000
<i>Flitwick</i> : Measures to deliver a 20mph scheme in Flitwick and Westoning.	£109,000
<i>Ampthill</i> : Improved crossing facilities on Church Street in Ampthill town centre.	£30,000
Total	£229,000

Marston Vale Local Area Transport Plan

16. The Local Area Transport Plan for Marston Vale has an allocation of £122,400 for the 2014/15 financial year and a meeting was held with local members on 4 June 2013 to determine the schemes this funding should be allocated towards.
17. The starting point for the discussions was the “long list” of schemes within the LAMP, and prioritised through the Scheme Prioritisation Framework which ranks schemes in terms of their suitability for implementation in terms of their policy compliance, deliverability and value for money.
18. Following this process the schemes detailed in Table 5 are earmarked for delivery in 2014/15:

Table 5: Marston Vale LAMP Programme for 2014/15

Scheme	Allocation
<i>Plan wide</i> : General bus stop improvements split 6 ways between the parishes of Marston Moretaine, Ridgmont, Woburn, Aspley Guise, Husborne Crawley and Brogborough (particularly Ridgmont Station) to provide either new bus shelters or smaller scale improvements.	£60,000
<i>Woburn</i> : Hockcliffe Road speed limit amendments and associated restrictions	£17,400
<i>Cranfield</i> : Pedestrian crossing (either at Portland Place or Crane Way, subject to local priority).	£45,000
Total	£122,400

Shefford, Silsoe and Shillington Local Area Transport Plan

19. The Local Area Transport Plan for Shefford, Silsoe and Shillington has an allocation of £102,400 for the 2014/15 financial year and a meeting was held with local members on 13 November 2013 to determine the schemes this funding should be allocated towards.
20. The starting point for the discussions was the “long list” of schemes contained within the LATP, and prioritised through the Scheme Prioritisation Framework which ranks schemes in terms of their suitability for implementation in terms of their policy compliance, deliverability and value for money.
21. Following this process the schemes detailed in Table 6 are earmarked for delivery in 2014/15.

Table 6: Shefford, Silsoe and Shillington LATP Programme for 2014/15

Scheme	Allocation
<i>Shefford</i> : New pedestrian crossing on Old Bridge Way.	£65,000
<i>Campton</i> : Traffic islands to protect turning traffic at the A507 / Greenway Campton junction.	£34,000
<i>Gravenhurst</i> : Design of School Safety Zone.	£3,400
Total	£102,400

Heath and Reach, Toddington and Barton le Clay Local Area Transport Plan

22. The Local Area Transport Plan for Heath and Reach, Toddington and Barton le Clay has an allocation of £144,000 for the 2014/15 financial year and a meeting was held with local members on 16 December 2013 to determine the schemes this funding should be allocated towards.
23. The starting point for the discussions was the “long list” of schemes within the LATP adopted in April 2012, and prioritised through the Scheme Prioritisation Framework which ranks schemes in terms of their suitability for implementation in terms of their policy compliance, deliverability and value for money.

24. Following this process the schemes detailed in Table 7 are earmarked for delivery in 2014/15:

Table 7: Heath and Reach, Toddington and Barton le Clay LATP Programme for 2014/15

Scheme	Allocation
<i>Plan wide:</i> School Safety Zones at Stanbridge Lower School and Chalton Lower School.	£129,000
<i>Plan wide:</i> Bus stop improvements.	£5,000
<i>Plan wide:</i> Signage of village cycle networks.	£10,000
Total	£144,000

I Match Fund

25. The rural match fund is a way through which local town and parish councils can fund transport schemes in their areas with the assistance of match funding from Central Bedfordshire Council. A total of £376,000 of the Integrated Transport Budget for 2014/15 has been allocated to this initiative.
26. An email was sent to all town and parishes councils on 2 April 2013 inviting them to submit an application for match funding. As a result 20 applications were received.
27. Following the assessment of these applications in terms of their feasibility and potential implementation costs, 17 schemes have been identified for delivery. A summary of these schemes and their location are detailed in Table 8.
28. In total this process will draw in an estimated £108,000 in additional match funding, generating a total budget of around £484,000. [These schemes are subject to further liaison with Town and Parish Councils up until the end of February 2014].

Table 8: Rural Match Funded Schemes for Delivery in 2014/15

	Location	Scheme
1	Amphill	Double yellow lines at various locations.
2	Arlesey	HGV re-routing scheme.
3	Aspley Guise	Creation of safety zone close to Aspley Guise Lower School.
4	Barton le Clay	40mph buffer zone on approach to village.
5	Biggleswade	Raised zebra crossing on London Road.
6	Flitton and Greenfield	Pedestrian improvements.
7	Harlington	Raised zebra crossing outside Harlington Upper School.
8	Henlow	Round top hump on Church Road.
9	Henlow	Road markings on approach to A507 junction.
10	Leighton	Pedestrian improvements on approach to the Station.
11	Maulden	Parking restrictions.
12	Northill	Horse rider warning signs.
13	Old Warden	Signage improvements.
14	Slip End	Integrated traffic calming and parking improvements.
15	Stondon	20mph zone at Stondon Lower School.
16	Toddington	20mph zone at Toddington St Georges Lower School.
17	Westoning	Speed reduction measures and parking provision.

Local Safety Scheme Funding

29. Improving the safety of our transport network is a high priority of the authority. Indeed it is a statutory duty for local authorities to seek to reduce the number of people killed or seriously injured, and for the fourth year in a row the LTP budget will be “top sliced” to fund road safety improvements across the Plan area.
30. These improvements are identified through a well established prioritisation process that gives precedent to those locations at which the largest numbers of accidents occur. Some £120,000 is proposed for dedicated road safety spend in 2014/15, commensurate with previous years.

Development Fund

31. It is proposed to set aside £50,000 of the Integrated Transport Budget in 2014/15 for a “development fund”. This is the first time in the four years of the LTP that such a fund has been earmarked and it is a response to issues encountered in the previous three years of the Plan.
32. The intended role of the fund is to allow advanced design works and associated public consultation on smaller scale local schemes for implementation in 2015/16.
33. This will ensure that there is greater certainty associated with future programme entries both in terms of their feasibility and costs, provide further confidence in the LATP process and ensure that schemes are in a position to be implemented from 1 April 2015.

Conclusion and Next Steps

34. Following the endorsement of the 2014/15 allocations by Executive, the authority will commence delivery of the programme of schemes within the LATPs from April 2014.

Appendices:

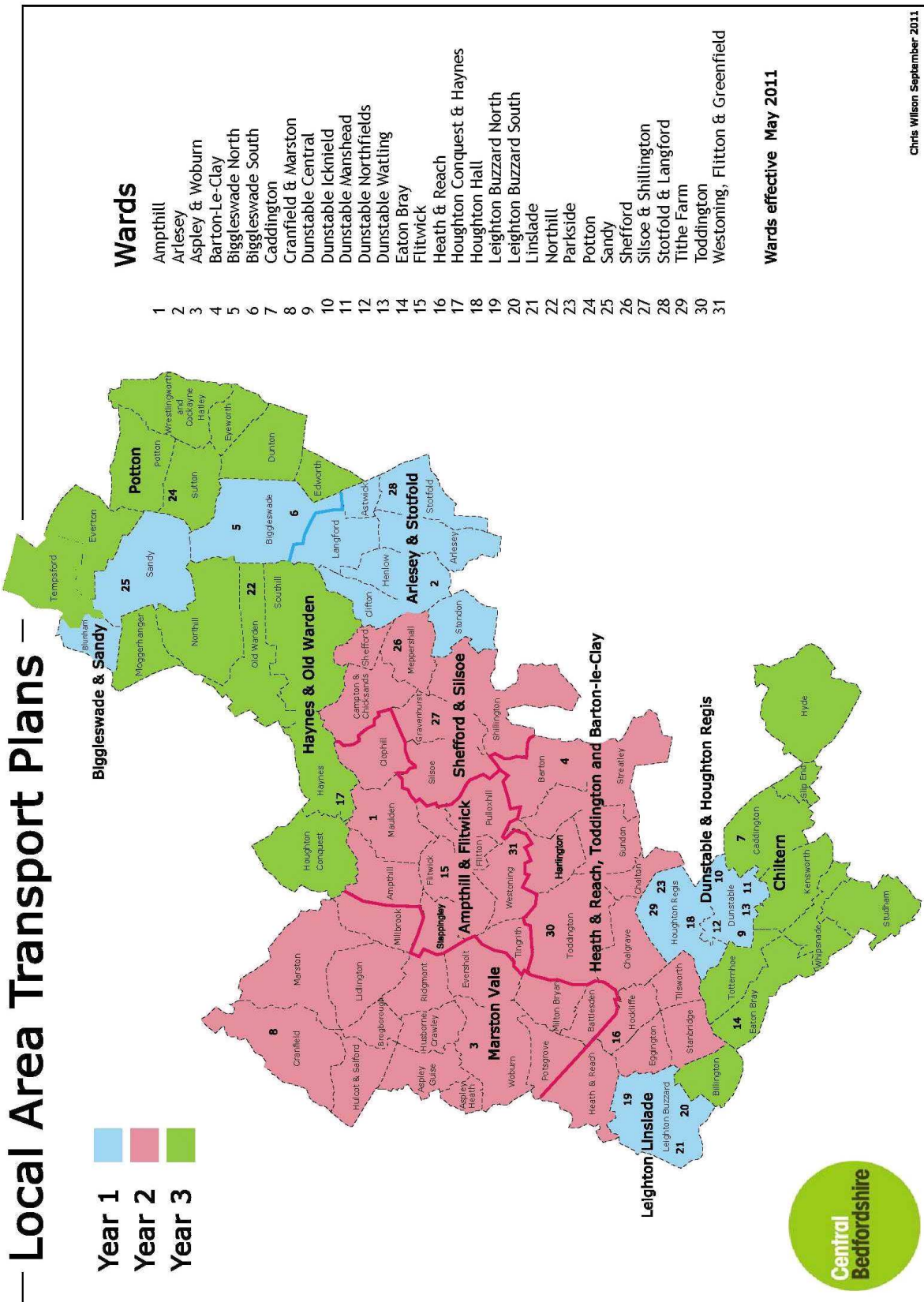
Appendix A – Local Area Transport Plan boundaries

Background Papers: (open to public inspection)

Central Bedfordshire Local Transport Plan

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Appendix A – Local Area Transport Plan boundaries



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Meeting: Executive
Date: 18 March 2014
Subject: Leisure Strategy Adoption
Report of: Cllr Brian Spurr, Executive Member for Sustainable Communities – Services
Summary: To adopt the Leisure Strategy, Chapters 1, 2 and 3, as Technical Guidance to inform the emerging Development Strategy.

Advising Officer: Marcel Coiffait, Director of Community Services
Contact Officer: Lisa White, Strategy and Policy Manager
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key Decision Yes
**Reason for urgency/
exemption from call-in
(if appropriate)** Not applicable.

CORPORATE IMPLICATIONS

Council Priorities:

The Leisure Facilities Strategy will support 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.

The Leisure Strategy will support the target to ensure the number of adults in Central Bedfordshire taking part in sport and physical activity remains above the national average.

Financial:

1. None arising directly from this report.
2. The Leisure Strategy will be used to guide investment priorities including CBC capital investment for sites and facilities within the Council's ownership. In addition, the capital programme, approved at Executive in February 2013, includes funds for Leisure Strategy Implementation.

3. The Leisure Strategy will provide the evidence base required to secure both Section 106 contributions and the Community Infrastructure Levy (CIL), and the respective chapter action plans will also identify priorities for use of these contributions once secured.

Legal:

4. Not applicable.

Risk Management:

5. 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.
6. The strategy identifies significant facility requirements in both quantity and quality terms. The cost of addressing these requirements is considerable. Central Bedfordshire Council's role in the delivery of these requirements is primarily as the provider of Planning policy to secure new/improved facilities or developer contributions required to mitigate the impact of new development. CBC also has a delivery role relevant to the facilities within its ownership, together with a facilitation role in advising asset owners regarding external funding to assist them in the delivery of provision within their ownership.
7. The pre submission Development Strategy for Central Bedfordshire establishes the requirement to provide good quality, accessible sport, leisure and open space facilities. The Leisure Strategy sets standards and facility requirements which seek to address the needs identified for each type of facility. The Strategy has been developed in accordance with the procedures required for adoption as a Supplementary Planning Document (SPD) however, until the Development Strategy is adopted the Leisure Strategy can only be adopted as Technical Guidance for Development Management purposes and will attract some weight in decisions reached on planning applications.

Staffing (including Trades Unions):

8. Not applicable.

Equalities/Human Rights:

9. 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.
10. The Leisure Strategy aims to promote equality of opportunity, and make sport and physical activity a regular part of life for all.

Public Health:

11. Leisure facilities are a key community health resource. The Leisure Strategy aims to ensure there are sustainable and high quality sport, leisure and open space facilities across the Council's area which allow local communities to engage in regular physical activity to help prevent ill health, generate long term improvements in overall levels of health and wellbeing and thereby reduce the costs to society for the NHS and social care.

Community Safety:

12. 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 within its areas. Leisure facilities and the activities that they offer provide positive opportunities, particularly to young people, who may otherwise engage in activities that may be considered criminal or anti-social.
13. The siting and design process for future leisure facilities will incorporate an assessment of the potential community safety implications generated by the facility.

Sustainability:

14. The Leisure Strategy will seek to provide or facilitate new or improved facilities through the planning process, so that our customers participate in sport, recreation and physical activity through a network of good quality accessible and readily available sport, leisure and open space facilities, reducing the need for customers to travel to other local authority areas to participate in these activities.
15. New leisure facilities will, as far as economically practicable, be designed to be as energy efficient as possible.
16. The strategy also identifies standards for informal open space and country parks which will help protect the natural environment, support biodiversity and mitigate the impact of climate change.

Procurement:

17. Procurement of consultants to support CBC in developing the Leisure Strategy was undertaken via a Sport England framework compliant with CBC procurement rules.

Overview and Scrutiny:

18. The Leisure Strategy was considered by the Sustainable Communities Overview and Scrutiny Committee on 22 January 2014. The Committee agreed the recommendations be provided to Executive:
1. following formal consultation required for adoption as Technical Guidance, approve the minor amendments to the adopted Leisure Strategy Chapter 1: the Leisure Facilities Strategy;
 2. note the comments of the Committee in relation to the process and proposed policy standards and facility recommendations of the draft Leisure Strategy, Chapters 2 and 3. Minute SCOSC/13/102 is attached at Appendix C; and
 3. adopt the Leisure Strategy (Chapters 1, 2 and 3) for Central Bedfordshire and as Technical Guidance for development management purposes.

RECOMMENDATIONS:

The Executive is asked to:

1. **approve the minor amendments to the adopted Leisure Strategy Chapter 1: the Leisure Facilities Strategy, following formal consultation, as required for adoption as Technical Guidance;**
2. **note the process and proposed policy standards and facility recommendations of the Leisure Strategy, Chapters 2 and 3; and**
3. **adopt the Leisure Strategy (Chapters 1, 2 and 3) for Central Bedfordshire and as Technical Guidance for development management purposes.**

<i>Reason for Recommendations:</i>	To provide comprehensive planning policy guidance on the provision of indoor and outdoor sports and leisure facilities to inform the emerging Development Strategy.
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Executive Summary

19. The Leisure Strategy is primarily a Planning policy document which will provide both the evidence base and policy standards to secure the new/improved indoor and outdoor sports and recreational open space facilities which are required to mitigate the additional demand generated by new housing development and the resulting increased population.
20. The Strategy identifies facility requirements which may be provided directly by new development or funded via developer contributions, CIL or external funding sources. For facilities within Central Bedfordshire Council's ownership, the Strategy will guide the council's capital investment.

21. In addition, the facility assessment and identification of need in the Strategy can be used by facility providers such as town and parish councils, countryside organisations, sports clubs etc. as evidence to assist them in securing external funding to improve/deliver the facilities within their ownership, or to help deliver their aims and objectives concerning indoor sports provision / improvement.

Planning Status, Structure and Scope

22. The Leisure Strategy comprises four chapters, Chapters 1, 2 and 3 are facility-based chapters which examine a range of indoor, built facilities, recreational open spaces and outdoor playing pitches; and Chapter 4 seeks to marry the facilities currently available, and those identified as being required, with the types of physical activities needed to support Central Bedfordshire's residents in pursuing healthy, active lifestyles now and in the future.
23. Chapter 4: The Physical Activity Strategy was adopted by Executive in September 2013 and does not form part of the Leisure Strategy Technical Guidance document.

Planning Status

24. The Leisure Strategy provides a streamlined and comprehensive guide to the provision of facilities across CBC. It will replace a number of older documents produced by the former legacy Local Authorities. At the project initiation it was envisaged that the strategy would be adopted as a Supplementary Planning Document (SPD) and tied in with the new planning framework for the area which would also have been updated. The new Development Strategy is however, still currently in preparation. This means that the relevant chapters of the Leisure Strategy cannot yet be adopted as SPD. The strategy will not hold the same weight as adopted standards however, they will hold some weight if adopted as interim Technical Guidance which will be a material consideration in the determination of planning applications. As the strategy has been produced in accordance with the requirements for SPD it can become SPD once the Development Strategy has been adopted.

Structure and Scope

25. The Leisure Strategy has been developed on a phased basis and the status of the respective chapters is as follows:

Chapter 1: Leisure Facilities Strategy (indoor sport and leisure centres, comprising a range of sport and leisure activities)

- Approved by Executive on 8 January 2013 as the Leisure Facilities Strategy for Central Bedfordshire.
- Chapter 1 has been subject to the formal consultation required for its adoption as Technical Guidance for planning purposes and the resulting minor amendments have been included.

Chapter 2: Recreation and Open Space Strategy (a defined range of green spaces, providing formal and informal recreational facilities)

- Chapter 2 has been subject to the formal consultation required for its adoption as the Recreation and Open Space Strategy for Central Bedfordshire and Technical Guidance for planning purposes.

Chapter 3: Playing Pitch Strategy (outdoor formal, grass and artificially-surfaced sports playing pitches).

- Chapter 3 has been subject to the formal consultation required for its adoption as the Playing Pitch Strategy for Central Bedfordshire and Technical Guidance for planning purposes.

26. The consultation comments for Chapters 1, 2 and 3 are detailed in the Consultation Responses Statement which is available on the council's web site.

Methodology

27. Each chapter of the Leisure Strategy has undergone the following stages of development:

Stage 1 Audit & Assessment:

- The relevant methodology and research tools for each chapter, directed the gathering of facility evidence from existing data and new research.
- Population growth and housing growth forecasts and other socio economic and demographic data was used to assess the potential impacts of growth on each of the facilities.
- Facility inspections and stakeholder feedback were combined with the audit evidence to detail the current and future provision required to meet the sport, leisure and open space needs of Central Bedfordshire residents.

Evidence Gathering and Consultation:

At each stage of the process, a range of consultees were invited to comment on current and future requirements as set out in the Communications Plan, these included:

- national and local organisations
- governing bodies of sport
- town and parish councils
- leisure operators
- facility users
- sports clubs.

Stage 2 Issues & Options:

- From the audit and assessment of each chapter the key issues affecting provision now and in the future were identified.
- These key issues and a range of options to address the issues were presented for consultation.

In addition to other consultations, workshops were held to refine the preferred options with CBC Members in April 2012 and June 2013.

Stage 3 Strategy:

- The preferred options were identified and developed into policies on provision standards and future facility requirements.

Stage 4 Adoption:

- Chapters 1, 2 and 3 have undergone the formal consultation required for Supplementary Planning Document (SPD) adoption, however, until the Development Strategy is adopted, they can only be adopted as Technical Guidance which will attract some weight in decisions reached on planning applications.

Stage 5 Action Plans:

- Following adoption by Executive, an action plan will be developed for each chapter, detailing the priorities for delivery of the facility requirements identified.

Policy Standards and Facility Requirements

28. The Leisure Strategy Summary Document (Appendix A) sets out the policy standards and facility priorities for each chapter. The main themes can be summarised as follows:

Chapter 1: the Leisure Facilities Strategy

Chapter 1 was adopted by Executive in January 2013. Further consultation has confirmed the strategic priorities approved at that time; these can be found in Appendix A, page 21.

29. **Chapter 2: the Recreation and Open Space Strategy**

Chapter 2 sets standards for provision of new or improved recreational open space facilities within the nine open space typologies, the standards for each open space type are detailed in Appendix A, page 21. The standards in order of application are:

- Accessibility - consultation established Central Bedfordshire residents' expected travel times to each open space type.
- Quantity – to support the accessibility standards, the quantity standard was calculated, providing a quantity of provision per 1,000 people required to meet each accessibility standard.
- Quality - to ensure the content and quality of provision meets customer expectations, quality criteria is provided for each open space type.

Following approval of the open space standards, the recreation and open space Graphical Information System (GIS) layer will be finalised to show all sites with their respective accessibility catchments. In addition, the standards for each open space type will be calculated for each parish in Central Bedfordshire and these will be detailed in the Parish Schedules. An example of a parish schedule is attached at Appendix B. Further consultation with facility providers will be undertaken to establish the local delivery priorities which will inform the action plan and the securing of new facilities and s106 developer contributions.

30. **Chapter 3: the Playing Pitch Strategy**

Chapter 3 has been developed using the Sport England 'Towards a Level Playing Field: A Manual for the Production of a Playing Pitch Strategy (2003)' guidance, together with the emerging revised methodology set out in Sport England's Playing Pitch Guidance (due for publication in 2014).

The guidance places greater emphasis on:

- site specific issues which include assessing the quality of facilities and recording the availability of each pitch;
- involving National Governing Bodies of Sport and Sport England, to ensure that local priorities are matched with regional issues and priorities; and
- rather than setting a quantity standard for outdoor sports provision, area and sport specific requirements are detailed which identify priorities reflecting both the planning policy requirements and those of the individual sports clubs.

31. The overarching priorities for the future delivery of sports pitch facilities (Appendix A, from page 23) across Central Bedfordshire are:
- Ensure that there are enough facilities to meet current and future demand.
 - Ensure that facilities are of appropriate quality to meet current and future demand.
 - Promote increased participation and sustainable club development.
32. The priorities for each sport are shown in the Leisure Strategy Document in Appendix A (from page 49), the main themes can be summarised as follows:
- Protect all current facilities.
 - Increase the amount of pitches available (especially football).
 - Ensure the amount or quality of facilities is not limiting participation.
 - Monitor supply, demand and participation to ensure facilities keep pace with population growth.
 - Ensure quality of existing facilities can accommodate demand – quality improvements.
 - Support initiatives which encourage participation.
 - Support dual use of school facilities and partnerships where appropriate.

Consultation Issues

33. The Leisure Strategy Chapters 1, 2 and 3 were published for six weeks consultation in October/November 2013 in accordance with the requirements for adoption as a Supplementary Planning Document (SPD). The responses to the consultation have been assessed and responded to in the Consultation Responses Statement which is published on the council's web site.
34. The consultation responses revealed a number of key themes, these can be summarised as:
- The production of a leisure strategy comprising the range of indoor and outdoor facilities was welcomed.
 - There is strong support for the overarching aims and objectives of the strategy from respondents to the online survey.
 - Consultees accepted the robust methodologies employed and the setting of standards for open space provision.
 - The reliance upon school pitch facilities, and the securing of community use was a key issue.
 - Adoption of the Leisure Strategy as a Supplementary Planning Document was questioned as the Development Strategy adoption has been delayed.

Conclusion and Next Steps

35. Following consideration by Executive, further consultation will be undertaken with asset owners and stakeholders to develop individual Chapter Actions Plans which will inform CIL and the Planning Obligations Strategy.

Appendices:

Appendix A: Leisure Strategy Technical Guidance Summary Document

Appendix B: Parish Schedules example

Appendix C: Sustainable Communities Overview & Scrutiny Committee Minute
SCOSC/13/102 – Leisure Strategy Adoption

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

Leisure Strategy Chapters 1, 2 and 3, the Leisure Strategy Summary Document and the Consultation Responses Statement can be found at www.centralbedfordshire.gov.uk

Appendix A

Central
Bedfordshire

Leisure Strategy

Technical Guidance Summary Document

Comprising:

Chapter 1: Leisure Facilities Strategy

Chapter 2: Recreation & Open Space Strategy

Chapter 3: Playing Pitch Strategy

Executive Summary

The mix of urban and rural settlements within Central Bedfordshire, and the historical differences in approach to leisure provision favoured by the former local authorities has resulted in a diversity of leisure provision.

Central Bedfordshire Council Executive Committee has sought the creation of a leisure strategy in order to adopt a holistic approach to the provision of sport, leisure and recreation facilities across the Council's area. The aim of the project is to assess current facilities and services, estimate future demand and thereby create a strategy which will assist the authority to deliver and facilitate good quality, sustainable, demand-led facilities and services

The scope of the leisure strategy comprises three facility-based chapters which incorporate a range of indoor, built facilities together with open spaces and outdoor playing pitches, and the fourth chapter it seeks to marry the facilities currently available, and those identified as being required, with the types of physical activities needed to support Central Bedfordshire's residents in pursuing a healthy, active lifestyle.

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1. Introduction and Background

The Context

1.1 Sport England is the government agency responsible for building the foundations of sporting success, by creating a world-leading community sport system of clubs, coaches, facilities and volunteers.

1.2 The health benefits of sport are central to this focus. Many of the leading causes of ill health in today's society such as coronary heart disease, cancer and type two diabetes could be prevented if people were to play more sport and increase their overall levels of physical activity and sport.

1.3 In July 2011 the Chief Medical Officers (CMOs) from England, Northern Ireland, Scotland and Wales launched *Start Active, Stay Active*, a joint report on physical activity, which included guidelines for participation across the life course. These guidelines provide recommendations on the levels of physical activity needed to provide population level changes in health. Sport is a key part of wider physical activity and can make a valuable contribution to the CMO guidelines.

1.4 Sport therefore clearly has an important role to play in getting and keeping people active and thereby improving their health and wellbeing. Professor Dame Sally Davies (the Chief Medical Officer for England) said that, *'If physical activity was a drug it would be regarded as a miracle.'*

1.5 Sport and recreation therefore plays a fundamental part in peoples' lives and the provision of the right *facilities in the right place* is in turn central to this.

1.6 The National Planning Policy Framework (NPPF), the government's planning policy, recognises the clear link between sport and health. The NPPF is a key part of the government's reforms to make the planning system less complex and more accessible. The framework acts as guidance for local planning authorities, both in drawing up plans and making decisions about planning applications.

1.7 Improving health, social and cultural well-being is one of its twelve core principles. Paragraph 171 places health considerations and by extension participation in sport, as a key consideration in the planning process, it states:

'Local planning authorities should work with public health leads and health organisations to understand and take account of the health status and needs of the local population (such as for sports, recreation and places of worship), including expected future changes, and any information about relevant barriers to improving health and well-being.'

1.8 Meeting the needs of local communities through the provision of accessible, high quality facilities which provide opportunities to participate in sport is therefore a critical part of good planning. The efficient and effective delivery of sports facilities depends on understanding the nature of current provision and assessing what will be required in the future by taking account of demographic and sports participation changes and trends.

1.9 The NPPF makes this clear in paragraph 73, which states:

‘Access to high quality open spaces and opportunities for sport and recreation can make an important contribution to the health and well-being of communities. Planning policies should be based on robust and up-to-date assessments of the needs for open space, sports and recreation facilities and opportunities for new provision. The assessments should identify specific needs and quantitative or qualitative deficits or surpluses of open space, sports and recreational facilities in the local area. Information gained from the assessments should be used to determine what open space, sports and recreational provision is required.’

1.10 Paragraph 69 of the NPPF also references the importance of providing high quality open space as part of new development.

1.11 Sport England therefore aims to ensure *‘positive planning for sport to increase participation and maximise the health benefits, enabling the right facilities to be provided in the right places, based on robust and up-to-date assessments of need for all levels of sport and all sectors of the community.’*

1.12 The local facility network in any area is varied and the need to understand the nature of provision and demand in a locality reflects the often highly variable type, quality and accessibility of facilities. Understanding the character of local provision in turn works through to the preparation and application of policy and the setting of priorities which need to be justified by evidence. Equally, in light of increasing pressure on resources, it is vital that the collection, analysis and application of evidence is carried out efficiently, serves multiple purposes where possible, and in so doing demonstrably adds value to delivering corporate aspirations and priorities.

1.13 The local authority however remains at the centre of the local facility network as the sport and planning authority. From a local authority perspective the need to work with partners across the public, private, education and voluntary sector to plan sports facility provision is central to the NPPF.

1.14 Central Bedfordshire Council has a vision to be, *‘a great place to live and work.’* In order to achieve this the Council has 6 key drivers:

- **Great prospects**
- **Great value**
- **Great services**
- **Great communities**
- **Great journeys**
- **Great lifestyles**

In terms of Great Lifestyles the Council is committed to *‘improving health, well being and independence.’*

1.15 The Council is committed to strategic planning for sport, recreation and open space in line with national policy guidelines and the Leisure Strategy reflects the approach set out. Moreover the Leisure Strategy links the Council’s corporate objectives and the authorities commitment to improving health, well being and independence in its new public health role by ensuring in planning delivery terms Central Bedfordshire has leisure facility and open space provision that will drive sports participation and lead to improved health outcomes for all residents.

The Leisure Strategy for Central Bedfordshire

1.16 The mix of urban and rural settlements combined with the historical differences in approach to leisure provision has resulted in a diversity of leisure provision within Central Bedfordshire. Central Bedfordshire Council has sought the creation of a leisure strategy in order to adopt a holistic approach to the provision of sport, leisure and recreational open space facilities across the Council's area.

1.17 The aim of the project is to assess current facilities and services, estimate future demand and thereby create a strategy which will assist the authority to deliver and facilitate good quality, sustainable, demand-led facilities and services.

1.18 Central Bedfordshire Council appointed Neil Allen Associates to produce four of the five sections that comprise the Leisure Strategy. Chapter 4, the Physical Activity Strategy has been produced in-house. The Leisure Strategy chapters are:

- **Chapter 1: Leisure Facilities Strategy**
- **Chapter 2: Recreation & Open Space Strategy**
- **Chapter 3: Playing Pitch Strategy**
- **Chapter 4: Physical Activity Strategy**
- **Overarching Leisure Strategy**

1.19 As set out in the Context, in accordance with Government guidance in the National Planning Policy Framework (NPPF), Chapters 1, 2 and 3 of the Leisure Strategy have assessed the current provision of identified leisure facilities and opportunities across Central Bedfordshire in 2012/13, and further evaluated the respective leisure requirements which result from the planned growth in Central Bedfordshire's population up to 2031. These three chapters comprise the Planning policy guidance. Chapter 4, the Physical Activity Strategy addresses the opportunities for physical activity across Central Bedfordshire and will be supported by a programme of activity delivery.

1.20 The Leisure Strategy planning policy guidance will support the securing of new and improved facility provision via the development management process, identify needs and priorities, address inequalities of provision, inform investment priorities of Central Bedfordshire Council where relevant, and seek to ensure that residents of Central Bedfordshire have access to a range of recreation and sporting facilities.

1.21 The Leisure Strategy will support Central Bedfordshire Council's responsibility for public health by ensuring sustainable, high quality sport and physical activity infrastructure and opportunities are provided to enable residents to live active lives, prevent ill health, improve overall health & wellbeing, and reduce care costs. The strategy also seeks to ensure that the number of adults taking part in sport and physical activity remains above the national average.

Planning Status

1.22 Chapters 1, 2 and 3 of the Leisure Strategy have been prepared in accordance with the procedures required for adoption as a Supplementary Planning

Document (SPD) but will initially be adopted as Technical Guidance for Development Management purposes.

1.23 Chapters 1, 2 and 3 provide standards and future facility requirements to be met through the planning process and will form material evidence and policy to inform the Council's emerging Development Strategy. On adoption of the Development Strategy the Council will look to formally adopt the Leisure Strategy Chapters 1, 2 and 3 as a Supplementary Planning Document which will attract more weight in decisions reached on planning applications.

1.24 Chapters 1, 2 and 3 of the Leisure Strategy are derived from Policy 22 'Leisure and Open Space Provision' in the pre submission Development Strategy for Central Bedfordshire 2013, which identifies general requirements for recreation and leisure provision. The detailed assessment will provide the evidence base and facility requirements to support Policy 22.

Timetable

1.25 The timetable for the approval and adoption of the Leisure Strategy Technical Guidance is:

- January 2013 - the Council's Executive Committee adopted Chapter 1: the Leisure Facilities Strategy as the leisure facilities strategy for Central Bedfordshire
- January 2014 – the Council's Overview and Scrutiny Committee approved the final draft of Chapters 1, 2 and 3, amended following formal consultation
- March 2014 – the Council's Executive Committee will consider adoption of the final Chapters 1, 2 and 3, as Technical Guidance to inform the Development Strategy

Consultation

1.26 A communications plan for the Leisure Strategy was prepared which defined the opportunities when a variety of stakeholders would be updated and consulted on the progress of each chapter. The consultation is detailed in the communications plan and consultation statement. At each stage consultation responses have been incorporated in the development of the respective chapters.

2. Purpose and Scope of the Leisure Strategy

Purpose and Functions of the Leisure Strategy

2.1 The primary purpose and function of the Leisure Strategy is as Technical Guidance which will expand upon and provide guidance on the application of Policy 22 'Leisure and Open Space Provision' in the pre submission Development Strategy for Central Bedfordshire 2013.

2.2 It provides the evidence base and policy standards/facility requirements to secure new or improved leisure facilities as a result of new housing development. It will apply to both new on-site facilities provided within a new housing development site, and developer contributions secured to provide / improve off-site facilities which are required to mitigate the additional demand placed upon them by development.

2.3 In addition, the facility assessment and identification of need in the strategy can be used by facility providers such as town and parish councils, sports clubs etc. as evidence to assist them in securing external funding to improve/deliver the facilities within their ownership.

Planning Obligations / Community Infrastructure Levy

2.4 When the Community Infrastructure Levy (CIL) is adopted by Central Bedfordshire Council the use of planning obligations in agreements entered into under Section 106 of the Town and Country Planning Act 1990 will be reduced, and the council will only be able to pool contributions from five planning agreements.

2.5 CIL is a charge on new development based on the size and type of new development, which can be used by the council towards infrastructure priorities. The Leisure Strategy will provide the evidence and priorities to support the securing and use of CIL and should be read in conjunction with the Council's CIL policy.

2.6 In response to CIL, the Planning Obligations Supplementary Planning Document (SPD) is currently being reviewed. The SPD sets out the council's approach to seeking obligations to address infrastructure needs. The Leisure Strategy will provide the evidence and priorities to support the SPD and should be read in conjunction with the Council's Planning Obligations Strategy.

The Role of Central Bedfordshire Council

2.7 Central Bedfordshire Council's primary role in the provision of leisure facilities is via the provision and application of planning policy to secure new or improved facilities / contributions from new development in line with the requirements set out in this document.

2.8 The facility requirements identified in the Leisure Strategy are not intended to be provided directly by Central Bedfordshire Council. The majority of facilities are not owned or managed by Central Bedfordshire Council, consequently the responsibility for delivery of the identified needs remain with the facility owners.

2.9 Central Bedfordshire Council's role in the provision of indoor sporting facilities (Chapter 1) is twofold, firstly, via its ownership and ongoing development of the major public leisure centres, and secondly via the securing of new or improved provision / contributions from new development in line with the requirements set out in this document.

2.10 Similarly with respect to recreation open space facilities (Chapter 2), Central Bedfordshire Council's role is twofold. The council owns and manages a number of countryside recreation sites and children's play areas.

2.11 Central Bedfordshire Council will support asset owners, sport clubs and external providers with guidance on strategy requirements, external funding and the planning process where there is an identified need for the improvement / creation of projects within their ownership.

2.12 While the Council will not directly provide many of the facility requirements detailed in the Leisure Strategy, this document will be the key reference point for decision making relating to both existing and future facility provision requirements. To that end, the Council will ensure that investment (s106/CIL/external sources) is targeted where it is needed and where it can have maximum benefit in accordance with the requirements of the strategy.

Key Drivers

2.13 The strategic purpose of the four chapters which comprise the Leisure Strategy is to provide a framework for the prioritisation, provision and development of sport and recreation facilities and opportunities in Central Bedfordshire in line with the NPPF. By highlighting deficiencies in facility provision and opportunities for improvement, it will set the context for decisions about the priority and delivery of local provision up to 2031.

2.14 The key drivers supporting the development of the Leisure Strategy for Central Bedfordshire as set out in the context are:

- To create a robust evidence base on which to base planning policy/standards
- To identify appropriate locations for new/improved leisure provision to target need
- To secure appropriate leisure facilities & S106/CIL contributions, to accompany new development
- To inform Central Bedfordshire Council's capital expenditure on new/improved facilities within its ownership
- To support Central Bedfordshire Council's responsibility for public health from April 2013 by ensuring sustainable, high quality sport and physical activity infrastructure and opportunities are provided to enable Central Bedfordshire residents to live active lives, prevent ill health, improve overall health & wellbeing, and reduce care costs
- To ensure the number of adults taking part in sport and physical activity remains above the national average

2.15 The vision for the Leisure Strategy is:

'plan for the provision of a network of high quality, accessible and affordable sporting and recreation facilities to meet the needs of Central Bedfordshire residents both now and into the future, through the combined efforts of the Council and other providers, and ensure that facilities remain fit for purpose, by refurbishment or replacement, throughout the term of the strategy'

Principle Objectives of this Guidance

2.16 The Leisure Strategy Technical Guidance will identify the Council's requirements for sport, leisure and recreational open space provision. Chapters 1, 2 and 3 comprise the needs and evidence assessments and policy standards for their respective facilities, and provide the standards used to calculate requirements. The strategy provides guidance for landowners, developers and applicants to determine provision requirements and will be a material consideration in determining planning applications prior to the Development Strategy being adopted. It will also develop guidance on financial contributions from developers linked to the provision of leisure and recreational open space facilities.

Composition and Scope of the Leisure Strategy

2.17 In order to appropriately research and address the range of facilities which comprise the Leisure Strategy, it has been divided into four chapters, comprising three facility-based chapters which examine a range of indoor, built facilities, open spaces and outdoor playing pitches; and a fourth chapter which seeks to marry the facilities currently available, and those identified as being required, with the types of physical activities needed to support Central Bedfordshire's residents in pursuing healthy, active lifestyles.

2.18 The scope for each chapter of the Leisure Strategy is detailed within the respective Audit and Assessment Reports. The following summarises the scope for each chapter:

- Chapter 1: Leisure Facilities Strategy – built, indoor sport and leisure facilities
- Chapter 2: Recreation and Open Space Strategy – a range of open spaces (excluding sports pitches)
- Chapter 3: Playing Pitch Strategy – outdoor sports playing pitches and courts
- Chapter 4: Physical Activity Strategy – a range of sports and recreation activities undertaken indoors and outdoors
- Overarching Leisure Strategy – provides a strategic overview of the Leisure Strategy and a summary of the Technical Guidance

2.19 The facilities which comprise the scope for each chapter have been included as they represent facilities which are widely available and accessible to all members of the public, and which residents expect to be available locally. Specialist facilities or those catering for elite athletes have been excluded from the strategy due to the limited number of people they cater for.

3. Leisure Strategy Development

3.1. Chapters 1, 2 and 3 of the Leisure Strategy have been prepared by Neil Allen Associates in partnership with Central Bedfordshire Council officers and members, and with the support of Sport England. Chapter 4 has been prepared in-house by the Council's Physical Activity Team with input from a range of internal and external partners. These development stages for the strategy reflect the approach detailed by Sport England in its new Assessing Needs and Opportunities Guidance (ANOG).

Stages of Strategy Development

3.2. The following stages of development are applicable to each of the four chapters of the Leisure Strategy.

3.3. **Stage 1 Audit & Assessment:** Using the relevant methodology and research tools for each chapter, facility evidence was gathered using existing data sources and new research. Population growth and housing growth forecasts have been used together with other socio economic and demographic data (from Sport England's Local Authority profiles) to assess the potential impacts of growth on each of the facilities included. Facility inspections and stakeholder feedback were then combined with the audit evidence to detail both the current and future provision required to meet the sport and recreation needs of Central Bedfordshire residents now, and to 2031.

3.4. **Evidence Gathering and Consultation:** Throughout each stage of the process, a range of consultees, including national and local organisations, governing bodies of sport, leisure operators, contractors, users, sports clubs, town and parish councils and others were invited to comment on current and future leisure requirements at opportunities set out in the Leisure Strategy Communications Plan.

3.5. **Stage 2 Issues & Options:** This stage identified the key findings arising from the audit and assessment of each chapter and highlighted the main issues affecting provision now and in the future. These key issues were presented for consultation with a range of options to address the issues.

3.6. **Stage 3 Strategy:** The preferred options were identified and developed into policies on provision standards and future facility requirements.

3.7. **Technical Guidance Adoption:** Chapters 1, 2 and 3 have undergone the formal consultation required for SPD adoption, however, until the Development Strategy is adopted, they will be adopted as Technical Guidance and will attract some weight in decisions reached on planning applications.

3.8. **Stage 4 Action Plans:** Action plans will be prepared to accompany each chapter, detailing the delivery of the facility requirements identified.

Chapter 1: Leisure Facilities Strategy

3.9. The scope and methodology used in Chapter 1 is detailed below.

3.10. **Scope:** The scope of Chapter 1: the Leisure Facilities Strategy encompasses indoor, built sports facilities which are available to the wider community (listed below). Specialist sports facilities which cater for regional or national level sport are outside the scope of this report, but Central Bedfordshire's role in facilitating such facilities is considered where they can be accommodated within the other proposals in this report.

- Swimming Pools
- Health and Fitness (gyms)
- Sport Halls
- Bowls
- Tennis
- Squash courts

3.11. To capture the sport and recreation facilities and opportunities offered in the village and community halls in Central Bedfordshire, a separate study was carried out, and the results will inform the Chapter 1: Leisure Facilities Strategy. Chapter 4: the Physical Activity Strategy assessment utilised this information to help signpost residents to current activities and to develop its emerging programme of new activities.

3.12. **Methodology:** Chapter 1 was prepared in accordance with the requirements of the National Planning Policy Framework (NPPF). Working closely with Sport England, the audit and assessment process utilised the most up to date facility database to establish the adequacy of current facilities and to model and test the requirements of the future population.

3.13. **Stage 1 Audit & Assessment:** Sport England's strategic planning tools, which are listed below and detailed in Chapter 1, have been used to audit and assess the supply, usage and demand for existing facilities in Central Bedfordshire now, and in combination with population growth estimates, the tools have been used to forecast future facility requirements.

3.14. Sport England's strategic planning tools for sport:

- Active Places Power (APP)
- Sports Facilities Calculator (SFC)
- Facilities Planning Model (FPM)

3.15. **Stage 2 Issues & Options:** The key issues affecting the current and future provision of indoor leisure facilities was identified together with options for addressing those issues.

3.16. **Stage 3 Strategy:** The future facility requirements were identified and prioritised.

3.17. **Stage 4 Technical Guidance Adoption:** Chapters 1, 2 and 3 will be adopted as Technical Guidance.

3.18. **Stage 5 Action Plan:** As Central Bedfordshire Council owns and manages the major indoor leisure facilities in the area, the action plan is being prepared in conjunction with the Council's capital programme. It will also identify funding gaps which may be addressed by Section 106 or CIL developer contributions or external funding.

Chapter 2: Recreation and Open Space Strategy

3.19. The scope and methodology used in Chapter 2 is detailed below.

3.20. **Scope:** The scope of Chapter 2: the Recreation and Open Space Strategy encompasses facilities within nine different typologies of open space. These typologies are based upon those set out in Planning Policy Guidance Note 17 (PPG17) typologies, but have been specifically developed for Central Bedfordshire to incorporate the types of open space that are available in the area and the functions that these spaces have.

The typologies assessed in Chapter 2 are:

- Countryside Recreation Sites
- Urban Parks
- Large Formal Recreational Areas
- Informal Recreation Spaces
- Small Amenity Spaces (e.g. small piece of green space for informal recreation use / landscaped value)
- Children's Play Spaces
- Facilities for Young People
- Allotments
- Cemeteries – the assessment of current provision and future demand has been included in Chapter 2, however, future strategy will be developed through other Council Planning policy documents.

3.21. **Methodology:** Chapter 2 has been prepared in accordance with the requirements of the National Planning Policy Framework (NPPF) and draws upon the principals of the former Planning Policy Guidance Note 17 (PPG17) and its Companion Guide (September 2002), which remains the most up to date policy guidance on the preparation of open space and recreation assessments. The PPG17 Companion Guide indicates that the four guiding principles in undertaking a local assessment are:

- understanding that local needs will vary according to socio-demographic and cultural characteristics
- recognising that the provision of good quality and effective open space relies on effective planning but also on creative design, landscape management and maintenance
- considering that delivering high quality and sustainable open spaces may depend much more on improving and enhancing existing open space rather than new provision
- taking into account that the value of open space will be greater when local needs are met. It is essential to consider the wider benefits that sites generate for people, wildlife and the environment

3.22. The methodology for this assessment has built upon the above principles and has been tailored to the character and nature of Central Bedfordshire. The resulting assessment and strategy will:

- identify and report the views of residents and key stakeholders in relation to open space in Central Bedfordshire
- outline the current provision of each type of open space in Central Bedfordshire
- set local standards for the provision of open space
- report the implications of the local standards across Central Bedfordshire
- outline the priorities for the future delivery of each type of open space to meet current and future need, taking into account the impact of the proposed population growth

3.23. **Stage 1 Audit & Assessment and Stage 2 Issues & Options:** An initial analysis of the number, type, location and primary function of open spaces in Central Bedfordshire was used to inform the Central Bedfordshire-specific site typologies. A telephone survey of 1,000 households then established a baseline from residents' views of current open space facilities and their expectations for future provision. In excess of 1,000 sites were then reviewed and categorised into one of the identified typologies with cross checks and site visits to new / changed sites to ensure consistency. Categorisation of sites on a Graphical Information System (GIS) layer enabled the assessment of accessibility, quantity and quality criteria which have been developed into proposed standards for each typology.

3.24. **Stage 3 Strategy:** The proposed accessibility, quantity and quality standards were consulted upon in October/November 2013 to identify the final standards which will then be applied on a parish basis to show all typologies and their relative areas of shortfall or surplus. The parish schedules will identify the future facility requirements arising from the application of the policy standards.

3.25. **Stage 4 Technical Guidance Adoption:** Chapters 1, 2 and 3 will be adopted as Technical Guidance.

3.26. **Stage 5 Action Plan:** As the majority of open space sites are not owned or managed by Central Bedfordshire Council the action plan will focus on establishing key priorities for new or improved provision and seek to identify ways in which CIL or Section 106 developer contributions or external funding can be secured to help achieve those priorities.

Chapter 3: Playing Pitch Strategy

3.27. The scope and methodology used in Chapter 3 is detailed below.

Scope: The scope of Chapter 3 includes the following outdoor grass and artificial sports playing pitches and courts:

- Artificial Grass Pitches
- Football
- Cricket
- Rugby
- Tennis
- Hockey
- Outdoor Bowls
- Athletics Tracks

- Netball

3.28. **Methodology:** Chapter 3 has been prepared in accordance with the requirements of the National Planning Policy Framework (NPPF), and the evidence has been developed in line with 'Towards a Level Playing Field: A Manual for the Production of a Playing Pitch Strategy' (Sport England, 2003) (TaLPF), and with the draft revised methodology set out in Sport England's Playing Pitch Guidance (due for publication in 2014).

3.29. The TaLPF methodology established 8 key stages in developing a playing pitch strategy (detailed in Chapter 3) which cover the issues of supply and demand as well as analysis of the adequacy of provision. The updated TaLPF places greater emphasis on site specific issues and includes new ways of assessing the quality of facilities and recording the availability of each pitch. Most importantly, the new methodology promotes the involvement of National Governing Bodies and Sport England, ensuring that local priorities are matched with regional issues and priorities. It also seeks to ensure that strategies are representative of the needs of sport.

3.30. There is no formally adopted approach for an assessment of tennis and bowls and athletics. The adequacy of provision for these sports has therefore been evaluated through the interpretation of supply and demand as well as detailed consultation.

3.31. **Stage 1 Audit & Assessment and Stage 2 Issues & Options:** In accordance with the TaLPF and Playing Pitch Guidance, a comprehensive audit of the specified sporting facilities was undertaken in combination with the sports governing bodies and Sport England. This included wide ranging consultation which included contacting all sports clubs to determine their facility condition, usage and future needs. This process identified site and sport specific requirements.

3.32. **Stage 3 Strategy:** The strategy policies identify the sport and site specific requirements for each area, and

3.33. **Stage 4 Technical Guidance Adoption:** Chapters 1, 2 and 3 will be adopted as Technical Guidance.

3.34. **Stage 5 Action Plan:** As the majority of open space sites are not owned or managed by Central Bedfordshire Council the action plan will focus on establishing key priorities for new or improved provision and seek to identify ways in which CIL or Section 106 developer contributions or external funding can be secured to help achieve those priorities.

Chapter 4: Physical Activity Strategy

3.35. The scope and methodology used in Chapter 4 is detailed below.

3.36. The Physical Activity Strategy will assist the Council in its response to its new public health responsibilities, arising from the Health and Social Care Act 2012 and NHS Act 2006 (amended), which gives responsibility for health improvement to unitary authorities; and will guide the work of the Council's Physical Activity Team.

3.37. The Physical Activity Strategy considers a range of sport and recreation activities undertaken indoors and outdoors including:

- Walking
- Cycling
- Running/Jogging
- Seated Exercise
- Dance
- Keep Fit Classes
- Gyms
- Sports opportunities

Locations where activities may take place:

- Village and Community Halls
- Leisure Centres
- Sports Clubs – that have their own grounds
- Schools, Colleges and Universities
- Town & Parish Councils
- Military Defence establishments – where public access is available
- Children Centres
- Golf clubs
- Sheltered accommodation and care homes

3.38. There is no recognised methodology for carrying out a physical activity audit. The content and extent of an audit will depend on the outcomes the local authority wishes to achieve from the strategy. The Physical Activity Strategy's aim is to provide a snapshot of the activities available, the type of facility where physical activity is offered and the type of person who is currently taking part. The list below sets out the principles behind the audit and the different methods and tools used to capture information.

- Each of the government guidelines set out above provides a methodology detailing the 'who' and the 'how' to address their respective aims.
- The Sport England Local Profile Tool, Market Segmentation and Active People Databases, have provided detailed activity and participation information taken from the most current and detailed source currently available.
- An audit of activities and facilities has been carried out in-house by the Physical Activity Team, and has been combined with the Sport England data.
- Research has been carried out in partnership with both internal and external partners to provide detailed information on the physical activities taking place in the facilities listed in the scope.
- The audit identifies gaps in the provision of physical activity opportunities.
- The guidance, facility and physical activities evidence gathered has been used to produce an Audit & Assessment Report. From this report the key issues affecting physical activity provision and participation will be identified and a series of policy options for addressing these issues have been set out in an Issues and Options Report.
- The Issues and Options Report was used to consult with key stakeholders in accordance with the Chapter 4 Consultation Plan.

3.39. As the purpose of this summary document is to summarise the Planning requirements relating to the Leisure Strategy Technical Guidance document, no further details on Chapter 4 are provided here. Chapter 4: the Physical Activity Strategy is available on the Central Bedfordshire Council web site.

4. Central Bedfordshire Context

Profile of Central Bedfordshire

4.1 Central Bedfordshire is a varied area containing a mixture of rural countryside, attractive villages, and small to medium sized towns. It covers 716 square kilometres and is well connected, via the M1, A1, A5 and A6. Currently the population is 260,000, making it the 17th largest unitary authority in England by population. The population is forecast to increase to around 287,300 by 2021, with a 35% increase in the number of people aged 65 and over compared to 2011.

4.2 The semi-rural nature of much of Central Bedfordshire make it one of the least densely populated areas ranking 42nd out of 56, it is classified as predominantly rural with just over half the population living in the rural area. Approximately 65% of the population are within the working age group, being between 16 and 65 years of age.

4.3 In terms of deprivation, none of Central Bedfordshire's neighbourhoods are in the 10% most deprived nationally, however pockets of deprivation do exist mainly in Houghton Regis and Dunstable.

4.4 Life expectancy in Central Bedfordshire is higher than in England, at 83 years for women and 80 years for men. Equally, overall health is slightly better than the national average, and children are less likely to be obese (at Year 6: CB is 16%, England is 19%).

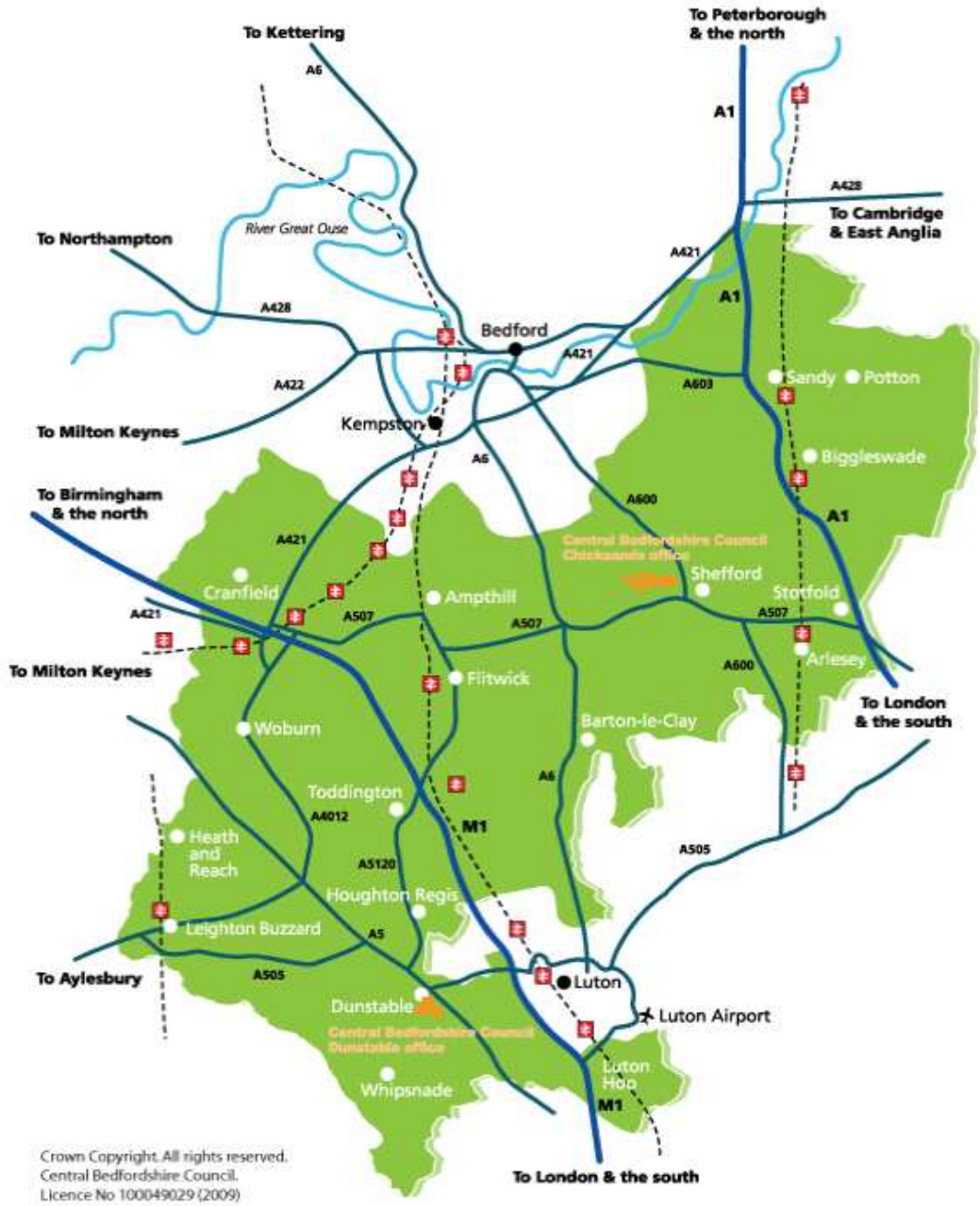
4.5 With assets such as the Greensand Ridge, much of the rural area is of high landscape and biodiversity value with extensive tracts of high-grade agricultural land. The southern part of the Marston Vale and the Chilterns Area of Outstanding Natural Beauty (AONB) cover large parts of the authority. In addition, the southern part of Central Bedfordshire, outside of the main towns and villages, is designated as Green Belt.

4.6 Central Bedfordshire has a rich historic environment, with a number of heritage assets, historic buildings, landscapes and archaeological sites and monuments.

4.7 Unemployment is lower in Central Bedfordshire than in England, with 3,159 people claiming Job Seekers Allowance in September 2013, a rate of 1.9% compared to the England rate of 3.1%.

4.8 At present 60,900 Central Bedfordshire residents travel outside of the area to work, while 29,300 people travel to work in Central Bedfordshire from other areas.

Central Bedfordshire Key Facts and Figures. January 2013



Central Bedfordshire

Planning Policy Context

4.9 The National Planning Policy Framework (NPPF) came into force in March 2012 and makes several references to planning for sport, recreation and open space. As set out in the context the NPPF highlights the importance of undertaking robust and up to date needs assessments for indoor and outdoor sport, taking account of local strategies to improve health, social and cultural wellbeing for all, and delivering sufficient community and cultural facilities and services to meet local needs. Similarly, Paragraph 69 references the importance of providing high quality open space as part of new development, as well as referencing the importance of open space and sport.

4.10 The Leisure Strategy has been prepared in accordance with the requirements of the National Planning Policy Framework (NPPF) together with guidance relevant to the specific chapters as detailed in the methodology.

National Planning Policy Framework, March 2012

4.11 The NPPF is a key part of the government's reforms to make the planning system less complex and more accessible. The framework acts as guidance for local planning authorities, both in drawing up plans and making decisions about planning applications.

Central Bedfordshire Council Emerging Development Strategy

4.12 The Development Strategy will be the main planning document for Central Bedfordshire. It will set out the overarching spatial strategy and development principles for the area together with more detailed policies to help determine planning applications.

4.13 It was anticipated that the plan would be formally adopted in early 2014, however, additional time has been needed to consider the representations made and implications of new population and household projections. A revised timetable has yet to be agreed but submission is anticipated in the near future.

Policy 22 Leisure and Open Space Provision

4.14 Policy 22 of the emerging Development Strategy states that the Council will require new development to be supported by the delivery of leisure and open space facilities. These are to be provided as an integral part of new development, planned in at the early stages to meet both the needs arising on and off-site. Provision is to be made on-site in accordance with the required accessibility, quantity and quality standards.

4.15 It also states that where adequate on-site provision is not possible, contributions will be sought to maintain and enhance existing leisure and open space facilities. The Council will safeguard existing leisure and open space facilities. If open space is lost as a result of development replacement open space of equal size and quality will be required. Developers will also be required to make contributions towards maintenance and running costs. Contributions will be secured through planning obligations or CIL.

4.16 Policy 22 provides the strategic basis for the detailed evidence base and policy requirements contained within the Leisure Strategy.

Central Bedfordshire Council draft Community Infrastructure Levy Charging Schedule

4.17 The Community Infrastructure Levy (CIL), as set out in the Planning Act 2008, is a new system of charging and collecting developer contributions and is intended to supplement other public sector funding streams to ensure that new community infrastructure (such as schools, health care facilities, etc.) can be provided to keep pace with population growth.

4.18 CIL is set locally and will become a standard charge per square metre applied to almost all developments. Social housing, buildings used by charities and buildings into which people do not normally go are exempt. The charge will be imposed at the time planning permission is granted and normally be paid at the commencement of development.

4.19 Whilst CIL will replace Section 106 contributions / Planning Obligations for general types of community infrastructure, Section 106 will still be used for site specific mitigation measures that are required to make a development acceptable (such as a new access road) as well as for affordable housing provision.

4.20 CIL is to be paid according to a Charging Schedule prepared by the Charging Authority. Central Bedfordshire Council's Preliminary Draft Charging Schedule was published on 14 January 2013. The next stage of consultation was planned for Autumn 2013, however, further consideration of issues raised and the implications of new Government CIL regulations is required. The Council is therefore currently considering its approach to the introduction and timing of the Community Infrastructure Levy.

Central Bedfordshire Council Planning Obligations Supplementary Planning Documents (north) 2009 and (south) 2009

4.21 The Planning Obligations Supplementary Planning Documents (SPD) set out the Council's policy for negotiating and securing planning obligations associated with new development.

4.22 The SPD's give guidance on when and how the Council will enter into planning obligations and the type of facilities and other benefits the Council expects developers to provide. It contains standard charges which may be applied for new developments.

4.23 Planning obligations are primarily intended to make acceptable those developments that would otherwise be unacceptable in planning terms. However, in accordance with the NPPF development needs to be viable and deliverable and this will need to be taken into account when determining the required contributions.

4.24 The Planning Obligations Strategy SPDs are being revised and will identify the council's policy for securing planning obligations from new development to secure the infrastructure needed to mitigate the impact of new development in response to the amended context of the current legislative framework for seeking planning obligations.

Local Context

Housing Growth

4.25 While plans are not yet final at this time the pre submission version of the Development Strategy (2011 to 2031) suggests that Central Bedfordshire will see growth of 28,700 new homes, which will comprise both large scale new developments and smaller Neighborhood Plans and windfall sites across the authority area. In planning for growth Central Bedfordshire Council must ensure that Leisure and Open Space policy seeks to provide a range of good quality, accessible sport, leisure, open space and recreation facilities which meet the needs of its growing population; supporting its residents in leading healthy, active lives.

4.26 In developing the evidence base for the Leisure Strategy, Central Bedfordshire Council has used population and housing growth forecasts to consider both natural population increases together with that generated by new housing. Calculation has considered not only the amount of growth but its location and timing. Facility modelling undertaken in Chapter 1 utilised a 10 year planning horizon in order to achieve accurate results. For this reason the other chapters have also employed this forecasting period and data.

4.27 Chapters 1, 2 and 3 of the Leisure Strategy will each develop a facility-specific action plan which will detail the priorities for new and improved leisure facilities to be provided in Central Bedfordshire, including that required in association with new development.

Central Bedfordshire Context

4.28 As set out in the context the Leisure Strategy has been developed with reference to the following local strategies:

Central Bedfordshire Healthier Communities Strategy 2010-2031

4.29 The strategy will be delivered by the Central Bedfordshire Health Improvement Delivery Partnership in order to realise a positive impact on the health and wellbeing of local people. The partnership is a multi-agency group whose key activities include the promotion of healthier lifestyles, and the provision of help to support people to lead healthier lives and ensure they have access to the high quality services which will enable them to do so.

Central Bedfordshire Council Sustainable Community Strategy 2010-31

4.30 The strategy was prepared by Central Bedfordshire Together, (Central Bedfordshire Local Strategic Partnership) and is intended to form the basis for all plans and strategies affecting the Council's area. The strategy's vision statement for the area is; "Globally connected, delivering sustainable growth to ensure a green, prosperous and ambitious place for the benefit of all"

4.31 The strategy comprises two key themes to delivering this vision:

- creating the condition for economic success and community prosperity
- raising standards and tackling inequalities

4.32 There are eight priorities which underpin the key themes:

- maximising employment opportunities & delivering housing growth to meet the needs of our communities
- ensuring our local people have the skills to prosper
- keeping our communities safe
- nurturing a sense of pride and belonging
- getting around and caring for a green and clean environment
- promoting health and reducing health inequalities
- educating, protecting and providing opportunities for children and young people
- supporting and caring for an ageing population and those who are most vulnerable

Sport England Guidance

4.33 Production of the Leisure Strategy conforms to guidance provided by Sport England that strategic planning for sport is essential in delivering appropriate facilities in the right location. Central Bedfordshire Council has been supported by Sport England in producing the Leisure Strategy to ensure that it plans adequately for sport and recreation. In particular the Leisure Strategy has been developed with reference to the following strategies:

Sport England Strategy 2012-17 Creating a Sporting Habit for Life

4.34 Strategy and investment to create a sporting legacy from the 2012 London Olympics by growing participation at grass roots level, particularly among young people

Health Agenda

4.35 Health & Wellbeing Boards are part of broader plans to modernise the NHS. In April 2013, Health and Wellbeing Boards replaced Primary Care Trusts (PCT) with around 150 being established across local authority areas in England. The role of the Health & Wellbeing Board is to provide integration between health and social care agendas to improve the health and wellbeing of the local population and reduce health inequalities.

4.36 There is increasing recognition that raising levels of physical activity provides a clear route to improving public health outcomes. The Department of Health has produced a number of reports and initiatives, 'Be Active, Be Healthy', 'Stay Active, Stay Healthy' and 'Healthy Lives, Healthy People' which identify and promote the link between activity and health improvements.

4.37 Chapter 4 of the Leisure Strategy, the Physical Activity Strategy, will detail the current national and local policies relating to healthy improvements, create a strategic and practical link between current and future activity opportunities, and enable Central Bedfordshire residents to access facilities and services which allow them to lead more active lives. Promoting physical activity has significant benefits for local authorities over and above health improvement. It can help to deliver on a wide range of other priority outcomes, for example, improving health and well-being in target groups and communities reduces health and social inequalities, thereby contributing towards achieving social justice milestones.

4.38 There is also a strong economic argument in favour of promoting physical activity. Increasing physical activity can help to reduce preventable disease and

disability such as strokes, coronary heart disease, obesity and back pain, a major source of working days lost. It can also contribute to reducing symptoms of depression and anxiety, which impact on the level of sickness and absence from work.

5. Leisure Strategy Standards and Priorities

Chapter 1: Leisure Facilities Strategy

5.1 Chapter 1: the Leisure Facilities Strategy has assessed the current provision of the identified types of indoor sport and leisure facilities (listed on page 11), and was approved by Central Bedfordshire Council as its Leisure Facilities Strategy in January 2013. The formal consultation process carried out in October/November 2013, enabled Central Bedfordshire Council to formally adopt this chapter, together with Chapters 2 and 3, as Technical Guidance.

5.2 The new and improved facilities from this chapter are set out below:

- Provide a new leisure centre in Flitwick close to the site of the existing leisure centre, comprising a sports hall with four courts and an eight lane swimming pool.
- Refurbish Tiddenfoot Leisure Centre pool and sports hall.
- Refurbish Saxon Pool and Leisure Centre and provide a new sports hall with four courts in the east area of Central Bedfordshire.
- Refurbish Dunstable Leisure Centre to also incorporate additional health and fitness facilities and squash court facilities.
- Market-test the cost of re-opening Houghton Regis pool in the short term pending longer term development of a new leisure centre in Houghton Regis.
- Provide a new sports hall with four courts in the Leighton Linlade Growth Area in conjunction with proposed housing development.
- Replace the eight lane swimming pool at Tiddenfoot in conjunction with proposed housing development growth.
- Provide a new leisure centre for Houghton Regis close to the site of the existing leisure centre, comprising a sports hall with six courts, a six lane 25m swimming pool and a range of other facilities.
- Support the development of a joint use leisure facility incorporating a sports hall with four courts at Etonbury School in Arlesey.

Progress to Date

5.3 Since adoption of Chapter 1: the Leisure Facilities Strategy £8m of capital investment has already been approved from the Central Bedfordshire Council capital fund for the provision of new or improved leisure facilities in Central Bedfordshire. This will see investment at all 6 leisure centres in Dunstable, Houghton Regis, Biggleswade, Sandy, Flitwick, Leighton Linlade.

5.4 The investment of £3m at Creasey Park in Dunstable is already delivering positive outcomes and a further £1m investment has been supported at Astral Park, together with £400k investment at Stotfold.

Chapter 2: Recreation and Open Space Strategy Policy Requirements

5.5 Chapter 2 has assessed the current provision of the identified types of recreation and open space facilities (listed on page 12) across Central Bedfordshire in 2012/13, and evaluated the respective requirements which will result from the planned growth in Central Bedfordshire's population up to 2031. The following policy

statements have been determined from that analysis to support the delivery of Policy 22 of the emerging Development Strategy for Central Bedfordshire.

PPS 1. Protection of Existing Facilities

5.6 The Council will safeguard existing facilities in line with Paragraph 74 of the National Planning Policy Framework, existing recreation and open space facilities should not be built on unless it meets one of the three tests identified in paragraph 74. If facilities are lost as a result of development, replacement facilities of equal or improved standard are required to meet the continued needs of residents. Replacement facilities must also be located to serve the users of the original facility.

5.7 Capital receipts from disposals of playing pitch facilities will be ring-fenced specifically for investment into other open space facilities. To be invested according to the aims of the Strategy.

5.8 Planning consent for replacement facilities will include appropriate conditions and / or be subject to a Section 106 agreement or CIL. Developers will also be required to make contributions towards maintenance and running costs. Contributions will be secured through planning obligations or CIL.

PPS 2. New Development

On-site Provision

5.9 The typology standards in set out in Chapter 2 (Table 5.1) will apply to all new residential development across the whole of Central Bedfordshire. The provision of certain typologies of recreation and open space facilities and developer contributions toward off-site provision may not be sought from some forms of development e.g. Children's Play Space would not be sought in associated with sheltered housing, however, provision or contributions may be sought for only specific facilities which are suited to the intended residents.

5.10 New development must be supported by the delivery of recreation and open space. This provision is to be made on-site in line with the required standards and will be provided as an integral part of new development, planned in at the early stages to meet both the needs arising on and off-site.

5.11 New and enhanced recreation and open space will be expected to be designed in accordance with the relevant Central Bedfordshire Council design guidance in order to ensure that the facilities are fit for purpose and of a suitable quality.

Off-site Contributions

5.12 For smaller developments where on-site provision of certain types of recreation and open space may not possible/appropriate, or where existing facilities or planned projects are located within the catchment of the development, contributions will be sought to maintain and enhance existing facilities/identified projects, in lieu of on-site facilities.

PPS 3. Addressing Deficiencies

5.13 The strategy has identified existing and future deficiencies in facility provision to meet the needs of Central Bedfordshire residents. The strategy facility requirements will seek to address these deficiencies by securing the provision of new facilities or contributions from development to provide new or improve existing facilities in areas of need.

5.14 Where appropriate, the provision of new facilities will be prioritised to provide additional sites to increase supply in areas of deficit or housing growth.

PPS 4. Maximising Access to Facilities

5.15 The strategy will seek to ensure that all residents of Central Bedfordshire have good access to a range of high quality recreation and open space. The provision of new facilities or the enhancement of existing facilities will take into consideration the accessibility, quantity, and quality of facilities for residents.

PPS 5. Maximising Investment

5.16 The strategy will seek to maximise investment in new or improved facilities through the prioritisation of projects, partnership working with facility providers, national organisations and other partners to secure external funding for identified priorities. It will also secure S106/CIL contributions from development in accordance with the strategy requirements and utilise those contributions where maximum facility benefit can be achieved.

Local Standards for Recreation and Open Space

5.17 This assessment has sought to understand and define the needs and aspirations of residents of Central Bedfordshire in relation to recreational open space and to identify the actions required to meet both current and future needs, based upon these needs and aspirations.

5.18 To evaluate gaps in existing provision as well as to inform requirements for future open space, standards have therefore been set for each type of open space evaluated as follows;

An accessibility component – distance threshold (catchment for each type of open space)

A quantitative component – quantity of provision per 1000 population

A qualitative component – quality of facilities required for each type of open space

5.19 The application of these standards has been used to identify the adequacy of existing provision to meet current and projected needs.

5.20 Table 5.1 below outlines the Accessibility, Quantity and Quality standards for each type of open. Full details of the application of these standards in each settlement are outlined in the Parish Schedules.

Table 5.1 Chapter 2: Accessibility, Quantity and Quality Standards

Leisure Strategy Site Types and Standards	Accessibility	Quantity	Quality
Countryside Recreation Sites	20 minute drive time	3.19 hectares per 1,000 population	Size: average 45 hectares, appropriately located for the local catchment, predominantly natural landscape, may have DDA access audit, toilets, café or visitors centre, play equipment, parking etc
Urban Parks	15 minute walk time for Major and Minor Settlements and; 20 minute drive time for Large and Small Villages	0.22 hectares per 1,000 population (Major Service Centres only) and; 0.39 hectares per population (minor towns where/if required)	Size: min. 5 hectares, appropriately located for the local catchment, offering a range of activities and events, landscaped with ornamental planting which reflects the character / history of the local area/town, toilets, refreshments, seating, play facilities and lighting etc.
Large Formal Recreation Areas	10 minute walk time for major settlements or; 10 minute drive time for small villages	1.16 hectares per 1,000 population	Size: approx 1 hectare, appropriately located for the local catchment, formal recreation area offering a variety of facilities for different age groups such as formal sports pitches/courts/changing facilities, play provision, DDA compliant access, parking etc
Informal Recreation Spaces	10 minute walk	2.5 hectares per 1,000 population	Size: relevant to location/size of site, appropriately located for the local catchment, predominantly natural space, links with rights of way network, DDA compliant access, parking etc.
Small Amenity Spaces	5 minute walk	0.58 hectares per 1,000 population	Size: min. 0.2 hectares of functional recreation space, appropriately located for the local catchment, seating, signage, safe paths, no formal facilities
Children's Play Spaces	10 minute walk	0.11 hectares per 1,000 population	Size: relevant to location/size of site, local catchment facilities, formal play facilities for 3-14+yrs, seating, signage, fencing where appropriate, etc.

Leisure Strategy Site Types and Standards	Accessibility	Quantity	Quality
Facilities for Young People	10 minute walk	0.043 hectares per 1,000 population	Size: relevant to location/size of site and local catchment facilities, located to allow surveillance but not disturb residents, accessible by bicycle with storage, formal age-appropriate play/ recreation facilities, signage, DDA etc.
Allotments	10 minute walk	0.37 hectares per 1000 population / 15 plots per 1000 population	Size: approx. 0.25 hectares (i.e. 10 standard sized plots) appropriately located for local catchment, accessible via roads/ paths, DDA access, parking, one shed per plot, mains water, toilet and washing facilities etc.
Cemeteries & Burial Grounds	N/A. Parish specific issues.	N/A	The audit evidence will be used by the council's Planning Department to inform local requirements.

5.21 Following adoption of the Leisure Strategy, the facility standards above will be applied to the open spaces in each settlement in Central Bedfordshire, and displayed on a GIS layer and in individual parish schedules. Further consultation with asset owners will be undertaken to establish local delivery priorities and this will inform the Chapter 2 action plan and the securing of on-site facilities and developer contributions.

Chapter 3: Playing Pitch Strategy

5.22 Chapter 3 assessed the location, availability and quality of existing sports pitches and outdoor sports facilities (listed on page 13) across Central Bedfordshire. The overarching priorities for the future delivery of sports pitch facilities across Central Bedfordshire are:

- **Ensure that there are enough facilities to meet current and future demand**
- **Ensure that facilities are of appropriate quality to meet current and future demand**
- **Promote increased participation and sustainable club development**

Playing Pitch Strategy Policy Requirements

5.23 This playing pitch and outdoor sports facilities strategy has assessed current and future facility provision required to meet the needs of Central Bedfordshire's growing population. The following policy statements support the delivery of Policy 22 of the emerging Development Strategy for Central Bedfordshire.

PPS 1. Protection of Existing Facilities

5.24 The Council will safeguard existing playing pitch and outdoor sports facilities in line with Paragraph 74 of the National Planning Policy Framework, existing facilities should not be built on unless it meets one of the three tests identified in paragraph 74. If playing pitch and outdoor sports facilities are lost as a result of development, replacement facilities of equal or improved standard are required to meet the continued needs of residents. Replacement facilities must also be located to serve the users of the original facility.

5.25 Capital receipts from disposals of playing pitch facilities will be ring-fenced specifically for investment into other playing pitch facilities. To be invested according to the aims of the Strategy.

5.26 Planning consent for replacement facilities will include appropriate conditions and / or be subject to a Section 106 agreement or CIL. Developers will also be required to make contributions towards maintenance and running costs. Contributions will be secured through planning obligations or CIL.

PPS 2. New Development

On-site Provision

5.27 The facility requirements of Chapter 3 will apply to all new residential development across the whole of Central Bedfordshire. The provision of playing pitch and outdoor sports facilities and developer contributions toward off-site provision may not be sought from some forms of development e.g. sheltered housing, however, provision or contributions may be sought for only specific facilities which are suited to the intended residents.

5.28 New development must be supported by the delivery of playing pitch and outdoor sports facilities. This provision is to be made on-site in line with the required standards and will be provided as an integral part of new development, planned in at the early stages to meet both the needs arising on and off-site.

5.29 New and enhanced sports facilities will be expected to be designed in accordance with the relevant Sport England and (where applicable) National Governing Body (NGB) design guidance in order to ensure that the facilities are fit for purpose and of a suitable quality.

Off-site Contributions

5.30 For smaller developments where on-site provision of playing pitch and outdoor sports facilities is not possible/appropriate, or where existing facilities or planned projects are located within the catchment of the development, contributions will be sought to maintain and enhance existing facilities/identified projects, in lieu of on-site facilities.

PPS 3. Addressing Deficiencies

5.31 The strategy has identified existing and future deficiencies in facility provision to meet the needs of Central Bedfordshire residents. The strategy facility requirements will seek to address these deficiencies by securing the provision of new

facilities or contributions from development to provide new or improve existing facilities in areas of need.

5.32 Where appropriate, the provision of new facilities will be prioritized to provide additional sites to increase supply in areas of deficit or housing growth.

PPS 4. Maximising Access to Facilities

5.33 The strategy will seek to ensure that all residents of Central Bedfordshire have good access to a range of high quality playing pitch and outdoor sports facilities. The provision of new facilities or the enhancement of existing facilities will take into consideration the location, catchment and accessibility of facilities for residents.

5.34 New or enhanced facilities will be constructed in accordance with Sport England and National Governing Bodies for Sport guidance on user requirements and accessibility for all.

PPS 5. Maximising Investment

5.35 The strategy will seek to maximise investment in new or improved facilities through the prioritisation of projects, partnership working with facility providers, National Governing Bodies for Sport and Sport England to secure external funding for identified priorities. It will also secure S106/CIL contributions from development in accordance with the strategy requirements and utilise those contributions where maximum facility benefit can be achieved.

5.36 The strategy will seek to develop relationships with schools in order to maximise access to existing facilities, but also to work in partnership with schools to maximise available funding to provide new/improved facilities which will serve both the school and the local community.

5.37 The conclusions and commitments for each type of facility are summarised below. The strategy proposes to:

Artificial Grass Pitches (AGPs)

- Protect all current AGPs
- Monitor growth and demand to identify future need

Football

- Protect all current playing fields
- Increase the amount of pitches available and support clubs to find home venues
- Secure formal agreements for the use of school sites
- Create new pitches linked with new developments
- Support football development
- Ensure clubs have access to good quality facilities (i.e. changing rooms, toilets)

- Maintain the existing football forums

Cricket

- Protect all existing cricket grounds
- Ensure that the amount of cricket facilities does not restrict increased participation in the sport
- Encourage relationships between small and large clubs to maximise potential use of different sites
- Provide a new pitch for clubs at capacity where this represents a sustainable option for growth
- Develop links between schools and cricket clubs
- Any new facilities will be provided in conjunction with an existing club or in support of a new club
- Address quality issues to bring cricket grounds and pavilions up to standard
- Support cricket clubs to provide training nets
- Support long term sustainability of clubs by promoting succession planning
- Support initiatives which encourage participation (i.e. new forms of the game)

Rugby

Rugby League

- There is limited evidence of demand for rugby league pitches – monitor demand.

Rugby Union

- Protect all existing rugby pitches
- Ensure that existing pitches can accommodate demand by addressing maintenance issues, improving social facilities and pavilions and providing floodlights
- Monitor rugby club growth and demand to identify increased use or participation requiring additional facilities
- Monitor demand for rugby league provision
- Support initiatives which encourage participation (i.e. new forms of the game)

Hockey

- Ensure that the surfaces currently used are retained as APGs
- Maintain the quality of existing APGs, ensuring facilities are refurbished every ten years
- Monitor club activity and demand for facilities
- Work with providers of APGs to ensure access for hockey clubs is prioritised
- Support the provision of on-site club houses and changing rooms to encourage club development; this could involve sharing with other sports and use of school sites
- Support initiatives which encourage participation (i.e. new forms of the game)

Outdoor Bowls

- Protect all current bowling greens
- Any new bowling greens will need to be further than 1 mile from an existing green

- Maintain and where necessary improve the quality and consistency of existing bowling greens
- Monitor club activity and demand
- Support clubs to proactively increase participation and membership, particularly junior players

Tennis

- Support the provision of new facilities at clubs where needed. Add capacity by adding floodlights to courts. Longer term and following population growth, determine if new courts are required
- Support additional demand for tennis courts through partnership with schools where there is demand for tennis courts in areas not currently within five miles of facilities. Demand for pay and play tennis should be considered in line with the Beacon Tennis Scheme, established by the LTA
- Address quality issues (floodlights, court coverings, surfaces, pavilions and changing facilities) at club sites, prioritising areas where club development is limited by quality issues
- Support initiatives which encourage participation (i.e. new forms of the game)

Athletics Tracks

- Further investigate with England Athletics and local clubs demand to determine future requirements.

Site / Sport Specific Priorities

The site and sport specific priorities for each facility type are identified in Appendix A.

6. Application of the Leisure Strategy

6.1 The emerging Development Strategy identifies the requirement for the provision of appropriate sport, leisure, open space and recreation facilities to meet the needs of the current and planned population of Central Bedfordshire. It acknowledges that the emerging Leisure Strategy will include audits and assessments of facility provision leading to the creation and adoption of a supplementary planning guidance providing standards and facility requirements which, once adopted, will be used to guide the provision of new and improved facilities. As identified earlier, until adoption of the Development Strategy, the Leisure Strategy will be adopted as technical guidance.

6.2 The Leisure Strategy will also be used to inform the CIL charging schedule and to update the Planning Obligations Strategy. As the timetable for the production of the Development Strategy did not accord with that for the Leisure Strategy, the former includes the following policy which will be evidenced by the specific standards and facility requirements in the adopted Leisure Strategy.

6.3 Policy 22 of the emerging Development Strategy for Central Bedfordshire states:

The Council will require:

- new development to be supported by the delivery of leisure facilities and open space. These will be provided as an integral part of new development, planned in at the early stages to meet both the needs arising on and off-site.
- this provision to be made on-site in line with the required qualitative, quantitative and accessibility standards.
- where adequate on-site provision is not possible, contributions will be sought to maintain and enhance existing leisure and open space facilities.

The Council will safeguard existing leisure and open space facilities. If open space is lost as a result of development replacement open space of equal size and quality will be required.

Developers will also be required to make contributions towards maintenance and running costs. Contributions will be secured through planning obligations or CIL.

Applying the Leisure Strategy Standards

6.4 Where there is a need for additional provision to make the development acceptable in planning terms as required by Regulation 122 of the CIL Regulations 2010, new or improved facilities will be required.

On-site Provision:

6.5 Where appropriate the respective Leisure Strategy Chapter will identify the need for the provision of facilities on-site, for example; children's play facilities, etc.

6.6 Chapters 1, 2 and 3 each identify the standards and circumstances in which on-site provision will be required. Where provision is required it will be expected to meet the respective size/quality/design standards identified in the respective chapter.

Off-site Contribution:

6.7 Where it is not appropriate to provide facilities in full or in part on the development site due to site constraints or context, financial contributions in lieu of on-site provision will be sought in accordance with the prevailing Central Bedfordshire Council Planning Obligations Strategy or CIL.

6.8 The above requirements will be applicable to new residential development, and in some instances to commercial development. Exceptions will apply in certain circumstances, for example; children's play facilities and contributions will not be required if the development will only accommodate adults such as in a sheltered housing scheme or retirement housing, as children will not be living in these types of development. For this type of development, facilities or contributions will only be sought towards appropriate types of sporting facilities, e.g. bowls, health and fitness.

6.9 In the north of Central Bedfordshire the adopted standards in the Core Strategy will apply until the Development Strategy is adopted.

6.10 Developers will be required to consider the respective requirements for indoor and outdoor sporting facilities and recreation and open space facilities when designing the layout of their development.

Community Infrastructure Levy (CIL)

6.11 As Central Bedfordshire Council has yet to approve its approach to the Community Infrastructure Levy, the Leisure Strategy action plan will detail the calculation of contributions for CIL and S106.

6.12 When costings are completed, it is the intention to include the strategic elements of each chapter within the CIL list, while the remaining facilities will be required to be delivered on-site or via developer contributions. Each chapter will identify their respective strategic and local facilities.

Spending/Release of Developer Contributions

6.13 Where contributions are secured from development, these may be used as follows:

- i. Where contributions are secured to provide or improve facilities owned by Central Bedfordshire Council - contributions will be used by the Council to carry out the identified works to the named facility/facilities. The respective Leisure Strategy Chapter identifies the schemes/priorities for Council-owned facilities; or

6.14 Where contributions are secured to provide or improve facilities owned by a Town/Parish Council, sports clubs etc. - the contributions will be released in accordance with the Sustainable Communities S106 Planning Obligations Guidance

and with the schemes/priorities identified for each parish/area in the respective Leisure Strategy Chapter.

- ii. When Central Bedfordshire Council has determined its approach to CIL, a third means of utilizing developer contributions will be detailed.

Chapter 2: Calculating the Contribution from Development

6.15 In order to ensure that contributions sought from new development toward facility provision are fair and commensurate with the development, the contributions must be assessed using the statutory tests for the use of S106 planning obligations:

- “Necessary to make development acceptable in planning terms
- Directly related to the development; and
- Fairly and reasonably related in scale and kind to the development”

The process detailed below explains how requirements will be determined.

6.16 It should be noted that to ensure that the new open space provided meets with the principles of this leisure strategy:

- i. provision can be grouped together in one location to aid design and functionality, but should still offer a range of different recreational opportunities
- ii. the provision of SUDS (sustainable urban drainage systems) cannot be considered to count towards recreational open space provision, unless recreation is the primary purpose of the site area and the SUDs is a secondary function of the space

Amount of Open Space Required

6.17 To ensure that development is only required to contribute in line with its scale and impact, the local quantity standards will be used to determine the need for open space from new development.

6.18 The local standards for each type of open space and the occupancy rates/density of the development, will be used to determine the amount of each type of open space required. Open space should then be designed to ensure that it provides maximum value and flexibility and is tailored to the needs of the local community.

6.19 Table 6.1 shows the calculation to be used to identify the open space requirement of new development.

Table 6.1 Chapter 2: Calculation of Open Space Required

Calculation to be performed	Number of new residents in the development		Open Space Need
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Data Required	Number of dwellings to be provided x 2.4 (to establish number of people)		Local Quantity Standard (to be applied for each type of open space).
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6.20 New developments impact on all types of open space and therefore requirements for each type of open space considered in this document will be evaluated.

6.21 For simplicity and to maximise flexibility, open space requirements will be grouped as follows:

- Strategic sites
- Informal recreation
- Local recreation
- Play facilities for children and young people
- Allotments

6.22 In order to promote the strategic distribution of facilities and the co-location of facilities as well as to minimise the provision of smaller sites with limited use, the specific requirements for new provision will be flexible within these groupings.

6.23 The rationale for the groupings outlined is summarised in Table 6.2

Table 6.2 – Open Space Requirements in New Developments

Type of Open Space	Category	Existing Local Standard	Total Requirement	Justification for grouping
Countryside Recreation	Strategic Sites	3.19	3.58	Both types of open space are strategic open spaces and contributions are likely to be required off site (unless in exceptional circumstances in the case of very large developments)
Urban Parks		0.39		
Informal Recreation Areas	Informal Recreation	2.5	2.5	Open space
Large Formal Recreation Areas	Local Recreation	1.17	1.75	Both types of formal recreation space have similar functions. The provision of large recreation areas within local catchments also serves as small amenity space.
Small Amenity Spaces		0.58		
Facilities for Children	Facilities for	0.11	0.153	Facilities to be located

Type of Open Space	Category	Existing Local Standard	Total Requirement	Justification for grouping
Facilities for Young People	Children and Young People	0.043		together providing for all age ranges. (It should be noted that this includes the activity area only). Additional allowances should be made for appropriate buffer zones
Allotments	Allotments	0.37	0.37	Specific facility requirement

6.24 Requirements for contributions will then be determined using the overall standards and the size of the new development.

6.25 Table 6.3 sets out an example of the implications for a development of 300 dwellings.

Table 6.3 – Example Size Requirements

Category	Standard Per 1000 Population (ha)	Standard Per Person (Standard per 1000 / 1000) (ha)	Number of Dwellings	Number of People in Development (Number of dwellings x 2.4)	Open Space Requirement (People in Development X Standard Per Person) (Ha)
Strategic Sites	3.58	0.00358	300	720	2.5776
Informal Recreation	2.5	0.0025	300	720	1.8
Local Recreation	1.75	0.00175	300	720	1.26
Facilities for Children and Young People	0.153	0.000153	300	720	0.11016
Allotments	0.37	0.00037	300	720	0.2664

6.26 All contributions will be based upon requirements using the above calculations whether for on-site provision or off-site developer contributions.

On Site Provision

6.27 On-site provision will not be required where the requirements from the development mean that the resulting open space would be too small to be of benefit.

6.28 On-site provision will not usually be required where the requirements are below the following thresholds:

- Informal open space – 0.4 ha
- Local open space – 0.2ha. A large formal recreation area should be provided where the requirements in the informal open space category exceed 1ha. Below this level, small amenity spaces will be required. Residents should have access to amenity spaces within 5 minutes of their home.
- Allotments – 0.25ha.

6.29 For most developments, it is likely that a mix of on-site provision and off-site contributions will be required.

6.30 On-site provision will be based upon the local standards set and will always be required on developments that are sufficiently large and / or located in an area of existing deficiency. Provision of all types of open space will be required, and even if located on the same site, space of the appropriate size is required. For example, children's play space must be provided in addition to the local recreation area. It may be appropriate to locate playing pitches on the site of a large recreation area if the provision of these pitches is in line with the playing pitch assessment (Chapter 3).

6.31 Central Bedfordshire Council will seek to balance the requirements to provide high quality facilities with good access and will look to ensure that new developments contain the facilities that they require and that they do not negatively impact upon existing open spaces in the vicinity.

6.32 As the strategy highlights the importance of local provision, the Council will therefore require:

- A facility for children and young people to be provided in all developments of 100 dwellings or more
- At least some on site open space should be provided in all developments of at least 50 houses (local open space).
- Informal open space may also be required on-site, depending upon the size and the location of the development and provision in the surrounding area

6.33 Where a type of open space is to be provided on-site, the appropriate ownership, management and maintenance requirements must be met in accordance with the adoption procedures in section 10. Ongoing management arrangements will be secured via S106 agreement or planning condition, including details of the management regime and the commuted maintenance sum required.

6.34 The space/s provided should meet with the recommended quality criteria set out in the design guidance.

Off Site Contributions

6.35 Where existing provision is already adequate (i.e. the development is within the catchment of existing open space and there is sufficient provision to accommodate the additional demand that will be generated) off site financial contributions will be required instead towards improvements to the quality of provision. Contributions will always be targeted towards sites that are within the catchment area of the proposed development (determined by the accessibility standards) and improvements will be informed by the relevant Parish Schedule. The level of contribution will be determined by the impact of the development as set out above.

6.36 With the exception of very large developments, on-site provision of strategic facilities i.e. countryside recreation sites and urban parks, will not be required and contributions will always be requested towards off-site provision.

Chapter 3: Calculating the Contribution from Development

6.37 The process detailed below explains how requirements will be determined.

Use of Team Generation Rates (TGR)

6.38 TGRs for Central Bedfordshire are calculated for each form of each sport in the playing pitch assessment and set out in Part 2. They represent the number of people that it takes of a certain age group in Central Bedfordshire to make one team.

For example – a TGR for junior male football of 100 means that for every 100 males aged between 10 and 15, a junior male football team will be created.

6.39 These TGRs are used within the facility analysis to determine the number of additional teams that will be created through population growth and the impact that this growth will have on demand for pitches. This takes into account the changing profile of the population (ageing) as the numbers for future projections are based upon the anticipated population profile by 2021. The pitch requirements can then be calculated by determining the number of teams per pitch and the related requirement in hectares.

6.40 Table 6.4 therefore indicates the number of teams that will be generated through population growth, as well as the number of pitches that this means would be required. This takes into account both demand at peak time, and usage over a week. The actual number of pitches has then been rounded up as part pitches can not accommodate teams.

6.41 Table 6.4 assumes that one adult pitch is required per adult team and one pitch per two junior teams – while this level of use is lower than the maximum capacity of a pitch, it takes into account the need to provide pitches where residents are located. As this document clearly indicates that cricket / rugby infrastructure should be club based, pitch capacity is considered higher for these two sports and each pitch is able to accommodate a greater number of teams.

Table 6.4 – Calculation of Additional Pitch Requirements in Central Bedfordshire

Sport and Age Groups	Current TGR	Potential Change in Team Number	Pitch Size	Calculations using FA Parameters (1 adult pitch per team)			
				Number of Teams per Pitch	Number of Pitches Required	Pitch Requirement (no part pitches)	Pitch Requirements (Ha)
Football Adult Men (16-45yrs)	315	6	0.8	1	6	6	4.8
Football Adult Women (16-45yrs)	6891	0	0.8	1	0	0	0
Football Youth Boys (10-15yrs)	35	31	0.6	2	15.5	16	9.6
Football Youth Girls (10-15yrs)	494	2	0.6	2	1	1	0.6
Football Mini Soccer Mixed (6-9yrs)	44	41	0.5	2	20.5	21	10.5
Cricket Open Age Mens (18-55yrs)	563	4.2	1.5	2	2.1	3	4.5
Cricket Open Age Womens (18-55yrs)	64870	0	1.5	2	0		0
Cricket Junior Boys (11-17yrs)	154	4	1.5	2	2	3	4.5
Cricket Junior Girls (11-17yrs)	0	0	1.5	2	0		0
Rugby Union Senior Men (19-45yrs)	2488	0.7	0.7	2	0.35	1	0.7
Rugby Union Senior Women (19-45yrs)	0	0	0.7	2	0		0
Rugby Union Youth Boys (13-18yrs)	438	2.5	0.7	2	1.25	2	1.4

Sport and Age Groups	Current TGR	Potential Change in Team Number	Pitch Size	Calculations using FA Parameters (1 adult pitch per team)			
				Number of Teams per Pitch	Number of Pitches Required	Pitch Requirement (no part pitches)	Pitch Requirements (Ha)
Rugby Union Youth Girls (13-18yrs)	0	0	0.7	2	0		0
Rugby Union Mini/Midi Mixed (7-12yrs)	487	3.7	0.25	2	1.85	2	0.5
TOTAL REQUIREMENT (HA)							37.1
Population Change							35430
Requirement per 1000 population (ha)							1.047135

6.42 Table 6.4 therefore indicates that a total of 1.05 ha is required per 1000 population.

6.43 Quality standards indicate that all pitches in Central Bedfordshire should be delivered in conjunction with appropriate car parking and changing accommodation. Guidance (The FA) suggests that 20% should be added to recognise this requirement. Based upon the above, there is therefore a requirement for 1.25 ha grass pitches per 1000 population in Central Bedfordshire.

6.44 Decisions relating to the requirement for new and / or improved provision should then be made using the playing pitch strategy evidence as a base. In areas where it new provision has not been identified as required, qualitative improvements should be made. Where the development is of insufficient size to require new pitch provision, contributions towards quality should also be made.

6.45 Specific requirements will be evaluated on a site by site basis and a decision made as to the type of facility that is required to deliver the PPS and whether on or off site provision was required.

6.46 Where on site provision is required, arrangements should be made for the effective management and maintenance of the facility and agreed with Central Bedfordshire Council.

Off Site Contributions

6.47 Where not on site, contributions will be expected to be made and will be spent on projects outlined within the Playing Pitch Strategy (listed in Part 2). Priority projects will be informed through the action plans that are to be produced.

6.48 Where provision is not required on site, the costs will (until detailed costings for all projects are available) be based upon the prices set out in the Sport England Planning Kit Bag. These will be calculated as follows:

Example 1: Calculation for off-site contribution for playing pitches:

Hectares required	/	0.64 (typical hectares of grass pitch)	X	80,000 (cost of grass pitch of 0.64 ha as identified by Sport England for calculation purposes)	=	£ off-site contribution
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Example 2: Calculation for off-site contribution for ancillary facilities:

No. of Pitches (Need 2 team changing room per pitch)	x	565,000 (cost of 4 team changing room as identified by Sport England for calculation purposes)	/	2 (based on 2 teams per pitch)	=	£ Total off-site contribution
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NB: The total figures do not include land value contribution or commuted sum for future maintenance.

The above calculation will be updated as a minimum annually (as Sport England Kit Bag figures are updated) however Table 6.5 uses the above calculations (and quoted prices) to provide a figure per ha required to aid calculations.

Table 6.5 – Off Site Contributions Required Per Hectare

Area	Component	Average Pitch Size (£)	Price for 1 Pitch Size (£)	Price per Ha (£)
Playing Field	Average Pitch Size	0.64	80000	12500
Ancillary Provision	Changing Accommodation (Based upon assumption 2 rooms per pitch)	0.64	282000	440625
TOTAL				453125

Other Sports Facilities

6.49 Off site contributions towards maintenance will also be required in accordance with Sport England life cycle cost guidance. While the Playing Pitch Assessment revealed that population growth will create shortages in the provision of

grass pitches, it is unlikely that additional facilities for other sports (bowls, tennis etc.) will be required. Qualitative improvements are however required and contributions may be requested from new developments.

6.50 As Central Bedfordshire Council has yet to approve its approach to the Community Infrastructure Levy, the Leisure Strategy action plan will identify the requirement to develop the methodology for calculating contributions for CIL and S106 for inclusion in Leisure Strategy when the Council's approach has been decided.

7. Funding and Implementation

Funding

7.1 Given the potential level of funding required to refurbish or redevelop the playing pitch and outdoor sports facility infrastructure across Central Bedfordshire it is likely that investment will only be achieved through a combination of opportunities and funding sources.

7.2 Local authority finances are currently under pressure and previous major national funding programmes are no longer available. Some funding opportunities, however, still remain; for example, individual school capital grants have replaced BSF and Sport England now has more clearly defined capital available through its *Places People Play* Legacy funding programme. While the education capital funding programmes will continue to change over time, there will still be a need for investment to take place on school sites during the strategy period and opportunities for joint projects may arise.

7.3 The council will seek to use assets innovatively and work on a multi-agency approach to address the facility requirements in the strategy.

7.4 The main funding delivery mechanisms for Central Bedfordshire Council and others in delivering the strategy are:

- i. **Community Infrastructure Levy (CIL) and Section 106 developer contributions:** The Leisure Strategy will secure developer contributions in association with new development to provide or improve infrastructure.
- ii. **Capital Grant funding:** From schools and national agencies such as Sport England, including its Iconic Facilities, Improvement Fund and Inspired Facilities programmes. National Governing Body (NGB) support could also be available to develop specific specialist facilities.
- iii. **Third party funding:** Financing capital through the forecast operational surplus and finance packages as part of the leisure management procurement process or construction contracts. Also, leisure management operators are asked as part of their consideration, to fund developments of health and fitness suites and small refurbishments of existing leisure centre sites.
- iv. **Commercial sector funding:** limited potential for investment from commercial leisure operators such as those who provide health and fitness centre and 5 a-side artificial pitch football centres.
- v. **Council funding:** capital funding allocated to deliver facilities within the council's ownership, and potentially the use of capital receipts from the sale of existing assets.
- vi. **Prudential Borrowing:** or 'invest to save': the local authority may choose to use revenue savings or income from its investment to pay for monies used for capital development, which may be cheaper than an operator can borrow.

- vii. **Education sector:** while the previous sources of funding (including BSF and Primary Schools Programme) have changed and the scale of the education capital programmes have been reduced, the education sector is still likely to be a key funding stream especially for sports halls.

Partnership Working

7.5 Central Bedfordshire Council recognises that it currently plays a limited role in the direct provision of playing pitches and sports facilities, the strategy therefore seeks to bring together key partners in the delivery of these facilities to ensure that available funding is maximised for the benefit of sports facility provision and community use. The leisure strategy will therefore promote:

- Partnership working and knowledge sharing
- Community involvement
- Community Asset Transfer where there is a sports development benefit

Facility Criteria and Design Guidance

7.6 The respective chapters of the Leisure Strategy provide guidance on facility criteria and design that will be required considered when evaluating the requirement for facilities from new developments. The following are key considerations in the provision of new or enhanced facilities:

- Location
- Quality
- Quantity
- Accessibility
- Fit for Purpose
- Sustainability

7.7 All new and enhanced sports facilities must be designed in accordance with the relevant Sport England and (where applicable) National Governing Body (NGB) design guidance in order to ensure that the facilities are fit for purpose and of a suitable quality.

Sport England's web site www.sportengland.org contains a range of current guidance documents which provide detailed specifications and information regarding the design of sporting and ancillary facilities.

7.8 This provides a link to the NGB's supported by Sport England, and to the guidance on the respective NGB websites:

<http://www.sportengland.org/our-work/national-work/national-governing-bodies/sports-we-invest-in/>

8. Delivery of the Strategy

8.1 The Leisure Strategy assessment provides the evidence base relating to the supply / demand of facilities across Central Bedfordshire. It has been created to support planning policy as well as to drive proactive and reactive improvements in facility provision. It should therefore be used to inform decision making relating to indoor leisure facilities, pitch and outdoor sports facilities and recreation and open space facilities.

8.2 The NPPF focuses on the delivery of specific facility needs; this needs assessment has therefore concluded with an understanding of the surpluses and deficiencies across Central Bedfordshire, and has listed areas where there is a need to improve the sporting infrastructure either through protection, enhancement or new provision. This information will be used to inform the development of the Leisure Strategy action plans for delivery in consultation with key partners.

Chapter 1: the Leisure Facilities Strategy

8.3 In order to detail the facility requirements identified in Chapter 1, and to prepare CIL and S106 calculations, a costed action plan will be prepared for the first phase of the strategy delivery 2014-2019. Table 8.1 below set out the next steps for completion of the Leisure Facilities Strategy, and the delivery of its short and medium term strategic objectives.

Table 8.1 Chapter 1

	Objective	Target Date
1	Develop a detailed methodology for calculating contributions for CIL and S106 for inclusion in Leisure Strategy Supplementary Planning Documents (SPD) and the Community Infrastructure Levy (CIL) and Section 106 Planning Obligations Strategy	Delayed until CBC approach to CIL is determined
2	Develop a fully costed Facilities Action Plan detailing the new and improved facility requirements to meet planning policy objectives	Executive Feb 2013
3	Approval of Central Bedfordshire Council capital expenditure priorities	Executive Feb 2013
4	Delivery of approved Central Bedfordshire Council capital schemes	Ongoing
5	Development of criteria for the release of the Capital Fund for Delivery of the Leisure Strategy	Jan 2014

**Chapter 1 Appendix 1. Short and Medium Term 2013-2018 Strategic Priorities
Table 8.2**

Proposal	Action	Timetable	By Whom	Priority	Capital Budget
DHR1 Refurbish Dunstable LC	Planning, design, procurement and construction	Medium, by 2018	CBC	High	£2,300k 2015/16
DHR2 New LC at Houghton Regis	Planning, design, procurement and construction	Medium, by 2018	CBC	High	No budget
DHR3 Market testing reopening of HR pool	Consultation, feasibility, tendering of leisure management contract	Short, by 2014	CBC	High	£150k 2013/14
W1 Replacement public leisure centre for Flitwick	Planning, design, procurement and construction	Short, by 2015	CBC	High	£12,482k 13/14-15/16
E1 Refurbishment of Saxon Pool & Leisure Centre	Planning, design, procurement and construction	Short, by 2015	CBC	High	£1,600k 12/13-13/14
E2 Support development of joint use leisure facility at Etonbury School	Consultation, planning, design, procurement and construction	Medium, by 2018	Etonbury School	Medium	£300k 2013/14
LB/RS1 Refurbish Tiddenfoot LC	Planning, design, procurement and construction	Short, by 2015	CBC	High	£1,400k 12/13-13/14

Chapter 2: Recreation and Open Space Strategy

8.4 In order to apply the respective open space typology standards the Parish Schedules will be produced. These will identify the surpluses/shortfalls of each open space type in each parish of Central Bedfordshire. In order to develop delivery priorities the Parish Schedules will be presented to Town and Parish Councils and other stakeholders to determine their priorities for the sites in their ownership which will inform the Chapter 2 action plan together with S106 and CIL.

Chapter 3: Playing Pitch Strategy

8.5 In order to demonstrate the local requirements arising from the Strategy's priorities, site specific facility requirements and recommendations will be produced for consultation with facility providers, Town and Parish Councils and other stakeholders. Their feedback will inform the Chapter 3 Action Plan together with S106 and CIL.

Chapter 4: Physical Activity Strategy

8.6 In order to deliver the five strategic priorities an annual programme of activity is being developed with the appropriate partners. This will identify the types of activities the Team will deliver in addition to the supplementing the activity database and

forging links with other providers to provide a one-stop-shop for physical activity information.

9. Monitoring and Review

9.1 This strategy has been produced to enable the development of playing pitches and sports facilities within Central Bedfordshire to be provided for in a planned and co-ordinated way that meets the needs of the local population and addresses areas of greatest demand.

9.2 In order to ensure that the Leisure Strategy requirements keep pace with the large amount of growth planned for Central Bedfordshire, a costed action plan will be prepared for the period 2014–2019. The Plan will be then reviewed and updated annually.

9.3 A key component of the process of delivering the action plan is the establishment of a steering group, which should be set up by the Council to implement the action plan emerging from the strategy with key stakeholders participating in the steering group as and when necessary and the Council working in partnership with stakeholders to deliver the strategy.

9.4 A full review of the strategy will be undertaken in 2019 in readiness for the 2019-2023 action plan period. In addition to reviewing the achievements of the action plan for the 2014-2019 period, the review will need to assess the full basis of calculating sports facilities requirements for Central Bedfordshire and emerging sporting trends and health issues that will have an impact on this. This will also involve a full reassessment of the following baseline criteria:

- Housing numbers
- Population estimates, both ONS and internal projections
- Full socio-economic and demographic analysis of population projections
- Participation rates (e.g. Active People Surveys) and new sport trend analysis and uptake levels
- Updated facility data including usage, accessibility, affordability, management and facility improvements
- Evolving needs of clubs and governing bodies, and any requirements for major facilities in the area
- Analysis of funding sources and new funding opportunities for the provision/improvement of sports facilities
- Review of growth of emerging sports, their participation rates, facilities available for them and likely facilities necessary for their support and development

10. Adoption Standards and Commuted Maintenance Sums

10.1 The council's Countryside Access Service and Leisure Services Section currently own and manage a range of open spaces and children's play facilities. The council will consider the adoption of certain applicable types of new facilities in accordance with the respective department's guidance set out below.

10.2 When a developer offers a site to the council for adoption, the following general process will be followed:

- i. To consider a site for adoption, the council will require full details of the development and the areas/sites the developer proposes for adoption.
- ii. The developer shall provide a scale plan (1:1250) detailing all the areas and features they propose for adoption. The plan should identify all landscaping elements, including trees, shrub, hedge and grass areas; for play areas developers must provide details of the play equipment, surfacing, fencing etc separately. Each of the elements/facilities which comprise the site must be quantified in square metres.
- iii. Where the council is willing to accept the adoption of new facilities, a financial contribution will be required to cover the cost of future management and maintenance. The current costs are outlined in the respective sections below. These sums will be reviewed annually and the current version will be available on the council's website.
- iv. The site information provided by the developer will be checked and the commuted sum figure will be calculated.
- v. The council will evaluate the site for adoption and inform the developer if it wishes to adopt the site. The council will inform the developer of any problems with the site or remedial action required in order that the developer can rectify these to the satisfaction of the council, prior to the council adopting the site. Any areas proposed for adoption must be laid out fully in accordance with planning approvals.
- vi. The developer will be informed of the commuted sum, which will also include the cost of the council's legal fees in respect of the land transfer.
- vii. Should the developer wish to proceed with adoption then written confirmation of acceptance of the commuted sum and remedial action will be required together with six copies of the site plan identifying in a red outline the areas for adoption. The developer will also provide details of their solicitors or representatives that will deal with the transfer of the land which will be passed to the council's legal department.

Management Company

10.3 In certain circumstances a developer may choose to transfer the ownership of a site to a private management entity which will be responsible for its long term maintenance as well as ensuring ongoing public access to the site.

10.4 In this instance the developer will be required to provide details of the management entity to the council for approval to ensure the entity is sufficiently well-funded, or will be so, to ensure that the facilities are capable of being managed and maintained to the appropriate standard in perpetuity.

10.5 A management plan must be submitted and agreed in writing by the council to ensure that appropriate maintenance and safety inspections regimes are carried out to ensure the site remains safe for public use.

Town or Parish Council

10.6 Where a town or parish council is to adopt a site, the developer must consult directly with the town/parish council to agree the adoption and the commuted sum for maintenance. The commuted sum must be paid by the developer to the town/parish council at the time of the land transfer. The town or parish council may utilise the commuted sum calculations below or use its own maintenance contract specification and rates.

**Chapter 2: Recreation and Open Space Strategy
Adoption of Open Spaces - Countryside Access Service**

Countryside Access Service

10.7 This policy relates to the type of newly created open space sites that the Council's Countryside Access Service (CAS) would consider adopting and managing. As an indication of the type of sites which may be applicable for adoption by CAS, Table 1 identifies the type of sites CAS currently own and / or manage.

Table 1.

Countryside Access Service - Existing Responsibilities
<p>Countryside Sites:</p> <ul style="list-style-type: none"> • Country parks • Urban parks • Woodland • Wildlife sites • (all types except linear routes)
<p>Heritage Sites: (e.g. Swiss Garden at the Shuttleworth Estate)</p> <ul style="list-style-type: none"> • Landscape with heritage value • Buildings and landscape with heritage value
<p>Common Land and Village Greens (statutory responsibility to manage)</p>
<p>CROW Act Open Access Land (statutory responsibility to manage)</p>

Rights of Way (statutory responsibility to manage network)

Evaluation of Sites for Adoption

10.8 The suitability for adoption and management of new sites by the Countryside Access Service will be considered on a case by case basis. Table 2 below outlines the basic criteria sites must meet in order to be considered for adoption by CAS.

Table 2.

Chapter 2 – Open Space Typologies Suitable for Adoption by CAS
<ul style="list-style-type: none"> • Country Parks • Large Recreation Areas (Informal) • Urban Parks (dependant on nature and location of site)
Criteria for Adoption of New Sites by CAS
<ul style="list-style-type: none"> • Sites should be minimum of 1ha in size • Should have a relevance and similarities to the existing portfolio of CAS sites • Sites that are connected to existing CAS site (if below 1ha or of different typology)

Sequential Approach

10.9 Table 3 identifies the sequential approach which will be taken in considering sites for adoption by CAS. The decision regarding adoption will be made using this approach and in accordance with the relevant policies of Central Bedfordshire Council and the Countryside Access Service.

Table 3.

Sequential approach for considering site adoption	
i.	site offered to CBC (CAS) for adoption with commuted sum negotiated;
ii.	site offered to relevant town or parish council for adoption with commuted sum negotiated by Town or Parish Council;
iii.	site offered to partner organisation – i.e. Marston Vale Trust, The National Trust, The Wildlife Trust, The Greensand Trust;
iv.	developer retains ownership and a management company maintains the facilities to CBC defined and approved standards.

Commuted Sums

10.10 Central Bedfordshire Council will only accept the transfer of new open space sites where an appropriate commuted sum is paid for the future maintenance of the open space. The commuted sum will provide for the appropriate management and

maintenance of the open space and avoid situations where open spaces are neglected and deteriorate to an extent that their functions are harmed.

10.11 For open space sites less than 5ha the commuted sum will be calculated for a maintenance period of 15 years and for sites over 5 ha it will be calculated for a maintenance period of 20 years. The site areas are for general guidance only as the levels of facilities on a site may influence, to a greater or lesser degree, the amount of commuted sum; i.e. a 4 ha site may be provided with a car park, building and other facilities that could require a longer maintenance period.

Aftercare Period

10.12 Where CAS agrees to the adoption of a new open space, the site will be maintained by the developer to the satisfaction of the Council for a period of 12 months after it is laid out. Upon the expiry of this period, a land transfer shall be completed which transfers the site to the Council and the agreed commuted sum paid to cover its future maintenance.

Adoption Requirements

10.13 Prior to the land transfer being completed (and following the 12 month Aftercare period) the open space will be inspected by the Countryside Access Service and the Council's Property Services Surveyor to ensure all the planning conditions have been discharged. Any undischarged planning conditions, problems with planting, landscaping, fencing, access, etc which are evident will be referred to the developer for rectification prior to adoption.

Sustainable Drainage Systems

10.14 Sustainable Drainage Systems can form a valuable part of the open space, however, it should be planned at the outset and a discreet adoption process will be required.

Please refer to the Central Bedfordshire Council SuDS Approval and Adoption Guide.

Management Plan

10.15 A Management Plan should be submitted by the developer for the open space and approved by CAS. The management plan will detail the management (including conservation/ecological) regime (including costings) for the open space site for a 20 year period. The Management Plan will be required irrespective of who will be managing the site and will be a planning condition or S106 requirement.

Table 4 sets out an example of how the commuted sums are calculated, using figures which are valid at the time of writing.

Table 4.

Countryside Access Service					
Commuted Sum Calculator for Countryside Recreation areas, Large Recreation Areas (Informal) and Urban Parks (under review).					
	Unit Cost	Number	per site* per year	10 year cost	20 year cost
Officer/Ranger Inspections	£40.00	25	£1,000.00	£10,000.00	£20,000.00
visits per year					
Bins and emptying	£190.00	2	£380.00	£3,800.00	£7,600.00
Access Routes (including surfaced paths) per linear m	£30.00	1000	£3,000.00	£30,000.00	£60,000.00
Access Infrastructure					
Signage, waymarking and interpretation	£15.00	100	£150.00	£1,500.00	£3,000.00
Grounds Maintenance	£4.40		£2,900.00	£29,000.00	£58,000.00
Grass management	£0.80	2500	£2,000.00	£20,000.00	£40,000.00
Hard Surface and Perimeter Weed Spraying	£0.40	1000	£400.00	£4,000.00	£8,000.00
Ground cover Maintenance	£3.00	100	£300.00	£3,000.00	£6,000.00
Tree Maintenance x 2 visits per year	£0.20	1000	£200.00	£2,000.00	£4,000.00
Seats/Benches	£50	1	£50.00	£500.00	£1,000.00

Countryside Access Service					
Fencing, Gates & Boundary Treatments	£12	1000	1200	£12,000.00	£24,000.00
Notice Boards and Cabinets	400	1	40	£400.00	£800.00
Special Features					
X As appropriate and to be costed accordingly.					
Totals for Site			£8,720.00	£87,200.00	£174,400.00
*Size of site is based on sites between 1 and 10 ha. For sites above this size - the costings will be increased accordingly.					

**Chapter 2: Recreation and Open Space Strategy
Adoption of Equipped Children’s Play Areas and Open Space within the
Settlement Envelope**

Leisure Services Section

10.16 This policy relates to the type of newly created children’s play space sites that the Council’s Leisure Services Section would consider adopting and managing.

Evaluation of Sites for Adoption

10.17 Consideration of the suitability for adoption and management of new sites by the Leisure Service Section will be considered on a case by case basis. Table 2 below outlines the basic criteria sites must meet in order to be considered for adoption by Leisure Services.

Table 2.

Chapter 2 typologies suitable for adoption by Leisure Services
<ul style="list-style-type: none"> • Children’s Play Spaces • Facilities for Young People

Criteria for adoption of new sites by Leisure Services
<ul style="list-style-type: none"> • Sites should be minimum of 100 square meters in size • Should have equipment relevant to their respective typology i.e. formal children's play equipment, equipment/facilities for young people

Sequential Approach

10.18 Table 3 identifies the sequential approach which will be taken in considering sites for adoption by Leisure Services. The decision regarding adoption will be made using this approach and in accordance with the relevant policies of Central Bedfordshire Council and the Leisure Services Section.

Table 3.

Sequential Approach for Considering Site Adoption	
i.	The housing developer offers the play area to Central Bedfordshire Council (CBC) for adoption. If the area meets the Standards for Adoption set out below, CBC will accept adoption of the area. However, CBC reserves the right to refuse adoption at all times.
ii.	If CBC chooses not to adopt the area, the housing developer may offer it to the relevant Town or Parish Council for adoption.
iii.	The housing developer may choose to pass ownership and management of the area to a management company.

4. Adoption Standards

Size and Layout of Land:

10.19 All areas offered for adoption must be at least 100 square metres. The land must have been laid out in accordance with the landscaping, play, sporting or amenity scheme approved by Central Bedfordshire Council as part of the proposed development; in addition the following are required:

Grass

10.20 The grass must be of a type specified and approved by CBC.

Trees and Shrubs

10.21 These should be planted in accordance with the relevant British Standards laid out below:

- (i) Planting and landscaping BS4428 (1989). The quality of plants should comply with BS3936.
- (ii) Planting and landscaping must be carried out as approved by the Council's Tree and Landscape Officer.

Play Equipment and Safety Surfaces

10.22 Equipment - must be in accordance with the approved play area plans as approved in advance by CBC. The type, manufacturer, quantity and layout cannot be altered unless appropriate permission is granted.

10.23 All new equipment and components must conform to and be installed in accordance with BS EN 1176.

- (ii) Safety surfaces - Continuous wet pour rubber safety surface should be used, installed flush with ground level. The safety surface must conform and be installed in accordance with BS EN 1177 and BS7188. The free height of fall of the safety tiles must be equal to or greater than the free fall height of the equipment that the safety surface is to be provided for when tested in accordance with BS EN 1177 and BS7188.

Sustainable Drainage Systems

Please refer to the Central Bedfordshire Council SuDS Approval and Adoption Guide, and Sustainable Drainage Systems – Additional Safety Information below.

5. Adoption Requirements

10.24 Prior to adoption by the Council, the open space will be inspected by a Facility Officer and Planning Officer to ensure all the planning conditions have been discharged. In addition, any problems with landscaping, fencing, access etc which are evident will be referred to the developer for amendment prior to adoption.

10.25 In respect of play areas, the developer will be required to employ an independent inspector to carry out a post-installation inspection of the play site in accordance with the British Standards for play equipment and safety surfacing BS EN 1176, 1177 & BS7188. In addition, the independent inspection will include an assessment of the facility and its immediate environs against the access requirements of the Disability Discrimination Act (DDA) 1995. Any faults, barriers to reasonable access, or non-compliance with the British Standards must be rectified before adoption can be considered.

6. Commuted Sums

10.26 This Council will only accept a transfer of open space provided a commuted sum is paid for the future maintenance of the open space. This will be for 15 years' maintenance of small POS sites, but for sites within major developments it will be for 20 years' maintenance.

10.27 Set out below is an example of how these sums are calculated, using figures which are valid at the time of writing the guidance notes. The table below shows an example of a commuted sum calculation.

Grass Cutting

- £0.10 per square metre
 - 16 cuts per year
 - 15 years
 - e.g. 100 sq.m of grass
- Total cost for 15 years' grass cutting would be £2,400

Independent Play Area Inspections

10.28 Equipped Play Areas will have an Annual Independent Inspection, at a cost of £46.50 per year.

- £46.50 per site per year
- 15 years
- e.g. 1 site

Total cost for 15 year's annual independent inspections would be £697.50

Council Play Area Inspections

In addition to the Annual Independent Inspections, the Council will inspect the site once per week:

- £30 per site per inspection
- 52 inspections per year
- 15 years

Total cost for 15 years' Council Play Inspections would be £23,400

Play Equipment Repair & Maintenance

- £200 per item, per year
- 15 years
- = £3,000 for one item

Total cost of Equipment Repair & Maintenance for one item would be £3,000.

Litter Bin Emptying

- £15 per bin per year (weekly empty)
- 15 years

Total cost of Bin Emptying for 15 years would be £225 per bin, Plus;

Litter Bin Vandalism/Maintenance/Replacement

- 25% of cost of new (Big Ben) Litter Bin purchase per year = £62.50

Total cost of Bin Emptying & Maintenance for 15 years would be £1,162.50 per bin

Seats / Benches Vandalism/Maintenance/Replacement

- Metal:** £150 per seat per year
- 15 years

Total cost of Metal Seat maintenance for 15 years would be £2,250

- Timber:** £150 per seat per year, plus 15% of cost of new metal seat (Ranger) purchase @ £62 per year
- 15 years

Total cost of Timber Seat Maintenance for 15 years would be £3,180

Litter Picking

- 0.055p per square metre
- 17 visits per year
- 15 years
- e.g. 100 square metre site

Total cost for 15 years' maintenance would be £1,402.50

Shrub Maintenance

- £60 per 100 sq.m per cut
- two cuts per year
- 15 years
- e.g. 100 sq.m of shrubs

Total cost of shrub maintenance for 15 years would be £1,800

Tree Maintenance

- £10 per tree per visit
 - 2 visits per year
 - 15 years
 - e.g. 10 trees
- Total cost of tree maintenance for 15 years would be £3,000

Hedge Maintenance

- 1.60p per Linear Metre
 - for two cuts per year
 - 15 years
 - e.g. 100 Linear Metres
- Total cost of hedge maintenance for 15 years would be £2,400

In some instances the cost of maintenance will be calculated individually by the Council's Tree & Landscape Manager.

Fencing

To Fencing Standard BS1722

Metal fencing will be painted once every 5 years.

- £11.25 per linear metre per year
 - 15 years
 - 40 Linear Metres
- Total Cost of Metal Fence maintenance per 40 linear metres for 15 years would be £6,750

Timber Fencing will be stained once every 3 years, plus cost of replacing whole fence with Bow Top metal fencing e.g. 40 linear metres @ £2,354 at 2004 prices

- £8.60 per linear metre per year
 - 15 years
 - 40 Linear Metres
- Total Cost of Timber Fence maintenance per 40Lin M. for 15 years would be £5,160, plus £2,354 = £7,514

Special Features

10.29 The cost of maintenance for any special or unusual features will be evaluated separately by the relevant officer.

Sustainable Drainage Systems – Additional Safety Information

10.30 If a SuDs is to be located near a play area, the following must be provided:

- (a) safety and information signs must be installed warning of the depth and irregularity of the water levels;
- (b) life saving equipment should be provided, regularly checked and maintained;
- (c) fencing must be provided to a minimum height of 1.1 metres. It must be Band 3 fencing which has vertical bars, is canted over at the top using pretensioned wire or mesh, and is un-climbable to children under the age of 8 years;

- (d) planting in and around the water's edge should be used to restrict and hinder access to it, i.e. the use of emergent plants at the water's edge causes the water to be less attractive to potential paddlers;
- (e) a perimeter of grass around the water should be left uncut to allow nettles to flourish and discourage access. Additionally, the planting of thorny hedge and shrub material will add to this effect;
- (f) the play area itself should be securely fenced with the entrance/s away from the water. Seats within the site should be placed with their backs to the water and facing the play equipment to give parents/carers a clear view of children playing at all times.

10.31 ROSPA recommend that a risk assessment of the water element and the play facility be carried out and that a management plan be prepared and put in place for the owners/operators of the site to ensure safety equipment and measures are maintained and any new advice/recommendations on water/play are implemented.

11. Glossary of Terms / Definitions

APP - Active Places Power. Sport England database containing information on sports facilities throughout England, also enabling analysis of data

CB - Central Bedfordshire

CBC - Central Bedfordshire Council

Community use – use of a sports facility by the wider community, either on a pay or play basis or available through block bookings by clubs.

FPM - Facilities Planning Model, Sport England facility modelling system, testing:
Satisfied demand – demand for a specific type of sports facility which is met because local residents can access it within a reasonable travel time by car, public transport or on foot (20 minutes), and there is some spare capacity within the facility

Unmet demand - demand for a facility that is not satisfied

Utilised capacity – the amount of the overall capacity of a facility that the FPM estimates is used

Personal/relative share – the share of the opportunity which people have to use facilities, taking into account the number, size and availability of facilities, and the local population which has access to them

HRLCAG – Houghton Regis Leisure Centre Action Group

HRHCBC – Houghton Regis Hard Core Badminton Club

LA – Local authority

LTA – Lawn Tennis Association

NGB – national governing body of sport

NPPF – National Planning Policy Framework published by the Government in 2011

ONS – Office of National Statistics

PPG17 – Planning Policy Guidance Note 17 published by the Government in 1991 (revised 2002) giving guidance on planning for sport, recreation and open space

NPPF - National Planning Policy Framework published by the Government on 27 March 2012, key part of Government reforms to make the planning system less complex and more accessible, to protect the environment and to promote sustainable growth

ROSA - Rest of the study area (comprising the local authority areas adjoining CB)

SFC - Sports Facilities Calculator. Sport England calculation system to assess demand for key community sports facilities

Household Occupancy

For the purpose of calculating requirements, the following occupancy levels will be used:

- 1 bed - 1.3 persons
- 2 bed - 1.9 persons
- 3 bed - 2.6 persons
- 4 bed - 3.0 persons
- 5+ bed - 3.4 persons

(source: DCLG Survey of English Housing 2002/03 & 2005/06) (updated with Census figures released in 2011 census)

Appendix A: Chapter 3 (appendix A): Playing Pitch Strategy - Site and Sport Specific Priorities

Strategic Priorities – Football

The assessment of pitches for football indicates that the key issues to address for football across Central Bedfordshire are as follows;

- Football participation is very high across Central Bedfordshire and in contrast to national trends, participation continues to grow.
- The majority of the existing pitch stock is formed from single / double pitch sites (the Central Bedfordshire average is 2 pitches) and pitches are distributed in settlements of all size. The quality of pitches is varying and key issues arising include drainage, changing and evenness of pitches.
- Club satisfaction is low and the majority of clubs attribute their dissatisfaction to the amount of pitches provided and there are also concerns about dispersion over numerous facilities and the quality of pitches.
- Modelling reveals that there are pressures on existing pitches. While overall there are enough adult pitches, surpluses in this type of pitch are offset by shortfalls of junior and mini pitches. There are particularly capacity issues and unmet demand in some settlements, while in others, the amount of pitches is more than sufficient to accommodate demand. A lot of the high demand is associated with the large clubs. The recent FA Youth Review, requiring 9 v 9 pitches as well as facilities of other sizes will further impact upon the demand for facilities.
- 40 schools currently allow use of their facilities by the local community – these play an essential role in ensuring that all clubs are able to play.
- Increases in the population will have major implications on demand for pitches and the adequacy of the pitch stock and will generate further shortfalls in some areas.
- 43% of clubs indicate that they struggle to access training facilities and a shortage of AGPs was highlighted as a key barrier to club development. Based upon the existing high participation levels, modeling reveals demand for several additional facilities.

The strategic priorities to respond to these issues and the area / site specific implications are therefore set out overleaf in Table 15.1

Table 15.1 Football - Strategic Priorities – Area Specific Requirements

Aim	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
<p>Ensure that there are enough pitches to meet demand (Protect)</p>	<p>Protect all current playing fields to ensure the longevity of the pitch stock across Central Bedfordshire (unless pitches are replaced with larger multi pitch sites). This should include former playing pitches, unless they are located in an area identified as having sufficient provision to meet current and future demand.</p>		
<p>All pitches (including former playing fields unless they are located in an area identified as having sufficient provision to meet current and future demand.</p>			
<p>In the short term, review the designation of pitches to address deficiencies in junior football and to accommodate the recent FA review of youth football. Ensure that as far as possible, all teams are playing on pitches of the correct size</p>			
<p>Review of all pitch requirements required by pitch providers following introduction of FA Youth Review Requirements</p>			
<p>Increase the amount of pitches available and support clubs to find home venues to ensure that they are not dispersed across multiple sites. This is likely to include:</p> <ul style="list-style-type: none"> • securing of formal agreements for the use of school sites – ideally sites offering multiple pitches should be prioritised and consideration should be given to the provision of accessible changing / toilets for community teams • reinstating former playing pitches • new pitches (promote the creation of new multi pitch sites to support large clubs). This will free up other sites for the use of smaller clubs and single teams • the creation of new pitches linked with new developments, to offset the impact of the increase in population on the demand for playing pitch provision. There are particular pressures in areas of growth and new facilities will be required where there is evidence of need. Improvements to the quality of existing facilities should be required where there is already sufficient provision. 			

Aim	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
	<p>Dunstable and Houghton Regis</p> <p>Capacity to meet current demand. Population growth will however generate unmet demand in both Houghton Regis and Dunstable.</p>	<p>Leighton Buzzard and Rural South</p> <p>Eaton Bray Totternhoe Tilsworth Leighton Buzzard (longer term depending upon closure of pitches following opening of Astral Park).</p>	<p>North</p> <p>Amphill Arlesey Cranfield Flitwick (proposed developments currently underway will address existing deficiencies) Langford Maulden Potton Shefford Stotfold (proposed developments currently underway will address existing deficiencies)</p>
	<p>Support football development and access to training facilities for football clubs through the provision of 3g pitches, particularly in the North and Central parts of Central Bedfordshire. 3g pitches (if provided to appropriate standards) can also be used for competitive fixtures and to reduce the requirement for grass pitches.</p>		
	<p>Dunstable and Houghton Regis</p> <p>North Houghton Regis (3g)</p>	<p>Leighton Buzzard and Rural South</p> <p>Totternhoe / Eaton Bray</p>	<p>North (up to 2 required)</p> <p>Toddington / Harlington area Stotfold / Arlesey Biggleswade</p>

Aim	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
<p>Ensure Pitch Quality Meets Requirements</p>	<ul style="list-style-type: none"> • Ensure that all clubs have access to facilities of the appropriate specification by focusing on the improvement of both pitch quality and ancillary facilities. Qualitative improvements should be prioritised over quantity where there are already enough facilities. The following standards should be considered; <ul style="list-style-type: none"> • investment to address basic quality issues at key sites to ensure NGB specifications and standards are met; • the provision of changing accommodation at all sites where adult football is played, and a minimum of toilet provision at junior and mini football sites; and • supporting clubs in the creation of facilities of higher specification where these are required for club progression. 		
	<p>Dunstable and Houghton Regis Dunstable Houghton Regis</p>	<p>Leighton Buzzard and Rural South Eaton Bray Leighton Buzzard Slip End</p>	<p>North Cranfield Biggleswade Harlington Lidlington Marston Shillington Northill Westoning</p>
<p>Support Club Development</p>	<p>Maintain the existing football forums to establish clear routes of communication with pitch users and providers ensuring that all decisions are taken with a full understanding of needs and aspiration</p>		
	<p>Ongoing monitoring and review of strategy to take place including evaluation of success of football forum.</p>		

Aim	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
	<p>Support the principles of asset transfer where this will result in positive club and football development outcomes</p>		
	<p>To be evaluated on a club specific basis.</p>		

Strategic Priorities – Cricket

The assessment of cricket provision across Central Bedfordshire indicates that the key issues to address are as follows;

- Participation is increasing and almost all clubs have aspirations to grow further.
- Most community play takes place at public facilities. Facilities at school sites are largely artificial and in general are poor quality and insufficient for community use.
- The quality of first team cricket facilities is high, and the condition of the outfield and issues with drainage are perhaps the main concerns and several clubs also raise concerns with the quality of their pavilion. There are much lower levels of satisfaction with the overall stock of facilities however, with 50% of clubs suggesting that facilities inhibit club development and 40% of clubs suggesting that they are not happy with the stock of facilities. The quality of pitches for 3rd and 4th teams, as well as access to sufficient pitches are the main reasons attributed to this.
- Although there are enough pitches overall to meet current peak time demand, this disguises site specific pressures and almost all club bases are at capacity on both Saturday and Sunday afternoon. Most clubs with capacity are not located in close proximity to those clubs requiring additional pitches. Added to this, several clubs are using wickets above optimum levels (5 times per season) and for many, there are no artificial wicket or training nets, meaning that any practice must take place upon the grass square or off site.
- Population growth will generate increasing demand and unmet demand may rise to over 10 pitches.

The strategic priorities to respond to these issues and the area / site specific implications are therefore set out overleaf in Table 15.2

Table 15.2 - Cricket - Strategic Priorities – Area Specific Requirements

Aim	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
<p>Ensure that there are enough pitches to meet demand</p>	<p>C1: Reflecting the pressures on existing club bases across Central Bedfordshire, protect all existing cricket grounds through the inclusion of appropriate planning policy.</p>		
	<p>Appropriate planning policy to be incorporated into emerging development strategy and other relevant documents</p>		
	<p>C2: Ensure that the amount of cricket facilities available does not impact on the opportunities to grow participation in the sport. Many clubs are at or nearing capacity and there is a need to provide access to additional appropriate facilities. This should be sought by;</p> <ul style="list-style-type: none"> • the ongoing development of relationships between larger and smaller clubs. This has already proved successful in Central Bedfordshire, with many larger clubs using facilities owned by smaller clubs; • the provision of a new satellite ground for clubs at capacity where this represents a sustainable option for growth. This may be either through new provision or the reinstatement of sites that have formerly been used for cricket; • the development of school club links and the establishment of a relationship between schools and cricket clubs. Facilities at school sites can then be used by the cricket club as the club expands. Note improvements to the quality of facilities are likely to also be required if this is to be successful; and • ensuring that the impact of the increasing population is taken into account when identifying facility requirements – there are particular pressures in areas of growth and new facilities will be required where there is evidence of need. Improvements to the quality of existing facilities should be required where there is already sufficient provision. <p>Any new facilities should be provided in conjunction with an existing club or in support of a new club that has appropriate leadership and structures in place.</p>		

Aim	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
	<p>Dunstable and Houghton Regis</p> <p>Additional provision required in Dunstable and Houghton Regis (1 pitch) to be delivered through either new facility or investment into school site. There was a former cricket pitch at Luton Road that may provide an opportunity to bring back into use</p>	<p>Leighton Buzzard and Rural South</p> <p>Areas where provision needs to be addressed are as follows;</p> <p>Caddington CC currently at capacity (impacted by lack of training facilities too) C4</p> <p>Leighton Buzzard CC at capacity but use overspill ground. Facility at this site requires improvement (C3). No use of second facility currently, but may be required longer term</p>	<p>North</p> <p>Capacity issues in the following settlements:</p> <p>Biggleswade Blunham Amphill Flitwick</p> <p>Potential to reinstate facilities at Houghton Conquest / Westoning to provide additional capacity but this should be considered in conjunction with clubs.</p> <p>No clear evidence of need for former facility at Shefford currently.</p>
	<p>C3: Address quality issues raised and ensure that both cricket grounds and pavilions are up to appropriate standards.</p> <p>This should include overspill facilities as well as first team grounds.</p> <p>Key areas for improvement relate to:</p> <ul style="list-style-type: none"> • grounds maintenance skills • changing pavilions • surface • drainage 		

Aim	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
	Dunstable and Houghton Regis Dunstable Cricket Club	Leighton Buzzard and Rural South Page Park / Mentmore Gardens	North Biggleswade CC Sandy CC Wrest Park (Silsoe) Lidlington CC Henlow CC Milton Bryan CC Steppingley CC Aspley Guise
Ensure Pitch Quality Meets Requirements	C4: To ensure that pitches can accommodate the level of play that they are required to currently, as well as to Support cricket clubs in the development of training nets to enhance club sustainability and improve overall performance as well as to remove pressure on grass wickets. This may include: an indoor cricket venue the provision of outdoor cricket nets at larger clubs that do not currently have access to such facilities		
	Dunstable and Houghton Regis Houghton Regis (no nets or artificial wicket)	Leighton Buzzard and Rural South Caddington (no nets or artificial wicket) Eaton Bray Eggington Studham	North Biggleswade (no nets or artificial wicket) Harlington (no nets or artificial wicket) Lidlington (no nets or artificial wicket) Amphill Flitwick Henlow
Support Club Development	C5: Support long term sustainability of clubs by promoting succession planning, for example in groundsmanship. Both providers (including Town and Parish Councils) and clubs should be supported in gaining key skills. Initiatives to be developed to achieve these objectives		

Aim	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
	C6: Support initiatives to increase cricket participation including the introduction of new forms of the game, which may require the provision of flexible spaces		
	Ongoing monitoring and review of strategy to take place and additional requirements to be added where necessary		

Strategic Priorities – Rugby

The assessment of rugby provision across Central Bedfordshire indicates that the key issues to address are as follows;

- Participation in rugby is relatively strong in Central Bedfordshire and there are four clubs, all of which offer full transition between midi, junior and senior rugby, offering clear player pathways.
- The majority of pitches in the Central Bedfordshire are at school sites and there is limited if any use of these by the clubs currently. Club sites are important for the growth and development of rugby clubs and all clubs are approaching capacity and training facilities are poor. Added to this, there are some quality issues that need to be addressed
- Population growth is likely to generate an increase in participation and some clubs also have aspirations to increase their membership, in all likelihood generating further pressures on the existing facility stock. Pitch capacity at club bases will become particularly strained by 2022 if club development aspirations are realised. In this instance, access to school pitches and / or the creation of new pitches at club bases or as a satellite pitch may become increasingly important.

The strategic priorities to respond to these issues and the area / site specific implications are therefore set out overleaf in Table 15.3.

Table 15.3 - Rugby - Strategic Priorities – Area Specific Requirements

Aim	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
<p>Ensure that there are enough pitches to meet demand</p>	<p>R1: Monitor club growth over strategy period. Additional facilities will be required for clubs if participation increases significantly over and above levels that are generated by growth in population. Notably, the impact of training on pitches is significant and this could be addressed through the provision of a 3g training pitch which would reduce the impact of use on grass pitches. Any new provision should be in conjunction with existing or new clubs rather than provided ad hoc on new sites.</p>		
	<p>Amount of pitches currently sufficient. Population growth and increase in participation likely to generate requirement for new pitch. To be delivered either through;</p> <ul style="list-style-type: none"> • New pitch at club base or satellite facility • Conversion of grass pitch to AGP to increase capacity • Use of school facility by club (may require qualitative improvements) – Queensbury Academy 	<p>Amount of pitches currently sufficient. Population growth and increase in participation may generate requirement for new pitch longer term. To be delivered either through;</p> <ul style="list-style-type: none"> • New pitch at club base or satellite facility • Conversion of grass pitch to AGP to increase capacity • Use of school facility by club (may require qualitative improvements) – Cedars Upper School / Vandyke School 	<p>Amount of pitches currently sufficient. Population growth and increase in participation may generate requirement for new pitch longer term. To be delivered either through;</p> <ul style="list-style-type: none"> • New pitch at club base or satellite facility • Conversion of grass pitch to AGP to increase capacity <p>Use of school facility by club (may require qualitative improvements) – Stratton Upper School / Redborne Upper School</p>
	<p>R2: Monitor demand for rugby league provision over the strategy period.</p>		
	<p>Ongoing monitoring and review of strategy to take place and additional requirements to be added where necessary</p>		

Aim	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
Ensure Pitch Quality Meets Requirements	<p>R3: To ensure that pitches can accommodate the level of play that they are required to currently, as well as to meet the needs of additional teams in future years, maintain and improve the quality of existing facilities by;</p> <ul style="list-style-type: none"> • addressing maintenance issues identified through RFU ground surveys; • improving and expanding social facilities and pavilions; and • the provision of training floodlights – these should be located to enable rotation and use of different parts of the pitches to ensure that additional wear and tear is dispersed 		
	<p>Dunstablians RUFC – Recent improvements to clubhouse undertaken. Priority should now been given to improving the capacity of the facility</p>	<p>Leighton Buzzard RUFC – require additional training floodlights. Quality improvements should be prioritised over additional capacity in the short term.</p>	<p>Biggleswade RUFC – improvements to clubhouse</p> <p>Amphill RUFC – improvements to clubhouse</p> <p>Quality improvements should be prioritised over existing capacity in the short term.</p>
Support Club Development	<p>R4: Support aspirations to increase participation in rugby across Central Bedfordshire Council and manage the impact of these aspirations on facility development.</p>		
	<p>Ongoing monitoring and review of strategy to take place and additional requirements to be added where necessary</p>		
	<p>R5: Support initiatives to increase rugby participation including the introduction of new forms of the game, which may require the provision of flexible spaces.</p>		
	<p>Ongoing monitoring and review of strategy to take place and additional requirements to be added where necessary</p>		

Strategic Priorities – Hockey

The assessment of hockey across Central Bedfordshire indicates that the key issues to address are as follows;

- There are two hockey clubs in Central Bedfordshire. Analysis of participation trends demonstrate evidence of significant recent expansion. Despite this, the current and potential playing profile of the area is relatively limited, with hockey likely to attract less than 1% of residents of Central Bedfordshire, even when taking into account latent demand.
- Both hockey clubs are dissatisfied with the current levels of provision in Central Bedfordshire. There are concerns about both access to changing and social facilities, with neither club having a dedicated on site clubhouse, as well as issues with access to facilities for training and matches. Both clubs highlight challenges of competing demands with football.
- Analysis of use of the facilities at a peak time confirms that there are enough pitches overall to accommodate demand within Central Bedfordshire, however this is skewed by the presence of the pitch at Dunstable Leisure Centre, which is not currently used at all for hockey although it has a sand based surface. It is not located appropriately to function as an overspill facility for either of the two existing hockey clubs. While overall there are sufficient pitches, both clubs are at / nearing capacity at their club bases, meaning that access to overspill facilities is essential if levels of activity are to be maintained.
- While population growth alone will have limited impact, schemes designed to increase participation in hockey may generate demand for further facilities in the longer term. These include Back to Hockey and Rush Hockey, both of which are currently being trialed at Flitwick Leisure Centre.

The strategic priorities to respond to these issues and the area / site specific implications are therefore set out overleaf in Table 15.4

Table 15.4 - Hockey- Strategic Priorities – Area Specific Requirements

Aim	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
Ensure that there are enough pitches to meet demand	H1: To support hockey development, ensure that the surfaces currently used for hockey are retained as sand based pitches.		
	Dunstable and Houghton Regis No facilities required for hockey	Leighton Buzzard and Rural South Pitches at Van Dyke School should remain sand based surface	North Sandy Sports Centre should remain sand based surface
	H2: Monitor club activity and support the provision of additional sand based facilities (linked with the clubs) if significant participation increases occur and / or if issues are identified with pitches used outside of Central Bedfordshire.		
	New provision likely to be required within reasonable distance of club base to support existing club structures.		
	H3: Ensure priority access for hockey clubs at sand based facilities		
	Dunstable and Houghton Regis No facilities required for hockey	Leighton Buzzard and Rural South Van Dyke School	North Sandy Sports Centre
	H4: Ensure that the impact of housing growth is taken into account and that contributions towards hockey are required		
	The two hockey clubs will both be impacted upon by population growth and will serve residents across Central Bedfordshire		

Aim	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
Ensure Pitch Quality Meets Requirements	H5: Support aspirations for the provision of on site club houses and changing accommodation to facilitate club development. There may be opportunities to share this with other sports as part of the process of securing formal use of school sites to address quantitative deficiencies		
	Dunstable and Houghton Regis No facilities required for hockey	Leighton Buzzard and Rural South Pavilion / clubhouse at Van Dyke School	North Pavilion / clubhouse at Sandy Sports Centre
	H6: Maintain the quality of existing sand based AGPs, ensuring that facilities are refurbished every 10 years		
	Dunstable and Houghton Regis No facilities required for hockey	Leighton Buzzard and Rural South Van Dyke School	North Sandy Sports Centre
Support Club Development	H7: Support the introduction of new forms of hockey through the provision of appropriate facilities for the new form of the game		
	Ongoing monitoring and review of strategy to take place and additional requirements to be added where necessary		

Strategic Priorities – Bowls

The assessment of bowls across Central Bedfordshire indicates that the key issues to address for bowls are;

- Analysis of the capacity of existing bowling greens suggests that all clubs are able to accommodate additional members, and there is scope to accommodate more teams on most greens. Adding to this, there is no evidence of growth in bowls with all responding clubs indicating that participation is static despite efforts to attract new players.
- Almost all clubs are satisfied with the quality of existing greens and this was also reinforced through site visits, which reveal that facilities are well maintained and all greens are in good condition. Just three clubs identify site specific issues requiring improvement and only two clubs are not happy with the overall stock of facilities (attributing this to the number of greens of the right quality).
- The average membership of bowls clubs in Central Bedfordshire is 69, representing a rate of 2.3% of residents over the age of 60. In contrast to pitch sports, the ageing population may see bowls become more popular in future years. This growth alone could generate additional 435 bowls players, meaning that clubs would have on average 92 members and supply would be much more closely matched with demand. Sport England Active people surveys however suggest that current demand is higher and also highlight the potential to increase participation, potentially up to 4%. If these targets were to be achieved, added to the anticipated impact of participation increases, the current stock of bowling greens would become insufficient.
- The changing population profile and the propensity of the older age groups to play bowls means that there is a significant opportunity to promote the sport. While overall provision is currently sufficient, regardless of current capacity, it should be noted that residents expect these facilities to be local to their home (on average, 55% of members are within 1 mile of their club) and many residents are outside of this distance to a current facility.

The key strategic priorities and area specific implications for bowls are therefore set out in Table 15.5.

Table 15.5 Strategic Priorities and Site Specific Implications – Outdoor Bowls

Aim	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
Ensure that there are enough pitches to meet demand	BG1: Protect all current bowling greens		
	All bowling greens. Consideration should be given to the future of Potton Bowling Green, a valuable site which may be at risk in the longer term.		
	BG2: New bowling greens are not required to meet current (or future) demand unless expressed demand is identified in an area further than 1 mile from an existing bowling green. New provision should be demand rather than supply led and facilities should only be developed where demand has already been identified. Instead, improvements to existing bowling greens should be prioritised		
	New participants and residents of new development should be channelled towards existing bowling clubs until it becomes clear that an existing facility is over capacity and / or there is significant expressed demand for a new facility in an area currently outside of the catchment of a facility.		
	BG3: Monitor the impact of attempts to increase participation as well as population growth on club membership.		
	Ongoing monitoring and review of strategy to take place and additional requirements to be added where necessary		
Ensure Pitch Quality Meets Requirements	BG4: Seek to maintain the quality of facilities and where issues are identified, improve the quality and consistency of bowling greens		

Aim	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
	Dunstable and Houghton Regis No facilities required for hockey	Leighton Buzzard and Rural South Leighton Buzzard Bowls Club	North Biggleswade St Andrews Bowls Club
Support Club Development	BG5: Support clubs to proactively increase participation and membership. To maximise the sustainability of bowls as a sport, efforts should focus on recruitment of junior players as well as adult and veterans.		
	Ongoing monitoring and review of strategy to take place and additional requirements to be added where necessary		

Strategic Priorities – Tennis

The assessment of tennis across Central Bedfordshire indicates that the key issues to address for tennis are;

- The stock of tennis courts is well spread across Central Bedfordshire, with more than half of all courts in the major service centres. Most residents in larger settlements have access to at least one tennis court within a five mile radius. Provision in the Dunstable and Houghton Regis placemaking area is however much lower than in other parts of Central Bedfordshire.
- Tennis offers a significant opportunity to increase overall participation in sport and physical activity in Central Bedfordshire – the sport has a wider participation base and there are high levels of latent demand
- there are sufficient courts at all clubs to meet the needs of current membership and only three clubs are approaching capacity. While club membership does not account for casual play, the current club membership figures suggest that the Active People survey perhaps overestimates demand slightly and provides an indication of the upper echelons of potential demand.
- Population growth alone could be accommodated within existing club structures (where there is capacity for up to 1000 more members) although some clubs are approaching capacity and may require additional courts if growth is focused in their area. Significant participation increases would however require more wholesale increases in provision
- there are concerns about the quality of courts (particularly at public facilities) but also at several club sites and the overall quality is the most varying of all types of outdoor sport. Several clubs believe that the quality issues at both club and public facilities will inhibit the overall development of tennis in both the short and long term.

The strategic priorities to respond to these issues and the area / site specific implications are therefore set out overleaf in Table 15.6

Table 15.6 Strategic Priorities and Site Specific Implications – Tennis

Aim	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
Ensure that there are enough pitches to meet demand	T1: Support the provision of new facilities at clubs where specific need can be identified at clubs, taking into account the capacity and quality of existing facilities. In the first instance, additional capacity should be created by adding floodlights to courts. Longer term and following population growth, new courts may be required at some clubs.		
	<p>Dunstable and Houghton Regis</p> <p>n/a</p>	<p>Leighton Buzzard and Rural South</p> <p>Studham TC</p>	<p>North</p> <p>Barton le Clay TC</p> <p>Langford TC</p>
	T2: Where there is expressed demand for tennis in areas not currently within a 5 mile catchment, to maximise the use of resources, support additional demand for tennis through a partnership approach with schools where this is possible. Demand for pay and play tennis should be considered in line with the Beacon Tennis Scheme, established by the LTA. Existing tennis courts in large public settlements should also be retained. Existing public tennis courts in large settlements should also be retained, unless appropriate pay and play opportunities can be organised through club bases or schools		
	<p>Dunstable and Houghton Regis</p>	<p>Leighton Buzzard and Rural South</p>	<p>North</p>
Ensure Pitch Quality Meets Requirements	<p>T3: Address quality issues identified at club sites prioritising areas where club development is limited by quality constraints, specifically</p> <ul style="list-style-type: none"> • Floodlighting (linked with increasing capacity above) • Covering existing courts (linked with increasing capacity above) • Surfacing 		

Aim	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
	<ul style="list-style-type: none"> Pavilion / Changing. 		
	Dunstable and Houghton Regis	Leighton Buzzard and Rural South Linslade TC Studham TC (Impacting upon capacity) Eaton Bray TC Slip End Tilsworth Billington	North Langford (impacting upon capacity) Barton le Clay (impacting upon capacity) Potton Westoning
Support Club Development	T4: Support the development of new forms of tennis in order to increase participation. This might include mini tennis, which provides the use of more flexible spaces. Ongoing monitoring and review of strategy to take place and additional requirements to be added where necessary		

Strategic Priorities – Athletics

The assessment identifies the key issues for athletics as:

- There is only one athletics track in Central Bedfordshire at Sandy Sports and Community Centre.
- There are four athletics clubs in Central Bedfordshire. While Biggleswade Athletics Club is based at Sandy Sports Centre, the remainder are road running and cross country clubs. Only Biggleswade AC therefore uses a formal athletics track regularly.
- Sport England's Active Places data suggests that the amount of facilities in Central Bedfordshire is poor compared with the average. Supporting this, analysis indicates that with the existence of only one track in the district and despite other tracks nearby, accessibility for local residents is poor, with over a third living outside a 20 minute driving catchment.
- Accessibility is skewed to the east, with parts of Central Bedfordshire in the west outside of the catchment to a track. Accessibility is best in Sandy (the location of the current track) but in general, residents in the North placemaking area are closer to athletics facilities than in the south. Poorest accessibility is in Leighton Buzzard and the Rural South.
- Despite these deficiencies, current activity levels do not provide clear evidence of a requirement for a new athletics track in Central Bedfordshire (as most activity is in the form of road running).

There is however clear evidence of demand for a new facility in Leighton Buzzard, an area which has previously had a track and the area of Central Bedfordshire that is least well served for facilities. Leighton Buzzard Athletic Club indicate that there is a clear need for facilities in the area and that club development is inhibited without the creation of a track. Recognising that the creation of a track is a longer term project, the club also highlight an immediate priority of the provision of a clubhouse, floodlit outdoor training area and storage facility. The area specific priorities for athletics are therefore set out overleaf in Table 15.7.

Table 15.7 - Strategic Priorities and Site Specific Implications – Athletics

Aim	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
Ensure that there are enough pitches to meet demand	A1: Support ongoing athletics participation through the protection of the existing athletics track used by Biggleswade AC		
	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
	n/a		Sandy Sports and Community Centre
	A2: Ensure that appropriate changing and meeting facilities are available for road running clubs		
	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
A3: Support sustainable solutions to provide new facilities for athletics in Leighton Buzzard.			

Aim	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
	Dunstable and Houghton Regis	Leighton Buzzard and Rural South Sustainable athletics facility	North
Ensure Pitch Quality Meets Requirements	A4: Ensure that appropriate changing and meeting facilities are available for road running clubs		
	Dunstable and Houghton Regis Dunstable	Leighton Buzzard and Rural South Tiddenfoot Leisure Centre (or alternative venue)	North Flitwick Leisure Centre / Redborne School Sandy Sports and Community Centre
	A5: Maintain the quality of the existing track		
	Dunstable and Houghton Regis n/a	Leighton Buzzard and Rural South n/a	North Sandy Sports and Community Centre
Support Club Development	A6: Support clubs to proactively increase participation and membership to maximise the sustainability of the sport.		
	Ongoing monitoring and review of strategy to take place and additional requirements to be added where necessary		

Strategic Priorities – Netball

The assessment identifies the key issues for netball as:

- There is a strong network of participation in netball across Central Bedfordshire, linked with other local authorities in Bedfordshire. There are several affiliated and accredited clubs in the area offering strong development pathways. National increases in participation in netball are mirrored in the Bedfordshire area and participation remains strong.
- England Netball indicate that much of the lower levels of participation are focused in the urban areas and particularly in Dunstable, where the main gap in participation is considered to be. Despite this, all areas of Central Bedfordshire are equitably served by local leagues.
- Bedfordshire Netball indicate that the network of facilities is currently adequate for local leagues, although there are some issues with access to appropriate training facilities for clubs. The nature of netball and the leagues that are run mean that competition generally takes place at central venues and some degree of travel is expected. Growth in participation may place further demand upon existing facilities, which are spread across Bedfordshire.

The strategic priorities to address the key issues identified are therefore set out overleaf in Table 15.8

Table 15. 8 - Strategic Priorities and Site Specific Implications – Netball

Aim	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
Ensure that there are enough pitches to meet demand	N1: Ensure that there are sufficient appropriate venues for club based netball training		
	No priorities at current time. Dunstable Leisure Centre may provide an opportunity to accommodate demand for training if aspirations to develop a club are achieved. This site is not currently marked out for netball (indoor or out)		
	N2: Facilitate the requirement for any competitive netball venues longer term in the event of significant participation increases and the creation of new leagues		
	Ongoing monitoring and review of strategy to take place and additional requirements to be added where necessary		
Ensure Pitch Quality Meets Requirements	N3: Maintain the quality of the existing facilities and improve the standard of those courts that are not sufficient to sustain appropriate levels of play		
	Dunstable and Houghton Regis Dunstable Leisure Centre	Leighton Buzzard and Rural South n/a	North Stratton Upper School
Support Club Development	N4: Support clubs to proactively increase participation and membership to maximise the sustainability of the sport		
	Ongoing monitoring and review of strategy to take place and additional requirements to be added where necessary		
	N5: Support initiatives designed to increase player retention and participation.		

	Ongoing monitoring and review of strategy to take place and additional requirements to be added where necessary
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Tables in the previous pages have served to highlight the priority areas for new and improved provision by sport. Table 15.9 provides a brief summary of areas where action is required, bringing together the findings for all sports.

Table 15.9 – Key Priority Summary

	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
New Pitch Provision	<p>Football Capacity to meet current demand. Population growth will however generate unmet demand in both Houghton Regis and Dunstable.</p> <p>3g AGP North Houghton Regis</p> <p>Cricket Dunstable / Houghton Regis</p> <p>Rugby Dunstable RUFC (increased capacity)</p>	<p>Football</p> <ul style="list-style-type: none"> • Eaton Bray • Totternhoe • Tilsworth • Leighton Buzzard (longer term depending upon closure of pitches following opening of Astral Park). <p>3g AGP Totternhoe / Eaton Bray</p> <p>Cricket Caddington</p> <p>Rugby n/a</p> <p>Tennis Studham TC</p>	<p>Football</p> <ul style="list-style-type: none"> • Ampthill • Arlesey • Flitwick (proposed developments currently underway will address existing deficiencies) • Cranfield • Langford • Maulden • Potton • Shefford • Stotfold (proposed developments currently underway will address existing deficiencies) <p>3g AGP</p> <ul style="list-style-type: none"> • Toddington / Harlington area • Stotfold / Arlesey • Biggleswade <p>Cricket</p> <ul style="list-style-type: none"> • Biggleswade • Blunham • Ampthill • Flitwick <p>Rugby n/a</p> <p>Tennis</p> <ul style="list-style-type: none"> • Barton le Clay TC

	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
			<ul style="list-style-type: none"> Langford TC
Quality Improvements	<p>Football</p> <ul style="list-style-type: none"> Dunstable Houghton Regis <p>Cricket</p> <ul style="list-style-type: none"> Dunstable <p>Rugby</p> <p>n/a</p> <p>Athletics</p> <ul style="list-style-type: none"> Dunstable 	<p>Football</p> <ul style="list-style-type: none"> Eaton Bray Leighton Buzzard Slip End <p>Cricket</p> <ul style="list-style-type: none"> Leighton Buzzard <p>Rugby</p> <ul style="list-style-type: none"> Leighton Buzzard RUFC (floodlights) <p>Hockey</p> <p>Van Dyke School</p> <p>Bowls</p> <p>Leighton Buzzard Bowls Club</p> <p>Tennis</p> <ul style="list-style-type: none"> Linslade TC Studham TC (Impacting upon capacity) Eaton Bray TC Slip End Tilsworth Billington <p>Athletics</p> <p>Leighton Buzzard</p>	<p>Football</p> <ul style="list-style-type: none"> Cranfield Biggleswade Harlington Lidlington Marston Shillington Northill Westoning <p>Cricket</p> <ul style="list-style-type: none"> Biggleswade Sandy Silsoe Lidlington Henlow Milton Bryan Steppingley Aspley Guise <p>Rugby</p> <ul style="list-style-type: none"> Amphill RUFC Biggleswade RUFC <p>Hockey</p> <p>Sandy Sports Centre</p> <p>Bowls</p> <ul style="list-style-type: none"> Biggleswade St Andrews <p>Tennis</p> <ul style="list-style-type: none"> Langford (impacting upon capacity) Barton le Clay (impacting upon capacity) Potton

	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
			<ul style="list-style-type: none"> • Westoning Athletics <ul style="list-style-type: none"> • Sandy • Biggleswade Netball <ul style="list-style-type: none"> • Biggleswade

Appendix B. Central Bedfordshire Council Contacts

The following officers are currently the main contact points for each of the services related to the Leisure Strategy.

Jill Dickinson	Head of Leisure Services Jill.dickinson@centralbedfordshire.gov.uk	Leisure Services: CBC Leisure Centres management and capital works, Leisure Strategy, Physical Activity Team.
Adrian Lear	Facilities & Projects Manager. Adrian.lear@centralbedfordshire.gov.uk	CBC Leisure Centres and play areas management and capital works.
Lisa White	Leisure Services, Strategy & Policy Manager Lisa.white@centralbedfordshire.gov.uk	Leisure Strategy Project Manager. Planning application comments re Leisure issues.
Debra Jeeves	Physical Activity Manager. Debra.jeeves@centralbedfordshire.gov.uk	Leisure Strategy Chapter 4: Physical Activity Strategy Physical activities delivered/signposted by CBC.
Lorraine Brown	Senior Technical Administrator – S106 Lorraine.brown@centralbedfordshire.gov.uk	Section 106 administration – all service areas.
Stuart Harrison	Senior Planning and Projects Officer, Transport Strategy and Countryside Access Service. stuart.harrison@centralbedfordshire.gov.uk	Countryside Access sites management. Planning application comments re countryside issues.
Laura Kitson	Green Infrastructure Co-ordinator. Laura.kitson@centralbedfordshire.gov.uk	Green infrastructure officer. Planning application comments re green infrastructure issues.
Liz Anderson	Ecologist. Elizabeth.anderson@centralbedfordshire.gov.uk	Planning application comments re ecological and biodiversity issues.
Julia Scott	Landscape Officer. Julia.scott@centralbedfordshire.gov.uk	Landscape design. Planning application comments re landscape issues.
Sue Frost	Local Planning & Housing Team Leader. Sue.frost@centralbedfordshire.gov.uk	Planning policy.
Roy Romans	Team Leader Minerals & Waste Roy.romans@centralbedfordshire.gov.uk	Minerals and Waste policy and sites.

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Appendix B. Chapter 2: Parish Schedule (Settlement Summaries)

Settlement Name	
Settlement Hierarchy	Major Service Centres
Placemaking Area	North
2013 Population	7250
2022 Population	8360

Settlement Description

X is an attractive Georgian market town, with a close-knit historic core and extensive parkland designated within the Conservation Area. In the past 20 years x has grown steadily through redevelopment within it's built up area and through controlled expansion. X is bypassed to the south and west by the A507 which provides a direct link to the M1 motorway, whilst the B530 links the town to Bedford some 8 miles to the north.

Open Spaces within Town

Strategic open spaces that serve residents in this area

- X Park dominates the area and provides sport and play facilities, but also includes woodlands and areas of wildlife and historical importance. This site is considered to be at / over capacity in terms of visitor impact
- Site Y – wildlife site that is fully open to the public
- Z Wood – large accessible woodland outside of Parish boundary

Table 1 – Adequacy of Provision (balance between quantity / quality and accessibility)

Type of Open Space		Current Provision	Standard	Current Surplus / Shortfall	Future Surplus / Shortfall	Accessibility	Quality Issues	Other Issues
Countryside Recreation Areas								Green Infrastructure Assessment highlights potential for country park extension. Also recommends installation of footpath / cycleway to improve access to x
Urban Parks								Park cared for by development manager. Council strategy highlights a need to improve disabled access
Large Recreation Areas	Formal							
	Informal							Green Infrastructure Plan highlights importance of protection of woodland and suggests extension of x site
Small Amenity Spaces								
Play Areas for Children								

Facilities for Young People							Town Council identify the need for a skatepark
Allotments					Both sites have waiting lists		
Cemeteries	1 site, 796 burial plots to include ashes plots. No requirement for additional facilities. Town Council corporate priority is the long term maintenance of the site.						

Table 2 - Key Issues and Priorities

Type of Open Space		Key Issues	Priorities
Countryside Recreations Areas			
Urban Parks			
Large Recreation Areas	Formal		
	Informal		
Small Amenity Spaces			
Play Areas for Children			
Facilities for Young People			
Allotments			
Cemeteries and churchyards		No additional burial requirement	Maintenance of existing facility
Connectivity		<p>Green Infrastructure Plan highlights importance of connectivity with key priorities including;</p> <ul style="list-style-type: none"> • Link to Millenium Country Park • Cycleway and footpath links between T and x • Links between z and x • Links between x and y 	

Appendix C: Sustainable Communities Overview & Scrutiny Committee Minute SCOSC/13/102 – Leisure Strategy Adoption

The Policy and Strategy Manager (Leisure Services) provided a presentation that set out the purpose of the Leisure Strategy and its key components. The presentation also outlined the information detailed within each chapter of the Strategy and the next steps in its implementation in order for it to be adopted as interim Technical Guidance to inform the emerging Development Strategy. Public consultation had been undertaken with regards to the Strategy, the outcomes of which were outlined in the report.

In light of the report and the presentation the Committee discussed the following issues in detail:-

- Whether it was appropriate to call it a 'leisure' Strategy as this could encompass many different facilities. The Strategy and Policy Manager clarified that people had different interpretations of what constituted 'leisure'.
- The Council is developing a questionnaire for Parish Councils to identify where the Council may be able to provide them with CBC land for new allotments and cemeteries.
- The positive nature of including burial grounds and cemeteries in the Strategy.
- The need to identify additional football pitches in the Strategy for Cranfield as proposed developments would not address existing deficiency. In response the Strategy and Policy Manager confirmed the data regarding Cranfield would be reviewed.
- Whether it was feasible to expect sufficient Section 106 contributions from the North Houghton Regis development to fund a leisure centre in Houghton Regis. The Policy and Strategy Manager clarified that officers were working with the development consortium to achieve an indoor leisure facility on the development, however, this is within the financial constraints of the viability assessment. At the current time a new Houghton Regis leisure centre is predicated on S106 contributions as there is currently no CBC capital budget for it. In addition, the Assistant Director Planning clarified that there were potential contributions from the HRN1 application and future planning applications in the Houghton Regis, Dunstable and North Luton area. At this stage however, there were no firm guarantees that the value of the HRN1 scheme would be of a sufficient level to deliver a contribution towards a new leisure centre and Development Management would have to weigh up various priorities to determine whether a new leisure centre was of higher priority than other planning obligations (for example transport). If the Council implemented a Community Infrastructure Levy (CIL), the Council would have greater flexibility over the use of CIL funding, and could

prioritise spend of CIL funds towards a new leisure centre rather than other infrastructure requirements.

- Convenient access to open space will be a requirement when delivering new development being planned for locally. It was important that the Council was driven by the large growth agenda and that there was clarity in delivering convenient accessibility to local open space.
- Indoor cycling facilities are not included in the Leisure Strategy despite its growing popularity. The Policy and Strategy Manager clarified that indoor cycling facilities are a specialist activity and these are not within the scope of the strategy, however, cycling activities are included in Chapter 4: the Physical Activity Strategy.
- How quality improvements had been defined. The Policy and Strategy Manager clarified that quality recommendations were based on site-specific research which could be used to inform how Town and Parish Councils could achieve developer funding, or apply for external funding. At the next stage the Council will consult with asset owners to assess schemes in terms of viability and this information will be used in the Action Plans which will be developed
- Whether it was feasible to expect Town and Parish Councils to provide funding and deliver schemes. The Assistant Director Planning commented that Members might wish to consider whether additional capital funding was necessary to provide a fund that groups could draw from in order to deliver specific schemes. The Council would support
- Town and Parish Councils in applying for other pots of external funding that might be available to deliver schemes.
- Arrangements that could be put in place to ensure smaller towns and villages were prioritised for funding that arose from a Community Infrastructure Levy (CIL). The Assistant Director Planning commented that arrangements for prioritising the use of CIL would be developed after members had considered what an appropriate level of CIL should be. At that point, the Committee would get the opportunity to consider how the use of CIL might be prioritised.

RECOMMENDED that Executive

1. Following formal consultation required for adoption as Technical Guidance, approve the minor amendments to the adopted Leisure Strategy Chapter 1: the Leisure Facilities Strategy
2. Note the comments of the Committee in relation to the process and proposed policy standards and facility recommendations of the draft Leisure Strategy, Chapters 2 and 3.
3. Adopt the Leisure Strategy (Chapters 1, 2 and 3) for Central Bedfordshire and as Technical Guidance for development management purposes.

Meeting: Executive
Date: 14 January 2014
Subject: Community Safety Partnership Plan 2014- 2015
Report of: Cllr Brian Spurr, Executive Member for Sustainable Communities – Services
Summary: The report sets out the proposed Community Safety Partnership (CSP) Plan for endorsement by the Executive and adoption by Council.

Advising Officer: Marcel Coiffait, Director of Community Services
Contact Officer: Joy Craven, Community Safety Partnership Manager
Public/Exempt: Public
Wards Affected: All
Function of: Council
Key Decision Yes
**Reason for urgency/
exemption from call-in
(if appropriate)** Not applicable

CORPORATE IMPLICATIONS

Council Priorities:

The three priorities identified in the Central Bedfordshire Community Safety Plan make a significant contribution to the quality of life of our local residents and communities and supports the Council's priority to enhance our local communities by:

- Reducing levels of crime by 10% from 3312 in 2010/11 by 10% to 2980 by 2016.
- Decreasing levels of ASB from 2011/2012 recorded incident figures by 10% to 2016.

Financial:

1. In 2012/2013 the Community Safety Fund transferred to the Police and Crime Commissioner (PCC).
2. The transfer of the Community Safety Fund had no direct impact on the Council's base budget as the funding is treated as 'in year' income and expenditure, and there is no direct impact on existing services or posts.
3. The Community Safety Partnership now considers how it commissions services and work, and this involves working with the PCC and partner agencies to identify alternative options for commissioning work.

Legal:

4. Under section 17 of the Crime and Disorder Act 1998, the Council has a statutory duty to do all that it reasonably can to reduce crime and disorder in its area. The Crime and Disorder Act also places a statutory duty on the Council, along with the other Responsible Authorities, to produce an annual partnership strategic assessment which identifies crime and disorder priorities for the area.

Risk Management:

5. There is a risk to the Council's reputation for working in partnership if it does not support the priorities identified through the partnership strategic assessment process, and an inability for the Central Bedfordshire Together (CBT) to deliver its 'Keeping Our Communities Safe' priority. There is also a risk of failure to discharge statutory duty of the Partnership.
6. There are potential community implications if work on the identified priorities is not undertaken as these are the three priorities which have scored highest through the risk matrix, and are known to affect Public Confidence and Fear of Crime.
7. The partnership is aware of financial risks, including failure to identify alternative sources of funds or delivery methods for commissioning work.
8. The identified risks will be monitored and reviewed and mitigating actions identified.

Staffing (including Trades Unions):

9. There are no staffing implications for the Council.

Equalities/Human Rights:

10. 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.
11. Central Bedfordshire Council seeks to provide services which address the needs of all members of the community. As such the Council conducts Equality Impact Assessments as strategies, policies and services are developed to:
 - consider issues relating to the protected characteristics
 - obtain a clearer understanding of how different groups may be affected
 - identify changes which may need to be built into an initiative as it is developed
 - comply with legislative requirements & Identify good practice.
12. The CSP has carried out an Equality Impact Assessment which has shown three subjects that require development and research. These three subjects are consistent with the refreshed priorities of the CSP.

13. The Equality and Human Rights Commission has recently issued a follow up inquiry report focused on it's investigation into disability-related harassment. This highlights the need for Community Safety Partnerships to play a lead role in preventing and tackling disability – related harassment. The Commission will review progress in the local implementation of its recommendations in September 2013, 2015 and 2017. If progress is found to be lacking the Commission will consider invoking its formal enforcement powers.
14. The impact of working on the proposed priorities will not discriminate against individuals or groups. In fact the work around Anti-Social Behaviour, Reoffending and Domestic Abuse will support minority groups and individuals who may not have felt supported, or who may have felt ignored. By working on the three CSP priorities identified, there will be no unlawful discrimination or contradictions under the European Convention of Human Rights.

Public Health:

15. The work of the CSP contributes to making Central Bedfordshire a safer place to work and live. Work on the three priorities will help support victims and lower the number of abuse incidents they have, support their wellbeing, and in turn support the local and national economy.

Community Safety:

16. Section 17 of the Crime and Disorder Act 1998 requires the Council to do all that it reasonably can to prevent crime and disorder. Support for the plan will ensure that the Council proactively contributes to addressing the identified community safety priorities for Central Bedfordshire.
17. The detrimental impact of crime, and anti social behaviour is a high priority for local residents, and the work to be undertaken in addressing the identified priorities will improve the quality of life for our communities; help reduce crime, the fear of crime and anti social behaviour itself and promote public confidence in our services and those offered by our partners.

Sustainability:

18. Sustainability relies upon improving the economic, social and environmental wellbeing of our area and the people who live in the area. Being safe and feeling safe in an area supports the economic, social and environmental aspirations for Central Bedfordshire. The Community Safety Plan supports these aspirations.

Procurement:

19. The CSP follows the Procurement Procedure Rules for Central Bedfordshire Council when procuring services and goods.
20. The governance for commissioning of funds is set out within the Terms of Reference for the CSP.

Overview and Scrutiny:

21. The Sustainable Communities Overview and Scrutiny Committee considered the CSP Plan and priorities for 2014/15 at their meeting on 23 January 2014. The Committee agreed to endorse the plan and priorities.

RECOMMENDATIONS:

The Executive is asked to:

1. endorse the Strategic Assessment and the Community Safety Partnership Priorities; and
2. recommend to Council the adoption of the Community Safety Partnership Plan 2014 – 2015.

Reason for Recommendations: Central Bedfordshire Council is a responsible authority of the Community Safety Partnership under the Crime and Disorder Act 1998. The Act places a statutory duty on the local authority to work with other responsible authorities to develop and implement a strategy for reducing crime and disorder. The strategy must cover a district, borough or unitary area.

Executive Summary

22. CSPs have a statutory duty to produce a Partnership Plan. This plan is developed from the Partnership Strategic Assessment, which analyses crime and disorder in our area and identifies the emerging priorities that need to be focused on. As priorities will change over time, the Partnership Plan is reviewed annually.
23. This plan covers the period April 2014 – March 2015 and aligns to other local and countywide plans from partner agencies. It sets out what Central Bedfordshire CSP, aims to achieve, by taking an 'intelligence led' approach to community safety ensuring that we get the right resources in the right place at the right time to sustain reductions in crime and disorder. The plan also sets out what it will deliver over the next 12 months, the resources available, how performance will be measured and how we will communicate and consult with local people.

Background

24. Community safety is an area of concern for all communities. It is consistently a high public priority, and one that can affect the quality of life for individuals and entire communities. It is acknowledged that community safety cannot be done by the police alone, and is dependent on a number of organisations, and services, working together to find solutions to community problems.

25. Community safety aims to reduce crime and disorder, antisocial behaviour and other behaviour affecting the local environment, as well as reducing the misuse of drugs, alcohol and other substances, reducing the fear of crime and increasing public confidence in their safety.

Statutory Processes

26. As a responsible authority of the Central Bedfordshire CSP, the Council has a statutory duty to work with other local agencies and organisations to develop and implement strategies to tackle crime and disorder - including anti-social and other behaviour adversely affecting the local environment, as well as the misuse of drugs in their area.

The responsible authorities for Central Bedfordshire CSP are:

- Bedfordshire Clinical Commissioning Group
- Bedfordshire Fire & Rescue Service
- Bedfordshire Police
- Bedfordshire Probation Trust
- Central Bedfordshire Council.

27. The responsible authorities have a statutory duty to ensure that they work together as a CSP, and using information gathered from the statutory partnership strategic assessment identify the emerging community safety priorities for the partnership area. Having identified these priorities the partnership is then required to develop a CSP Plan, which sets out the action to support its priorities over the following 12 month period (Appendix A).
28. Each year the agreed priorities are refreshed through a partnership strategic assessment. A risk matrix is used at the start of the assessment process, to assess the emerging priorities, with regard to national & local strategies, community concern, volume, impact, harm and performance.
29. The CSP relies on data, intelligence and information from a range of partners to understand key issues and risks for our communities. Not all issues can be fully understood until additional research has been completed to gain a better understanding of the problem. Once research has been completed the CSP can work together to mitigate identified risks and support the community in the most appropriate way.
30. There are a number of emerging issues that could impact and influence the work of the CSP during 2014-2015, which we need to gain a better understanding of. These issues will be considered and worked on by the CSP and are identified within the CSP Plan.

31. The three emerging priorities identified for Central Bedfordshire for 2014-2015 are:
1. Reduce the number of victims of ASB and supporting those who are most vulnerable.
 2. Reduce the number of victims of Domestic Abuse and supporting those who are most vulnerable.
 3. Reduce domestic burglary.
32. The three priorities have been a high priority when analysing public consultation data; by way of the Residents Survey and Community Safety awareness raising events.
33. Council Members were consulted on the priorities during December 2013. The emerging priorities were taken to the Sustainable Communities Overview and Scrutiny Committee on 23 January 2013 where the Committee agreed to endorse the plan and priorities.

The Community Safety Plan

34. The CSP Plan covers the following areas:
- the role of Community Safety
 - aims of Community Safety
 - our priorities
 - our emerging issues
 - what we will do & how we will review our progress
 - communication.
35. The draft plan has been circulated to the CSP Executive Members and has been approved, subject to agreement by Central Bedfordshire Together (CBT) at its meeting on 6 March 2014. Delegated authority has been given to the Chair and Vice Chair of the CSP to make any required amendments arising from CBT.
36. The partnership will target its work around the three priorities and emerging issues. A review of outcomes will take place after six months. The review will monitor progress made against the priorities, the partnership work taking place and it will consider if there are any other community safety risks that need to be addressed. The update report will be used to inform the Partnership and the next partnership strategic assessment.
37. Performance management is undertaken by the Community Safety Partnership Executive, which looks at overall performance, funding, the strategic assessment and Partnership Plan, and ensures that the CSP complies with statutory requirements and adopts best practice.

38. The Steering Group takes a co-ordinated, problem solving approach to identifying, planning and implementing agreed outcomes to support the priorities in the Partnership Plan. Partners will inform the group of the progress in their areas and progress towards their action plans and outcomes. The Steering Group is also required to make recommendations to the CSP Executive on various aspects of the Partnerships work.
39. Specific delivery groups sit underneath the Steering Group. These look at individual priorities, develop action plans and deliver the tactical activity required to reduce risk and improve performance.

Conclusion and Next Steps

40. As a responsible authority of the CSP, the Council is obliged to ensure that all of the statutory duties of the CSP are complied with, including identifying priorities for the area and the creation of the CSP Plan.
41. The CSP's strategic assessment priorities and CSP Plan will offer a framework for partnership working for the benefit of the local community.

Appendices:

Appendix A – Community Safety Partnership Plan

Background Papers: (open to public inspection) - None

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Community Safety Partnership Plan 2014 - 2015

***“Working together to make Central
Bedfordshire a safer place to live”***

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Glossary of Terms

Acronym	
ASB	Anti-Social Behaviour
ASBRAC	Anti-Social Behaviour Risk Assessment Conference
CBC	Central Bedfordshire Council
CBT	Central Bedfordshire Together
CRC	Community Rehabilitation Company
CSEW	Crime Survey of England & Wales
CSP	Community Safety Partnership
DASH	Drug Alcohol and Sexual Health
EIA	Equality Impact Assessment
IOM	Integrated Offender Management
JSNA	Joint Strategic Needs Assessment
MARAC	Multi-Agency Risk Assessment Conference
MERJ	Mentoring & Restorative Justice Project
OCG	Organised Crime Group
NTE	Night Time Economy
PCC	Police and Crime Commissioner
SAC	Serious Acquisitive Crime
SARAC	Sexual Assault Risk Assessment Conference
YOS	Youth Offending Service

Introduction

Partnership Plan

Each Community Safety Partnership (CSP) across the country is required to produce a Partnership Plan. This plan builds on the Partnership Strategic Assessment¹, which sets out the analysis of crime and disorder in the area and identifies the priorities which the CSP will focus its efforts into addressing.

This plan covers the period April 2014 – March 2015 and sets out the expectations of Central Bedfordshire CSP, what it will deliver over the next 12 months, how performance will be measured and how we will communicate and consult with local people.

The Partnership Plan is reviewed annually as priorities do not always remain relevant over long periods of time. The plan aligns to other local and countywide plans from individual and collective agencies (*see page 23 for further details*).

Why do we need a Partnership Plan?

Priorities change as time progresses and the CSP needs to ensure priorities are in line with the needs of the community.

The Partnership Strategic Assessment helps partners to understand the community safety problems and assists in setting priorities for the CSP. The Partnership Plan helps develop and plan our activities and projects to meet community needs. It provides value for money, and as each assessment is reviewed provides a clear understanding of future issues and priorities. It is about providing an 'intelligence led' approach to community safety, ensuring that we get the right resources in the right place at the right time to sustain reductions in crime and disorder.

Links to the Police and Crime Plan

Olly Martin, Bedfordshire's Police and Crime Commissioner (PCC), published the first Police and Crime Plan in early 2013. This plan sets out the police and crime priorities for 2013- 2017 which are based on the issues and concerns of members of the community across Bedfordshire. The three strands to the plan are:

- ❖ **Protecting the Public** - Cutting crime and anti-social behaviour to reduce harm and improve quality of life
- ❖ **Partnership Working** - Working together to provide quality services and develop confident communities who trust and value their local services
- ❖ **Preventing Crime** - Tackling the underlying causes of crime to reduce the number of victims and break the cycle of reoffending

The PCC and the CSP have due regard for each others plans and priorities, and work together to mitigate risks to our communities and achieve tangible outcomes towards our priorities.

¹ A Partnership Strategic Intelligence Assessment is an annual statutory requirement for every CSP. Using partnership data, information and intelligence, risks and vulnerabilities are highlighted, priority areas are identified and recommendations are made. These priorities identify what the CSP should collectively work towards over the following 12 months.

Community Safety – our vision and aims

Community Safety Vision

“Working together to make Central Bedfordshire a safer place to live”

Community safety is an area of concern for all communities. It is consistently a high public priority, and one that can affect the quality of life for individuals and entire communities.

Partnership approaches to tackling crime and disorder are largely built on the principle that no single agency can deal with, or be responsible for dealing with, complex community safety and crime problems.

There are a range of ways of describing what constitutes a partnership approach; however it can be described in simple terms as a co-operative relationship between organisations² to achieve a common goal.

Community Safety Aims

Community safety aims to reduce crime, disorder, anti-social behaviour (ASB) and other behaviour affecting the local environment, as well as reducing the misuse of drugs, alcohol and other substances, reducing the fear of crime and increasing public confidence in our service.

As one of the five thematic partnerships of Central Bedfordshire Together (CBT)³, community safety has an integral role in achieving the CBT Vision to ensure Central Bedfordshire is:

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

Delivering the three CSP priorities we have identified for 2014 - 2015 will have a positive effect on greater economic and community prosperity, sustainable growth and raising standards across Central Bedfordshire.

Understanding our communities

In 2013 the CSP developed a new Community Matrix. This is a tool which can identify geographical areas of need based on collating a range of available data sets. The matrix is a tool to support and encourage wider strategic thinking around key

² Partners in the CSP are: Bedfordshire Drugs and Alcohol Action Team, Bedfordshire Fire & Rescue Service, Bedfordshire Clinical Commissioning Group, Bedfordshire Police, Bedfordshire Probation Trust, Central Bedfordshire Council, Domestic & Sexual Abuse Partnership, Housing Providers, Local Criminal Justice Board, Voluntary & Community Sector, Bedfordshire Youth Offending Service

³ CBT (formally LSP) is a non-statutory, multi-agency partnership, which brings together the different parts of the public, private, voluntary and community sector; allowing different initiatives and services to support one another so they can work together more effectively. CBT has five Thematic Groups. The primary function of each group is to develop and implement action plans for their thematic area. The CSP is one of these thematic groups.

geographical areas of need and to provide intelligence data for locality based services.

The first version has been created using readily available ward data which is considered to be an indicator of an individual's needs e.g. age, employment status, poverty levels.

The data sets alone can not be used to indicate the overall needs of an area but by joining this data together and using a statistical scoring system, the matrix provides a method of highlighting areas where further work or engagement is required.

The Community Matrix will be used to assist the CSP to understand where there is a need for engagement events, support services and communication, and will be used in conjunction with local surveys and consultations.

Performance 2013 – 2014

The table below shows the volume of crimes by type within Central Bedfordshire for October 2012 – September 2013 and the same time period in 2011 – 2012:

Crime Type	Oct 11 – Sep 12	Oct 12 – Sep 13	Change
All crime	11813	11901	Up 88 (0.7%)
Serious Acquisitive Crime ⁴ (SAC)	2350	2792	Up 442 (19%)
Domestic Burglary	719	948	Up 229 (32%)
Robbery	128	128	No change
Theft from a vehicle	1234	1458	Up 224 (18%)
Theft of a vehicle	269	258	Down 11 (4%)
Violence against the person	1849	1700	Down 149 (8%)
Most Serious Violence ⁵	29	35	Up 5 (17%)
Sexual Offences	76	70	Down 6 (8%)
Domestic Violence Incidents	1631	1834	Up 203 (12%)
Domestic Violence Crimes	817	850	Up 33 (4%)
Criminal Damage	2030	1957	Down 112 (5%)

SAC offences have increased by 19% with significant increases seen in domestic burglary (32%) and theft from motor vehicle offences (18%). In the last 12 months Central Bedfordshire has suffered from the displacement of offenders from Luton. A murder and a number of gun related crimes meant that there was a significantly increased Police presence in Luton. This made Luton an unattractive area to offend and drove Luton based offenders into Central Bedfordshire to commit crime.

Between October 2012 – September 2013 there were 7486 ASB incidents reported in Central Bedfordshire, this is an average of 624 incidents each month. In response to a recent ASB review⁶, Bedfordshire Police have taken considerable steps to improve the service provided to victims of ASB incidents. A new risk assessment process has been introduced, which easily highlights repeat and high risk vulnerable victims to ensure that they receive the necessary support. A new command and control system has been introduced which ensures every incident reported to Bedfordshire Police is recorded.

⁴ Serious Acquisitive Crime (SAC) consists of domestic burglary, robbery, theft from a vehicle and theft from a vehicle.

⁵ Most Serious Violence (MSV) consists of murder, attempted murder, manslaughter, causing death by dangerous driving, wounding with intent to cause GBH, attempt to choke in order to commit indictable offence, impeding the saving of life from shipwreck, causing danger to road users, possession of firearm with intent to injure, use of a firearm to resist arrest, wound or inflict GBH with or without weapon and causing death by aggravated vehicle taking. (Data to the end of August 2012 & 2013.)

⁶ Her Majesties Inspectorate of Constabularies undertook this review

Public confidence and reducing the fear of crime is a priority for the CSP. The CSP utilises consultations carried out by partners to ask pertinent questions, and we engage and consult at community events and community meetings to understand how our communities feel. This helps us to ensure we are focused in the right areas and able to offer reassurance where and when it is needed.

Nationally, people's contact and engagement with the Police and their views of how local authorities are dealing with crime and ASB is measured through the Crime Survey of England & Wales (CSEW), which is published annually. For the crime types and population it covers, the CSEW has shown that crime in England and Wales has fallen considerably since 1995, a finding supported by police recorded crime which has shown that crime fell nationally to a record low in 2013. Despite this however, the CSEW has consistently shown that overall public perception is that crime is increasing.

At a local level, Central Bedfordshire Council's (CBC) Tracker Survey⁷ takes place bi-annually. The results from September 2013 showed that:

- 74% of residents feel safe when outside in their local area after dark, which was a 4% increase on the results from April 2013
- 95% of residents felt safe during the day
- 9% questioned said they had been a victim of crime or ASB in the last 12 months.

In terms of problems in their local area the top three issues were;

- Burglary, 19%
- Groups hanging around the streets, 18%
- Rubbish or litter lying around, 16%

⁷ CBC Tracker Survey – 500 residents, telephone based survey

Achievements against our priorities in 2013 - 2014

Priority One	Objectives
Anti-Social Behaviour (ASB)	<ul style="list-style-type: none"> Identify and intervene appropriately with offenders and in hot spot locations Reduce repeat victims and repeat calls of ASB Support repeat and vulnerable victims through the ASBRAC Support and work with young people referred to the MERJ Project

What has happened in 2013 – 2014?

- From May to June 2013 an evaluation of the Anti-Social Behaviour Risk Assessment Conference (ASBRAC) was undertaken. The evaluation put forward twelve recommendations to further the development of ASBRAC as a vital mechanism for supporting vulnerable ASB victims. These recommendations are being reviewed and implemented.
- Between April 2012 and July 2013 CBC's ASB Team has investigated 157 cases of ASB.
- Since January 2013 the CBC ASB team has supported the Police Priority ASB team with 79 ASB cases.
- Between April 2012 – July 2013 multi agency Problem Solving Groups have been established for 125 cases of ASB, supporting victims, families and the local community.
- The CSP has produced ASB leaflets to raise awareness of ASB and how to prevent it. Information on the leaflets includes how to report ASB, victim services and information for practitioners. The ASB leaflet will be circulated throughout Central Bedfordshire in public buildings and at events.
- Online reporting of ASB incidents on the CBC website has increased from a count of 39 in 2012 to 41 in 2013 (projected).
- Taking place bi annually, CBC's Tracker Survey in September 2013 revealed that 74% of residents felt safe in their local area outside after dark, and 95% of residents felt safe during the day.
- A Communication Strategy for the Community Safety Partnership has been commissioned to improve communication between partners, the public and within internal council service areas.
- MeRJ is a pilot project that utilises a restorative justice approach to tackle ASB issues. Trained outreach staff from Bedfordshire Youth Offending Service with both complainants and perpetrators to find resolutions. 8 cases have been resolved in 2013. The pilot will be reviewed by the ASB Manager in 2014.

Priority Two	Objectives
Reduce Offending specifically substance misuse and youth offending	<p>Identify repeat offenders who can be referred to the IOM⁸ programme</p> <p>Identify young people on the cusp of offending behaviour and work with them to prevent an offending pattern</p> <p>Support the Substance Misuse Recovery Hubs by promoting their work and service</p> <p>Review the outcomes of the Substance Misuse Recovery Hubs</p>

What has happened in 2013 – 2014?

- Between October 2012 - September 2013 crime increased by 0.7%. Significant increases were seen in SAC which during the same time period, has increased by 18.8%. Burglary Dwelling has increased by 229 offences (32%) and vehicle crime by 213 offences (14%).
- Central Government has established the programme 'Transforming Rehabilitation – a revolution in the way we manage offenders'. The programme seeks to privatise the majority of probation services in order to reduce re-offending rates and deliver value for money services to the tax payer. Thus the current Probation Service as it stands will no longer exist as of April 2014.
- Bedfordshire Police's Children and Young People Development Officer is currently in the process of establishing school forums. These forums will target Upper Schools and Academies in Central Bedfordshire and aim to encourage information sharing in order to identify key problems and themes facing particular schools. The forums will provide an opportunity for these issues to be addressed accordingly. They will also allow for intelligence to be shared in order to identify young people that may be involved with ASB
- There was an overall 31% reduction in the number of reoffenders who reside within Central CSP (Sept 12).
- The number of offences committed by those on IOM also decreased from 207 offences pre adoption onto the programme, to 163 offences Sept 12 – Sept 13. This is an overall reduction of 21.3%.
- The CAN Partnership were awarded the Integrated Substance Misuse contract starting in September 2012. The Dunstable Recovery Hub has been refurbished, and now provides a wide variety of interventions to help people in treatment recover from their drug or alcohol addiction. This has led to 100 more people accessing support in Dunstable within the last six months.
- There have been significant increases in the number of:
 - peer mentors providing support and mentoring

⁸ As a co-ordinated multi-agency partnership Integrated Offender Management (IOM) will work with offenders most at risk of re-offending and causing harm. The 7 offender pathways of IOM are Accommodation, Attitudes & Behaviours, Children & Families, Drugs & Alcohol, Education & Training & Employment, Finance & Debt, Physical & Mental Health

- meaningful activities and psycho-social interventions
- venues within Central Bedfordshire where clients can access support
- the number of clients who are being supported to reduce their prescription for opiate substitution medication

This will ultimately lead to an increased proportion of successful treatment . The proportion of successful completions in 2013-14 Q2 was 8.2% (from 6.5% in Q1)

- In reducing youth offending with specific reference to substance misuse, Bedfordshire Youth Offending Service has a dedicated Drugs, Alcohol and Sexual Health (DASH) Worker, who focuses on all young offenders subject to Court Orders where there is an assessed substances misuse issue. During the period April 2012 – March 2013 the DASH worker assessed and supported 24 young people from Central Bedfordshire.
- The Drug Deferral Scheme, which aims to prevent young people entering the criminal justice system, but also address offending as consequence of substance use is utilised by the Police across the Authority. Where the level of substance misuse meets the criteria for Tier 3 or 4 interventions, the BYOS DASH worker refers the young person directly to Plan B for additional support. BYOS are aware of 29 young people whom the police deemed appropriate to refer to Plan B (CAN partnership) for specific substance misuse support, during April 2012 – March 2013.
- Monthly analysis is conducted via the Youth Offending Team (YOS) Manager and the seconded YOS Police Officer(s), to identify those existing young offenders aged 17yrs and six month onwards that may meet the threshold for IOM. Over the aforementioned time period no young offenders from the Central Bedfordshire have been deemed eligible to meet the relevant threshold. YOS will continue to monitor and analyse relevant young offenders from CBC for potential referrals over the forthcoming year.

Priority Three	Objectives
Reduce Violence Against the person from the Night Time Economy (NTE) & Domestic Abuse (DA)	<p>Identify and intervene appropriately with victims of domestic abuse</p> <p>Support repeat and vulnerable victims through the Multi Agency Risk Assessment Conference (MARAC) & Sexual Abuse Risk Assessment Conference (SARAC)</p> <p>Work with partners and Licensees to reduce disorder and violence in NTE locations</p> <p>Increase the number of active business in Pubwatch and Radio Link</p>

What has happened in 2013 – 2014?

- Between October 2012-September 2013 violence against the person has decreased by 8% compared to the same time period in the previous year.
- The number of referrals to MARAC has increased from 233 during April 2012 - March 2013 to 285 during April 2013 - March 2014 (projected).
- SARAC referrals have increased from 9 in 2012 to 18 in 2013 (projected).
- Referrals in the number of domestic abuse incidents to MARAC and SARAC may be attributed to improved partnership working and raised awareness through the distribution of leaflets, events and awareness training courses.
- The Sexual Violence Awareness Course has received positive feedback. Comments include; "Interesting, interactive & educating" and "Excellent trainers, excellent course".
- The Domestic Abuse Awareness course has also received positive feedback. Comments include, "It was a very enjoyable training session, very professional and packed with information," "Really useful and informative course," and "A very insightful course that I would recommend to my colleagues
- Following amendments to legislation the definition of domestic abuse has been extended to incorporate those aged 16-17 and to include controlling and coercive behaviour as a form of domestic abuse. Subsequently current services to include MARAC, Independent Domestic Violence Advisor, refuges and the Freedom Project will automatically work within the remit of the new definition and provide their services were appropriate.
- Pub watch has been implemented as a night time economy initiative aimed at reducing alcohol related violence and anti social behaviour. This is achieved by banning perpetrators within all pubs signed up to the agreement. Thus far, it has implemented 40 bans across Central Bedfordshire with most notable success in the Biggleswade and Sandy area with a total of 27 bans.

- A Youth Pub has been established in 'The Bridge' in Shefford. The Youth Pub welcomes 14 to 16 years old and aims to bridge the gap from mid teens to the age of legal drinking. The Youth Pub provides non-alcoholic beverages to the teenagers, while allowing them to engage with people their own age ultimately giving them somewhere to go. This is a mutually beneficial initiative.

Update on our Emerging Issues 2013 – 2014

The following topics were highlighted as being an issue and/or needing further research, within Central Bedfordshire:

- **Metal Theft** – Partnership metal theft operations have been carried out in May, July, August, and October. A number of penalty tickets have been issued for individuals not having waste carriers licences, but over recent months this has greatly reduced. All yards and individuals homes (for those who work from home) have been visited, making sure proprietors are aware of the new laws that came into effect on the 1st December. They have also been supplied laminated posters and fliers detailing the changes.

Over the past year, theft of metal has reduced by 16% in Central Bedfordshire.

- **Hate Crime.** In early 2013 a Hate Crime review took place to help us gain an understanding of the level, distribution and types of hate crime residents suffer with in Central Bedfordshire.

The review concluded that large numbers of people who experience hate crimes do not report incidents to the police, and it is almost impossible to establish the actual numbers of hate crimes in Central Bedfordshire. A number of organisations which support minority groups, and residents themselves, gave examples of or disclosed incidents that were either not reported at all or reported to advocacy organisations.

Four overarching themes and 17 recommendations were made following the review, which have formed the basis of a Hate Crime Action Plan.

Central Bedfordshire CSP has taken the lead on this work and formed a Hate Crime Task and Finish Group to cover the whole county linking core elements which are common to all and progressing actions from the Action Plan.

A Hate Crime Strategy for Bedfordshire will be produced which will be underpinned by three local action plans, governed and supported by the respective CSPs.

- **Working with young people.** Analysis and research identified a gap in participation work with young people in regards to hate crime, ASB, cyber bullying and other community safety issues.

In October a Community Safety Day was piloted in two Academies for all students in year nine. The day covered many issues which are essential to a young person's development and safety inside and outside of school

The pilot focused on high priority equality issues strongly linked to safeguarding responsibilities. Many of the issues addressed have been highlighted as concerns by the Office of the Children's Commissioner. The Community Safety day also relates to the Safeguarding and Looked After Children Post Inspection Action Plan and connects with other Children's Services programmes, such as the Troubled Families initiative.

Topics covered within the day were:

- Hate crime & bullying
- Anti-social behaviour & crime
- Legal highs
- Emotional wellbeing
- Health relationships

Following this pilot an evaluation is being carried out, with a view to offering the programme to all upper schools and Academies across Central Bedfordshire.

Our Priorities and Emerging Issue for 2014 – 2015

Priority One – Reducing the number of victims of ASB and supporting those who are most vulnerable

Findings

- Between October 2012 – September 2013 there were 7486 ASB incidents reported in Central Bedfordshire, this is an average of 624 incidents each month.
- Between April 2012 - July 2013 the Central Bedfordshire ASB Team investigated 157⁹ ASB cases, and supported the police Priority ASB team on 79 cases since January 2013. Between these dates they have also organised and coordinated 125 multi agency Problem Solving Groups¹⁰ for cases of ASB
- Between September 2012 – October 2013, there were a total of 51 cases heard at the ASBRAC where victims were supported by partner agencies
- Results from the CBC Tracker Survey from September 2013 showed that: 74% of residents feel safe when outside in their local area after dark, which was a 4% increase on April 2013 results

Objectives and what we will do

- ASB has seasonal peaks and troughs. Numbers of incidents reported increase in the summer months and are linked to the school summer holidays and warmer weather. Numbers remain high through to October and early November where spikes in incidents are seen around Halloween and on Guy Fawkes Night. Communication campaigns will be undertaken prior to these seasonal trends, offering ASB prevention advice and details of how ASB can be reported.
- New¹¹ ASB legislation is being introduced into the UK. The legislation is likely to come into effect in the summer or autumn of 2014¹². The provisions of the Bill replace 19 existing ASB powers with six which are designed to be faster and more effective. A task and finish group will be set up to prepare the Partnership for the arrival of the new Bill and to ensure any necessary training and changes in working practices are in place.
- Two locations have suffered consistently for several years with nuisance motorcycles. Road are used to access local farmer fields for off road riding. Reports of nuisance motorcycles in these areas usually start in April and continue to increase in numbers throughout the summer months. The CSP Tasking Group will produce an action plan to deal with the reoccurring issue of nuisance motorcycles at these two locations.

⁹ ASB OSC Report October 2013 – Jeanette Keyte, Head of Community Services, Central Bedfordshire Council

¹⁰ PSGs look at geographic areas or a particular type of ASB rather than high risk victims

¹¹ Central Bedfordshire ASB Strategic Group: New Legislation 2014 – Hannah Dew, Bedfordshire Police, October 2013

¹² The bill is expected to receive Royal Assent by the end of the session in spring 2014, but this is subject to parliamentary progress.

Outcomes

- Fewer victims
- Lowering the risk of victims who receive our support
- Reduction of ASB in hot spot locations
- Increase in partner knowledge and training

Measures

- Reduced reports to the Police and Local Authority
- Number of referrals to the ASBRAC
- Number of repeat referrals to the ASBRAC
- Increase in people who are confident

Priority Two – Reducing the number of victims of Domestic Abuse and supporting those who are most vulnerable

Findings

- In September 2012, the Home Office announced the definition of domestic abuse would be widened to include those aged 16-17 years, and worded to reflect coercive control.
- Since the definition change, there has been on average 229 incidents reported per month.
- Between October 2010 – September 2013, 79% of all victims of domestic abuse were female.
- In Central Bedfordshire there are more victims aged 18-24 years than any other age group. When data has been analysed there is a clear link between the number of incidents in a location where there are also a high level of residents at home rather than in employment.

Objectives and what we will do

- It is predicted that there will be a significant increase of domestic abuse in July – August 2014. This reoccurring seasonal increase is linked to the school holidays, where families spend an increased amount of time together which can cause increased stress on a family. Increases in the summer months can also be linked to major sporting events, where levels of alcohol being consumed increases resulting in an increased number of domestic abuse incidents. In the summer of 2014 there are two major sporting events. The CSP will conduct a communication and media campaign re:drinking and domestic abuse ahead of both events.
- Downside is the most deprived area in Central Bedfordshire. The demographic make up of this area means that there are an increased number of victims and potential victims, and it can be expected that high numbers of incidents will be reported. The CSP will map the current services available in the area to understand what those services offer and their current client levels. Following this a small series of service events will be arranged to promote local services to the community.
- In 40% of incidents the perpetrator is the victims current partner, 39% an ex partner and the remaining 21% are other family members. 82% of all domestic abuse perpetrators are male. In 2012 the CSP introduced a community based Integrated Domestic Abuse Programme aimed at offenders. The programme has been run by Bedfordshire Probation Service, but from 1st April 2014 no further referrals will be accepted. The CSP will assess options that are available.

Outcomes

- Fewer victims
- Lowering the risk to victims who receive our support
- Reduction of hot spot locations and violent offences
- Increase in community confidence

Measures

- Reduction of violent crime
- Increase in referrals to the MARAC & SARAC

Priority Three – Reduce domestic burglary

Findings

- Between October 2011 – September 2012 there were 719 recorded offences compared to 948 between October 2012 – September 2013, which is an increase of 32%.
- Levels peak from October onwards, with high levels expected through to January. December and January are the most vulnerable months.
- Analysis shows that the majority of burglaries are found by the victim between 16:00 – 19:00 which indicates the burglaries are likely to be found on the victims return from work, meaning that the burglary took place during the day whilst the property was unattended.
- Displacement of offenders following police operations in other areas has had a significant impact on the levels of recorded burglaries in Central Bedfordshire during the last 12 months.

Objectives and what we will do

- In the three main hotspot areas for burglaries it is evident the majority take place during the daytime whilst properties are unattended, with most burglaries being found on the victims return from work. Although there are small numbers of insecure properties reported, the majority of houses targeted are secure. The CSP will work with Neighbourhood and Street Watch to increase the number of schemes in Central Bedfordshire primarily focussing in the three hotspot areas.
- In the majority of burglary offences, the main property stolen was jewellery and small handheld electrical items. Both of these are attractive to burglars as they are easily portable and also easily sold on. The CSP will promote property marking at all community events, and consider supplying those in vulnerable areas with property marking kits. The CSP will work with Trading Standards to consider options available to work with local second hand dealers regarding potential stolen property.
- Partners will be asked to ensure that the CSP Tasking Group are made aware of operations being carrying out in other areas of Bedfordshire where there is a suspected impact on crime levels in Central Bedfordshire, due to displacement of offenders

Outcomes

- Fewer victims
- Community confidence is increased
- Second hand goods market is reduced

Measures

- Reduction in crime
- Increase in intelligence sharing at CSP Tasking Group
- Increase in good neighbour schemes across Central Bedfordshire

Key Emerging Issues and Considerations 2014 - 2015

The CSP relies on data, intelligence and information from a range of partners to understand key issues and risks for our communities. Not all issues can be fully understood until additional research has been completed to gain a better understanding of the problem. Once research has been completed the CSP can work together to mitigate identified risks and support the community in the most appropriate way.

There are a number of emerging issues that could impact and influence the work of the CSP during 2014-2015, which we need to gain a better understanding of and will be considered by the CSP.

Transforming Rehabilitation: A strategy for reform

Under the Ministry of Justice's Transforming Rehabilitation agenda, Probation Trusts will be reorganised into one new National Probation Service and 21 Community Rehabilitation Companies (CRCs) from 1 April 2014. The CRC for Bedfordshire will also cover Cambridgeshire, Hertfordshire and Northamptonshire.

The National Probation Service will have responsibility for carrying out risk assessments of all offenders, and will manage service users who pose a high risk of serious harm to the public. The CRC will have responsibility for providing supervision and rehabilitative services to all other offenders.

The successful bidder will take over the running of the CRC in autumn 2014. Between 1 April 2014 and the autumn of 2014, a shadow CRC will be run by a team appointed by the Ministry of Justice.

The CSP needs to work to understand the impact of these changes for communities and offenders in Central Bedfordshire.

Tackling sexual violence against children

The Home Office is leading a cross-government programme, established in the wake of recent high profile exploitation cases, to tackle sexual violence against children. The Sexual Violence against Children and Vulnerable People Group has prioritised action in four key areas:

- Improve multi-agency child protection so agencies are actively identifying those at risk
- Further strengthen the safeguards against online child abuse
- Fully equip police to deal with complex and sensitive cases
- Ensure victims are at the heart of the criminal justice system

Across Bedfordshire there is evidence of a surge in the numbers of child exploitation in Bedfordshire following high-profile national cases such as Operation Yewtree¹³. Reports are a mixture of historic and current cases.

¹³ The national operation in light of the Jimmy Saville allegations

A pilot Sexual Exploitation Risk Assessment Conference is now running, which hears cases of high risk children and young people who have or are suffering with sexual exploitation.

The CSP will conduct further work to understand the prevalence of cases in Central Beds and the support victims need.

Human Trafficking

Human trafficking is the recruitment and movement of people by means such as violent force, fraud, coercion or deception with the aim of exploiting them. It is modern slavery. The Government is strengthening its capacity to pursue criminals who seek to exploit others, to prevent vulnerable individuals from becoming victims of human trafficking, and to protect and support victims when they are identified. A Modern Slavery Bill will be published which will support police to pursue and prosecute these criminals.

The local case of a slavery ring at the Gypsy and Traveller camp at Little Billington has shown that this is an issue relevant to Central Bedfordshire, but further research and intelligence will be needed to determine the scale of the problem locally.

Following the publication of the Modern Slavery Bill the CSP will set out the implication for local areas together with what support is needed moving forward.

The Gypsy and Traveller Local Plan

The Gypsy and Traveller Local Plan will set out how Central Bedfordshire will meet the accommodation needs of the Gypsy and Traveller community and the Travelling Show people community up to 2031.

The Council has a legal duty to consider the needs of Gypsies and Travellers in the same way as all other sectors of the community. It estimates that the Gypsy and Traveller population is increasing by 2.5% each year, and that 157 pitches will be needed by 2031 in order to meet that need.

We understand that Gypsies and Travellers are adversely affected by hate crime in the community and in schools, and we understand that domestic abuse does not get reported within the community.

The CSP will work with Central Bedfordshire Council's Corporate Policy Advisor to understand community tensions, impact and feedback from the Gypsy and Traveller Local Plan.

The Partnership Hate Crime Task and Finish Group will discuss the implications resulting from the Gypsy and Traveller Local Plan and incorporate them where appropriate in the Hate Crime Action Plan.

Welfare Reform

The Government's welfare reforms represent the most fundamental changes to the benefits system in a generation. On average, the combined impact of welfare reforms will have the effect of reducing incomes for claimant households by £1,615 per year (around £1 for every £7 of income).

Local evidence has shown Central Bedfordshire is a predominantly affluent area and none of our neighbourhoods are in the top 10% deprived nationally. However, small pockets of deprivation do exist in Houghton Regis, Dunstable, Leighton Buzzard, Sandy and Flitwick. The housing market in these areas is characterised by an availability of affordable rented accommodation, therefore it is likely that the cumulative impact of the reforms will generate population movement into areas of lower rent, both from within Central Bedfordshire and migration from London and surrounding counties.

CBC has established a Welfare Reform Programme Board, which has commissioned a Resident Impact Analysis to provide insight into changes at both resident and community levels, to enable the development of an effective response. This will include both baseline quantitative analysis (published December 2013) and qualitative field study into the 'life, health and well-being' of residents in Central Bedfordshire (published April 2014).

The CSP will continue to keep the impact of welfare reform under review to determine the impact on individuals and communities, providing support and interventions as needed.

Organised Crime Groups

The Government have stated that organised crime¹⁴ is one of the top five policing priorities due to threat, harm and risk posed and is reflected in their new Organised Crime Strategy which was launched in conjunction with the National Crime Agency.

Bedfordshire Police have identified 58 organised crime groups (OCG) which impact on the county, with approximately 414 nominal's some of whom support more than one OCG. The diverse make up of OCGs reveals they do not always focus on one crime type, but are often involved in multi commodity and multi-faceted offending.

Operation Netwing, was a high profile OCG related case which occurred in Central Bedfordshire, where a family from a Gypsy and Traveller site were involved in forced labour, and numerous victims were extracted from servitude and appalling living conditions.

There is a need for the CSP to support coordinated working to collect, assess and evaluate intelligence, in order to stem the opportunity for organised crime to take root and to conduct campaigns to deter and disrupt existing groups.

Recommendation: The CSP will work closely with Bedfordshire Police to understand the impact of OCGs in Central Bedfordshire, and will continue to develop methods to share data and intelligence to disrupt existing OCGs and prevent new ones forming.

¹⁴ Organised crime – individuals working with others, with the capacity and capability to commit serious crime on a continuing basis, which includes elements of planning, control and co-ordination and benefits those involved.

Equality Impact

The CSP is committed to providing services and support which address the needs of all members of the community. As such the council conducts Equality Impact Assessments (EIA) as strategies, policies and services are developed to:

- Consider issues relating to age, disability, gender, gender reassignment, race, religion & belief and sexual orientation
- Obtain a clearer understanding of how different groups may be affected
- Comply with legislative requirements & identify good practice

None of the CSP priorities have been shown to have a detrimental impact on any residents with protected characteristics¹⁵; however the EIA has concluded that national evidence shows there is under reporting of ASB, domestic abuse and serious acquisitive crime by vulnerable members of the community.

The key issues picked up by the EIA were:

- Under-reporting of hate crime, sexual abuse and ASB, particularly in rural areas
- Possible increase in hate crime targeted at disabled people
- Mental health needs of offenders

To address these, the CSP carried out research and analysis of under reporting of ASB, hate crime, domestic abuse/sexual assault and re-offending, and to ensure that the work carried out on the priorities reflected these issues. Much of this has been identified through the hate crime review and is part of the on-going role of the CSP in tackling ASB, domestic and sexual abuse.

The CSP Steering Group and sub groups are cognisant of this work, and enforce requirements that any action plans created for the three CSP priorities reflect vulnerable groups and individual needs of our communities.

¹⁵ Protected characteristics are age, disability, gender reassignment, pregnancy & maternity, marriage & civil partnership (elimination of discrimination only), race, religion or belief, sex, sexual orientation

Links with wider agencies, partners and strategies

The Sustainable Communities Strategy for Central Bedfordshire is a prospectus for the area and sets out what sort of place residents want it to be. The strategy looks at a number of key issues which Central Bedfordshire Council, Bedfordshire Police, Fire, Health, education, business and the voluntary and community sector want to address in the years to come. The community safety section of the strategy outlines the priorities which have been agreed, and the steps that we aim to take to address them.

The Central Bedfordshire Community Engagement Strategy outlines how community engagement activity takes place across Central Bedfordshire. Part of the engagement activity is the Town or Parish Council led 'Let's Talk Together Meetings'. These meetings ensure that communities can ask advice, obtain information, receive details of services and challenge any areas of concern they have. Community safety partners are in attendance at each of these meetings to assist community members with their issues, offer support and signpost people to services that can assist them.

The Central Bedfordshire Joint Strategic Needs Assessment (JSNA) has recently been refreshed. This assessment is the overarching primary evidence base for Health and Well-Being Boards to decide on key local health priorities. The CSP are linked to this process and have provided robust information to inform the JSNA and support the development of future health, care and well-being needs of the local population.

The Police and Crime Plan 2013 – 2017 sets out the priorities for Bedfordshire Police, objectives for policing and reducing crime and disorder in the area, how resources will be allocated and agreements for funding and reporting on work. The CSP and the PCC have due regard for each others priorities and plans.

The Central Bedfordshire Alcohol Prevention Strategy 2013-2016 was produced as a response to the Government's Alcohol Strategy and its aim is to reduce alcohol related harm at a local level which will then have a positive impact on alcohol related hospital admissions and alcohol fuelled crime. The evidence based recommendations identified in the strategy will be used to inform a detailed, local action plan, which will be developed by and subsequently delivered via the Central Bedfordshire Alcohol Steering Group. Work has already commenced within the group to progress the actions and these will be taken forward into 2014-2015.

Communication

The CSP is committed to communicate its successes, outcomes and results to residents and communities of Central Bedfordshire. A new Communication Strategy for the CSP is currently under development.

The Communication Strategy will outline what communication mediums the CSP can utilise to promote its work and the success to specific audiences. The strategy will be further supported by a supplementary document providing an in depth evaluation of current communication mediums and techniques between members of the CSP. Both documents should not be read in isolation but viewed as complementary to help the CSP to achieve its objectives through improved communication.

There are several mechanisms that we utilise dependant on the topic, target audience or type of message we would like to communicate. With the growing use of social media the CSP regularly uses Twitter, Facebook, and an Email Alert system. This facility provides targeted email advice and information to members of the community who have subscribed to it.

Where the CSP holds a local service event or Pride In, we distribute leaflets and posters to promote what we are doing and why. Post an event taking place we ensure that the 'You Said We Did' approach is taken, with feedback being given on the results of the event, long term objectives and where communities can get support and assistance. Partners assist in this feedback with articles in local Town / Parish Council magazines and newsletters.

The CBT 'E-Zine together' is an internet based communication tool. On a quarterly basis the CSP provides information, articles and updates on current and future working. The e-zine is used to engage with stakeholders to keep them informed, and enable an increased understanding of partnership activities. It provides an evidence of positive partnership working at a ground level.

Conclusions

- Over the past year the CSP has worked to gain a deeper understanding of the local community collating different data sets, intelligence and community needs.
- There have been increases in crime and in particular burglary dwellings. The CSP has recommended this is a priority for 2014 – 2015 so work can be done to protect our residents and their homes.
- Since the last CBC Tracker Survey there has been an increase in the number of residents who feel safe when outside in their local area after dark.
- There have been improvements in the way victims of ASB are risk assessed, ensuring they receive the correct level of care and support.
- There is significant change within Probation Trusts and the current way offenders are managed in Bedfordshire will change.
- The CSP has conducted research and a review into Hate Crime. A Bedfordshire wide piece of work has now started which will ensure better support for victims of hate crime.
- The new three CSP priorities for 2014 – 2015 have been identified using a robust mechanism and review what our local communities feel are their high risk areas.
- Six key emerging issues and considerations have been identified for 2014 – 2015 which the CSP will work to understand over the next 12 months.

Appendix A. Risk Matrix from the Partnership Strategic Assessment

To ensure that partnership data is managed in a consistent way, and that the right priorities are identified, a risk matrix is carried out before the strategic assessment is written. Using this assessment process ensures that partnership issues can be compared against each other in an intelligent and structured way. This process provides the CSP justification for why an issue is, or is not, included as a strategic priority.

Partnership Strategic Assessment Risk Matrix										
0 - N/A 1 - Low 3 - Medium 5 - High	Performance issue - deteriorating	PCC Priority/National Priority	Community Priority	Harm to Property	Physical Harm to Victim	Psychological Harm to Victim	Generator of Fear/Worry	Cost Impact	Likelihood	Total
Domestic Abuse	3	5	1	3	5	5	1	5	5	33
ASB (Personal)	3	5	5	3	1	5	1	4	5	32
Terrorism	0	5	1	5	5	5	5	5	1	32
ASB (Nuisance)	3	5	5	3	1	3	3	3	5	31
Burglary Dwelling	5	5	3	5	2	3	3	2	3	31
Distraction Burglary	3	5	3	5	3	5	3	2	1	30
ASB (Environmental)	3	5	5	3	1	1	3	3	5	29
Most Serious Violence	3	5	1	1	5	5	3	5	1	29
Hate Crime	3	5	2	3	3	5	2	3	3	29
Substance Misuse Offending	1	5	2	4	3	3	2	5	3	28
Child Exploitation	3	5	1	1	5	5	1	5	2	28
Adult Offending	1	5	2	3	3	3	2	5	3	27
Rape/Attempted Rape	4	5	1	0	5	5	2	4	1	27
Arson/Deliberate Fires	1	0	3	5	3	3	3	5	3	26
Personal Robbery	1	5	2	4	3	4	2	3	2	26
TFMV	5	5	2	5	0	1	1	3	4	26
Sexual Offences	4	5	1	0	4	4	2	3	2	25
Youth Offending (0-17)	1	5	3	3	1	2	2	5	2	24
Road Traffic Deaths/KSI	1	0	3	1	5	5	2	5	2	24
Business Robbery	1	5	1	4	3	3	2	3	1	23
Domestic Extremism	0	4	2	3	3	3	3	3	2	23
Theft of Metal	4	0	2	5	0	1	1	5	3	21
Less Serious Violence	3	0	1	0	3	3	3	3	4	20
TOMV/TWOC	3	5	1	5	0	1	1	2	1	19
NTE	1	0	2	3	3	1	3	3	3	19
Criminal Damage	3	0	2	3	0	2	3	1	4	18
Burglary Other	3	0	1	5	1	1	1	2	3	17
Prostitution	1	0	0	0	5	5	1	2	1	15
Shoplifting	3	0	1	3	1	1	1	1	3	14
Other Theft	3	0	1	3	0	1	1	1	3	13
Theft from the Person	1	0	1	3	0	2	1	2	3	13
Street Drinking	2	0	1	1	1	1	3	2	1	12

Central Bedfordshire Together (CBT) (Formally Local Strategic Partnership)

- * Quarterly meeting
- * Provide vision and strategic leadership, to improve the quality of life for existing and future residents of Central Bedfordshire. Bringing together & encouraging greater partnership working at a local level & with the different parts of the public, private, community & voluntary sectors; allowing different initiatives & services to support one another so that they can work together more effectively. To ensure that Sustainable Community Strategy is delivered & that each partner makes an effective contribution to that delivery

Community Safety Executive Group

- * Quarterly meeting
- * Made up of senior officers from the statutory authorities identified in the Crime & Disorder Act 1998
- * Manages performance, agrees funding, approves strategic assessment & partnership plans, reviews Steering Group update & signs off any recommendations, ensures compliance with national standards, gives direction for the CSP

CSP Steering Group

- * Monthly meeting
- * Monitors performance, scrutinises the sub groups, reviews action plans from sub groups, manages and recommends communications & messages, reviews risks for the CSP & recommends actions to the Sub Groups and CSP Exec

Sub Groups

Integrated Offender Management Delivery Group

- * Oversees the IOM initiative in Bedfordshire
- This group deals with tactical issues, resource decisions and feeds up to the Commissioning Group.

Domestic Abuse & Sexual Abuse Strategy Implementation Group (SIG)

- * To set out a co-ordinated approach to domestic and sexual abuse in Bedfordshire (ex Luton), that will be agreed & implemented by all partners & agencies
- * To identify key actions required to tackle domestic abuse and sexual abuse in Bedfordshire (ex Luton)

ASB Partnership Group

- * Reviews partnership working around ASB
- * Works to the strategic action plan following the recommendations from the ASB review

Partnership Tasking Group

- * The practical arm of the CSP, dealing with live time issues that need to be addressed.
- * Reviews where resources need to be placed, & which areas are in need of additional support

Bedfordshire Drugs & Alcohol Action Board

- * Monthly meeting
- * This group is being reviewed in light of the changes in Substance Misuse Commissioning. This may see a change in structure, remit and role as Public Health has taken over the role of commissioning Substance Misuse and BDAT

Central Beds Safe

- * Tactical group working on issues arising from the night time economy
- * Action Plan in place
- * Group linked to Radiolink, Pubwatch, Licensees forum and Best Bar None

Meeting: Executive
Date: 18 March 2014
Subject: Central Bedfordshire Design Guide
Report of: Cllr Young, Executive Member for Sustainable Communities – Strategic Planning and Economic Development
Summary: The report proposes that Executive adopt the revised Central Bedfordshire Design Guide as technical guidance for Development Management purposes.

Advising Officer: Assistant Director of Planning, Trevor Saunders
Contact Officer: Connie Frost-Bryant, Acting Principal Planning Officer
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key Decision Yes

CORPORATE IMPLICATIONS

Council Priorities:

The revised Design Guide will support the Council priority of:

Enhancing Central Bedfordshire – creating jobs, managing growth, protecting our countryside and enabling businesses to grow.

Financial:

1. There are no financial implications arising directly from this report.
2. The Design Guide provides detailed guidance in relation to the draft Development Strategy 'Lifetime Homes' policy (Policy 32) which sets a target to deliver adaptable homes for people with different needs at different stages in life. This approach has the potential to support elderly and disabled people to live in their homes for longer, thus decreasing the future cost to the Council of supporting them in residential care or with other forms of additional support.
3. The updated guide will also increase efficiency in the planning process and thus hopefully save some officer time in re-negotiating schemes that do not meet high enough design standards.

Legal:

4. There are no specific legal implications arising from this report.

Risk Management:

5. Policy 43: (High Quality Development) of the Draft Development Strategy defers to detailed design guidance to fill in the details necessary for the delivery of successful developments. A failure to have detailed design guidance to help in the determination of planning applications would risk poor standards of design being delivered on new development schemes.
6. An endorsed Design Guide will also give more certainty to the development management process and to developers in terms of what the Council's expectations are in relation to layout, street design, parking provision and internal dimensions. These elements must all be understood early on in the design process in order to provide clarity to developers and to enable them to make informed financial decisions.
7. Other risks, such as failure to deliver the Council's priorities, reputational risks, failure to discharge statutory responsibilities, failure of partnership working, and environmental and financial risks could also be incurred. The Design Guide serves to minimise these risks by setting an agreed framework for development in advance of the planning applications and then onwards through to implementation.

Staffing (including Trades Unions):

8. Not applicable.

Equalities/Human Rights:

9. Public authorities have 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.
10. The Design Guide builds on the Draft Development Strategy policy on Lifetime Homes (Policy 32) which are homes that are adaptable for those with different needs at different stages of their lives. It provides the detail for how this policy would be delivered in practice to allow people, in particular elderly or disabled people to live independently in their homes for longer.
11. The revised Design Guide has an entirely new supplement entitled 'Accommodating Specific Housing Needs' which seeks to support an increasing need to develop both extra care and residential care accommodation in response to the needs of an ageing population in Central Bedfordshire. The Guide also provides guidance for the provision of Gypsy and Traveller accommodation which is another specific housing requirement that has not been addressed by previous design guidance.

12. The Guide seeks to rationalise the Council's approach to street design and as such recommends that level surface streets where safe pedestrian areas are still designed in on either side of the carriageway are considered rather than shared surfaces which can be difficult for visually impaired people to navigate through safely. Further guidance relating to the design measures that can be implemented e.g. tactile paving will also be included in the Movement and Streets supplement to address the need for streets to be safe and useable for all users.

13. Overall, one of the overarching principles of the Design Guide is to ensure that developments are planned in sustainable locations so that residents can access employment opportunities as well as facilities and services to meet their everyday needs.

Public Health:

14. The revised Design Guide also has the potential to improve the health and wellbeing of Central Bedfordshire residents as it is clear that in every development, consideration should be given to pedestrian and cycle routes and to informal and formal public open space. By encouraging the use of sustainable modes of transport, this will also in turn reduce harmful emissions and pollution that can lead to respiratory illnesses and aggravate existing medical conditions. Living in a pleasant environment both from an aesthetic and a functional point of view is also conducive to good mental health and overall wellbeing.

Community Safety:

15. The Council needs to ensure that it complies with its statutory duties under Section 17 of the Crime and Disorder Act and as such the Guide references appropriate elements of the Association of Chief Police Officers (ACPO) 'Secured by Design' guidance in the document, particularly around the design of residential properties.

16. The revised Design Guide also recognises the community safety concerns that have been raised by residents in relation to the 'shared spaces' concept for street design whereby pedestrians and vehicles share a non-demarcated street. In a street in the Land South of Leighton Buzzard development, the lack of a safe area for pedestrians and demarcation of any kind has prompted complaints in relation to pedestrian safety, anti-social behaviour and poor parking practices. It is considered that the compromise position of level surface streets adopted by the revised Design Guide will address these problems by retaining safe areas for pedestrians.

Sustainability:

17. The revised Design Guide fully supports sustainable development as the principles of good design and sustainability are indivisible from one another. A holistic approach to design as encouraged by the Design Guide, necessarily takes into account economic, social and environmental aspects when developing a new scheme whatever the scale. The Guide also directly supports many of the policies in the draft Development Strategy and all have been subject to a Sustainability Appraisal and Strategic Environmental Assessment.

Procurement:

18. Not applicable.

Overview and Scrutiny:

19. The revised Design Guide was presented to Sustainable Communities Overview and Scrutiny Committee on 27 February and following detailed debate it recommended that Executive adopt the revised Guide as technical guidance for Development Management purposes, subject to the following recommendation:

- that the 'Art in the Public Realm' supplement be re-titled to 'Public Realm'.

Members also commented on the following points:

Communal Bin Storage

- It was requested that text in the revised Guide be strengthened to encourage developers to consider the provision of appropriately designed communal bins for all types of development rather than just flats. This has been inserted into the text at paragraph 5.05.16.

Maintenance of Surfacing Materials

- Members considered the long-term maintenance of non-standard surfacing materials to be important but appreciated the benefits of high quality materials for creating local distinctiveness and high quality spaces. It was suggested that management agreements for new developments could be encouraged together with the use of service trenches to minimise the need for excavations. These suggestions have been incorporated into the revised Movement and Streets supplement.

Car Parking Standards

- Some Members initially expressed a degree of concern that the parking standards had been lowered slightly for three and four bedroom homes. Members were reassured that the proposed car parking standards still matched levels of car ownership in Central Bedfordshire and that a pragmatic approach had been taken to the design of parking as it is known that the suitability and convenience of car parking is as important as the level of provision. The point was also made that the need for more than two car parking spaces is usually only for a limited period of time while older children are living at home. It is therefore not necessary or appropriate to accommodate parking to meet this higher level of need for every property. It was also confirmed that the reference to unallocated parking would be removed from the parking standards table (Appendix B) to ensure clarity. Instead it was suggested that this option for parking design should be described in the accompanying text. This is further referenced in the key changes section at paragraph 41 of this report.

RECOMMENDATIONS:

The Executive is asked to:

1. **note the proposed changes to the Design Guide and adopt the revised Design Guide as technical guidance for Development Management purposes; and**
2. **delegate to the Director of Regeneration and Business Support, in consultation with the Executive Member for Sustainable Communities - Strategic Planning and Economic Development, the authority to make any minor amendments to the revised Design Guide prior to publication.**

Reason for Recommendations: To meet the Council priority of enhancing Central Bedfordshire – creating jobs, managing growth, protecting our countryside and enabling businesses to grow.

Executive Summary

20. The main issues that the revised Guide seeks to address are as follows:
- To give a strong lead on the high quality of design that is expected for all development in Central Bedfordshire.
 - To increase efficiency in the planning process and thus save valuable officer time in re-negotiating schemes that do not meet high enough design standards or indeed take entirely the wrong approach to design.
 - To provide certainty to developers on the expected technical standards for elements like car parking, gardens and room sizes.

- To enhance the quality of design in Central Bedfordshire thus making it a more attractive place to live. This will in turn lead to an increased sense of wellbeing and greater prosperity.
- To improve the quality of green infrastructure in all developments by confirming the current best practice a material consideration in planning decisions.
- To address the needs of both an ageing population and climate change by making clear what standards need to be met to make homes capable of adapting to future needs.
- To incorporate the approach of existing strategies (Green Infrastructure by Design, The Public Art Framework, Central Bedfordshire Parking Standards, Manual for Streets 2) into one design guide.

21. Once adopted, the revised Design Guide will assist Development Management in the determination of planning applications.
22. The comments and recommendations from the Sustainable Communities Overview and Scrutiny Committee are set out in paragraph 19.

Background

23. The current Central Bedfordshire Design Guide sets out the policies and principles which guide the delivery of high quality design in the authority area. The Guide is a supplementary planning document which supports the policies set out in the adopted development plans for both North and South Central Bedfordshire, and was formally adopted as a material consideration for development management purposes in January 2010. It is currently organised into two parts; a core document and seven accompanying supplements covering design solutions for specific building types or uses.
24. While the existing guide was adopted comparatively recently and is award-winning, the approach of the document was geared towards small and medium scale developments, is somewhat conservation orientated design and is not considered wholly fit for purpose in guiding the developers of the large urban extensions that are being proposed in the emerging Development Strategy. Furthermore, the guide does not reflect some of the current best practice guidance and internal standards for various key elements including parking, street design, green infrastructure, density, public realm, Lifetime Homes and adaptation to climate change. In order to successfully incorporate these various design interventions, policies and strategies, the Design Guide needed to be fully updated.

25. Central Bedfordshire is set to see significant growth in both housing and employment in the coming years and is planning for this growth with the production of a new Development Strategy. The Strategy plans for 28,700 new homes and 27,000 new jobs up to 2031, and focuses the majority of this development in strategic urban extensions (East of Leighton Linlade, North of Houghton Regis, and North of Luton). In addition, five of the towns in Central Bedfordshire have been the subject of town centre masterplans (Biggleswade, Dunstable, Leighton Buzzard, Houghton Regis and Flitwick); This work will lead to significant regeneration work in these towns over a number of years.
26. The Council has stated that its design priorities are the provision of homes with decent room sizes and gardens; and the ability to adapt to changing lifestyles, an ageing population and climate change. Design will be a key issue in determining and shaping the successful delivery of development being planned.

Consultation

27. Continuous engagement between internal teams has been a strong feature of this project. When the project was initiated, an internal officer working group was formed and this allowed different teams and disciplines like green infrastructure, Transport and archaeology to help to steer the project.
28. Once a basic draft version of the document had been produced, two themed workshops were held to bring together Members, developers, officers and local interest groups. The workshop focused on those issues and elements of the Design Guide that were considered to be more contentious; namely residential space standards, Lifetime Homes, street design and car parking provision.
29. The first workshop focused on design for residential properties. The session was comprised of two introductory presentations; one on the role of design and another which provided some background on the issues to be discussed. The key questions that the assembled delegates were asked to consider centred on whether space standards and garden standards could be delivered. A total of 45 people attended the workshop and the lively and useful debate helped to then further shape the public consultation draft.
30. The second workshop focused on design for movement and streets. The session was comprised of three introductory presentations; one on the Council's aspirations for design from the Executive Member for Sustainable Communities - Strategic Planning and Economic Development, another which provided some background on the issues to be discussed and a further presentation on parking in practice from a Planning Consultant working for the development industry. The key questions that the assembled delegates were asked to consider centred on whether shared spaces worked in practice and what level and type of parking provision should be required for new residential developments. A total of 65 people attended the workshop and once again the well-informed debate that was had helped to refine our approach to this particularly contentious topic.

31. Following the workshops; a focus group comprising a representative sample of the workshop participants took place. The group was comprised of the Executive Member for Sustainable Communities – Strategic Planning and Economic Development, Central Bedfordshire Council Planning Officers, a developer, a planning consultant, two urban designers, and a house builder. This purpose of this session was to allow key stakeholders to act as a critical friend and provide their assessment and analysis of the changes that had been proposed to the draft document as a result of the workshops.
32. Following this, final alterations were made to the draft before it was published for further public consultation. This commenced on 21 October 2013 and ran for a period of four weeks until 24 November 2013. The consultation and publicity of the Design Guide proposals was carried out in compliance with the Central Bedfordshire Statement of Community Involvement (October 2012).

The Supplements – A summary

33. (a) Placemaking Principles

This supplement follows the approach of the current guide and acts as a core document crystallising Central Bedfordshire’s approach to design, but deferring to the theme based supplements to add detail. The key change in this supplement relates to car parking standards (Appendix B) which have been revised down from those in the Central Bedfordshire Parking Strategy’ previously adopted by Executive in October 2012. Rather than one space per bedroom being required, the new standards are structured to better match levels of car ownership in Central Bedfordshire. They also differ by dwelling type in order to ensure that they better match the type of household more likely to be occupying those homes and that appropriately designed parking with trees and good landscaping can be delivered. For example a detached wide fronted dwelling can deliver more curtilage parking than a narrow mid terrace property with the same number of bedrooms. In addition to these revised standards, the Council may also require parking enforcement plans to be implemented particularly during the site construction phase in order to encourage from the outset, appropriate use of the parking provided.

(b) Green Infrastructure and Sustainable Buildings

This is an entirely new supplement which has been produced to capture the information in the award winning Milton Keynes & South Midlands ‘Green Infrastructure Design Guide’ and to respond to the challenges presented by climate change; including the need to make buildings capable of adaptation to more extreme weather in the future.

(c) Historic Environment

This supplement is a revision to the previous one and captures the changes and fills in the detail following the withdrawal of ‘Planning Policy Statement 5: Planning for the Historic Environment’. It also includes further guidance on archaeology than the current Guide.

(d) **Public Realm**

This condenses the key material in the 'Central Bedfordshire Public Art Framework' to provide a user-friendly how-to guide for developers when looking at the integration of public art into new developments.

(e) **Residential**

This supplement is a revision to the current one. The main elements that are new are the residential space standards, the garden standards, the need for sufficient bin storage, detailing and chimneys, and details of which of the Lifetime Homes criteria must be met.

It is proposed that all properties have at least 10m depth of garden and that this increases to 12m for three and four bedroom homes. This provides minimum areas of between 60 and 96sqm.

In terms of space standards, suggested overall standards are set out together with minimum standards for bedrooms and CEL (cooking, eating, living) areas.

On the topic of bin storage; the revised Guide recognises that in certain contexts, communal bin storage can be a more appropriate solution to minimise the need to provide accessible personal storage areas in higher density developments where space may be more limited. Where individual bin storage is provided, sufficient provision will also be emphasised in order to limit the visual blight of bins which are left out on property frontages.

(f) **Accommodating Specific Housing Needs**

This is an entirely new supplement which covers the design of extra care units, residential care homes and gypsy and traveller accommodation.

(g) **Alterations and Extensions**

This is a revision to the current supplement and covers the information needed for standard householder applications. This has been updated to take account of the changes to the Town and Country Planning (General Permitted Development Order) 1995 that allow larger extensions until 30 May 2016.

(h) **Larger Footprint Buildings**

This is a revision to the current guide and the main updates are in relation to the changes in requirements for Sustainable Drainage Systems to combat surface water flooding.

(i) **Town Centre Vitality**

This supplement incorporates material from the current Town Centres supplement and the Shop Front Design guidance supplement but combines them so that all of the necessary guidance can be found in one place.

(j) **Movement and Streets**

This supplement is a revision to the current one, setting out a new approach to the provision of user-friendly parking to support the new standards of provision set out in the Placemaking Principles supplement. It also gives new guidance in relation to level surface streets and raised crossings which offer an appropriate balance between slowing down traffic, making attractive places and ensuring safety for all road users including pedestrians. The use of appropriate trees and landscaping to enhance the character of streets is also emphasised from tree lined boulevards at main street level to smaller scale planting on lower order streets.

Analyses of Consultation Exercise

34. A summary of the representations received as a result of the public consultation exercise can be found at Appendix A.
35. The level of responses shows that there is a high level of interest in the Design Guide. In total, 45 responses were submitted on the feedback forms provided, or by letter or e-mail in the weeks that followed. The comments and feedback were very diverse as would be expected on such a wide ranging document. There were also several submissions that were extremely detailed.
36. In addition, 11 out of the 45 respondents gave positive or neutral feedback, with many of the remainder just offering suggestions for revisions on specific elements rather than opposing the principle of the guide or the vast majority of its content. This lack of contention, is in part due to the fact that much of the content in the document builds on very established good design practice which has been inherited from the current Design Guide, which was award-winning and widely accepted and appreciated.
37. Most of comments received, related to car parking provision. There was a split between those that sought a higher provision and those that sought lower per dwelling standards. The revised standards that are now proposed are intended to act as a sensible compromise between the views received and make clear that they can be applied with some degree of flexibility in appropriate circumstances as outlined in paragraph 41.
38. Other comments related to the need to reference documents; the need to rationalise paragraph numbering and improve photo resolution; the need to emphasise the importance of pedestrians and cyclists throughout; the overall viability of the proposals; to the importance of bird habitats; the for cross referencing and to various detailed consistency issues.

Key Proposed Changes

39. A summary of all proposed changes and who has suggested them can be found in the background papers (Tables 1-10). Due to the length of the document, it was considered imprudent to reproduce a track changed version as an appendix to this report as is the usual form and instead it is available to all members to download as a background document.

40. There are some **190** changes proposed. Many are detailed and technical because of the nature of the document and so only the key proposed changes are set out below.

41. **Parking**

(Placemaking Principles Supplement paragraph 1.13 p.28-29)

- Allow the option for one parking space out of the three required for four bedroom properties to be provided in front of the property on the street if a width of at least 5.5m is provided or in an inset bay on a narrower street.
- Change the wording from 'tandem parking will not usually be acceptable to 'tandem parking of more than two vehicles will not be acceptable unless one additional on street parking space is provided'.
- Change the wording to allow greater flexibility on how many properties rear courtyard parking should serve to around five rather than five.

Overall, these changes are designed to allow for greater flexibility as it is not appropriate to take a standardised approach to the design of parking.

42. **Garden Sizes**

(Residential Supplement, paragraph 5.06 p.14)

- Standardise garden depths for 3 and 4 bedroom properties to 12m rather than 14m as proposed in the Public Consultation Draft for 4 bedroom properties.

This is to take account of the fact that the garden area rather than the depth is of greater importance. The average range of property widths for these homes is between 5 and 8m and so this still gives very reasonable sized gardens areas of between 60 and 96sqm.

43. **Residential Space Standards**

Residential Supplement (paragraph 5.05, p. 8-9)

- Made clear in text and in accompanying rationalised tables that the space standards for bedrooms and cooking, eating, living (CEL) areas are minimum standards that should be complied with.

This change is proposed because if all of the standards are merely 'suggested' then developers may not seek to meet them when designing houses.

- Make clear with explanatory text that the 12m² requirement for double bedrooms applies only to the master bedroom rather than to all additional bedrooms.

This is a point of clarification.

44. **Art in the Public Realm Supplement**

- Supplement to be retitled 'Public Realm'

This change was recommended by the Overview and Scrutiny Committee on 27 February.

Conclusion and Next Steps

45. The revised Design Guide is a comprehensive review of the existing Guide. The many changes proposed add considerable value to guidance and build upon the acclaimed merit of the original Guide. Its revision has been greatly helped by the keen support and interest that Members and stakeholders have taken throughout. The importance of having design guidance that Members, officers and external stakeholders feel that they can buy into is crucial; as it serves as a starting point for the Council's aim to deliver high quality design on every development. Adoption of the new Design Guide will also give more certainty to the development management process and to developers in terms of what the Council's expectations are in relation to layout, street design, parking provision and internal dimensions. Detailed consideration has been given to the feedback from consultation at all stages in preparing the Guide, and it is therefore concluded that as a technical document and subject to the changes set out in the background papers, the Design Guide is fit for development management purposes and should be endorsed as such by this Committee.

Appendices:

Appendix A – Summary of Design Guide Public Consultation Responses

Appendix B – Revised Parking Standards

Appendix C – Internal Space Standards

Background Papers: (open to public inspection)

- A. Draft Central Bedfordshire Design Guide (marked-up version showing proposed changes)
- B. Detailed Proposed Changes by Supplement

Appendix A - SUMMARY OF DESIGN GUIDE PUBLIC CONSULTATION RESPONSES

No.	Reference	Respondent	Supp	Summary of Comments	CBC Response
1	INT 01	CBC Environmental Policy	GI	– Reference to ‘Designing for Biodiversity’ (RIBA/BCT) should be made	- Insert reference
2	INT 02	CBC Leisure Services	GI/PP	– Suggested changes to text on play areas	- Change text
3	INT 03	Historic Conservation	HE	- Add materials section from previous Design Guide (p.27-28)	– Insert content
4	INT 04	CBC Local Planning & Housing Team	PP	- Add reference to Mobile Infrastructure Projects	– Add reference to document
5	INT 05	CBC Development Management	RES ALT	– Difference between 21m stipulated for back to back distance and 22m for infill development questioned at 5.02.0	– Align to 21m in both instances
				– Set distance needs to be stipulated as for two storey dwellings at 5.02.04?	– Stipulate set distance
				– Questions whether examples of physical protection should be included at 5.03.02 '2'	– Include examples
				– More clarity required as to when Secured by Design Standards would be applied at 5.04	– Provide clarity
				– States that extensions may be built up to the boundary at 7.03.06	– Clarify distances to the boundary in all instances
				– Retaining rear access, states a minimum 1m between two storey side extension and boundary. This should apply to single storey extensions at 7.03.09	
				– Wording too vague on the siting of two storey extensions at 7.04.02	
6	INT 06	CBC Flood Management	GI	– Reference to CBC SUDs guidance should be made	– Insert reference
7	INT 07	CBC Building Control	Multi	– Words missing in Figure 1.4 (step 4) and lack of consistency with punctuation	– Make change to Figure 1.4 – Add reference to Figure 1.7

Appendix A - SUMMARY OF DESIGN GUIDE PUBLIC CONSULTATION RESPONSES

No.	Reference	Respondent	Supp	Summary of Comments	CBC Response
				<ul style="list-style-type: none"> - No mention of solar gain in figure 1.7 - Car number plate figure 1.27 should be pixilated - No reference to disabled parking bays at 1.14 - Figures 1.36/7 show examples of tandem parking - No key to feature 10 at figure 1.40 - U values of walls and windows supplied - Text should say that ground floor WCs are a requirement of B/Regs - Recessed door design at Figure 9.22 is not accessible unless an automatic opening device is fitted - Wording change to clarify at p.27 Heading 'Doors A' - Legislation should be The Equalities Act not DDA p.29 (9) - Photo example of sign which is mounted at a low level does not accord with the CBC signage policy 	<ul style="list-style-type: none"> - Make change - Make change to Figure 1.27 - Add reference to disabled bays - Clarify that tandem parking of more than two vehicles not acceptable - Add key entry for Figure 1.40 - Add in U values as supplied - Change wording to make clear that ground floor WCs are a requirement - Add ref to automatic opening device - Make wording change at p.27 - Make change to legislation reference - Change photo
8	INT 08	CBC Environmental Health	PP	<ul style="list-style-type: none"> - Small scale text changes to pollution content 	<ul style="list-style-type: none"> - Make changes
9	INT 09	CBC Equalities	NA	<ul style="list-style-type: none"> - Pleased to see references to accessibility/ reference to legislation needs update 	<ul style="list-style-type: none"> - Update reference to legislation
10	INT 10	CBC Highways Combined	Multi	<ul style="list-style-type: none"> - Detailed wording changes to correct inaccuracies and strengthen messages 	<ul style="list-style-type: none"> - Make minor wording changes through the main document and supplements
11	INT 11	CBC DM Highways		<ul style="list-style-type: none"> - Street layout, movement and hierarchy are one of the first stages in the design process and this should be reflected in the structure of the document. - Unnecessary repetition between 	<ul style="list-style-type: none"> - Emphasis to be improved in the Placemaking Principles document and reordering of supplements to ensure Movement and Streets come first. - Retain key messages in Placemaking Principles and

Appendix A - SUMMARY OF DESIGN GUIDE PUBLIC CONSULTATION RESPONSES

No.	Reference	Respondent	Supp	Summary of Comments	CBC Response
				Placemaking Principles and Movement and Streets documents	detail in the supplement.
				<ul style="list-style-type: none"> – Some parts are too detailed and repeat good practice guidance. The guide should only include locally specific requirements. – Not enough reference to good practice guidance i.e. Manual for Streets, Design Manual for Roads and bridges, and local guidance i.e. LTP3 and supporting strategies 	<ul style="list-style-type: none"> – Comments noted. The guidance includes important good practice information to ensure the full picture is presented to the reader. However, references to relevant guidance will be strengthened where necessary.
				<ul style="list-style-type: none"> – More emphasis is needed on CBC context and examples 	<ul style="list-style-type: none"> – CBC examples to be included and images will be replaced.
				<ul style="list-style-type: none"> – Disproportionate focus on cars, particularly parking. Sustainable modes of transport are overlooked, particularly cycling. 	<ul style="list-style-type: none"> – Improve the emphasis on sustainable modes of transport by reordering the Movement and Streets supplement and strengthening the content.
				<ul style="list-style-type: none"> – Number of functional street types too narrow. Should use 9 typologies identified by TFL as an example. – Higher order routes not acknowledged. 	<ul style="list-style-type: none"> – Comments noted. A smaller number of functional types were identified to avoid being too prescriptive and enable flexibility in terms of creating streets with differing characters. – Comments noted. Design of higher order routes to be guided by DMRB.
				<ul style="list-style-type: none"> – Not enough emphasis on importance of future maintenance of street materials and features. 	<ul style="list-style-type: none"> – Strengthen references to importance of future maintenance, and identify where funding mechanisms may be required.
				<ul style="list-style-type: none"> – Relationship between functional street types and character types is unclear. 	<ul style="list-style-type: none"> – Restructure the document and include additional explanation to provide clarity.
				<ul style="list-style-type: none"> – 20mph speed not necessarily appropriate in all locations and situations, such as link roads. Can be designed into new schemes but more difficult to retrofit. 	<ul style="list-style-type: none"> – Include additional text to explain importance of context and situation.
				<ul style="list-style-type: none"> – Lack of clarity on approach to shared spaces. Focus is only on level surface 	<ul style="list-style-type: none"> – Include general section on shared spaces and key principles.

Appendix A - SUMMARY OF DESIGN GUIDE PUBLIC CONSULTATION RESPONSES

No.	Reference	Respondent	Supp	Summary of Comments	CBC Response
				streets and there are other types. – Some parameters incorrect and need amending both within the PP document and in the MS Street Parameters table, including parking space dimensions and vertical front boundary heights for example. – Need to clarify that allocated parking cannot be included within the extent of the adoptable highway. – Materials section needs to reflect CBCs preferred approach, for example not supporting lighting attached to buildings and appropriateness of surface materials.	– Correct parameters. – Include additional text to ensure clarity. – Amend materials section in consultation with CBC Highways.
12	PC 01	CBC Resident	MS	– Clarification sought on CBC's street lighting document that is referred to at paragraph 10.07.20	– Remove reference as document is out of date and reword as appropriate
13	PC 02	CBC Resident	NA	– Validity of design guidance questioned in relation to the standard of recent development in Stotfold	– Full response dated 25/10/13 sent to Ms Manfield
14	PC 03	CBC Resident	GI	– Figure 2.28 cannot be read at current low resolution	– Make sure image is reproduced at a higher resolution
15	PC 04	Matrix Planning on behalf of Taylor Wimpey	PP	The standards in the current Parking Strategy constitute an over-provision and sustainable travel choices should be encouraged. A site by site approach should be taken	– The Design guide seeks to reduce the number of spaces required in line with these concerns
16	PC 05	Nicolas Tye Architects	RES	Correction required to caption error	– Make correction
17	PC 06	CBC Resident	NA	– Example of Marston Park cited as one of poor quality design due to pylons, incongruous three storey housing, lack of character and adequate bin storage	– Comments noted. Guide endeavours to help address these concerns
18	PC 07	Health & Safety	NA	No comments	– No action

Appendix A - SUMMARY OF DESIGN GUIDE PUBLIC CONSULTATION RESPONSES

No.	Reference	Respondent	Supp	Summary of Comments	CBC Response
		Executive			
19	PC 08	Hearne Homes	Multi	- Figure 1.5 not clear (Fairfield Masterplan)	- Change graphic
				- A parking space per bedroom is too high for good design/viability	- This is a suggested level of provision – <i>minimum</i> level is lower
				- Text sought to the planting of fruit trees	- This is covered in orchard section at 2.03.01.01.05.
				- More flexibility required on sourcing of local materials	Additional guidance on local materials will be provided in the Placemaking Principles supplement – alternative materials should be discussed with CBC Conservation Officers
				- More guidance on non-listed buildings of historic interest required	- Provide additional guidance
				- General support for PA supplement	- No action
				- Section on PD rights within Alterations and Extension supp requested	- Add section on PD rights
				- Principles on shop front design need to be more rigorously enforced	- Not within scope of the DG
20	PC 09	Henlow Parish Council		General support	- No action
22	PC 10	Highways Agency	NA	No comments	- No action
23	PC 11	Natural England	GI	- General comments other than need for inclusion of text in relation to light pollution	- Light pollution already dealt with in PP section
24	PC 12	Aylesbury Vale DC	NA	No comments	- No action
25	PC 13	CBC Resident	NA	General support other than for principle of Public Art	- No action - principle of delivering public art has been agreed
26	PC 14	Anglian Water	GI	- Tree planting should not disrupt water or sewer infrastructure	- Insert text on tree planting as appropriate
				- Support coverage of climate change adaptation measures	- No action required
27	PC 15	English Heritage	Multi	- Six small scale detailed changes requested	- Action changes
28	PC 16	Biggleswade Town Council	NA	- Letter to follow urging CBC to take stronger action to enforce Design Guide	- Design Guide will have the status of planning guidance once adopted
29	PC 17	Bedfordshire Police	PP	- References Community Safety SPG 2005	- CBC's approach is to deliver permeable schemes with

Appendix A - SUMMARY OF DESIGN GUIDE PUBLIC CONSULTATION RESPONSES

No.	Reference	Respondent	Supp	Summary of Comments	CBC Response
		ALO		which concludes that permeable streets are undesirable and should be avoided wherever possible.	a common sense approach to community safety
30	PC 18	Langford Parish Council	Multi	- Overall document uses 'should' or 'may' rather than 'must' and 'will'	- Design guidance offers ideas and possible approaches and seeking strict compliance is not appropriate in all cases
				- Solar panels should be required on new developments	- There is no policy requirement for this and no evidence base to support such a policy
				- Wording relating to habitats provision questioned 1.7 p.14	- Change wording to clarify
				- Evidence required to justify lower parking provision when good access to public transport available questioned	- Appropriate provision would be proximity to mainline rail station or busway
				- Resident parking standards considered to be insufficient	- Parking standards far exceed car ownership
				- Comments in relation to Environmental Health guidance requesting greater detail/clarity	- Overview only. All applications that have environmental risks will be assessed in detail by EH professionals
				- Biodiversity checklist format unclear	- Biodiversity checklist will be reworded
31	PC 19	Northhill Parish Council	Multi	- Private car should rank above public transport in road hierarchy	- Behaviour change to use public transport will only occur if it is convenient and designed in to development
				- Grass verges can be problematic for maintenance by PC	- Grass verges can form an attractive part of a development and should remain an option
				- Materials should be determined by master craftsmen	- Agree
				- Rest areas could encourage anti-social behaviour	- Benches and seating are an important feature in the public realm provided that they are sited appropriately
				- Consider provision of allotments for every development over 2 homes	- Allotment provision is considered in the Leisure Strategy
				- Birds should be considered especially in close proximity to RSPB Headquarters, Sandy	- References to birds will be included using comments from the RSPB

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No.	Reference	Respondent	Supp	Summary of Comments	CBC Response
				<ul style="list-style-type: none"> - Consent and agreement of local PC should be mandatory for public art installations 	<ul style="list-style-type: none"> - Public art installations usually form part of a planning application
				<ul style="list-style-type: none"> - Object to lack of double room provision in residential care homes 	<ul style="list-style-type: none"> - Single room provision is standard practice in residential care home – double are available on request
				<ul style="list-style-type: none"> - Family size for G&T sites needs to be defined 	<ul style="list-style-type: none"> - Family sizes can vary so it is not appropriate to include this in guidance
				<ul style="list-style-type: none"> - There should be more emphasis on the protection of shrubs and trees on the boundary of properties 	<ul style="list-style-type: none"> -Add wording about boundaries
				<ul style="list-style-type: none"> - Raised footways near schools can be dangerous 	<ul style="list-style-type: none"> -No evidence to suggest raised footways are dangerous – the contrary is in fact true
32	PC 20	Barton Willmore on behalf of Houghton Regis Development Corporation	Multi	<ul style="list-style-type: none"> - Vague wording of 'good sized gardens' challenged. 	<ul style="list-style-type: none"> -Wording provides an overview only and will be amended to show that some variation in size on is acceptable in certain circumstances
				<ul style="list-style-type: none"> - One size fits all approach unhelpful 	<ul style="list-style-type: none"> - Disagree that this approach has been taken
				<ul style="list-style-type: none"> - BREEAM Communities Assessment too onerous 	<ul style="list-style-type: none"> - Change wording to make assessment optional
				<ul style="list-style-type: none"> - One space per bedroom standards will lead to poor design 	<ul style="list-style-type: none"> - Agreed – hence parking standards are being lowered slightly in this guide
				<ul style="list-style-type: none"> - Unallocated on street parking should count as a parking space 	<ul style="list-style-type: none"> - Review approach to unallocated on street parking
				<ul style="list-style-type: none"> - Garage dimensions are too large 	<ul style="list-style-type: none"> - Garage dimensions will not be altered as they allow the parking of larger family vehicles. Smaller garages can be delivered but they will not count as a parking space
				<ul style="list-style-type: none"> - Examples of parking on p.34-35 are unsuitable 	<ul style="list-style-type: none"> - Graphics will be changed to remove set back parking and improve frontage design
				<ul style="list-style-type: none"> - Play provision –commented that large developments often end up with small, underused play areas. 	<ul style="list-style-type: none"> - Agree that this is unhelpful for the visual appearance of the development. Will include more flexibility to enable grouped play provision
				<ul style="list-style-type: none"> - Noise barriers should not be excluded and 	<ul style="list-style-type: none"> - Text on p.50 point 5 does allow for the use of noise

Appendix A - SUMMARY OF DESIGN GUIDE PUBLIC CONSULTATION RESPONSES

No.	Reference	Respondent	Supp	Summary of Comments	CBC Response
				B/regs should not be exceeded	barriers as a final resort
				– Text on p.50 should refer to ‘committed’ and not ‘known’ schemes	– Make change to wording
				– Landscaping issues: CBC should stick to our advice on "not planting trees on top of bunds" - but planting on the side acceptable	– Para on ground modelling (2.02.02.02.01) will be revised - bunds should only be used as boundary features where excessive disturbance experienced in order to avoid awkward features and the loss of the soil as a resource.
				– Comments that it is difficult to determine what are native species	– Don’t agree - it is commonly accepted what would and wouldn’t be reasonably considered as native.
				– Elements in landscape checklist need to be clarified	– Amend table on p27 to improve clarity and amend text in relation to barriers to movement
				– Content of Figure 2.32 is too aspirational	– Document should show how our policy aspirations for biodiversity net gain can be realised. This is entirely appropriate, and the scope of this guide, in setting out aspirations is completely in line with national and local policy. Not appropriate just to focus on mitigation
				– Resource efficiency content at too detailed and out of place	– Agree, remove ‘Resource Efficiency and Climate Change Adaptation Issues’
				– The content of this section goes beyond the requirements of current UK Building Regulations	– It is important to stress that the Government has not yet published the consultation response to proposed changes to Housing Standards nor made changes to the current planning policy to not allow LAs to set their own standards through planning policy. In addition, the Parliamentary Environmental Audit Committee published their findings on the Government’s proposal to wind down the Code for Sustainable Homes standard, and recommended that the Local Authorities should be allowed to set local standards until such time the Building Regulations require dwellings to be ‘truly zero’ carbon as per Level 6 of the CfSH standard
				– the proposed standards are too	– The Design Guide provides guidance on standards set

Appendix A - SUMMARY OF DESIGN GUIDE PUBLIC CONSULTATION RESPONSES

No.	Reference	Respondent	Supp	Summary of Comments	CBC Response
				prescriptive	by the emerging Development Strategy. The Guide outlines measures which should be consider, but acknowledges that due to sites' constrains not all might be possible to be implemented.
				– Multiple standards are affecting the overall viability of development and in turn the achievement of housing targets	– The viability of housing standards had been tested as part of the Development Strategy viability test.
				– Overall space standards and CEL standards need to be rationalised so that they match and standards are too generic	– Space standard tables will be rationalised into one table but standards themselves have been adopted as they are tried and tested
				– Stated that a 10m garden depth is required for privacy when it may have rear parking behind for example	– Add wording to explain that this provision is to create decent sized gardens too
				– 14m garden depth will discourage developers from delivering wide frontage units	– Remove 14m garden depth and make 12m for three and four bedroom properties
				– Disagree that all side and rear boundaries should be brick	– Change wording on boundaries to allow for other materials
				– Text on p.23-24 suggests that three storeys is maximum appropriate	– Reword to clarify that suggested number of storeys is in relation to houses
				– Criticism over the viability of applying all 16 Lifetime Home criteria	– Only a selection of the less onerous criteria are marked as essential
				– The viability and operating requirement of larger footprint buildings need to be understood and as such BREEAM Excellent rating cannot be justified	– BREEAM rating has been set by Development Strategy draft policy
				– More contemporary designs should be shown in the Town Centre Vitality Section	– Add a contemporary photo to Town Centre Vitality supplement
				– Text in street parameters should say 'over 200' vehicles for main street	– Make change to text
				– Bus length queried	– Bus length is as suggested by CBC Highways
				– Slow ideal walking speeds queried	– Speed is as suggested by CBC Highways
33	PC 21	Pegasus Planning on	NA	– Questions overall viability of proposals	– The DG will proceed as planned

Appendix A - SUMMARY OF DESIGN GUIDE PUBLIC CONSULTATION RESPONSES

No.	Reference	Respondent	Supp	Summary of Comments	CBC Response
		behalf of The North Luton Consortium		and recommends that the Design Guide follows the adoption of the Development Strategy	
34	PC 22	David Lock Associates on behalf of O & H Properties	Multi	<ul style="list-style-type: none"> - Summary of key principles for each supplement would be helpful - More reference to best practice guidance would be helpful - The guide is overly long and unwieldy - Guide should be consistent with other Council strategies and buy in from all service areas required - Consistent approach to presentation in general and paragraph numbering needs to be applied - Car parking standards should be moved to M&S Supplement - Multiple requirements outlined based on different parameters e.g. design codes for over 400 dwellings - Not clear how the density information at Para.1.20 should be applied - Context around design codes should be made clear by adding to route map and order needs to be changed - Headings need to be added to 1.7 - Reference to parking standards to state p.29 rather than p.28 - Enforceability of suggested level of parking questioned 	<ul style="list-style-type: none"> - Summaries will be added - Guidance is referenced where appropriate and among the changes are a number of additional references - The guide does seek to cover a lot of material hence the size but readers can dip in and out as required of what will be predominantly a digital resource. The document already shows the relationship between the supplements on at Figure 1.3 - All Council service areas have been rigorously consulted on the draft and their input has shaped the final content - Once all changes have been approved, a full overhaul of all aspects of presentation including paragraph numbering, photo resolution will be undertaken - Car parking standards will remain in Placemaking Principles as the provision affects initial layout - It is considered that it is made clear where each requirement would apply but further work will be done to update the validation checklist - More explanatory text will be added to the section on density - Add information on design codes to route map and move section to after route map - Add headings - Correct reference on p.25 (PP) - As described, they are 'suggested' standards to allow developers the flexibility of delivering a premium

Appendix A - SUMMARY OF DESIGN GUIDE PUBLIC CONSULTATION RESPONSES

No.	Reference	Respondent	Supp	Summary of Comments	CBC Response
					product
				– Clarify what is meant by ‘demonstrative features’ for areas of play	– Add wording to areas of play
				– Walking distances to NEAPs & LEAPS questioned	– Review walking distances as set out at 1.18
				– Figure 1.79 is not clear in terms of how trade offs can be applied to pollutants	– Remove figure 1.79 and list pollutants instead
				– The inclusion of information on the Code for Sustainable Homes questioned given current status	– It is important to stress that the Government has not yet published the consultation response to proposed changes to Housing Standards
				– 2.07.02.01 -not all sites lend themselves to a purist approach of solar orientation and therefore some interpretation will be required	– It has been acknowledged in Section 2.07.02.
				– 2.07.02.02.04 Definition of Central Bedfordshire’s Community Energy Fund required	– The Community Energy Fund’s details will be defined in a separate guidance document after adoption of emerging Development Strategy.
				– Too much descriptive text in relation to historic environment for design guidance	– Agree – cut paragraphs 3.02.05 – 3.02.10 as they repeat national guidance
				– Too much text on heritage assets, Listed Buildings and Conservation Areas	– Disagree – the text is informative and all examples and figures supplied are specific to Central Bedfordshire
				– Executive summary for Public Art section should be provided	– Executive summary will be provided for PA
				– Text at 4.02.01 should be highlighted for clarity	– Highlight text at 4.02.01
				– More detail required about public art statements at 4.02.05	– Add text relating to Public Art Statements
				– 5.02.01-5.02.04 key figures should be highlighted for clarity	– Highlight key figures
				– 5.02.01 back to back distances should not be advisory	– Change wording to clarify that back to back distances will be enforced
				– Figures 2 & 3 bear no relation to text on	– Photos do relate to text but change numbering to 5.2

Appendix A - SUMMARY OF DESIGN GUIDE PUBLIC CONSULTATION RESPONSES

No.	Reference	Respondent	Supp	Summary of Comments	CBC Response
				page at 5.02	& 5.3
				– Support elements of Secured by Design illustrated but not non-permeable street design	– Noted
				– Space standards will be difficult too enforce and are categorised as suggested and minimum standards	– Amalgamate tables for clarity and specify in each instance whether standards are minimum or maximum
				– Bin storage guidance is welcomed but will need to be reviewed regularly	– Noted
				– Highlight key areas and lengths in relation to garden depth	– Highlight for clarity at 5.06
				– Varying garden depths may be difficult to achieve where different sized homes are in a terrace	– Rationalise longest garden depth to 12m and then if two bedroom homes are next to larger homes then the larger of the two can be delivered
				– Lifetime homes commentary needs to be highlighted for clarity at 5.13	– Add highlight at 5.13
				– Needs to be made clearer that table relates to paragraph on location at 6.02	– Add lower order paragraph numbers to ASHN (6) – Add caption to locations table at 6.02
				– A tabular format would be useful indicating the challenge and design response at 6.02	– Highlight text to make more user friendly at 6.02
				– Extensions supplement would benefit from tables and more information on permitted development rights	– Add table on permitted development rights
				– In Larger Footprint Buildings, summary of what has changed from previous version should be supplied	– Disagree - guide is designed to be read in its own right without reference to previous guidance
				– Landscape heading in (8) should be highlighted	– Highlight heading
				– Photos are at a low resolution in (8)	– Correct for final version
				– Colour palette of buildings needs to be emphasised at 8.04.03	– Highlight colour choice as key consideration
				– Purpose of list of policy documents should	– Add additional text to clarify policy section at 9.3

Appendix A - SUMMARY OF DESIGN GUIDE PUBLIC CONSULTATION RESPONSES

No.	Reference	Respondent	Supp	Summary of Comments	CBC Response
				be clarified at 9.3	
				– Change figures in street parameters to be more realistic in terms of traffic flow	– Alter figures in parameters table
				– The ten street typologies would benefit from grouping into three street parameters	– The ten typologies provide a useful guide to possible street types that would be appropriate in different contexts. They are non-prescriptive and are intended to allow a creative response to street design within the three main types
				– Main street should not be limited to 20mph	– It is considered that main streets through new developments should be engineered to be 20mph. There may be instances where a higher order road is required to connect to the existing road network particularly if a step change is required from 40mph. In these very particular cases there is ample existing highways guidance that can be referenced
				– Suggest adding approximately to a ‘maximum of five properties’	– Agree add ‘approximately’ to provide a degree of flexibility to rear parking design
				– Remove bullet suggesting that visitor parking should be focused on access roads	– Agree remove reference to visitor parking on access roads as it could lead to poor development gateways
				– Contradiction between text at 10.03.09 which suggest reverse parking and photo examples of parking front on	– Change text at 10.03.09 to say that there are two options and front or reverse parking will be acceptable
				– Make sure dimensions are consistent between 10.03.11 and the street parameters table	– Make changes to ensure consistency
				– Design guide should include cycle parameters	– The Council’s Cycling Strategy provides detailed guidance but some key figures will be provided in a table
				– Further clarification on the Council’s General Specification for Estate Roads Construction Option 1	– Provide more clarification on the Council’s General Specification for estate roads
35	PC 23	Ampthill Town Council	NA	– General support	– No action required

Appendix A - SUMMARY OF DESIGN GUIDE PUBLIC CONSULTATION RESPONSES

No.	Reference	Respondent	Supp	Summary of Comments	CBC Response
36	PC 24	CPRE Bedfordshire	Multi	- Overall welcomes document	- No action required
				- Seeks reference to DG in Development Strategy Policy 43	- Cannot change policy wording as part of this project
				- Seeks reduction in light pollution and signage	- Both issues already covered in PP (p.53) & M&S (p.38)
				- Cautions against over management of the countryside	- GI section does not encourage over-management
				- Seeks gradual transitions between historic areas and modern development	- Not always appropriate to separate historic from modern
				- Seeks a policy around consultation on public art	- Not necessary as PA would usually form part of a planning application.
37	PC 25	Pegasus Planning	PP	- Concern raised about the requirement for two spaces for all two bedroomed properties	- Broad consensus is that standards as proposed are fair and have been derived as a result of appropriate consultation
38	PC 26	Facebook Feed	NA	- Quality of new developments is poor and parking provision is inadequate	- Approach taken seeks to address these concerns
39	PC 27	Chilterns Conservation Board	GI	- Board welcomes guide but requests minor text changes in relation to the setting of the AONB & space for trees	- Add additional text
40	PC 28	Warmingtons Surveyors	RES	- Houses should be built with higher quality construction materials	- Construction materials will vary according to house type/location etc. so not appropriate to be too prescriptive other than giving a guide to local brick types
				- Infilling should be supported to allow necessary growth	- Planning policy rather than design guidance will dictate where this is appropriate
				- The concept of Lifetime Homes will not meet the test of time	- Guide will be reviewed as appropriate following outcome of Housing Standards Review
41	PC 29	CBC Resident	PP	- More parking spaces are required as roads are currently too narrow to accommodate visitor parking or delivery vehicles	- New developments in Sandy were built under PPG13 parking standards which led to issue described - Approach taken addresses this issue
42	PC 30	Shillington Village Design Association	Multi	- Considers guide should make ref to Village Design Statements and Parish	- Add ref to Village Design Statement and Parish Plans in flow chart on p.4 (PP)

Appendix A - SUMMARY OF DESIGN GUIDE PUBLIC CONSULTATION RESPONSES

No.	Reference	Respondent	Supp	Summary of Comments	CBC Response
				Plans	
				– Criteria for non-designated heritage assets questioned	– Further guidance from conservation officers should be sought in these instances
				– Further guidance on the integration of social housing sought	– Further reference to tenure blindness in RES
43	PC 31	Stotfold Town Council	Multi	– Threshold for briefs and appraisals questioned	– Thresholds are based on the most common sizes of developments that are submitted to CBC
				– Comments that visitor parking is insufficient	– Third space on four bedroom properties will be unallocated and provision for 0.25 visitor spaces per dwelling has been made
				– Requests deeper frontages	– Depth of frontage must be considered on a case by case basis as it is often desirable to build up to streets to give a sense of enclosure
44	PC 32	RSPB	Multi	– Reference to species in proximity of site should be added at 1.7	– Add reference at 1.7
				– Add reference to species at 1.8 (point 6)	– Add reference at 1.8
				– Reference to permeable surfaces should be made	– Add reference at 1.13
				– Detailed comments on GI picked up in Appendix X Table 2	– Add reference at 3.07.04 and 3.09 to RIBA guidance and to GI section
				– Questions lack of cross reference to RIBA guidance relating to historic conservation and biodiversity	– Add ref to RIBA guidance to Section 3 (HE)
				– Should ref back to the GI Section (2) at 7.1	– Add ref to GI Section (2) at 7.1
				– Add references to birds as supplied at 7.02.06	– Add ref to birds as supplied at 7.02.06
				– Add references to bird as requested at 7.04.09	– Add ref to birds as requested at 7.04.09
				– Add references to RIBA guidance as above and Living Roofs guidance in Section 8	– Add ref to RIBA guidance as above and Living Roofs guidance to Section 8
				– Refer to SUDs design guide to add detail	– Refer to SUDs design guide to add detail at Section 8

Appendix A - SUMMARY OF DESIGN GUIDE PUBLIC CONSULTATION RESPONSES

No.	Reference	Respondent	Supp	Summary of Comments	CBC Response
				in Section 8 – 9.6.12 reference to roost bricks & SUDs required	– Add ref to 9.6.12 to roost bricks & SUDs required
45	INT 16	Urban Design MK	PP RES M&S	Detailed changes suggested in their capacity as critical friend under the existing service level agreement with Development Management. Proposed changes noted and referenced in Appendix B	– Action

Appendix B

Revised Parking Standards

Extract from Placemaking Principles supplement, 1.14, p.29

Type of Property	4/4 + bedrooms		3 bedrooms		2 bedrooms		1 bedroom	
	Minimum No. Of Spaces	Suggested Number of Spaces	Minimum No. Of Spaces	Suggested Number of Spaces	Minimum No. Of Spaces	Suggested Number of Spaces	Minimum No. Of Spaces	Suggested Number of Spaces
Detached	3	4	2	3	2	2	1	2
Semi-Detached	3	4	2	3	2	2	1	2
Terraced	2	2.5	2	2.5	2	2	1	2
Apartment	2	2	2	2	2	2	1	2

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Proposed Internal Space Standards for Residential Properties

Appendix C

Extract from Residential Supplement

Dwelling Type	Number of Bedrooms & Bedspaces	Suggested Gross Internal Floor Area m ²		Number of Bedspaces	Minimum Cooking Eating & Living Areas m ²	Minimum Width of Living Area m ²	Minimum Bedroom Area m ²	Minimum Bedroom Length (m)	Minimum Bedroom Width (m)
Flats	1p	37		1	-	3.2	8	3	-
	1b2p	50		2	23		12	3	2.6
	2b3p	61		3	25				
	2b4p	70		4	27				
	3b4p	74		5	30				
	3b5p	86		6	33				
	3b6p	95		CEL must be over 2 or more rooms if more than 2 bedrooms					
	4b5p	90							
	4b6p	99							
	Two Storey Houses	2b4p		83					
2b4p		83							
3b4p		87							
3b5p		96							
4b5p		100							
4b6p		107							
Three Storey	3b5p	102	For dwellings for more than 6 persons add 10m ² per person						
	4b5p	106							
	4b6p	113							

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Meeting: Executive
Date: 18 March 2014
Subject: Arlesey Cross Masterplan
Report of: Cllr Nigel Young, Executive Member for Sustainable Communities - Strategic Planning and Economic Development

Summary: The report outlines the proposals contained within the Draft Masterplan for Arlesey Cross and outlines where changes have been made in response to public consultation. It recommends that Executive adopt the Masterplan as technical guidance for Development Management purposes.

Advising Officer: Trevor Saunders, Assistant Director Planning
Contact Officer: Sue Frost, Local Planning and Housing Manager
Public/Exempt: Public
Wards Affected: Arlesey, Stotfold and Langford, Shefford
Function of: Executive
Key Decision Yes

CORPORATE IMPLICATIONS

Council Priorities:

The Arlesey Masterplan will deliver against two of the Council's key priorities:

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

Financial:

1. There are financial implications as the Council is the majority landowner of the site, but this report relates only to the planning process. There has been a cost to the Council in the preparation of the Masterplan but this has been met from existing budgets. There are no financial implications arising directly from the report, as it deals with planning matters. The Council is the majority landowner of the site and therefore when developed, the Council will be expecting a capital receipt from the sale of land to developers.

Legal:

2. The Council owns a greater part of the site on the east of the High Street. The Council's Assets Team has employed consultants Woods Hardwick and Hankinson Duckett Associates to prepare the Masterplan on its behalf. In line with common practice, it has also entered into a Planning Performance Agreement with the Planning Division for the administration and supervision of the Masterplan and subsequent determination of future outline planning applications.

Risk Management:

3. Policy MA8 of the adopted Site Allocations DPD allocates this land for development and makes clear the requirement to produce a Masterplan for the site. The policy and Masterplan together set the requirements for the development and a framework within which future planning decisions will be made. A failure to endorse the Masterplan gives the Council as Local Planning Authority reduced control if piecemeal applications are submitted for the site and may result in major infrastructure requirements not being delivered in a timely and sustainable way.
4. Other risks, such as failure to deliver the Council's priorities, reputational risks, failure to discharge statutory responsibilities, failure of partnership working, and environmental and financial risks could also arise. The Masterplan serves to minimise these risks by setting an agreed framework for development in advance of the planning applications and then onwards through to implementation.

Staffing (including Trades Unions):

5. Not applicable.

Equalities/Human Rights:

6. The Site Allocations DPD Equality Impact assessment (EIA) highlighted the need for:
 - The delivery of housing and employment in towns and villages throughout the north of Central Bedfordshire.
 - The selection of housing sites on the basis that 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.
7. 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. The report highlights the key objectives of the Masterplan, many of which will address key equality issues.

Public Health:

8. The Masterplan requires new or improved health facilities and new cycling and pedestrian routes which will allow people to use sustainable modes of transport. The level of public open space that is to be provided on the site which is in excess of the requirements, will also contribute to health and wellbeing.

Community Safety:

9. The Council needs to ensure that it complies with its statutory duties under Section 17 of the Crime and Disorder Act and as such the Masterplan refers to compliance with the Central Bedfordshire Design Guide which includes criteria set down for community safety.

Sustainability:

10. Within the Core Strategy and Development Management Policies Development Plan Document (DPD) for Central Bedfordshire (North), Arlesey has been identified as a minor service centre with excellent road and rail connections capable of accommodating additional housing and employment provision. The proposed development would also contribute toward the vitality and viability of local facilities and provide a large area of employment land thereby reducing the need to travel. The Site Allocations DPD has also been the subject of a Sustainability Appraisal and Strategic Environmental Assessment.

Procurement:

11. Not applicable.

Overview and Scrutiny:

12. The Committee resolved to endorse the draft Masterplan subject to a small number of changes. The main ones being:
- Making an additional crossing over/under the A507 a requirement, not a potential one;
 - Traffic calming measures on the High Street/Hitchin Road to be identified as critical infrastructure alongside the delivery of the relief road;
 - Clarify at paragraph 5.11 that carriageway widths will be narrowed and on street parking will be designed in through the construction of designated bays, in relation to the secondary access.

The detailed outcomes of the meeting will be reported verbally at Executive. The above changes have been incorporated into the draft Masterplan (Appendix A).

RECOMMENDATION:

The Executive is asked to endorse the Masterplan and adopt it as technical guidance for Development Management purposes.

<i>Reason for Recommendation:</i>	<i>A masterplan is required by policy MA8 of the Site Allocations DPD for the North of Central Bedfordshire before applications are submitted to help guide the Development Management process.</i>
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Executive Summary

13. The report outlines the contents of the Masterplan for a large mixed use site in Arlesey (MA8) which was allocated in the Site Allocations Development Plan Document for the North of Central Bedfordshire. It is currently one of two significant housing sites in the north, the other being the Wixams. It will deliver approximately 1000 dwelling and 10ha of employment land. The quantum of housing on this site accounts for 10% of the new allocations that were made in the North in 2011 and it therefore has an important role in meeting the Council's housing targets. The consultation process started in 2012 when the first two day public exhibition was held over a Friday and Saturday in June. A questionnaire was issued and residents given four weeks to provide their feedback. This was followed by a two further design workshops which provided the basis for the preferred options and the indicative layout of the proposals now included within the draft Masterplan. The draft Masterplan was then subject to a further 2 day exhibition and five week period of public consultation in November and December 2013. This report outlines the responses and changes from the most recent public consultation and the recommendations from Overview and Scrutiny Committee. Full details of the consultation process that this document has undergone have been provided in the Statement of Community consultation Appendix C.

Purpose of the Masterplan

14. Master planning is key part of delivering better quality urban design, a fundamental part of the planning system. As a Council we strongly support high quality urban design and are seeking to improve the quality of developments we deliver. However, it is important to recognise that a Masterplan is a high level document, whose purpose is to set out general principles and help identify the potential of a site and what can be delivered. It should not be seen as a rigid blueprint for development. It sets the context within which proposals can come forward. The document is not an end in itself as there is much more concentrated and detailed work to do on design quality and delivery. This is generally a matter to be addressed when planning applications are submitted in due course.
15. The production of a Masterplan was a requirement of Policy MA8 of the Site Allocations Development Plan Document (2011). The Masterplan refers to the background and policy context for the site and its allocation. It sets out the aims for the development to deliver and identifies the constraints and opportunities which the subsequent outline planning application must address.

Background

16. Arlesey is classified in planning terms as a 'minor service centre'. It has grown steadily over a number of years through piecemeal development. Such developments however, have not brought about significant improvements to facilities' in the town. For this reason, the Town Council promoted larger scale growth in its 2004 Town Plan. In conjunction with the legacy Mid Beds District Council, a site was subsequently identified for large scale, mixed use development to meet district wide housing and employment needs and to deliver significant improvements to local services and improve traffic conditions along the High Street.
17. In November 2009, the Council adopted the Core Strategy and Development Management DPD. 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. Of these 5,000, the Core Strategy stated that 1000 homes and 10-15 ha of employment land should be provided in Arlesey (Policy CS5). This is therefore an important site in helping the Council meet its future housing requirements.
18. In April 2011, the Council formally adopted the Site Allocations DPD. The site allocated in Arlesey is covered by Policy MA8. The policy highlights that the site should provide a mixed use development with a minimum of 1000 dwellings and 10ha of employment land. As with all the allocated sites of significant size there is a requirement for the production of a Masterplan to guide the development.

Masterplan Proposals

19. The Masterplan covers all of the land included in the Policy MA8 allocation. The document sets out the vision, land use mix and development principles expected to be delivered for the allocation. The Masterplan is made up of two parts; a Concept Plan diagram and a supplementary written document. The Concept Plan diagram identifies the indicative location of infrastructure and land uses. The written document sets out the vision for the site and Central Bedfordshire Council's expectations against which any planning applications to be determined. The Masterplan is attached as Appendix A to this report.
20. The key requirements of Policy MA8 are the provision of a relief road, a new neighbourhood area of retail and other community uses, better health facilities, a new lower school, more open space, key routes for pedestrians and cyclists, the development of new employment opportunities and the delivery of a 1,000 new homes.
21. In summary, the key requirements are as follows:
 - (a) Residential – around 1,000 dwellings, including a mix of house types including affordable housing in line with the Council's requirement at the time of application. Extra care and assisted living is indicated on land to the east of the High Street totalling about 1.09ha.

- (b) Employment – 10ha of employment land the majority of which is located on the eastern edge which will allow direct access to be taken from the new spine road close to the proposed junction on the A507.
 - (c) Education – a site for a new two form entry First School is identified in the south of the eastern parcel of the development area, as the existing school does not have capacity to serve the development. A new school identity was agreed by Executive on the 10 December 2013; the likelihood is that the school will be open by 2016. The existing Gothic Meade Academy will be able to bid to run the school if it wishes to do so.
 - (d) Local Centre – 1.67ha is identified to provide a neighbourhood centre for the town. The uses to be provided include community, health and retail but this can be flexible and will be subject to further agreement and discussion with the Town Council.
 - (e) A new relief road providing an alternative route relieving the High Street, House Lane and Stotfold Road.
 - (f) Recreation and Open Space – significant new open space provision is proposed by the Masterplan, including a new town park with play area adjacent to the neighbourhood centre. Other open space and play facilities are to be provided within accessible walking distance of all parts of the development. The new playing pitch provision is proposed to be located adjacent to the school site (outside of the allocation boundary on CBC owned land) to provide an enhanced landscape edge to the town.
 - (g) New green routes for walking, cycling and landscaping permeate through the indicative layout and will include a significant north-south car free route linking the development to education and community facilities.
22. To inform the Masterplan, an Interim Transport Assessment (ITA) was undertaken and a non technical summary document was published as part of the consultation. See Appendix B.
23. A number of junctions have been modelled on the basis of clear and robust assumptions about the growth that will result from this and other developments in the surrounding area to 2025 (the ITA explains in greater detail the assumptions used). The modelling, demonstrates that the proposed site accesses would operate well within their capacities (subject to some modification) and will therefore be the appropriate means of access for the new development.
24. The extent of physical mitigation works required to these junctions to bring about a nil impact will ultimately be determined by a detailed Transport Assessment which will be submitted with any future planning application. The costs of highways works required will be quantified and an appropriate financial contribution made by the developer through a S106 Agreement associated with any subsequent planning permission.

Consultation and Changes in response to feedback

25. The consultation on the Masterplan started early in its preparation with a public exhibition in 2012 to obtain information on key issues and opportunities. This feedback was used to produce three concept plans which were presented at two design workshops led by specialist planning and design consultants. From the feedback at the workshops and further technical work a preferred concept plan was produced which has formed the basis of the current draft Masterplan. A public consultation on the draft Masterplan was held from 9th November 2013 to 16th December 2013. Approximately 460 people attended an exhibition over two consecutive Saturdays. A total of 124 survey responses were received from the consultation events along with a further 24 written responses. 52 responses opposed the scale of development, with the remaining responses commenting on the issues residents considered to have a bearing on the development. The following issues were those most commonly raised:

- Concerns about traffic south of the five ways junction (55)
- Comments/concerns relating to existing amenity area/impact upon the southern part of the town (36)
- Concerns about increased traffic and HGV's (25)
- Community/social concerns and comments (24)
- Local people should benefit from homes/employment (22)
- Disagree with traffic calming proposals (20)
- Local shops/café and services should be provided (20)
- Concerns that the size of the employment area exceeds local demand (16)
- Existing fields around the town should be retained (15)
- Public transport facilities and services should be considered (15)
- Comments suggesting the relief road should be to the east of the village (12)

The feedback in these responses has been analysed and a detailed response has been provided in the Consultation Statement attached at Appendix C.

26. The principal amendments made to the draft Masterplan in response to the consultation are as follows:
- Extend proposed greenways (cycle/ pedestrian links) including potential options for crossing over/under the A507 to provide a safer route for school children to Etonbury school and provide access to Etonbury Woods; the Concept Plan within the Draft Masterplan has been amended to indicate an approximate location for this so that developers are aware of the requirement for this to form part of the infrastructure necessary to deliver sustainable development of the site. Following comments from OSC this has now been changed to be a requirement rather than a potential requirement.
 - As a result of concerns expressed about formalising parking on High Street and introducing further traffic calming, the indicative measures have been scaled back on the revised plans at Figures 5.3 and 5.4. Promoters of sites will be expected to have further discussions with officers and local representatives, including Arlesey Town Council before any measures are finalised as part of planning applications.
 - In response to concerns that the proposed Local Centre will have a negative impact on the existing community buildings, library and doctors surgery, wording has been added in Section 9 to the effect that S106 money towards community facilities and services could be spent on rejuvenating this existing area to help maintain its vitality. Wording has also been added to clarify that the uses in the Local Centre are intended to be complementary to existing facilities.
 - Additional wording has been added to strengthen and confirm the importance of infrastructure to be provided as part of the development, the Masterplan now identifies the relief road and educational provision as critical infrastructure. Additional wording on the phasing of infrastructure provision, including the requirement for an infrastructure phasing programme to be submitted and agreed at the planning application stage has also been added to Section 9 in response to concerns over pressure on existing infrastructure as the development progresses. Following comments from OSC the requirement for traffic calming on the High Street has been upgraded to critical infrastructure.
27. The other two main concerns raised during consultation related to the scale of development and increased traffic/HGV's on the High Street and south of the five ways junction.
28. The scale of development identified in policy is a minimum of 1000 homes and this cannot be changed by the Masterplan as it is required in the adopted Core Strategy to meet CBC's housing targets. However, the exact scale of development will be determined at application stage, taking into account viability considerations in relation to the infrastructure to be provided and detailed design/layout considerations reflecting the requirements of the Central Bedfordshire Design Guide and appropriate densities.

29. With regard to traffic, the new relief road is intended to take traffic off the High Street and traffic calming will deter traffic from using the High Street as the main through route. At its southernmost point, the relief road joins the High Street at the five ways junction and many of those responding raised concerns about traffic congestion and highways safety at this junction. However, clear guidance in the Design Manual for Roads and Bridges identifies that given the nature and width of the relief road, there will be sufficient capacity within the highway network to accommodate increased vehicle movements. Although an interim traffic assessment had been prepared to inform the draft Masterplan, following consultation, a further site survey of peak morning traffic was undertaken on the 22 January 2014 to respond to residents concerns. However, highway engineers did not observe any significant problems and concluded that additional measures south of the five ways junction would not be required in order ensure highway safety and the free flow of traffic when development is completed. A full transport assessment will of course be required to accompany an outline application stage in due course.

Conclusion and Next Steps

30. The Masterplan has been prepared in line with the Council's requirements for local engagement and consultation and has included in this case, additional stakeholder meetings and staffed exhibitions for two consecutive Saturdays. Full consideration has been afforded to the responses received during the consultation exercise and where appropriate amendments have been made to the Masterplan. As a planning technical document, the Masterplan has followed due process in terms of consultation and it is considered fit for development management purposes. Executive is asked to consider the content of the Masterplan and adopt it as technical planning guidance for the purposes of development management.

Appendices:

Appendix A – Draft Masterplan incorporating proposed changes
Appendix B - Interim Transport Assessment non technical summary
Appendix C – Statement of Consultation and consultation results

Background Papers: (open to public inspection)

None

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Arlesey Cross Masterplan Document

Submission Draft - February 2014 March 2014

Arlesey Cross Masterplan Document

Submission Draft - ~~February 2014~~ March 2014

This ~~submission consultation~~ Draft of the Arlesey Cross Masterplan has been prepared by Hankinson Duckett Associates and Wood Hardwick Planning Ltd in collaboration with Central Bedfordshire Council. It ~~has been~~ is subject to public consultation between 9 November and 16 December 2013. During this period it ~~was~~ will be available for members of the public and stakeholders to view and provide comments. Following this consultation period all comments received ~~were~~ will be considered and ~~where appropriate~~ amendments ~~have been~~ will be made to ~~this the~~ final Masterplan Document. ~~Further details on how to respond to the consultation are provided in Section 1.~~

The Masterplan Document ~~has been~~ will then be considered by Central Bedfordshire Council and subsequently approved as Technical Guidance for development management purposes. It ~~will~~ informs the future detailed master planning of the site and ~~will~~ provides a framework within which development proposals will be prepared.

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1 Introduction

1.1 This Masterplan Document, along with the supporting Interim Transport Assessment (ITA) have been prepared to guide the development of allocated land at Chase Farm, north-east and west of High Street, Arlesey, hereafter referred to as 'Arlesey Cross'. The Arlesey Cross Masterplan Document seeks to demonstrate, at a high level, how the allocated land can be comprehensively masterplanned to deliver a coordinated development accommodating the land uses identified by Policy MA8.

Background & Planning Policy Context

1.2 Arlesey Cross is allocated for a mixed use development of a minimum of 1,000 new homes and 10 hectares of employment land. This means that the principle of development at this site is already established as will be explained below.

1.3 The allocation was confirmed by the adoption of the Central Bedfordshire (North) Site Allocations Development Plan Document (DPD) in April 2011. The Site Allocations DPD is one of a suite of documents that makes up what is known as the Local Development Framework (LDF) or Development Plan for this part of Central Bedfordshire. Policy MA8 sets out the detail of the allocation and is discussed in more detail below.

1.4 The first document prepared as part of the LDF was the Core Strategy and Development

Management Policies DPD. This document established the principle of the scale of growth proposed at Arlesey as part of a wider development strategy for delivering new development required in Central Bedfordshire to meet central Government set housing and employment targets. The Core Strategy identified a number of issues in Arlesey, such as:

- the need for an identifiable focal point due to its long linear settlement form;
- local congestion on the main route through the town of High Street, House Lane and Stotfold Road, which creates an environment that discourages walking and cycling and;
- modern employment provision.

1.5 Over many years Arlesey has experienced small-scale piecemeal redevelopment within its built up area. Such developments have not brought about additions or improvements to facilities and services in the town. For this reason, Arlesey Town Council promoted larger-scale growth east and west of the High Street through its 2004 Town Plan and when Mid Bedfordshire District Council carried out a call for potential development sites in 2006. Central Bedfordshire Council (CBC) opted to include provision for large-scale mixed used development (Policy CS1 of the Core Strategy), to bring about improvements in service provision and local traffic conditions. Policies CS5 and CS10 confirmed the requirements for

provision of a minimum of 1,000 dwellings and 10 – 15 ha of employment respectively as part of this development.

1.6 The Core Strategy and Development Management Policies DPD was adopted in 2009. Copies of Policies CS1, CS5 and CS10 are included at Appendix A of this document. Prior to adoption the Core Strategy had been the subject of considerable public consultation in accordance with statutory Plan-making requirements. It was also independently examined by a Central Government Inspector and found to be sound.

1.7 In order to deliver the requirements of the Core Strategy, particularly in respect of housing and employment needs, CBC subsequently prepared the Site Allocations DPD which identified new development sites in the north of Central Bedfordshire. This underwent two 6 week periods of public consultation in 2008 and 2009 and a further 6 week public consultation in 2010. As part of the 2008 consultation a public exhibition was held in Arlesey. The Site Allocations DPD was also the subject of independent examination and found to be sound by a Government Planning Inspector before being adopted in April 2011. The consultation and preparation processes for both the Core Strategy and Site Allocations DPDs are indicated on the timeline at figure 1.1.

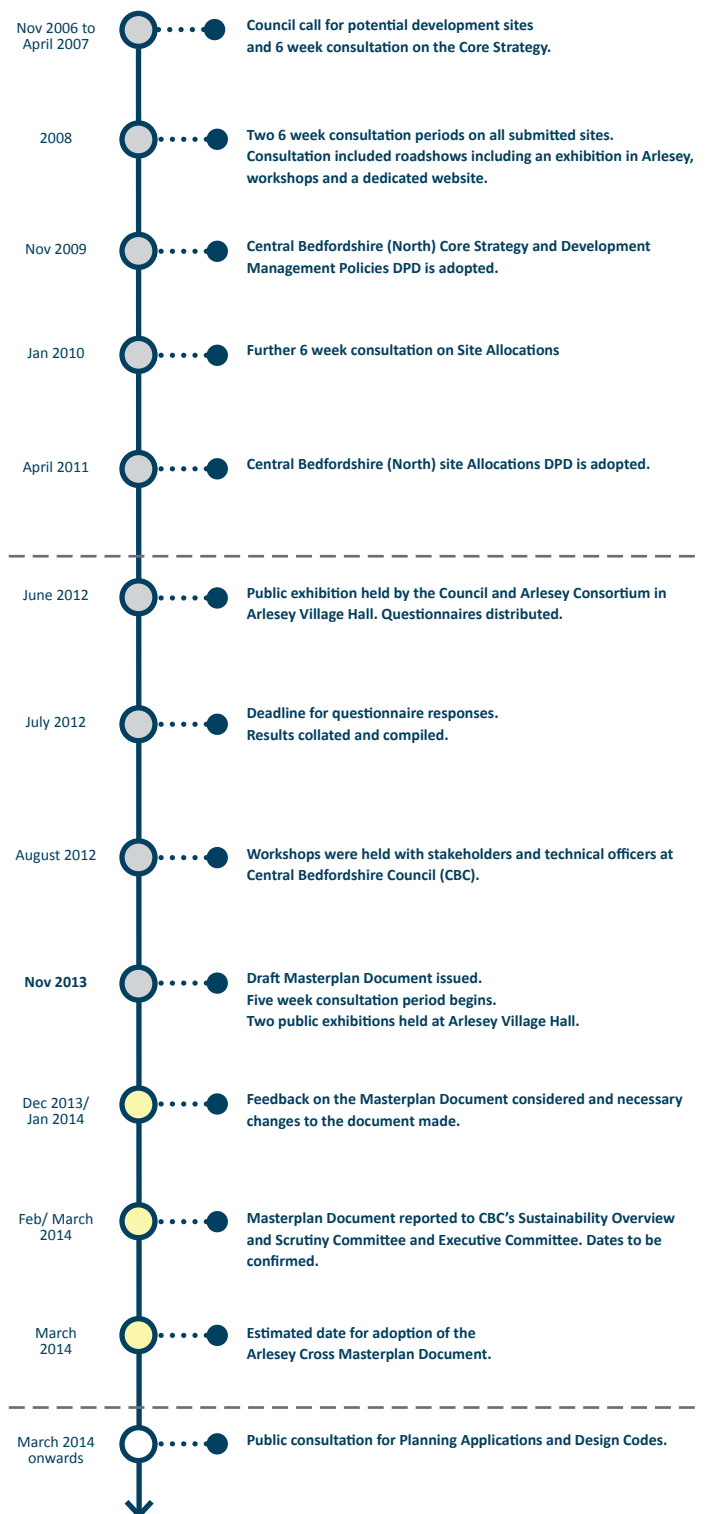


Figure 1.1 Timeline

1.8 Policy MA8 of the Site Allocations DPD sets out the Council's requirements objectives for development within the 77.26ha site at Chase Farm, north-east and west of High Street, now referred to as Arlesey Cross. The details of Policy MA8 are shown at figure 1.2.

1.9 Other relevant planning policy includes that in the National Planning Policy Framework (NPPF), which was adopted in March 2012 and sets out Government policy on planning and achieving sustainable development. The NPPF introduced a presumption in favour of sustainable development and requires local planning authorities such as CBC to positively seek opportunities to meet the development needs of their area and to approve development proposals that accord with the Development Plan without delay.

Purpose of the document

1.10 One of the specific requirements of Policy MA8 is that a Masterplan be produced to guide mixed-use development at the site. This Masterplan has been prepared in response to this requirement. It is a Technical Document, that after consultation and approval by Central Bedfordshire Council (the Council), will sit above subsequent Design Codes and planning applications for the Arlesey Cross site and assist the Council in determining such applications. The Masterplan will provide guidance for developers and the community

Policy MA8: Land at Chase Farm and Land West and North-East of High Street, Arlesey

Site Area: approx. 77.26 ha

Land at Chase Farm and land west and north-east of High Street, Arlesey, as identified on the Proposals Map, is allocated for a mixed-use development comprising a minimum of 1000 dwellings and 10 ha of employment land.

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:

- The production of a Masterplan to guide a mixed-use development;
- Provision of a relief road running north along the west of the High Street to the north-east of Arlesey and joining the A507, with high quality environmental improvements providing better access to cyclists and pedestrians;
- Provision of a town centre with a supermarket, associated retail units and other community facilities;
- Provision of health facilities including the relocation of the GP in an appropriate location, a new pharmacy and dentist;
- Provision of a new Lower School and an appropriate increase of capacity in the Middle and Upper schools;
- Provision of a high quality business park and other employment opportunities;
- Improvements to bus services and the provision of new routes; New cycle and walking routes within Arlesey and the provision of links to Stotfold and Fairfield Park;
- Provision of additional parking facilities for cars, motorcycles and cycles at Arlesey train station. The need for a contribution and the level of contribution to be sought will be considered in regard to the current position at the time any outline planning application is submitted for determination;
- Preparation of a Transport Assessment to help identify the impact of the development on the highway network. This assessment should specifically include the impact on the A507 roundabout, High Street, Church Street, House Lane and Stotfold Road, and provision of appropriate mitigating measures, particularly parking on the High Street;
- A contribution towards improvements/mitigation measures for the A1(M) Junction 10 following an area wide cumulative Transport Assessment of the impacts of allocations at Arlesey and Stotfold;
- Provision of substantial areas of strategic, publicly accessible green infrastructure aimed in part at maintaining separation between Arlesey, Stotfold and Fairfield Park through long-term landscaping;
- Providing appropriate mitigation measures against the impact on listed buildings and archaeology sites;
- Provision of sufficient capacity within the public foul sewerage system to meet the needs of development;
- The protection and enhancement of Arlesey Meadows County Wildlife Site; and
- A comprehensive biodiversity assessment to assess the suitability of each section of the allocation and to inform the Masterplan at an early stage.

Figure 1.2 Development Management Policy MA8

on the nature, form, scale and design of the proposed development – in accordance with national and local policy. Given the technical nature of this document a glossary has been provided at Chapter 11 to explain terminology that may not be familiar to all readers.

1.11 This Masterplan aims to ensure that quality design is achieved throughout the development and it integrates well with the existing settlement by establishing key overarching design principles. These will be built on in subsequent Design Codes to be prepared and submitted either with an outline planning application for the site, or prior to the determination of reserved matters applications (matters of detail).

1.12 Proposals should come forward that are sustainable and ~~seek to create~~ ~~provide~~ an attractive environment that meets the needs and aspirations of both current and future residents of Arlesey. This will be reflected through compliance with local policy and inclusion of ideas generated through feedback from the consultation process.

1.13 The Aims of this Masterplan are to:

- Establish an urban design framework for Arlesey Cross based on site constraints and opportunities and planning policy requirements. Design codes will be used to help promote a development that is visually attractive and well laid out;
- Provide certainty for prospective developers and members of the public as to the future development of Arlesey Cross through a series of design principles that would need to be addressed as part of design coding and in detailed proposals in future planning applications for development;
- Explain the mechanism of the consultation process, showing how members of the public have been involved in the development of the site Masterplan, set out the findings of the consultation and interpret the results;
- Confirm the nature of the technical work required to support any planning applications for the development of the Arlesey Cross site; and
- Provide an indication of the likely planning obligations required to support development on the site.

1.14 Given local concern surrounding existing traffic issues in Arlesey and the potential impact of the scale of development proposed in the MA8 allocation, an Interim Transport Assessment (ITA) has been prepared by Transport Consultants, Woods Hardwick Infrastructure. It includes details of traffic modeling carried out to date, which has informed the preparation of the Draft Masterplan. The ITA has been published as a standalone document in support of the Masterplan with a non-technical summary provided at Appendix B of this Draft Masterplan.

Status of the document

1.15 It is intended that the Council will endorse this Masterplan document as technical guidance. The approved Masterplan will be a material consideration in guiding and informing development management decisions in respect of any future planning applications for Arlesey Cross.

How to respond to this

Masterplan Document Consultation

1.16 Consultation on the Masterplan Document, as illustrated on the timeline at figure 1.1, began in June 2012 with a two day public exhibition at Arlesey Village Hall. This was to present and obtain feedback on the 'baseline' information that had been collated up to that point, particularly in respect of site constraints

and opportunities. The consultation utilised questionnaires and interactive consultation methods at the exhibition itself. Members of the public were given four weeks to respond to the information provided at the exhibition. The results of the consultation, which are described in Section 2 of this document, were summarised and posted on the Arlesey Cross website and were also presented at the Arlesey Town Council meeting on 4 September 2012

1.17 The June 2012 exhibition was then followed up with two stakeholder/ design workshop meetings in August 2012. Invitations were sent to CBC Local Planning Officers, organisations within Arlesey, Ward Members and technical officers within different CBC departments. The first design workshop covered feedback from the exhibition and then specific issues were discussed including, transport and highways, drainage and utilities, employment, retail, community uses, education, housing, green infrastructure, biodiversity and play and open space. The second design workshop involved the presentation of three potential options for a concept plan. The attendees were then split into three groups for discussions before feedback was provided.

1.18 This Draft Masterplan **was prepared taking into account responds to** the feedback gathered at the June 2012 exhibitions and August 2012 workshops, **along with technical work on constraints.**

1.19 The This Draft Masterplan and supporting ITA was published will be made available for a five week consultation period from 9 November to 16 December 2013. Two public exhibitions were held on 9 and 16 November to enable During this period members of the public, groups and organisations the opportunity to ask questions of and find out more information from Officers and the Consultant Team. A consultation questionnaire was created for members of the public to complete with their comments can comment on the draft proposals using the separate questionnaire which will be made available during the consultation period at:-

<http://www.centralbedfordshire.gov.uk/planning/strategic-planning/consultation-and-news.aspx>

Copies will also be available at Arlesey Town Council's Offices, Arlesey Community Centre, High Street, Arlesey and at Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, Shefford Library and Stotfold Library

~~1.20 All completed questionnaires should be sent in by 16/12/ 2013 to:~~

~~***Freepost RSJS GBB2 SRZT,
Arlesey Master Plan Consultation,
Central Bedfordshire Council, Priory House,
Monks Walk,
Chicksands,
Shefford SG17 5TQ***~~

~~1.21 Following the consultation period, the Masterplan will be updated, taking account of any relevant suggestions or comments received. The revised Masterplan will then be placed before the Council's Sustainable Communities Overview and Scrutiny Committee and Executive for endorsement as technical guidance:~~

1.20 ~~1.22~~ Further consultation will be expected to take place in advance of the submission of planning applications on more detailed proposals for the site as these evolve. This may include further workshops and public exhibitions.

2 Context

Location

2.1 Arlesey is located in Central Bedfordshire, approximately 12 miles north of Stevenage, with the A1 to the east and the East Coast mainline railway running to the immediate west of the town.

Settlement Analysis

2.2 Arlesey is characterised by early linear development and mid twentieth century estates, with dwellings and residential estates east and west of Hitchin Road, the High Street, House Lane and Church Lane. There are attractive areas of Victorian housing (Hospital Road) to the southern end of Arlesey and a small historic enclave around St Peter's Church.

2.3 Most of the facilities in Arlesey are at, or close to, the Arlesey Resource Centre and the Gothic Mede Lower School. Located centrally on the High Street, this civic amenity area accommodates the existing doctors surgery, library, a nursery, youth club with the school and Town Council Offices adjacent and is highlighted on the plan at figure 2.2 as a **key destination community node**. Shops and pubs are dispersed along the principal route through the settlement and are also identified on the plan. The proposals should seek to provide good access to the existing town shops and amenities. New development should complement and avoid duplicating existing valued town facilities.

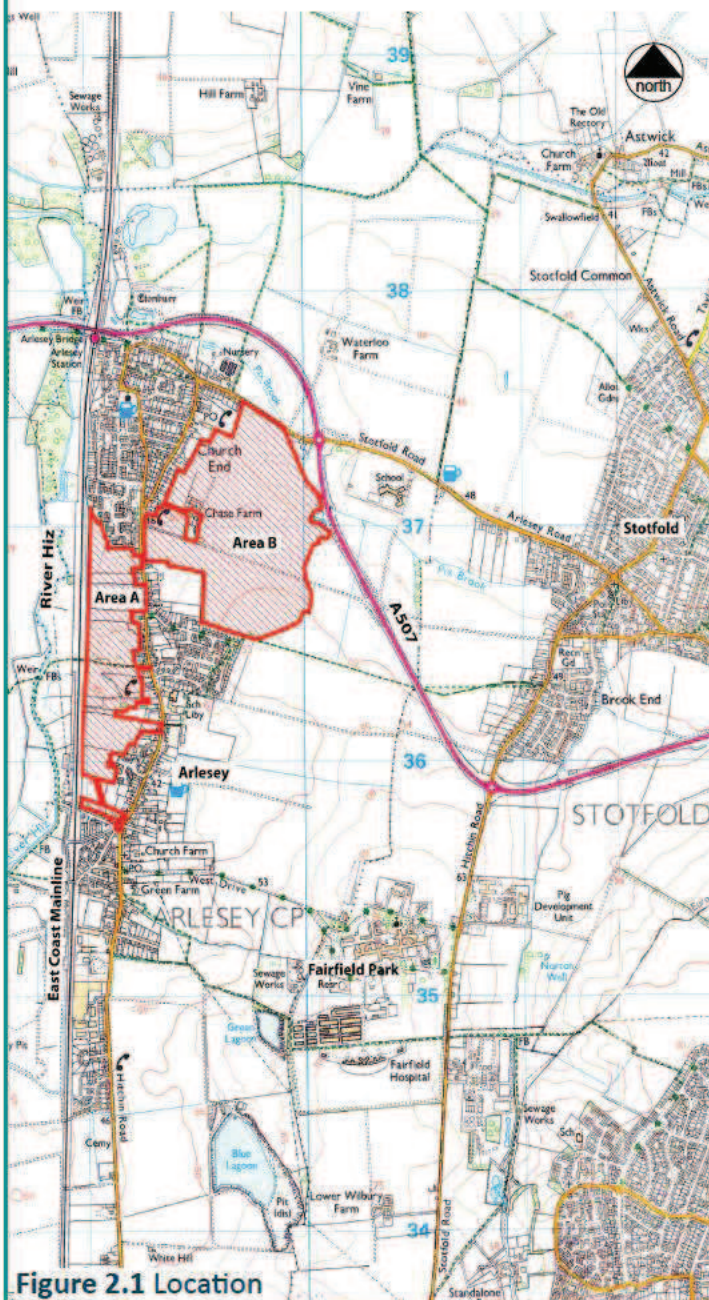


Figure 2.1 Location

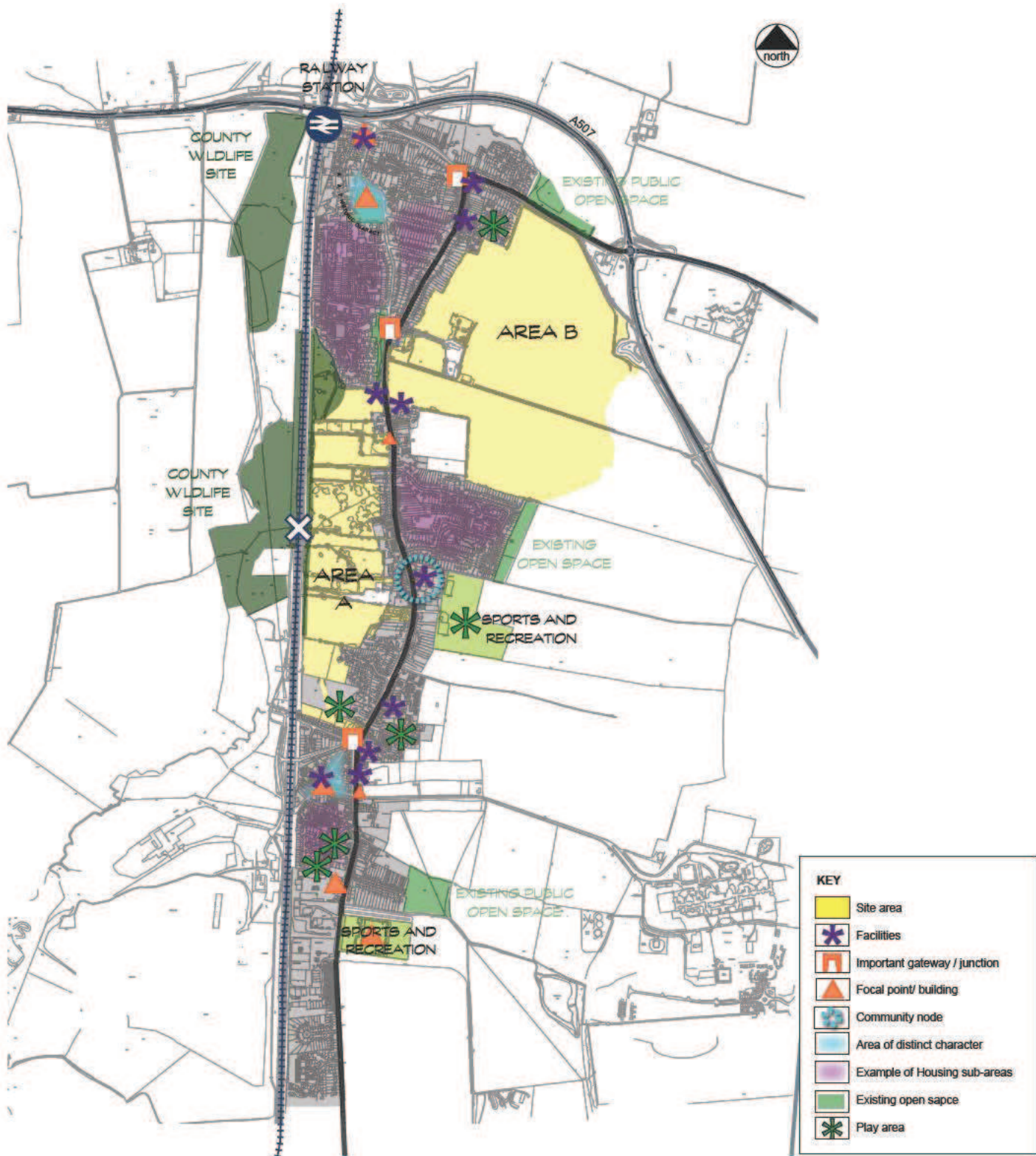


Figure 2.2 Settlement Analysis

2.4 Arlesey has a large public open space behind the civic amenity area with youth facilities and allotments. There are also a number of smaller public open spaces and play areas within residential estates. Arlesey Town football club is on the southern edge of the town.

2.5 Between areas of housing and built development, trees and hedgerows create a sense of separation between the northern and southern parts of Arlesey. There are some limited views from the High Street into the site and wider countryside.

2.6 Arlesey Cross comprises two areas, described as area A - 'land west of the High Street' and Area B 'land at Chase Farm and north-east of the High Street'. These areas are indicated on the location plan at figure 2.1.



Cream brick Victorian pub (vacant)



House Lane linear development



Thatched pub

Figure 2.3 Settlement Photographs



Example of characteristic cream brickwork



Cream brick Victorian terrace of 7 dwellings.
Many of the front gardens have been paved over to provide off-street parking



Late C20 housing



Recent urban edge development fronting central green space



Single storey community facilities informally centred around a small green



Mid C20 housing frames a pleasant green space with mature trees and hedging

Transport and Access

2.7 The East Coast railway runs north-south immediately to the west of Arlesey with a railway station to the north of the settlement. The railway forms part of the East Coast mainline and provides a regular service to London King's Cross and Peterborough.

2.8 The single vehicular route of Hitchin Road, High Street and House Lane, which runs broadly north-south, forms the backbone to the settlement. This principal route through Arlesey is currently the only north - south movement route for vehicles and pedestrians.

2.9 Many of the properties in Arlesey were not designed with off road parking leading to on-street parking and congestion on the principal roads through the town. ~~Although currently some HGV's use this route the relief road will reduce impacts on the High Street. HGV's also use this route, although the number has significantly reduced following closure of the landfill site, this exacerbates the traffic problems.~~ The car parking at the station is insufficient to meet the needs of the number of commuters that use the trains. As a result, problems have been identified with commuters parking in residential streets adjacent to the station, causing traffic congestion in these areas. ~~There is however, consent for a~~ A new car park ~~has recently opened~~ on the western side of the railway line, ~~which should reduce~~

~~parking pressure from those outside of Arlesey, with construction work having commenced in August 2013 and~~ Consideration is also being given to implementing a scheme of parking restrictions in the streets near to the station.

2.10 Arlesey has a number of footpaths, leading to Stotfold and Fairfield Park as well as through Glebe Meadows and along the River Hiz. Footpaths also link Arlesey to the wider countryside, particularly to the north and west. To the east of Arlesey, two footpaths run from the ~~existing~~ spine road to Fairfield Park and Stotfold. There are no north to south footpaths, other than pavements running next to roads. A footpath runs to the west of Arlesey, crossing over the railway via a pedestrian bridge and linking to a footpath network in the River Hiz valley. A Sustrans cycle route on Stotfold Road links with the station and Stotfold to the east.

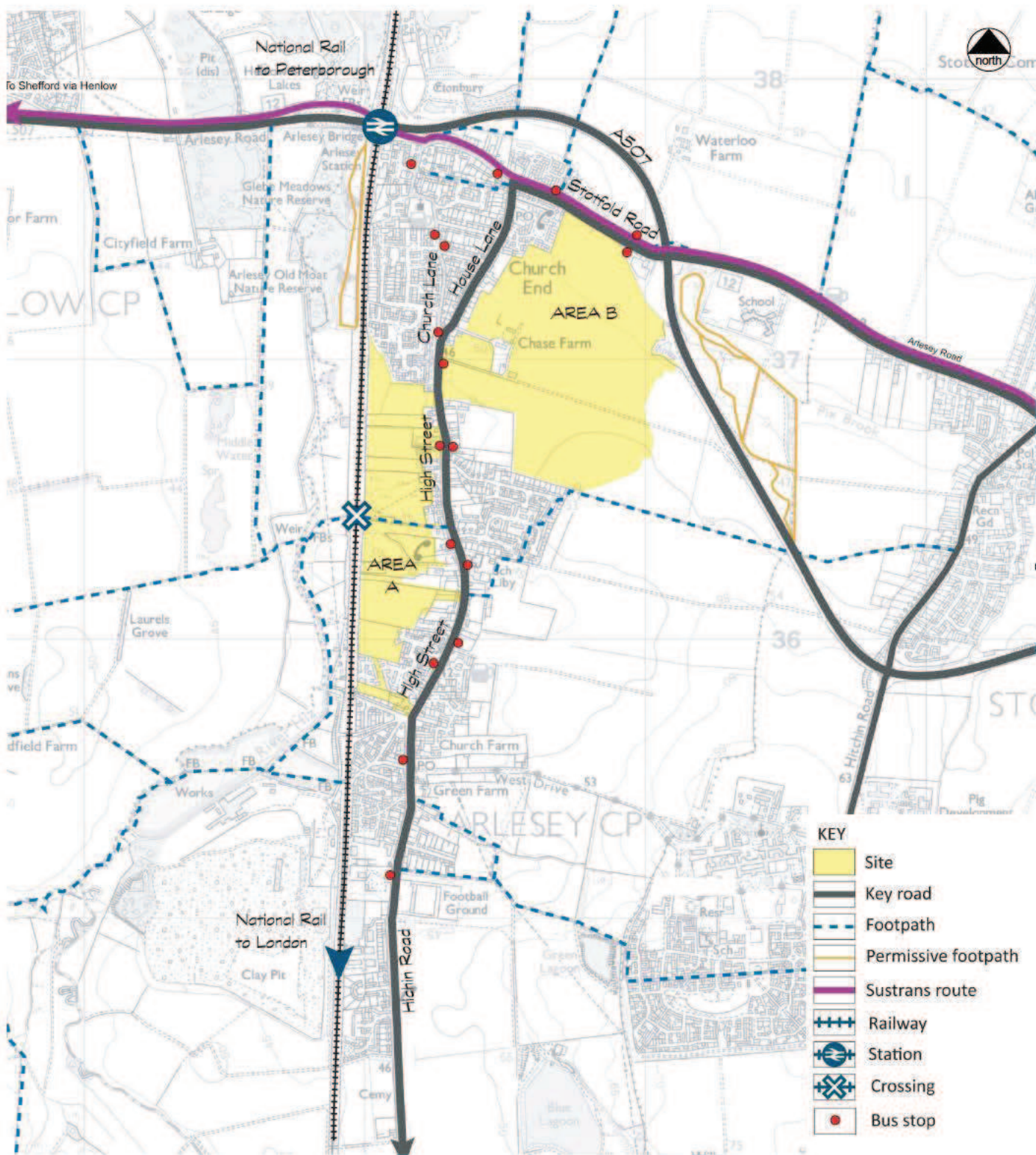


Figure 2.4 Transport and Access

Site Context

2.11 Area A consists of a patchwork of small fields, contained by hedgerow, scrub and the railway with associated vegetation to the west. A footpath runs across the site from the High Street in the east, over the railway crossing, to the River Hiz Valley in the west.

2.12 Area B comprises large, open arable fields with little enclosure and no internal vegetation structure. The existing edge of Arlesey is open and exposed, but the north and east of Area A is enclosed by woodland and hedgerow, screening the site from Stotfold.



Area B: Open hedgerow alongside a farm track with views across arable farm land.



Area A: Woodland and hedgerow line the route of a Public Right of Way.



Area A: Vegetation partially screens the built edge of Arlesey



Figure 2.6 Site Photographs

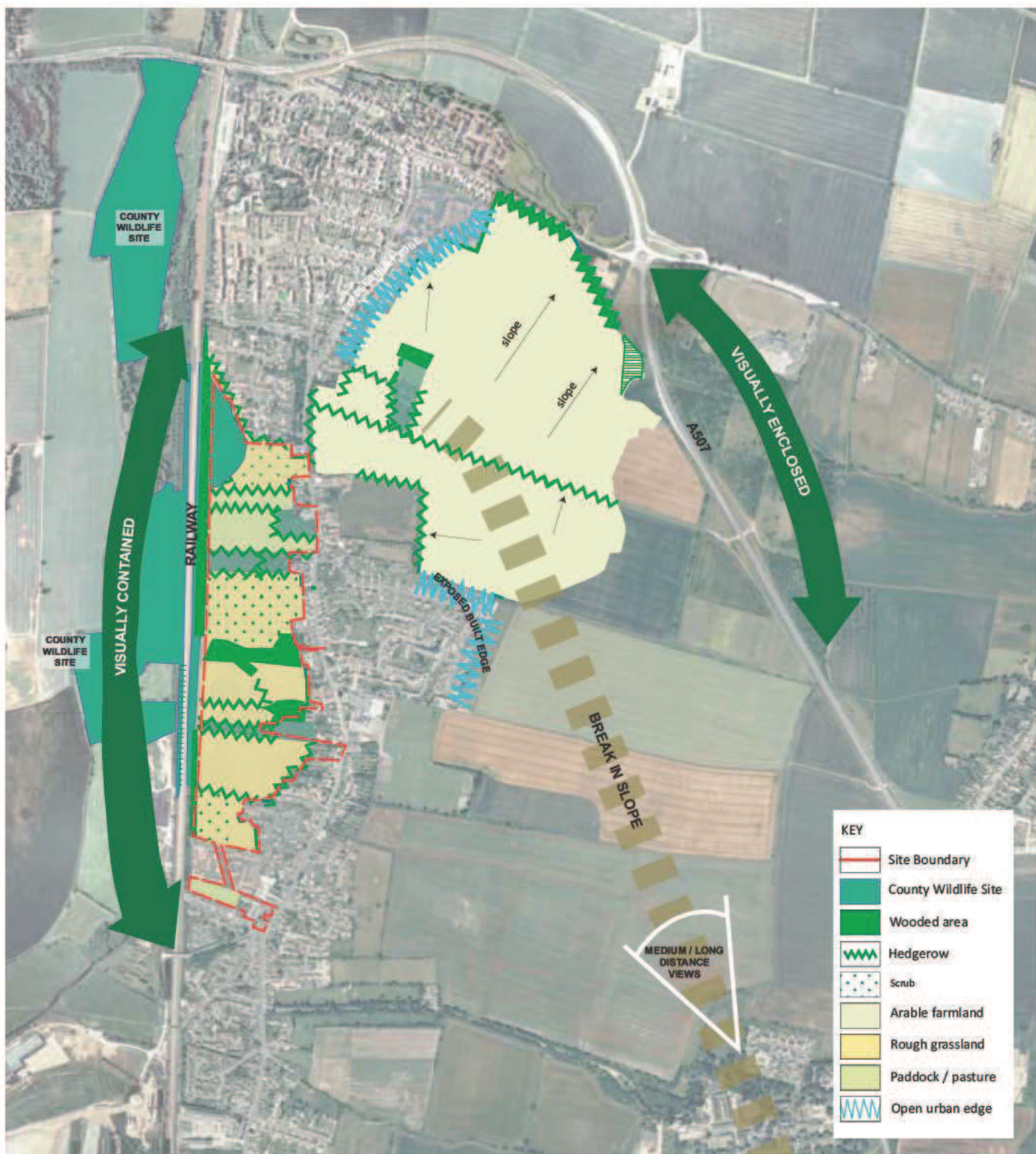


Figure 2.5 Site Analysis

Early Masterplan Document Consultation

2.13 The full consultation process, that preceded the site allocation, and future consultation events planned in conjunction with the preparation of this document, are described in Chapter 1 and illustrated on the timeline at figure 1.1. Near the start of the masterplanning process a Public Exhibition was held on the 22nd and 23rd of June 2012 by Central Bedfordshire Council and the Arlesey Consortium (A group of landowners and developers with an interest in the Arlesey Cross site) as part of the community engagement on proposals for the site. The feedback from this exhibition has helped inform the preparation of this Masterplan Document.

2.14 The exhibition provided information and background to the site allocation; set out the ongoing and planned background studies; presented an analysis of the town and the allocated site and; illustrated potential constraints and opportunities. The objective of this exhibition was to hear the views of residents and stakeholders at an early stage. To help inform amenity improvements to the town and shape future development consultation focused on Arlesey at present and the requirements of Policy MA8

2.15 The event was widely publicised by way of a public notice in the local press, notices posted around Arlesey and on the CBC, Arlesey

Town Council and Arlesey Cross websites. Questionnaires were available for attendees to complete and the exhibition boards were published online, along with copies of the questionnaire to download.

2.16 The results of the feedback, which helped inform the proposals in this document, is briefly summarised opposite:

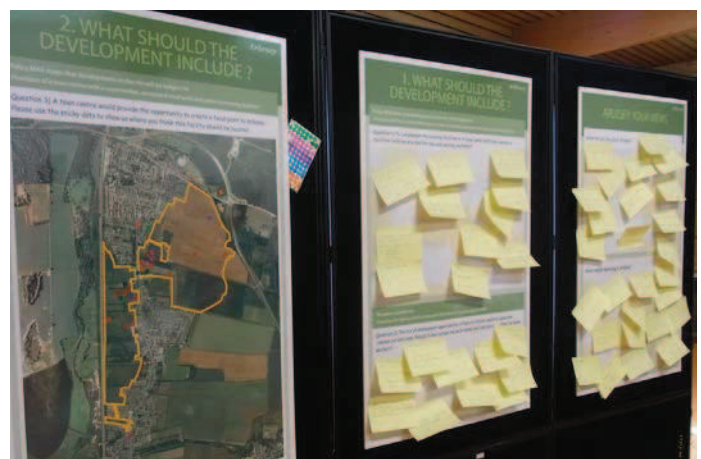


Figure 2.7 Consultation

Arlesey

Respondents liked Arlesey's village feel, the people and community and the countryside setting but felt that on-street parking and through traffic were issues that needed be addressed.

Traffic and parking

Concerns highlighted the conflict between High Street parking and through traffic exacerbated by HGV's –and also commuter parking on residential roads close to the station.

Pedestrians and cyclists

Respondents identified that traffic and parked cars make the main route through the town particularly difficult for pedestrians and cyclists. Respondents supported the idea of a north-south cycle path through the length of the town as an alternative to the existing spine road.

Environmental Improvements

Tree planting, reduced traffic speeds, removing unnecessary street clutter and widening pavements were popular amongst suggestions for improvements to the High Street which could be delivered with the development.

Bus services

A more frequent service and additional routes would provide a greater incentive to use public transport.

Community facilities

Some of the more popular suggestions for new facilities as part of the development included a café, youth facilities and health and fitness facilities. People also indicated that the existing schools and doctors surgery would need to be expanded or improved.

Local centre

The majority of those who responded felt that the most appropriate location for a local centre would be between the northern and southern parts of the town close to Chase Farm. Some also commented that any new local centre should be, sensitive to, and complement the existing amenities and facilities in the town.

Green Infrastructure and Open Space

Play spaces for children, recreation for teenagers and open space which could provide active recreation for all ages were common themes for the types of open space that should be provided as part of the new development.

Employment

The types of employment facilities preferred were smaller scale employment space for start-up businesses, retail and light industrial space. Respondents also thought that existing under used employment facilities should be upgraded.

Arlesey Cross Constraints and opportunities

2.17 The baseline information and feedback from the exhibition, described in the first part of this section, has informed the constraints and opportunities which are summarised opposite and on Figures 2.8 and 2.9:

Constraint: Arlesey is an extended north-south linear settlement.

Opportunity: To form a more nucleated settlement with improved east-west and north-south access for pedestrians and cyclists.

Constraint: The railway station is on the northern edge of Arlesey.

Opportunity: To strengthen and build upon existing sustainable links to the station. This should include a north-south collector route or greenway for pedestrians and cyclists connecting with the existing Sustrans cycle path on Stotfold Road between the station and the A507 underpass.

Constraint: The main roads through Arlesey are narrow in places restricting the flow of traffic.

Opportunity: To provide a new alternative route between the south of Arlesey and a new junction on the A507 ~~spine road~~ through the development, ~~and junction from the A507~~, to alleviate traffic through Church End and the northern part of the High Street.

Constraint: The volume of traffic on High Street detracts from the environment for pedestrians and cyclists . ~~There is a significant amount of irregular on-street parking , which restricts the useable carriageway.~~

Opportunities: To ~~introduce provide structured parking on the High Street and~~ traffic calming measures in conjunction with the provision of the relief road to reduce vehicle speeds encouraging traffic to use the relief road and make for a better environment for residents.

(continued overleaf)

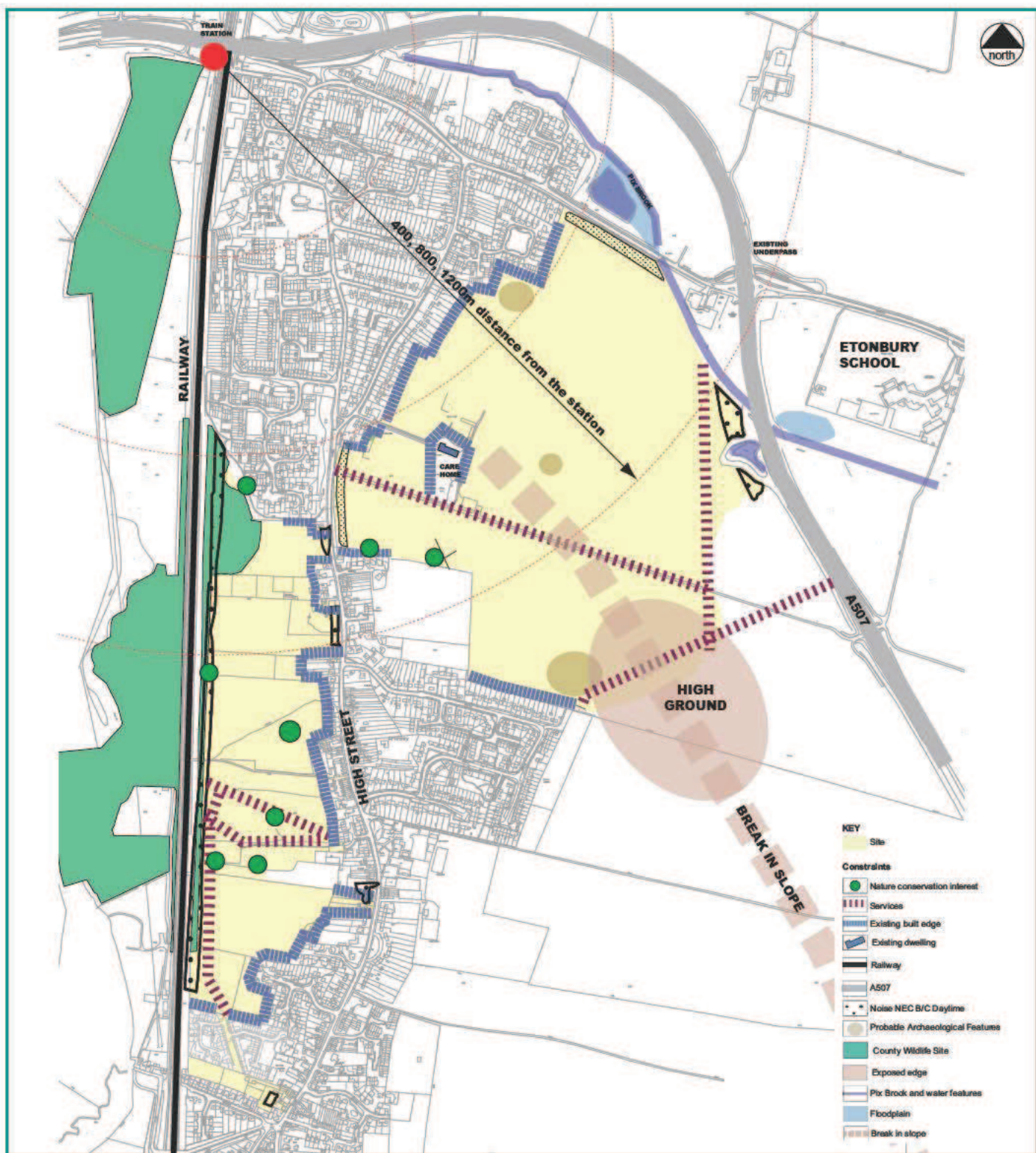


Figure 2.8 Constraints

Constraint: There are a limited number of landmarks to aid legibility through the town.

Opportunities: Structure development around a central core, between the northern and southern parts of the town. Locate new facilities and a town park at this junction to take advantage of this activity node.

Constraint: Existing cul-de-sac development in the town leads to limited permeability.

Opportunity: To ensure that all areas of the development have good pedestrian and cycle access to provide linkages to existing parts of the town.

Constraint: The eastern site area has an exposed edge, which is open in views from the wider countryside.

Opportunities: To create a new eastern edge to Arlesey with significant public open space. Utilise higher ground for green infrastructure including sports pitches and amenity open space.

Constraint: Existing noise from the A507.

Opportunity: To locate employment zones adjacent to the A507 this would provide a noise buffer to residential areas as well as a business frontage to the A507.

Constraint: Development should maintain appropriate stand-offs to gas and water services which transverse the site.

Opportunity: To locate appropriate land uses such as open space and parking areas where other forms of development are prohibited.

Constraints: Retain habitat and appropriate stand-offs within areas of ecological interest and existing landscape features such as trees, hedgerow and ditches wherever possible

Opportunities: To maintain and enhance natural and semi-natural open space to consolidate the existing green corridors of the River Hiz and Pix Brook. Utilise sustainable drainage features such as ponds to enhance wildlife habitat diversity. To manage these areas for wildlife and public enjoyment.

Constraint: The developments can only make improvements to land included within the allocation, or in Central Bedfordshire Council's Highways' ownership.

Opportunity: To utilise Central Bedfordshire Council land beyond the site's allocation to extend green infrastructure and open space to provide sports pitches and enhanced landscaped edge to the town.

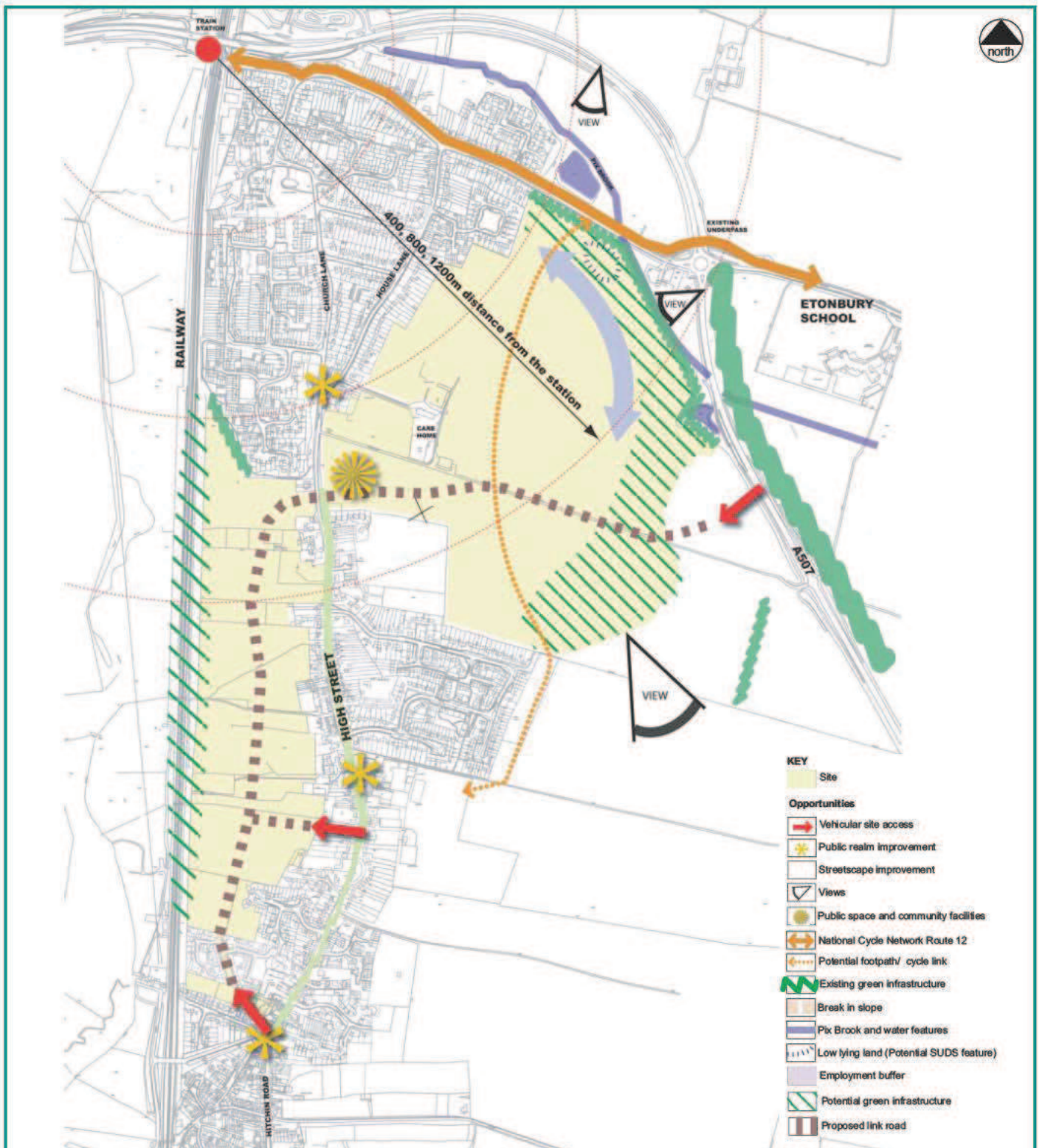


Figure 2.9 Opportunities

3 Vision for Arlesey Cross

3.1 The Vision for Arlesey Cross has been informed by the baseline information, feedback from the ~~first~~ public exhibitions and the constraints and opportunities which are described in the proceeding section.

Arlesey Cross shall help meet Central Bedfordshire's housing and employment needs through **high quality** planned growth to the east and west of Arlesey. Arlesey Cross will seamlessly integrate with the existing settlement, providing a **new retail focused local centre** ~~core area of facilities for local people and with~~ a town park, ~~which will complement~~ complementing existing valued ~~facilities~~ amenities in the town ~~which will be retained and improved~~. There will also be improved local economic opportunities through the provision of new employment land as part of the development.

~~An important element of the vision is to enhance the pedestrian environment for the people of Arlesey~~

The development will place a great emphasis on sustainable transport modes. The development will provide attractive green routes to walk or cycle linking with existing footpaths, cycle paths and the **Sustrans route at the Stotfold Road**. ~~The potential for an additional crossing over or under the A507 as part of the development will be explored to provide improved~~ An additional crossing over or under the A507 as part of the development will be provided to improve **connectivity to Stotfold, including Etonbury Academy and Etonbury Wood** ~~underpass need to add something about additional crossing if agreed~~. The development will create an improved environment in High Street and Church End where traffic will be alleviated by a development spine road, ~~which will act as a~~ relief road with a new junction on the A507. ~~There will also be improved local economic opportunities.~~

Integral to the scheme will be open space and green infrastructure. An extended area of **publicly accessible** open space with sports pitches, informal amenity areas and woodland will establish an attractive south eastern edge to the town. Development to the west of High Street will have a tighter urban grain structured around a patchwork of smaller informal open spaces and a community orchard.

The layout and density of the built environment will **allow residents to have a good quality of life where there is a range of homes**. ~~The be designed will to~~ protect the amenity of the existing community ~~and~~ care and consideration will be given to the adjoining land owners and boundary treatments. Green space will influence the style of buildings and help integrate new homes and employment into the landscape.

4 Masterplan Proposals

4.1 As described in Section 1 of this document three concept masterplan options were discussed at a design workshop in August 2012. This followed feedback on the site constraints and opportunities gathered at the public exhibition in June 2012 and in the first design workshop. Within the parameters of the policy requirements and constraints and opportunities, the three concept masterplan options presented various land use **disposition** and access options. A preferred concept masterplan was settled upon following the final workshop.

4.2 The concept plan for Arlesey Cross presented at figure 4.1 opposite is derived from the preferred concept masterplan. The plan illustrates how the quantum of development required under Policy MA8 could be accommodated **within the allocation area** and key principles such as the potential route for the **development-spine relief** road to **take relieve** traffic **offn** High Street and the Church End area of Arlesey.



































	Policy MA8 allocation
	Land outside of the site allocation
	Land with Planning Permission Ref CBI/10/1830 FULL
	Land with Planning Permission Ref CBI/10/1831 OUT and CBI/12/0264
Existing	
	Existing facilities
	Existing public open space
	Cyclepath
	Public rights of way
	Watercourse/ pond
	Bridge/Underpass
Environmental improvements	
	Potential off-site improvements
Site features	
	Retained vegetation
	Retained ponds
Proposed land uses and key frontages	
	Residential
	Employment
	Extra care facility
	Local centre
	Small supermarket
	Community building
	First school and grounds
Proposed open space and green infrastructure	
	Public open space
	Sports pitches
	Potential all-weather sports pitches/MUGA
	Attenuation feature (Potential location)
	Community Orchard
	Local equipped play area
	Neighbourhood equipped play area
Proposed movement and access	
	Green pedestrian and cycle paths
	Primary Route through the site
	Secondary Route through the site
	Key destination
	Potential pedestrian connections
	Potential grade seperated crossing
	Potential parking provision on West Drive



Figure 4.1 Concept Masterplan

Land Use Mix and Quantum of Uses

4.3 Policy MA8 sets the requirement for different land uses to be provided as a part of the development. Those indicated on the Masterplan are as follows:

- **Residential** Around 1,000 dwellings, including a mix of types, sizes and tenures;
- **Extra Care/Assisted Living** A 1.09 ha (gross) area for extra care accommodation for older people is indicated on land east of High Street and 0.48 ha (gross) assisted living area to the west of High Street;
- **Employment** 10 ha of employment. This is made up by both traditional employment areas and other land uses which involve job creation, including extra care and retail;
- **Local Centre** A 1.67 ha area comprised of a small supermarket, complimentary small-scale retail units and a community building;
- **Education** A new first school site of 1.8 ha;
- **Formal open space** This will comprise circa 5.5ha. of sports provision within a 1km walking distance of all parts of the site.
- **Informal open space and green infrastructure** (circa. 25ha.) This will comprise accessible natural and semi-natural green space within 300m of all parts of the site, amenity green space within 100m of all parts of the site and informal recreation within a 5 minute walk of all parts of the site.
- **Equipped children’s play space** (circa. 0.5ha.) This will comprise a range of play facilities for children of all ages which will be integrated into the development. These will include Local Equipped Play Areas (LEAPS) within 400m and Neighbourhood Equipped Play Areas (NEAPS) within 1000m of all parts of the development.
- Provision should also be made for teenage facilities within a 15minute walking distance of all parts of the site.

Overarching Design Principles

4.4 The layout of the scheme has been informed by the constraints and opportunities together with the urban design principles set out in the Council’s emerging and adopted Design Guide. It should be based on the ‘perimeter block’ approach, providing strong frontages throughout, corner turning buildings as required and focal points at key locations.

4.5 The design principles that will be key to the success of the **m**Masterplan include:

Principle 1: Creating a centre

A mixed-use central core will be provided between the northern and southern parts of Arlesey and development east and west of the High Street. A mixed-use core at the junction between High Street and the **relief development spine** road will take advantage of this activity node by creating a focal point for Arlesey. This central area will comprise a town park, retail provision, parking and facilities for local people to compliment the existing valued amenities in the town. The character of the junction between the High Street and spine road will be important. The design of the junction will give priority to pedestrian and cycle movement to ensure good north-south and east-west permeability. The junction will also be designed in such a way that the **spine new** road is the primary vehicle route through the town for HGV's and cars and the High Street becomes a secondary route for local traffic. The mixed-use core will have significant tree planting and landscaping, high quality local materials and built form that responds to the local vernacular.

Principle 2: Complimenting existing land uses

A holistic approach to the scale and type of land uses that are provided at Arlesey Cross is required to ensure that a viable mix is delivered that compliments existing provision in Arlesey. Arlesey Cross will provide a town park, retail and community uses. The development will also provide complimentary local amenities to include an additional first school, attractive open spaces, playing pitches, children's play areas and a community orchard. All new land uses, their layout and design, will consider and respond to the form and function of the existing settlement. The school will be in a central location co-located with playing pitches on the main pedestrian/ cycle greenway close to the existing school. Important landscape features and wildlife assets will form an established structure to the development.

PRINCIPLE 3: Creating a permeable development

Arlesey Cross will promote sustainable modes of travel by enhancing north-south pedestrian and cycle links, establishing new east west routes, including exploring the potential for a further crossing over or under the A507 in the location of the proposed new junction, and by promoting improved bus services. This will include a new off-road green corridor for pedestrians and cyclists to link the northern and southern parts of the town, enhancing existing north-south links through the town and environmental improvements to High Street. The north-south greenway will link established amenities at the resource centre to the south and the A507 underpass and the railway station to the north. East-west footpath links will be utilised to link adjacent residential areas, open spaces and the footpath network that extends into the wider countryside.

The character of the spine relief road will be an important consideration. The spine relief road should provide a clear route through the development for vehicles, cyclists and pedestrians that relieves traffic from other parts of Arlesey. Footpaths should run parallel to the spine road behind grass verges with significant tree planting. To encourage slower considerate driving, most of the spine relief road will be overlooked by groups of houses which will be accessed by shared driveways. Pedestrian crossings marked by textured surface materials and raised tables will help ensure the spine road it is not considered a barrier to pedestrian movement.

PRINCIPLE 4: Defining an edge to Arlesey Cross

An extended open space south and east of the development will create a permanent parkland edge to the town. This open space and green infrastructure will provide a robust physical and visual landscaped buffer between Arlesey Cross, Fairfield Park and Stotfold. West of Arlesey Cross the railway and County Wildlife Site (CWS) already forms a robust edge. The development should provide natural and semi-natural open space as a buffer to the County Wildlife Site. Open space will help facilitate the transition from the built character to the attractive River Hiz valley and CWS west of the railway. Care and consideration will be given to the garden boundaries of adjoining land owners to provide appropriate relationships.

PRINCIPLE 5 Delivering environmental improvements

To improve the environment on High Street, in conjunction with delivery of the relief road traffic calming measures to complement those already planned will be introduced to dissuade through traffic from using it and encourage use of the relief road instead creating a better environment for pedestrians and cyclists. Significant tree planting and a potential weight limit on HGVs will also be considered. In conjunction with reduced traffic, environmental improvements to the High Street will include traffic calming measures to compliment those already planned, formalised parking provision, significant tree planting and landscaping and a potential weight limit on HGV's. The proposals will enhance the High Street as a place by providing an attractive, safe environment for pedestrians and cyclists. A unified palette of high quality materials that respond to the local vernacular will be used.

Concept Plan Layout

4.6 The indicative concept plan at figure 4.1 demonstrates at a high level how the site could be developed to deliver the broad mix of uses required by Policy MA8 and a **relief road new primary road network for High Street**. A **larger full sized** version of the concept plan is included at Appendix C. This high level framework for development will be subject to more detailed design testing at the point of preparing Design Codes and any future planning applications for the site. Planning applications submitted for the Arlesey Cross site will need to be in general conformity with the concept plan unless satisfactory justification can be provided for an alternative approach.

4.7 The disposition of land uses has been informed by the following design considerations:

- **A 'town park'** is proposed as part of the overall public open space to be delivered on the eastern land (site B), to the immediate north of the local centre, to further add to the creation of a focal point for the whole community.
- **An 'extra care' older persons' facility** is proposed east of the local centre, so that it will be close to the proposed facilities and services referred to above. This would provide a range of accommodation for older people covering different levels of dependency.
- **Employment** The principle employment area will be located on the eastern side of Site B. This will allow a direct access into the employment land to be taken from the new **spine relief** road close to the proposed junction on the A507, ensuring that commercial traffic, particularly HGVs, do not need to travel through the town. This direct access to the A507 will also be important in making the employment land as marketable as possible, something that will be paramount given that economic conditions remain difficult. A secondary employment area is shown on the south side of the **spine relief** road, opposite the local centre. This is likely to be an area for small-scale employment units, such as offices, subject to there being local demand.
- **A local centre** comprising a small supermarket, other small retail and service units, doctor's surgery and other potential community uses will be located at the western end of land to the east of the High Street (Site B) where there is a frontage onto High Street. This will be immediately adjacent to the new junction where the **spine relief** road crosses the High Street and the existing north-south settlement meets the new east west development. It is therefore the ideal location to create a focal point for Arlesey to complement existing amenities.

- **A new 'first' school site** will be provided in a central location on Site B (eastern land) as the existing Gothic Mede Lower School does not have the capacity to serve the proposed development as well as the existing housing in Arlesey. It has not been decided yet whether this new site would be a separate school to Gothic Mede, or allow for its expansion so that it is run on two sites (there is not enough room for it to expand on the existing site). ~~The Board of Gothic Mede would be invited to bid for the right to manage the new school under the tender process. Further discussions with the Council's Education Department and the Governors of Gothic Mede will take place before this is determined.~~ The new school site is on the main north-south pedestrian and cycle greenway providing a 500m walk to the existing school site. The school site is also co-located with sports pitches to benefit from potential dual use community uses.

- **Sports pitches with public open space and green infrastructure** are indicated to the south-east of Area B, which is both relatively flat and in a prominent position visually and will therefore help to provide a softer edge to the development. The area of pitches to be provided meets the Council's adopted guidance for the scale of development likely across both the eastern and western land as from a management perspective it is more

efficient for the sports pitches to be located in one place. The location and character of Area A adjacent to the railway line is also considered to make it unsuitable for sports pitches. The proposed location for the sports pitches on the eastern land is adjacent to the proposed first school site and would allow for shared changing facilities and community uses. The sports pitches have partly been shown on land outside of the allocation boundary, ~~on land~~ within CBC's ownership, to provide an enhanced landscape edge to the town. This has been discussed and agreed with CBC Planning Officers.

- **Structural landscaping** is also provided along the north eastern edge of the development. This will create an attractive setting to the employment area alongside the Pix Brook. Landscaping with significant tree planting will also soften views of this edge of the development.

- **A green route for pedestrians and cyclists** is shown running north - south centrally through the eastern land and then behind existing housing wrapping around Gothic Mede Lower School before connecting with an existing footpath and joining the High Street. This will provide a safe, lit route to the A507 underpass and the railway station. This green corridor will be traffic free with pedestrian priority where road crossings are unavoidable.

The majority of the greenway will be overlooked by frontage development on one or both sides. The footpath/ cycleway will follow a route through public open spaces and grass verges which are wide enough for significant tree planting. There will also be similar east west routes, which may in part use shared surface roads. ~~The potential for an additional crossing over or under the A507 is also to be explored in order to provide a safe and convenient crossing to Etonbury School and Etonbury Wood.~~ An additional crossing over or under the A507 is to be provided to ensure a safe and convenient crossing to Etonbury School and Etonbury Wood. The green pedestrian and cycle corridors will help connect all parts of the town by providing legible, safe a secure routes to the A507 underpass, existing town resource centre, proposed amenities and the railway station.

- **An indicative route for the Relief Road is shown indicated on the Concept Plan running from a new junction on the A507 west to High Street where a new roundabout is to be created. The relief road then runs south from this junction through the western land parallel with High Street to the proposed 5 ways junction, which already has planning permission. The relief road is likely to take the form of a 7.3m wide vehicular carriageway with footpaths and cycle ways on either side.**

It will be expected to have a design speed of no more than 30 mph as it will pass through residential areas in the new development and the route will be calmed in areas where pedestrian and cyclist crossings are proposed. In order to make the relief road the most attractive route for through traffic it will be kept clear of parked cars so that traffic is able to flow and the perceived problems on the existing route through Arlesey are not repeated.

- **Open space on the western land** will comprise a patchwork of natural and semi-natural spaces. These spaces will retain existing hedgerow, ditches and trees wherever possible. Where appropriate existing wildlife habitats associated with the adjacent County Wildlife Site will be enhanced. This could include the creation of Sustainable Drainage features to provide additional wetland habitat. A community orchard is proposed where evidence of remnant orchards remain. Fruiting trees of local provenance will be retained or propagated.
- **Play areas** will be located within open space where there is passive surveillance provided by active land uses such as the new local centre, residential dwellings, secondary roads and footpaths.

Residential

4.8 The exact number of dwellings will be determined at application stage, taking into account viability considerations in relation to the infrastructure to be provided and detailed design and layout considerations reflecting the requirements of the emerging Central Bedfordshire Design Guide and appropriate densities.

4.8 4.9 Affordable housing will meet the Council's requirement at the time of the application, subject to viability. This is likely to be 30% based on the target in the emerging Central Bedfordshire Development Strategy, this will replace policies in the Core Strategy once adopted. Arlesey residents will be eligible to apply for affordable housing if they are registered on the housing waiting list. Housing will be allocated in accordance with the Council's Choice based letting scheme.

4.9 4.10 Policy DM10 of the Core Strategy and Development Management Policies DPD on Housing Mix sets out the Council's expectation for a mix of dwelling types, tenures and sizes. The housing mix would reflect the requirements in Arlesey and would include 2,3,4 and 5 bed homes. Prospective developers will be expected to provide a mix of both market and affordable dwellings on the site, a proportion of which will be expected to meet 'Lifetime Homes' standards.

4.10 4.11 Extra care and assisted living facilities are also proposed to be included in any development, in order to help cater for the accommodation needs of older people.

Density, Scale and Massing

4.11 4.12 The density of the development should ensure the efficient use of land whilst reflecting the character of the surrounding area. Densities will vary across the development being higher in and around the central core and decreasing towards the edges to ensure appropriate transition to the countryside.

4.12 4.13 The adopted and emerging Central Bedfordshire Design Guide gives parameters for scale and massing. New development at Arlesey Cross will comprise predominantly 2 storey terraced, semi-detached and detached housing with a maximum height of 3 storeys where appropriate. Apartments in smaller groups would include accommodation above local centre land uses to help provide out of hours activity and visual surveillance of the street. It is likely that buildings within the local centre will be 2.5 and 3 storeys in height. The detailed design and coding will need to consider the scale and massing of the local centre in relation to adjacent land uses and built form to help ensure a good fit with the existing settlement.

Architectural detailing and appearance

4.13 4.14 The Council expect the design of the proposed dwellings to reflect the best features of local architecture. Prospective developers will need to undertake a contextual analysis to inform the design process, which should form part of future Design Coding and Planning Applications.

4.14 4.15 Developers should avoid replicating a pastiche of historic forms, but should identify the underlying principles that can be applied to the architecture and townscape of this new development. The architecture should vary to reflect it's location and function within the site and the adjacent land uses. Smaller scale more traditional residential forms may be more appropriate, within site area A, close to the existing residential areas whilst contemporary forms which reflect the best features of local vernacular may be more appropriate within parts of site area B which will be more remote from the existing built edge.

Parking

4.15 4.16 Adequate parking spaces for the vehicles of each dwelling will need to be made **in accordance with the Council's adopted standards**. Parking should be achieved through a combination of on-plot, off-plot and on-street solutions, and be well designed to ensure its incorporated into the overall appearance of the street and conveniently related to the plot served. Streets will be designed to accommodate parking from the outset with the use of well designed inset parking bays to avoid inappropriate parking.



Figure 4.2 Local vernacular should be considered

Utilities

~~4.16~~ 4.17 As set out in Development Strategy Policy 20 the Council expects new developments to be served by a high quality digital infrastructure, ensuring local residents and business are able to access the latest online services.

~~4.17~~ 4.18 The Council expects to see the necessary on-site infrastructure put in place at the time of construction, to ensure connectivity to superfast broadband services. This means that the development will seek to put in place an appropriate network to deliver services. Detailed proposals will need to consider the necessary conduits/ducting to be incorporated into the development and consideration for relevant telecommunications infrastructure, including exchanges and or cabinets, to ensure accessing/ maintenance requirements and minimal environmental/ visual impact.

Drainage

~~4.18-4.19~~ As set out in Policies CS13 and DM2 of the Core Strategy and Development Management Policies DPD, the Council expects the provision of a Sustainable Urban Drainage system as part of any development, details of which will need to be provided as part of any planning application package. Prospective developers will need to carry out appropriate investigations in order to determine a suitable sustainable drainage system.

~~4.19~~ 4.20 An initial assessment of the site's surface water drainage strategy has been undertaken, accordingly the locations of the necessary attenuation provision is shown indicatively on the Concept Masterplan. The location of the features are such that surface water will not be taken out of its natural watershed.

~~4.20~~ 4.21 A Flood Risk Assessment which will also include a surface water drainage strategy will be prepared and submitted as part of a future planning application. At this stage the nature, capacity and approximate location of the attenuation features will be confirmed.

~~4.21~~ 4.22 The surface water drainage strategy for the development will be prepared in accordance with Central Bedfordshire Council, the Environment Agency and the Bedford Internal Drainage Board's guidance and will be submitted to and approved by these bodies

prior to implementation.

4.22 4.23 Due to the topography of the site, part of the land east of High Street naturally drains into the Pix Brook while the remainder of the site drains to the River Hiz to the west.

4.23 4.24 The proposed development presents the opportunity to introduce a range of Sustainable Urban Drainage Systems such as attenuation ponds, swales and permeable paving. As well as providing a drainage function these facilities will also bring about environmental benefits such as promoting biodiversity on the site.

4.24 4.25 Surface water will be stored within these facilities which will have sufficient capacity to accommodate a 1 in 100 year storm with an additional 30% allowance for climatic change. The water will be discharged into the watercourses at a rate which will not exceed the existing greenfield runoff rate; the proposals will therefore mimic the natural drainage regime. Given that the majority of the storage will only be required during extreme storm events a number of the attenuation ponds will remain dry for the majority of the year.

4.25 4.26 In light of the requirements of Policy MA8 and the capacity requirements of the local sewerage network, prospective developers will also need to provide details of the proposed foul water disposal strategy.



Figure 4.3 Varied open space and drainage features

5 Access Proposals

Movement principles

5.1 A movement framework is included at figure 5.1 to indicate the principal street hierarchy, footpaths, cycle ways and key points of access. Within the site, a clear hierarchy of streets should be created with better access to footpaths and cycle ways, ensuring convenient access to local facilities and employment, in accordance with the principles contained in Manual for Streets 2, Policy MA8 of the Site Allocations DPD and CS4 of the Core Strategy. Prospective developers are required to maximise access to Arlesey and the wider area, particularly links to Stotfold, Fairfield Park and the railway station by sustainable modes.

The movement framework for Arlesey Cross has been designed with the aim of creating a legible and coherent development to connect all parts of the town in particular:

- The new local centre;
- Existing town facilities
- The existing and proposed schools
- The railway station
- The existing **A507** underpass **and the potential new crossing over or under the A507**
- Employment areas

5.2 An interconnecting network of primary and secondary streets and pedestrian and cycle routes will ensure that the development has a high level of permeability which promotes direct and efficient access to all parts of Arlesey













as well as encouraging connections to safe crossings of the A507 and railway, existing rights of way and permissive routes beyond the settlement boundary.

5.3 The development will enhance the movement network by:

- Providing a north-south route including a greenway for pedestrians and cyclists.
- ~~Exploring the potential for~~ **Delivery of a further crossing over or under the A507 in the location of the proposed new roundabout.**
- Enabling environmental improvements to the High Street to promote its use by cyclists and pedestrians
- Establishing links between the development and existing settlement i.e. Chase Hill Road **and** Lymans Road. ~~and Little Field Close.~~

5.4 The comprehensive network of pedestrian and cycle routes will be located within the green infrastructure network and public open spaces providing a series of strategic and leisure routes complemented by formal pedestrian routes associated with the street network.

KEY

- | | | | | | |
|--|---|---|---|---|--|
|  | Built development/
Open Space |  | Greenway runs north-south and forms
the primary cycle/pedestrian route |  | Potential pedestrian point
of access |
|  | Primary Route
(Relief road through site) |  | Secondary cycle/pedestrian routes |  | Junction (See Fig. 5.2) |
|  | Primary Route
(A507 bypass) |  | Public Right of Way |  | Main point of access |
|  | Secondary Route |  | Permissive footpath |  | Section of High Street subject
to potential traffic calming |

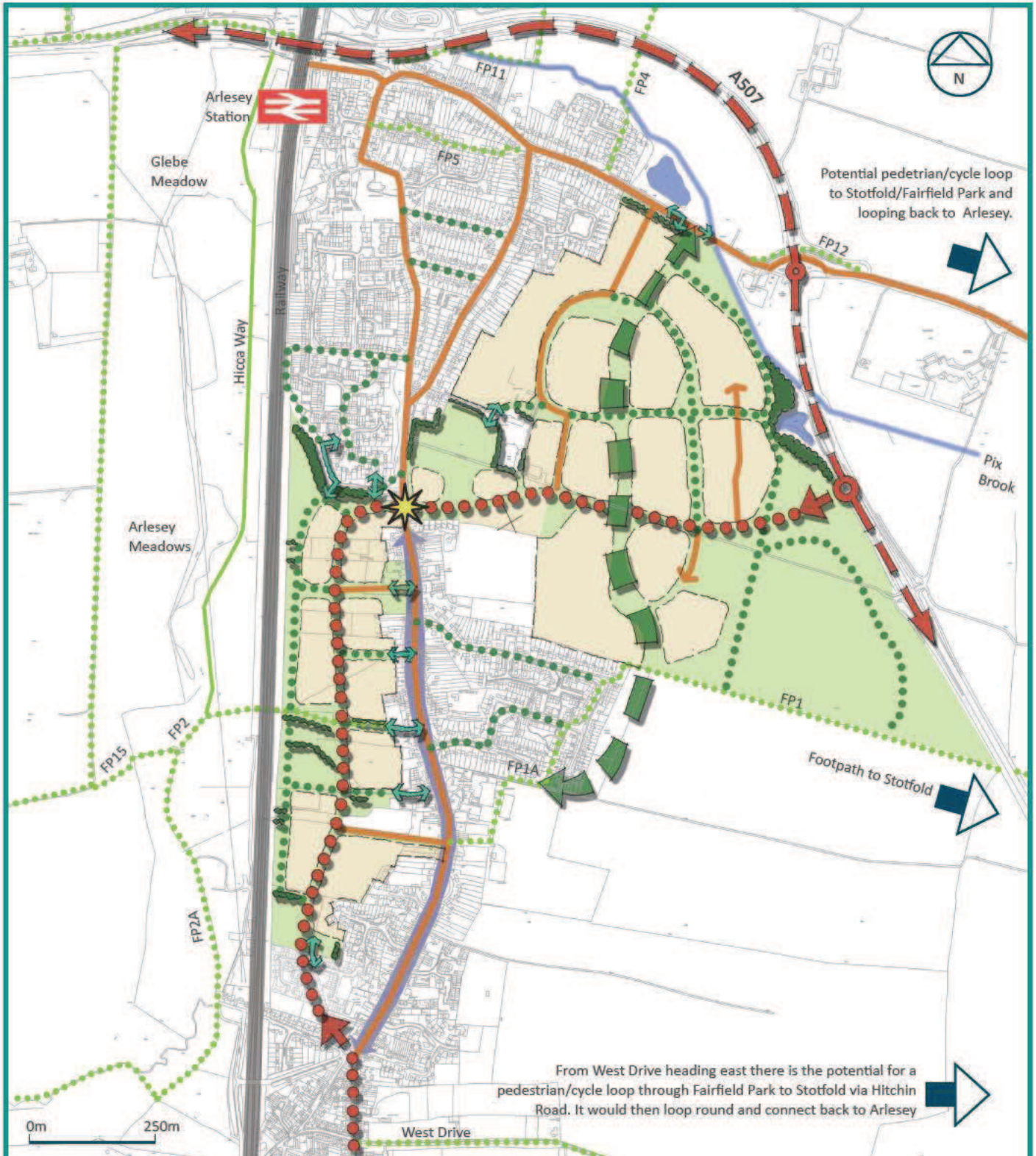


Figure 5.1 Access and Movement Plan

Key Points of Access and the Relief Road

5.5 A new junction is to be created on the A507 in the form of a 3 arm roundabout with the location indicated on the concept plan. This would allow a direct access to be taken into the eastern land from the A507. An indicative route for the section of relief road between High Street and the A507 is also shown on the concept plan.

5.6 The concept plan also indicates a new priority junction with Stotfold Road from the eastern land. This is intended to provide local access to the residential parcels at the northern end of the eastern land only and to avoid the issue of people using it as a 'rat run' to reach the new primary route further west, this secondary road should be designed with natural calming features incorporated so as not to be conducive for use as a through route.

5.7 The junction required at the northern end of High Street (the central access) will be a crucial part of the overall scheme as it will provide the link between the western and eastern parcels (A and B) within the Arlesey Cross site and the existing principal north – south route through the settlement. There is insufficient land available between nos. 160 and 167 High Street to create the size of roundabout that would be required given existing and predicted traffic flows once the site is developed. It is therefore proposed that this junction will take

the form of double mini roundabouts sited within a shared surface area, incorporating traffic calming to ensure low vehicle speeds reflecting the fact that due to the location of the proposed local centre on the north eastern side of the junction, pedestrian and cycle flows will be expected to be higher in this location.

5.8 An indicative plan illustrating how such a junction could look is included at figure 5.2. The mini roundabouts would ensure there is control of priority for vehicles and the inclusion of these within a wider raised table area would keep vehicles at low speeds and alleviate the current situation whereby vehicles accelerate along the stretch of road between the War Memorial and High Street down Chase Hill. This should make for a better environment for non-motorised users of the area. Raised zebra crossings are also shown proposed on each arm of the junction to allow safe passage and a choice of routes for pedestrians.

5.9 The concept plan indicates the 5 ways junction at the southern end of the allocation, which already has planning permission. The planning permission reference numbers are annotated on the concept plan and further details can be found through the following website link <http://www.centralbedfordshire.gov.uk/planning/planning-applications/default.aspx> by clicking on the 'search planning applications' tab and inserting these numbers, or at CBC's Chicksands Offices.

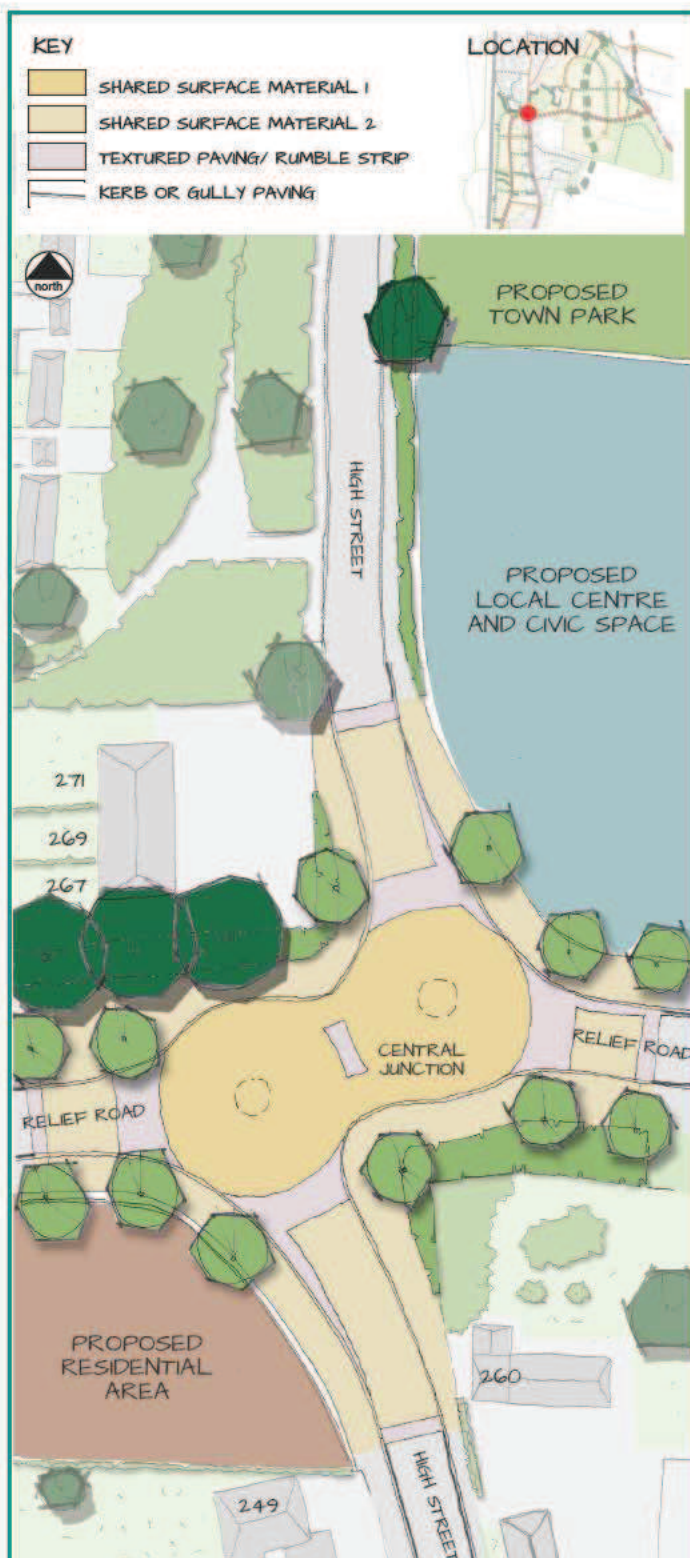


Figure 5.2 Central Junction Concept

5.10 Subject to detailed design considerations, the relief road is likely to take the form of a 7.3m wide vehicular carriageway with footpaths and cycle ways on either side. It should have a design speed of no more than 30 mph reflecting the fact that for much of its length it will be running through residential development. Traffic calming features will be incorporated in locations where there are designated pedestrian and cyclist crossings to reduce vehicle speeds further. In order to ensure that the relief road is the most desirable route for through traffic so that it achieves the aim of reducing traffic on High Street and House Lane, it will be kept free of parked cars so as to allow vehicles using it to flow freely. This coupled with traffic calming measures referred to in paragraph 5.18 to be introduced on High Street will make it the quickest north – south route and therefore the most desirable to motorists.

5.11 ~~5.10~~ Additional secondary Informal, quieter secondary streets ~~vehicular access~~ points and pedestrian/cycle paths ~~cyclist routes~~ are also shown linking High Street and the western land at various points to provide connectivity. This is considered important in order to ensure integration between the existing and proposed development given the length of the western land and as High Street effectively backs onto it. ~~The secondary streets will be designed for slow vehicle speeds with narrower carriageway widths, tighter junction~~

radii, on-street parking in designated bays, street trees and variation in surface material. As there are limited options for creating vehicular connections, one of the routes proposed is at numbers 133 – 139 High Street and would involve the demolition of two of these properties. This is considered justified given the importance of promoting integration between the existing and proposed development and this location in particular is considered to be important given the proximity to the existing civic centre, including Gothic Mede Lower School Academy, the Resource Centre and Arlesey Town Council’s Offices.

Interim Transport Assessment

5.12 5.11 In order to provide an understanding of the impact of the development on the existing road network and to ensure that the proposed access arrangements are appropriate an Interim Transport Assessment (ITA) has been undertaken and published as a separate standalone document. A non-technical summary is included in Appendix B of this Document. This outlines that the three site access junctions that do not already have planning permission, the Stotfold Road junction, A507 junction and central access at the northern end of the High Street, referred to in paragraphs 5.5 – 5.7 have been modelled, along with the following off-site junctions, which were agreed with the Council as Highway Authority and the Highways Agency, on the basis that the whole development has been built out:

- A507 Arlesey Road/Hitchin Road (roundabout);
- A507 Arlesey Road/Stotfold Road (roundabout);
- A507 Hitchin Road (roundabout);
- Hitchin Road/Eliot Way (roundabout);
- A507/A1(M) (grade-separated roundabout); and
- A1/B658 (roundabout)
- Hitchin Road/Arlesey New Road

5.13 5.12 These junctions have been modelled on the basis of extremely robust assumptions about the growth that will result from this and other developments in the surrounding area to 2025 (The ITA explains in greater detail the assumptions used). The modeling demonstrates that the proposed site accesses would operate well within their capacities and are therefore considered to be the appropriate means of access to the site for future planning applications to propose.

5.14 5.13 Some of the off-site junctions referred to above may require modifying in order to remain within capacity once the development comes forward. The extent of physical mitigation works required to these junctions to bring about a nil detriment impact will ultimately be determined by a detailed Transport Assessment submitted with any future planning application and further negotiations with the Highways Authority. The costs of such works will be quantified and an

appropriate financial contribution then made by the developer through what is referred to as a S106 Agreement.

Pedestrian and Cycle Routes

5.15 An important part of the scheme is the provision of a comprehensive network of pedestrian and cycle routes. These will be located within the green infrastructure network providing attractive routes, complemented by the provision of routes associated with the street network.

5.16 The cycle and pedestrian network will provide a north-south green corridor through the eastern development area. As described this route will provide a traffic free route between the **existing** A507 underpass, railway station, existing school and resource centre. The school will be located on this route. East-west paths with potential links into the town will feed into the main greenway. ~~The potential for a further crossing over or under the A507 in the location of the proposed new roundabout will also be explored in order to provide safe and convenient access to Etonbury School and Etonbury Woods.~~ An additional crossing over or under the A507 is to be provided to ensure a safe and convenient crossing to Etonbury School and Etonbury Wood. Informal footpaths will also provide attractive routes through public open space.

~~5.17~~ **5.16** The western land area will have a series of east-west routes, linking the site area with the High Street and a link through Chase Hill Road to the railway station. A north-south leisure route will also be provided through semi-natural open space adjacent to the County Wildlife Site. The existing public right of way which crosses the railway via a footbridge will be retained within overlooked public open space as an important link to leisure routes through the attractive upper Ivel Valley landscape.



Figure 5.3 Footpaths and cycle routes

**Environmental Improvements
to the High Street**

5.18 5.17 As outlined in paragraph 5.10, the development spine-relief road will be designed to relieve traffic make it a more attractive option for motorists than the existing principle route through Arlesey so as to relief traffic on High Street and House Lane. To further dissuade through traffic from utilising the existing route through Arlesey it is proposed that Together with the relief road physical alterations are shall be made to High Street and Church End to further dissuade through traffic, reduce vehicle speeds and make for a better environment for pedestrians and cyclists. Together with the reduced traffic flow, plans at figures 5.3, and 5.4 and 5.5 (full scale versions at Appendix D) show potential alterations and improvements to the High Street to calm traffic and improve the pedestrian environment. The final form of these the-measures will be determined at the planning application stage following further discussions with CBC Highways Officers and local representative groups in Arlesey, but they may include:

- Block paved build-outs at the mini-roundabout near to the Resource Centre;
- Minor amendments to the markings at the mini-roundabout;
- Out-reach brackets for High St speed limit signs;
- Additional raised tables and/ or changes in surface material and texture;
- Re-instatement of buff high friction surfacing across the school/nursery access junction;
- ~~The inclusion of specific parking bays to create a structure and organisation to on-street parking; and~~
- Changes of surface and narrowing of sections of carriageway to reduce vehicle speeds

5.19 5.18 Some of these improvements are already in the process of being implemented and this is indicated on the plan. Other critical infrastructure improvements to the High Street, will be secured through contributions from development of the Arlesey Cross site.

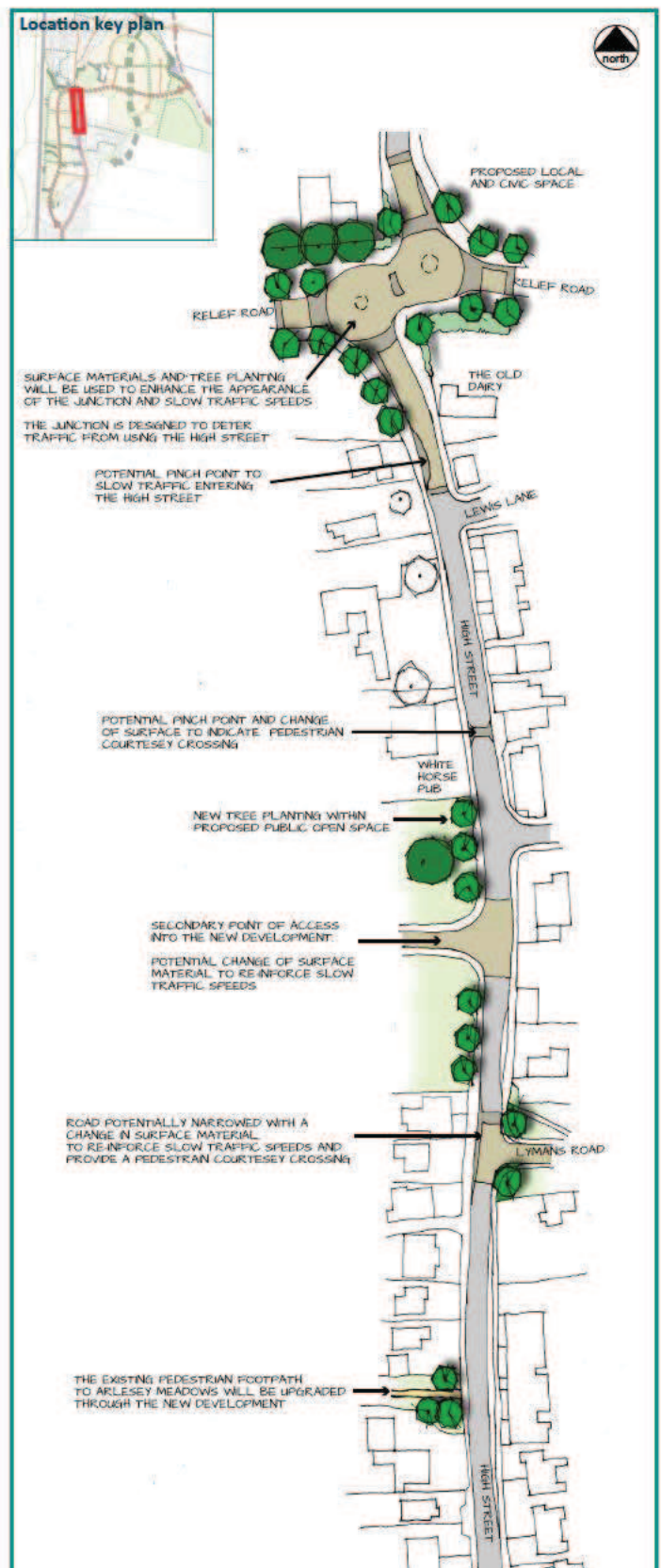




Figure 5.4 Potential alterations and improvements to the High Street

6 Green Infrastructure

6.1 Arlesey Cross will provide a significant amount of Green Infrastructure with public open space which will reflect the aspirations of the Arlesey Green Infrastructure Plan. Given the extent of Green Infrastructure to be delivered as part of the proposed development, a high quality landscape scheme is crucial to its overall success.



Figure 6.1 Green Infrastructure Concept

The scheme should:

- Retain and enhance existing landscape features where possible. In particular existing hedgerows and trees within the western land area should form part of the developments green infrastructure wherever possible.
- Retain habitats and appropriate stand-offs within areas of ecological interest. This should include the provision of enhanced natural and semi-natural open space stand-offs to the County Wildlife Site and the Pix Brook.
- On the western land area, proposals shall retain remnant orchard trees, within open space adjacent to the public footpath and as part of a new community orchard south of the footpath. The new orchard shall use species of local provenance with consideration given to propagation of the remnant orchard trees.
- Use native planting species consistent with those found in the Upper Ivel Clay Valley landscape character area.
- Maintain the separation between Arlesey Cross, Stotfold and Fairfield Park.
- Provide a variety of linked accessible green spaces, along with sports pitches and play space within accessible landscape types which meet the needs of residents and wildlife.
- Ensure that green infrastructure is overlooked by dwellings as far as is possible.
- Incorporate suitable street trees throughout the development to break up the built form.
- Utilise opportunities to create green links alongside the primary route through the development.
- Consolidate and enhance existing habitat corridors e.g. the River Hiz and Pix Brook.
- Create native woodland buffer strips to the north-east of Area A, which would, increase habitat and enlarge the green wedge between Arlesey and Stotfold.
- Create a north- south pedestrian and cycle greenway through Arlesey Cross from the underpass at Stotfold Road to Fairfield Drive.
- Explore the potential for delivering Deliver a new crossing over or under the A507 in the location of the proposed new roundabout to provide safe and convenient access to Etonbury School and Etonbury Woods.
- Include an appropriate management regime to ensure the scheme has long term benefits whilst avoiding costly regular intervention.
- Sustainable drainage features will be an integral part of the open spaces. Features such as swales and ponds will provide an attractive setting to development and enhanced wildlife habitat.

6.2 Policies DM14, DM15, DM16 and DM17 together with the Mid Bedfordshire Landscape Character Assessment and Arlesey Green Infrastructure Plan provide further guidance on green infrastructure matters.

7 Benefits to Arlesey

Once completed the development will deliver the following benefits to Arlesey:

- **New private market and affordable housing, allowing younger generations and families access to housing so that they can remain living in Arlesey;**
- **A sizeable ‘extra care’ facility providing a range of accommodation to meet the needs of older people with varying levels of dependency;**
- **The provision of a considerable number of new jobs in the new retail units, extra care facility and general employment areas to be created;**
- **The creation of a new retail focused centre for Arlesey, which compliments the existing civic area that includes the Resource Centre, Town Council Offices and Village Hall;**
- **Potential increase in patronage from new residents to help sustain existing facilities, as well as, those proposed as part of the development;**
- **Delivery of an alternative principal vehicular route to High Street, House Lane and Stotfold Road to reduce local congestion coupled with improvements to the way High Street functions and the environment for non-motorised users; and**
- **Provision of substantial amounts of new public open space of varying types, including a town park, sports pitches, a community orchard and informal areas.**

8 Sustainability

8.1 Any development at Arlesey Cross should integrate principles of sustainable development into its design and layout. It should take into account future climate changes and minimise risk of any potential negative impacts such as flooding, water shortages, urban heat island effect and overheating in buildings. The development should cater for health and well being of residents.

8.2 The development should be designed for:

- Optimal solar orientation of buildings to minimise energy consumption and avoid overheating and integrating energy solutions into the development from the outset of the design process.
- Water management and flood prevention through designing SuDS which are efficient, create attractive water features and are integrated into the green and blue infrastructure within development, provide habitats for biodiversity and urban cooling to increase the development's resilience to climate change.
- Water efficiency within buildings and ground maintenance.
- Green infrastructure to provide attractive and diverse habitats for biodiversity.
- Urban trees to provide shading and cooling.
- Healthy and active lifestyles through designing attractive pathways and cycleways to link all key destinations within the development.

8.3 Policy CS13 of the Core Strategy lists the Council’s measures put forward to take account of climate change. These include contributions to waste minimisation, re-use and recycling, conserving water resources and tree planting. Any development at Arlesey Cross should apply these measures to the design proposals.

8.4 In accordance with Policy DM1 of the Core Strategy, 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 technologies, **unless it can be demonstrate that this would be impracticable or unviable.**

8.5 Policy DM2 **expects future housing development to comply with mandatory standards in relation to Code for Sustainable Homes applicable at the time applications are submitted. requires all dwellings on the site to be built to meet the mandatory standards at the level within Code for Sustainable Homes applicable at the time the planning application is submitted.** The policy also requires the incorporation of measures to reduce white water consumption in all major developments.

8.6 Existing community facilities should be safeguarded and new recreational, sports facilities and open space facilities should be provided within the development at Arlesey Cross in line with Policy CS3. This policy also states that any new facilities should meet the needs of the entire community.

9 Delivery

Planning obligations

9.1 CBC does not expect to have an adopted Community Infrastructure Levy Charging Schedule in place until April 2015. Therefore, in order to mitigate the impact of the development on local community facilities and services, as well as to secure the implementation of the community benefits proposed as part of the development, prospective developers will be expected to enter into a planning obligations agreement, also referred to as a Section 106 Agreement, if applications are to be determined prior to the adoption of a Charging Schedule. Such an agreement would also cover the phasing of when certain infrastructure requirements would need to be delivered in terms of ‘trigger points’. Further comment is made on this below.

9.2 Prospective developers are advised to enter into early discussions with the Council in order 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.

9.3 Section 106 negotiations will have regard to the Council’s Planning Obligations Supplementary Planning Document, the Core Strategy, Site Allocations DPD and the NPPF as well as the financial viability of the development proposals. Any planning application will be required to demonstrate provision of acceptable on and off site financial contributions. Contributions are likely to be required towards the following:

- All tiers of education;
- Off site highways improvements (as referred to in the ITA);
- Public transport improvements;
- Footpaths & cycleways;
- Improvements to healthcare facilities;
- Leisure and recreation;
- Community facilities and services;
- Community cohesion;
- Waste management;
- Emergency services and
- Public realm and community safety

Phasing

9.1 ~~9.4~~ Given the scale of the proposed development it will inevitably be built out in phases, which will require a co-ordinated build programme particularly if there is more than one application covering the Masterplan area.. In order to achieve a comprehensive and co-ordinated development, ~~Details of the phasing will need to be agreed with~~ CBC as local planning authority, will require the provision of the various elements identified in this masterplan as part of the outline planning application process. ~~when further detail on the proposed scheme is known.~~ Matters that will inform decision-making on phasing will include:

- Advice from technical officers and statutory consultees on when key infrastructure needs to be provided so that trigger points can be included in ~~the~~ S106 Agreements and conditions on any planning permission;
- Detailed highways modeling as part of a Transport Assessment on available capacity in the existing highways network;
- Information on viability submitted in support of any applications; and
- Deliverability of land and land ownership issues

9.2 The eventual developer(s) of this site will be required to formulate an infrastructure phasing programme linked to the delivery of specific physical and community infrastructure at the outline

application stage. The provision of such facilities has been divided into two categories – ‘critical’ and ‘essential’.

9.3 The main critical infrastructure item that must be provided is the relief road and in conjunction with it, traffic calming measures on High Street. ~~It is recognised that it would not be viable to construct the relief road entirely before development commences and therefore~~ It may not be viable to deliver the relief road entirely before development commences. If this proves to be the case through further viability testing, appropriate triggers will be required linked to the phasing of development and anticipated volumes of traffic, which will inform the maximum quantum of development that will be permitted prior to its completion.

9.4 If the site were to come forward in more than one planning application, the LPA will need to be satisfied that the impact on the road network can be mitigated by appropriate phasing and /or other highway measures that will prevent unacceptable levels of traffic entering the existing road network until the relief road can be provided in full. Any future planning application submitted in respect of this site will require a comprehensive Transport Assessment to assess the highway infrastructure required at each stage of the development. Relevant planning conditions and/or obligations will be imposed to mitigate potential highway impacts.

Education

9.5 Contributions to provide one first school and an expanded Middle and Upper school will be required in accordance with this programme of infrastructure to be agreed with CBC. The developer will be required to provide a 1.8 ha serviced site as required to address education capacity in Arlesey.

Infrastructure

9.6 The essential infrastructure that must be provided also requires a co-ordinated programme particularly if there is more than one application covering the Masterplan area. The following facilities are considered essential:

Community Uses – some of these facilities should be made available at an early stage so that the social needs of new residents can be met. A financial contribution may also be made towards rejuvenating the existing Civic Amenity Area and there will be a trigger in any S106 Agreement on when this is required.

Recreation and Open Spaces – planning applications will be expected to deliver these facilities in conjunction with associated housing.

Affordable Housing – Provision will be consummate with the scale of development proposed and in accordance with the policies of CBC.

Employment – Provision of approximately 10ha of employment land will need to be serviced and brought forward as part of a phasing programme to assist with the creation of jobs concurrently with new housing.

Drainage

9.7 A Flood Risk Assessment will be required together with consultation with the Environment Agency and the Internal Drainage Board as relevant.

Footpaths and cycleways

9.8 The Transport Assessment should include a detailed assessment of sustainable transport links including the provision of a footpath/ cycleway across the A507 to provide access to Etonbury School and Etonbury Wood.

Planning obligations

9.9 CBC does not expect to have an adopted Community Infrastructure Levy Charging Schedule in place until April 2015. Therefore, in order to mitigate the impact of the development on local community facilities and services, as well as to secure the implementation of the community benefits proposed as part of the development, prospective developers will be expected to enter into a planning obligations agreement, also referred to as a Section 106 Agreement, if applications are to be determined prior to the adoption of a Charging Schedule. Such an agreement would also cover the phasing of when certain infrastructure requirements would need to be delivered in terms of ‘trigger points’. Further comment is made on this below.

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- All tiers of education;
- Off-site highways improvements (as referred to in the ITA);
- Public transport improvements;
- Footpaths & cycleways;
- Improvements to healthcare facilities;
- Leisure and recreation; and green infrastructure
- Community facilities and services; this could include a contribution towards rejuvenating the existing civic amenity area to help maintain its vitality.
- Community cohesion;
- Waste management;
- Emergency services and
- Public realm and community safety

10 Next Steps

10.1 This Draft Masterplan will provide a framework for future outline planning applications once adopted. Further community engagement is also expected prior to the submission of applications.

Application requirements

10.2 Given the scale and potential cumulative impact of the development, an ~~of the whole of the allocations site~~ Environmental Impact Assessment (EIA) ~~of the whole of the allocations site~~ will be required by the Council. ~~for the proposed development.~~ Separate Scoping Applications were submitted to the Council earlier in 2013 for the eastern and western land and decisions have been issued providing confirmation of the matters to be assessed as part of the Environmental Statement to be submitted with any planning application.

10.3 There are likely to be other application requirements necessary to meet the Council's local validation list, which is in the process of being amended, and there are also specific requirements identified in Policy MA8 of the Site Allocations DPD. In terms of the latter, these include:

- A Transport Assessment, which has already been discussed in Section 5 above;
- A Utilities Assessment to demonstrate sufficient capacity within the public foul sewerage system to meet the needs of the development;
- A comprehensive Biodiversity Assessment and;
- A Heritage Assessment incorporating the results of archaeological field evaluation completed in accordance with the agreed Written Scheme of Investigation for the site. This should provide sufficient information on archaeology to understand the significance of the sites archaeological resources and assess the impact of the development on heritage assets with archaeological interest.

11 Glossary

Affordable Housing

Social rented, affordable rented and intermediate housing, including shared equity, provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices. Affordable housing should include provisions to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision.

Community Infrastructure Levy (CIL)

Charging Schedule: CIL is a tax on new development which the Council may seek to adopt to fund new infrastructure needed to support growth including transport improvements; new schools; open space and community buildings. It is collected by the Council and applied per square metre of new development to most new buildings. The Charging Schedule sets out the basis for introducing the tax and proposes rates that the Council intends to charge for both residential and non-residential developments, based on their size, type and location. CBC published a Preliminary Draft Charging Schedule for consultation earlier in 2013. Before it can be adopted, a Pre-submission Draft would need to be consulted upon and then independently examined and found sound by a Government Inspector.

Core Strategy and Development Management Policies Development Plan Document (DPD)

One of the suite of documents that makes up the LDF, the Core Strategy and Development Management Policies DPD (2009) sets out the vision, objectives, spatial strategy and overarching policies to guide development in north part of Central Bedfordshire (former Mid Beds area) to 2026. The Development Management policies provide the policy framework against which planning applications are assessed.

Density

A measure of the number of dwellings or people per hectare. This can be expressed as a net figure (the area of a development purely devoted to residential and ancillary land uses and related access) or as gross related to the total area of a site (which may include mixed uses, landscape areas etc).

Design Codes

A design guidance document for larger housing developments which sets out a framework of key rules and dimensions for building out a site or area. They cover different types of street and include highway layout standards, plot sizes and also building height and form, in order to create a legible hierarchy of streets and places. Code preparation can allow organisations and local communities to work together more effectively, helping to build consensus about what kind of place everyone wants to create.

Central Bedfordshire Design Guide

The Council's design guidance which sets out key principles and standards to guide the delivery of high quality design in Central Bedfordshire. The guide will become planning guidance once adopted, and this will support the policies set out in the development plan for the area.

Development Plan Document

A document that sets out the local authority's policies and proposals for the development and use of land in their area. The development plan guides and informs day-to-day decisions as to whether or not planning permission should be granted, under the system known as development management.

Environmental Impact Assessment

An assessment of the possible impacts that a proposed project may have on the environment, consisting of the environmental, social and economic aspects. Required by EU Directive 2001/42/EC.

Environmental Statement

Where proposals are likely to have significant effects upon the environment it will be necessary to provide an Environmental Statement to accompany the planning application. It will provide detailed information and an assessment of the project and its likely effects upon the environment.

Extra care housing

Social or private housing that has been modified to suit older people or people with long-term conditions or disabilities that make living in their own home difficult, but who do not want to move into a residential care home. Can include converted properties and purpose-built accommodation, such as retirement villages, apartments and bungalows.

Green Infrastructure (GI)

A planned and managed network of multifunctional green space which can provide a healthy and rich environment. The wide range of green infrastructure assets includes:

- Allotments;
- Amenity space, including communal green spaces within housing areas;
- Green corridors, including hedgerows, ditches, disused railways and verges;
- Parks and gardens;
- Children's play space and playing fields;
- Natural and semi-natural habitat for wildlife;
- Cemeteries;
- Woodland;
- Historic parks and gardens, historic landscapes and sites, and Scheduled Monuments;

- Sites of Special Scientific Interest, nature reserves and County Wildlife Sites;
- Waterways and waterbodies, including flooded quarries.

Heads of Terms

A document outlining the planning obligations that are to be delivered through the Section 106 Agreement.

Legibility

The layout of a residential development is legible if it is easily understood by residents and visitors. The hierarchy of built form, routes and landmarks are structured to facilitate orientation.

Lifetime Homes standards

Ordinary homes designed to provide accessible and convenient homes for a large segment of the population from young children to older people and those with temporary or permanent physical or sensory impairments. Lifetime Homes have 16 design features that ensure the home will be flexible enough to meet the existing and changing needs of most households.

Local Development Framework (LDF)

Often called a Local Plan, the LDF is the name given to the spatial planning strategy or Development Plan for the area. An LDF is made up of a suite of Development Plan Documents (DPDs). In Central Bedfordshire Council's case two of the principal documents that make up the LDF are the Core Strategy and Development Management Policies DPD and the Site Allocations DPD, both of which have policies relating to Arlesey.

Local vernacular

Buildings and streets which reflect the traditions and style of the local area, often using locally available materials.

National Planning Policy Framework (NPPF)

The National Planning Policy Framework sets out the Government's Planning Policies for England and how these are expected to be applied. It provides a framework within which local people and their accountable Councils can produce their own distinctive local and neighbourhood plans, which reflect the needs and priorities of their communities.

Outline Planning Application

Applications for outline planning permission seek to establish whether the scale and nature of a proposed development would be acceptable to the local planning authority, before a fully detailed proposal is put forward.

This type of planning application requires fewer details about the proposal to be submitted. Once outline permission has been granted, applicants will still be required to obtain approval of the detail of the scheme ("reserved matters") before work can start. These details will be the subject of a "reserved matters" application at a later stage.

It is possible for outline planning applications to be submitted with some of the detailed matters not reserved, i.e. to be considered as part of the outline application. This is often the case with 'means of access'.

Perimeter Blocks

A block (the space for buildings within the street pattern) where buildings are located along the perimeter on all sides, with entrances facing the street, and surround a central private space located to the rear of the buildings.

Permeability

The degree to which a residential development can be penetrated by routes by foot and vehicle and the connectivity of the development to adjacent development.

Place-making

Creating the physical conditions the people find attractive, safe, neighbourly and legible. This is achieved through using good urban design principles.

Planning Obligations

A Planning Obligation is a legal agreement between the planning authority, the developer and other interested parties. Planning Obligations are primarily intended to make acceptable those developments that would otherwise be unacceptable in planning terms. It may require the developer to do something or restrict what can be done with land following the grant of planning permission. For example, the developer of a large housing site may make a contribution towards the building of a new local school to meet the needs arising from the development..

Public Realm

This is the space between and within buildings that are publicly accessible including streets, squares, forecourts, parks and open spaces.

Reserved Matters Applications

Where outline permission has been granted with some or all of the detailed matters, such as layout, access, scale, appearance and landscaping deferred, an application(s) for these outstanding 'reserved matters' will need to be made and approved before development can commence.

Shared surface or space

A street or place designed to improve pedestrian movement and comfort by reducing the dominance of motor vehicles and enabling all users to share the space rather than follow the clearly defined rules implied by more conventional designs. Some shared space streets omit conventional kerbs – these are often called shared surface or level surface streets.

Site Allocations Development Plan Document (DPD)

The Site Allocations Development Plan Document (DPD) identifies land for new development, including housing, employment and other forms of development. Adopted in 2011, this document forms part of the Local Development Framework and confirmed the allocation of land east and west of High Street, Arlesey for a mixed use development.

Street Hierarchy

A hierarchy of different streets within a development defined by their movement function, capacity and character, for example main streets, access streets and residential streets.

Sustainable Development

An all-embracing concept which in the context of a residential environment includes (in no order of priority):

- Reducing the need to travel short distances by car, by arranging the development to be accessible by foot, bike or bus
- Maintenance and enhancement of biodiversity
- Re-use of resources such as land, buildings and materials
- Encouragement of the use of renewable energy
- Reduction of energy resources
- Sensitive use of site features

Sustainable Urban Drainage Systems (SuDS)

A system designed to reduce the potential impact of new and existing developments with respect to surface water drainage discharges. SuDS seek to mimic natural hydrological processes as close to source and surface as possible, in order to replace traditional sub-surface piping systems for the storage, transit and treatment of water.

Townscape

The urban equivalent of landscape: the overall effect of the combination of buildings, changes of level, green spaces, boundary walls, colours and textures, street surfaces, street furniture, uses, scale, enclosure, views etc.

Traffic modelling

A method of forecasting and understanding the impact that a potential development has had, or will have on the transport network.

Transport Assessment

A comprehensive and systematic process that sets out potential transport issues relating to a proposed development. It identifies measures which may be required to improve accessibility and safety for all modes of travel, particularly for alternatives to single occupancy car journeys such as walking, cycling, car sharing and public transport. The document also assesses measures which may be necessary in order to mitigate the potential transport related impacts of the development on the local highway network.

Urban Design

Urban design involves the design of buildings, groups of buildings, spaces and landscapes, and the establishment of frameworks and processes that facilitate successful development.

Urban heat island effect

A warming of urban areas caused by buildings and hard surfaces absorbing light and radiation and emitting heat, and the presence of cars and air conditioning systems. Can be managed using planting of vegetation, using less absorbent materials for buildings and street surfaces, and reducing the emissions from motorised vehicles.

12 Appendices

- A Policies CS1, CS5, CS10**
- B Interim Transport Assessment Non-Technical Summary**
- C Concept Masterplan**
- D Illustrative Central Junction Plan**
- E Potential Environmental Improvements to the High Street**

APPENDIX A: Policies CS1, CS5, CS10

APPENDIX B:

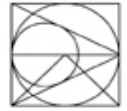
Interim Transport Assessment Non-Technical Summary

APPENDIX C: Concept Masterplan

APPENDIX D: Potential Environmental Improvements to the High Street



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Land at Chase Farm and Land West and North-East of High Street, Arlesey

Interim Transport Assessment

**Revision A
February 2014**

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Revision A

This document has been updated to reflect additional information/clarification requested by local residents and stakeholder groups during the consultation period.

For ease of reference additional and amended text is presented in green typeface.

Issue	Date	Prepared By	Reviewed By	Approved By
1	30/09/2013	ASB	GBR	GBR
Rev A	04/02/2014	GBR	GBR	GBR

1.0 Introduction

- 1.1 This Interim Transport Assessment (ITA) has been prepared by Woods Hardwick Infrastructure LLP on behalf of Central Bedfordshire Council(CBC) Property Assets in relation to a site known as Arlesey Cross, Arlesey, Bedfordshire.
- 1.2 The site is allocated for a mixed-use development consisting of a minimum of 1,000 dwellings and 10ha of employment land. This allocation is set out in Policy MA8 of the Central Bedfordshire (North) Site Allocations Development Plan Document (April 2011) which gives details of the specific requirements for development on this site. The site is allocated as 'Land at Chase Farm and Land West and North-East of High Street, Arlesey', however, for the purpose of this document the site is referred to as 'Arlesey Cross'.
- 1.3 A Masterplan Document has been prepared by Woods Hardwick Planning and Hankinson Duckett Associates in order to guide the development. This ITA is a standalone document that has informed the Masterplan document, focusing solely on the transportation opportunities and impacts of the proposals; a non-technical summary has been included as an appendix to the Masterplan. A full Transport Assessment (TA) will be prepared and submitted at such time as a planning application is submitted in relation to the Arlesey Cross site.
- 1.4 The site consists of one parcel to the west of High Street which has been assumed will provide in the region of 400 dwellings and a second parcel to the east of High Street, which will provide in the region of 850 residential dwellings; areas of employment; a First School; community buildings; a supermarket and retail units; sports pitches; and areas of public open space.
- 1.5 Following scoping discussions with the local highway authority, Central Bedfordshire Council (CBC), and the Highways Agency (HA) regarding this ITA and a future TA in support of a planning application, the proposal's impact on the following locations has been considered:
 - A507 Arlesey Road/Hitchin Road (roundabout south of Henlow)
 - A507 Arlesey Road/Stotfold Road (roundabout)
 - A507/Hitchin Road (roundabout south of Stotfold)
 - Hitchin Road/Eliot Way (roundabout)
 - A507/A1(M) (grade-separated roundabout)
 - A1/B658 (roundabout)
- 1.6 Following consultation on this ITA, in order to address the concerns of local residents and stakeholder groups, the study has been extended to include an assessment of the capacity of the Hitchin Road link to the south of '5-ways' junction.
- 1.7 The document describes the results of initial capacity assessments undertaken at the locations listed above. The assessments account for: existing traffic; projected network traffic growth; projected traffic generation of other committed developments; and a robust estimation of the likely traffic flows which will be generated by the proposed development.
- 1.8 The report addresses the transportation and highway issues raised by the development and concludes that: the site lies in a highly sustainable location; the provision of onsite services and facilities will enhance the sustainability credentials of the surrounding area; the proposed development will not result in any insurmountable impact on the local highway network; and that no issues in terms of highway safety will arise as a result of the proposed development.
- 1.9 The purpose of this document is to gauge the impact of the proposed development on the surrounding highway network and to identify sustainable alternatives to single occupancy car use which can be utilised by residents of the site. The ITA is written in accordance with the Department for Transport's (DfT) 'Guidance on Transport Assessment' (March 2007) and with due regard to relevant planning policy both at a national and a local level.

2.0 Site Location, Development Proposal and Existing Local Highway Network

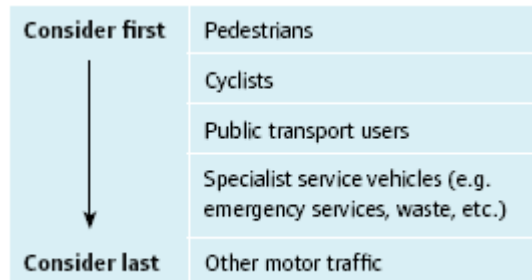
- 2.1 Arlesey is located in Central Bedfordshire district and is easily accessible from Letchworth Garden City, Hitchin and Biggleswade which lie approximately 5km south east, 7km south and 7km north respectively.
- 2.2 Arlesey is accessible from all directions. The A1(M), to the east of the town, offers access to the north and south including London, Letchworth and Stevenage.
- 2.3 The proposed scheme comprises two parcels of land either side of High Street. The western parcel has been assumed to be capable of accommodating in the region of 400 residential dwellings, and the second parcel to the east of High Street, could provide approximately 850 residential dwellings; areas of employment; a First School; community buildings; and a small supermarket.
- 2.4 The two parcels lie either side of High Street. The western parcel lies to the north and west of the southern part of Arlesey, and is abutted by the East Coast Mainline on the western edge and on all other sides by existing housing.
- 2.5 The eastern parcel lies directly to the east of the northern part of Arlesey, and is abutted by Stotfold Road to the north, the A507 to the east, farmland to the south and housing to the west.
- 2.6 The western parcel will be accessible from two principal junctions on High Street: one at the northern end, which will also act as an access for the eastern parcel ('Central Access') and another access further south ('Western Access'). A link will be provided through the site connecting the two accesses, thereby providing relief to High Street. The western access is shown on the concept plan as being taken off the 5 ways junction to the south of the allocation via a junction, which already has planning permission. Additional secondary access points are also shown linking High Street and the western land at various points in order to provide connectivity.
- 2.7 The eastern parcel will be accessed by the aforementioned Central Access; through a roundabout on the A507 to the east of the parcel ('Eastern Access'); and also through an access on Stotfold Road ('Stotfold Road Access'). The internal roads to the Stotfold Road access will be designed such that it will be an inefficient way to exit the site for all but those who live closest to it.
- 2.8 The site will be accessible by non-vehicular modes with suitable provision for cyclists and pedestrians being provided at the aforementioned accesses, as well as secondary access points, promoting connectivity between the site and the existing areas of Arlesey.

3.0 Transportation Policy

- 3.1 This ITA considers the guidance set out in the DfT document 'Guidance on Transport Assessment' published in March 2007. In accordance with this guidance a review of relevant transportation policy at a national, regional and local level is included in this section.
- 3.2 The National Planning Policy Framework (NPPF) (March 2012) replaces the previous transport related guidance set out in Planning Policy Guidance 13 (PPG13), published in March 2001 (updated January 2011). The NPPF aims to bring about sustainable development and create positive growth – making economic, environmental and social progress for this and future generations.
- 3.3 Section 4 of NPPF focuses on promoting sustainable transport. Paragraph 30 states that encouragement should be given to solutions which support reductions in greenhouse gas emissions and reduce congestion. In preparing Local Plans, local planning authorities should therefore support a pattern of development which, where reasonable to do so, facilitates the use of sustainable modes of transport.
- 3.4 Paragraph 32 outlines that all developments that generate significant amounts of movement should be supported by a Transport Statement or Transport Assessment and that plans and decisions should take account of whether:
- The opportunities for sustainable transport modes have been taken up depending on the nature and location of the site, to reduce the need for major transport infrastructure.
 - Safe and suitable access to the site can be achieved for all people.
 - Improvements can be undertaken within the transport network that cost-effectively limit the significant impacts of the development. Development should only be prevented or refused on transport grounds where the residual cumulative impacts of development are severe.
- 3.5 Paragraphs 34-35 describe how developments which generate significant traffic movements should be located where the need to travel will be minimised and the use of sustainable transport modes can be maximised, therefore developments should be located and designed where practical to:
- Accommodate the efficient delivery of goods and supplies.
 - Give priority to pedestrian and cycle movements, and have access to high quality public transport facilities.
 - Create safe and secure layouts which minimise conflicts between traffic and cyclists or pedestrians, avoiding street clutter and where appropriate establishing home zones.
 - Incorporate facilities for charging plug-in and other ultra-low emission vehicles.
 - Consider the needs of people with disabilities by all modes of transport.
- 3.6 The requirement for developers (in partnership with local authorities) to submit plans for the implementation and maintenance of measures that will minimise the traffic generated by their development and that encourage walking and cycling is also outlined in paragraph 33 of the DfT Circular 02/07.
- 3.7 The DfT's Manual for Streets, (MfS) (2007) also recognises the significance of the design of a development in encouraging sustainable modes of transport as paragraph 2.2.5 states that: "attractive and well-connected permeable street networks encourage more people to walk and cycle to local destinations, improving health while reducing motor traffic, energy use and pollution".

- 3.8 Walking is widely considered to be the most important mode of travel at the local level and offers the greatest potential to replace short car trips, particularly for journeys that are less than 2km. It is also important to provide sustainable routes for journeys of greater distances through the provision of a high quality, safe, secure and reliable network of routes, with good interchanges, which matches the pattern of travel demand in order to maximise public transport patronage.

Figure 3.1



Source: Department for Transport Manual for Streets 2007

- 3.9 The 'Road User Hierarchy' as shown above (Figure 3.1) and as described in MfS and 'Building Sustainable Transport into New Developments' (2008) also puts forward walking and cycling as the two preferred modes of travel, followed by public transport. It is recommended that where possible a scheme should follow this proposed hierarchy.
- 3.10 As advised in MfS and summarised in Manual for Streets 2 (MfS2) (September 2010) encouraging walking has many benefits, including reductions in vehicle emissions and traffic collisions, and improvements in personal health. In summary the documents advise that:
- The propensity to walk is influenced not only by distance, but also by the quality of the walking experience.
 - Good sightlines and visibility towards destinations and intermediate points are important for way-finding and personal security.
 - Pedestrian routes need to be direct and match desire lines as closely as possible, including across junctions, unless site-specific reasons preclude it.
 - Pedestrian networks need to be connected. Where routes are separated by heavily-trafficked routes, appropriate surface-level crossings should be provided where practicable.
 - Pedestrians should generally be accommodated on multifunctional streets rather than on routes segregated from motor traffic. In situations where it is appropriate to provide traffic-free routes they should be short, well-overlooked and relatively wide.
 - Obstructions on the footway should be minimised. Street furniture on footways can be a hazard for vulnerable people.
 - There is no maximum width for footways; widths should take account of pedestrian volumes and composition.
- 3.11 As with walking, MfS and MfS2 advise that cycling can bring about benefits in terms of vehicular emissions, traffic collisions and public health. To summarise, the documents advise that:
- Cyclists should be accommodated on the carriageway.
 - Cyclists prefer direct, barrier-free routes that avoid the need to dismount. Routes that take cyclists away from their desire lines and require them to concede priority to side-road traffic are less likely to be used.

- Off-carriageway cycle tracks that bring cyclists into conflict with side road traffic can be more hazardous than routes that stay on the main carriageway.
- Cyclists are sensitive to traffic conditions; high speeds or high volumes of traffic tend to discourage cycling. If traffic conditions are inappropriate for on-street cycling, they should be addressed to make on-street cycling satisfactory.
- Junctions should be designed to accommodate cyclist's needs. Over-generous corner radii that lead to high traffic speed should be avoided.

3.12 At a regional level transport related policy is set out in CBC's '3rd Local Transport Plan 04/2011 to 03/2026' (LTP3) and the Arlesey & Stotfold Local Area Transport Plan. The overarching transport objectives that are pursued within the plans are:

- To assist the sustainable economic growth of the region, through improvements to the transport network
- To create an integrated transport system that is safe, sustainable and accessible
- To implement initiatives that bring improvements in the areas of safety, quality and convenience
- To increase public transport usage by improving; the quality of vehicles and infrastructure; the reliability, frequency and journey time of services; and bus/rail integration
- To improve access to key services by widening travel choices, especially for those without access to a car
- To make travel for all modes safer and, in particular, reduce the number and severity of road casualties
- To remove unnecessary HGVs from affected communities through; appropriate traffic management measures, highway improvements and encouraging the use of alternative modes of transport.
- To maintain the transport system to standards which allow safe and efficient movement of people and goods
- To protect and enhance the built and natural environment of the county by reducing the adverse impacts of traffic.
- To improve the quality of public spaces for residents, workers and visitors by creating a safe, attractive and accessible environment.
- To enhance air quality, particularly within declared Air Quality Management Areas.

3.13 At a local level the vision for Arlesey is set out in the Central Bedfordshire Site Allocations/Development Plan Document (April 2011).

4.0 Impact Assessment

4.1 The DfT Guidance on Transport Assessment (2007) outlines the issues which a TA should address in terms of any possible transport and related environmental impacts.

4.2 The Guidance outlines that a TA should address the following issues:

- **Reducing the need to travel, especially by car** – ensure at the outset that thought is given to reducing the need to travel; consider the types of uses (or mix of uses) and the scale of development in order to promote multipurpose or linked trips.
- **Sustainable accessibility** – promote accessibility by all modes of travel in particular public transport, cycling and walking; assess the likely travel behaviour or travel pattern to and from the proposed site; and develop appropriate measures to influence travel behaviour.
- **Dealing with residual trips** – provide accurate quantitative and qualitative analysis of the predicted impacts of residual trips from the proposed development and ensure that suitable measures are proposed to manage these impacts.
- **Mitigation Measures** – ensure as much as possible that the proposed mitigation measures avoid unnecessary physical improvements to highways and promote innovative and sustainable transport solutions.

4.3 These issues are considered in detail in this section of the report.

Sustainable Accessibility

4.4 A summary of the sustainable options available for residents and visitors to the site is provided below. A Travel Plan (TP) will be prepared in support of future Planning Applications on the site. The TP will provide a detailed assessment of the existing sustainable alternatives to the private car that are prevalent to the site and will propose additional measures to assist in achieving the modal shift target of the plan.

4.5 As part of the TP, a Travel Plan Coordinator (TPC) will be appointed to oversee the management and monitoring of the Plan to ensure that all available options are capitalised upon to ensure that the site is as sustainable as possible.

Sustainability – Walking

4.6 Walking is widely considered to be the most important mode of travel at a local level. It can be appreciated that the facilities within Arlesey are all located within the widely recommended 2km walking distance of the site.

4.7 Well-maintained, illuminated footpaths on High Street will link both parcels of the development to the rest of Arlesey. The relief road and proposed traffic-calming measures on High Street which form part of the development will make it a more attractive and safer route for pedestrians.

4.8 Walking forms an often forgotten part of journeys made predominantly by other modes. There are several bus stops for both directions of travel on High Street and Stofold Road.

4.9 Arlesey railway station is located in the north of the town. It is situated on the East Coast Mainline, which runs regular services between London, Leeds, Newcastle and Edinburgh.

4.10 Passive surveillance of the routes from the site to the town centre is provided by virtue of the fact that the routes are overlooked by residential dwellings and that cars, cyclists and pedestrians follow the same routes. This is in line with the recommendations detailed in 'Safer Places: The Planning System and Crime Prevention' (2004) and MfS (2007).

- 4.11 The pedestrian routes within the site will follow logical routes thereby providing convenient sustainable access around the site, and linking in with the existing provision adjacent to the site.

Existing Pedestrian Behaviour

- 4.12 According to 2011 UK Census Data, 4.48% of Arlesey residents travel to work on foot. This figure falls below the national average of 11.34%.
- 4.13 Census data from 2001 (the most recent Census from which figures are available) shows that 10.56% of Arlesey residents live within 2km of their place of work. There is therefore potential to more than double the number of residents who walk to work. It is envisaged that the promotion of walking through the TP and the provision of employment opportunities on the site will encourage a greater proportion of residents of the site to walk than is currently the case within the town.

Access for the Disabled

- 4.14 The existing route between the proposed residential dwellings, the proposed local centre and the existing areas of Arlesey will be designed to facilitate journeys by mobility scooters.

Sustainability – Cycling

- 4.15 It is widely recognised that cycling has the potential to substitute for short car trips, particularly those less than 5km. The site lies well within 5km of the entire built up settlement of Arlesey, with Letchworth also located within 5km of the site. There therefore exists great potential for residents and visitors to the site to use a bicycle as their main mode of travel.
- 4.16 As is the case with walking, cycling is also well suited to form part of longer journeys by public transport. Given the proximity of the site to Arlesey Railway Station, where cycle stands and lockers are provided, the site's location is considered to be ideal in terms of facilitating multi-modal sustainable journeys within the region and to London.
- 4.17 A footpath/cycleway will run north-south through the centre of the Eastern parcel, from the existing Sustrans cycle route on Stotfold Road to High Street, where it will loop around the back of Gothic Mede School.
- 4.18 A secure and easily accessible cycle parking facility will be provided with each dwelling and cycle parking will also be provided within the local centre and areas of employment.

Existing Cycling Behaviour

- 4.19 Data from the 2011 Census shows that 1.55% of commuters living in Arlesey commute by bicycle. This is less than the national average of 3.04%.
- 4.20 Given that 15.86% of Arlesey commuters live within 5km of their workplace (as shown in the 2001 Census), there exists a huge potential for a high uptake of cycling amongst residents of the development to act as a catalyst to increase the number of residents of Arlesey who commute by bicycle, especially as this will be promoted by the TPC as part of the TP.

Services and Facilities Accessible on Foot/by Bicycle

- 4.21 In addition to the proposed onsite facilities, the following services and facilities are conveniently and safely accessible by foot and bicycle from the site:
- Schools:
 - Gothic Mede Lower School – located adjacent to the western parcel
 - Etonbury Academy – A Middle School located north of the eastern parcel

In addition to those mentioned above, there are a number of other schools within 5km of the site. Please note that within the Bedfordshire area, there are some schools which use the rarely-used, lower, middle, upper system.

- Day-today facilities

In addition to nearby schools, there is a Medical Centre, resource centre and library on High Street, a Post Office on Stotfold Road and various Convenience Stores and other facilities within the town.

Sustainability – Public Transport

- 4.22 As alluded to above, the site is well located in terms of accessibility within Arlesey and the wider region by public transport.

Bus Services

- 4.23 Bus stops are located along the length of High Street, Church Lane and Stotfold Road. Arlesey is served by several bus routes connecting it to the wider region.

- 4.24 A summary of the bus services is provided below:

Route Number	Operator	Route	Frequency (Monday-Saturday)
72	Stagecoach	Bedford-Hitchin	Hourly
90 Link	J & D Travel	Chicksands/Shefford-Stotfold	Hourly
E7	J & D Travel	Sandy/Biggleswade-Letchworth/Baldock	Hourly
W7	Wanderbus	Shefford-Letchworth	Hourly (Thursday only)

- 4.25 From the above it can be appreciated that regular bus services operate between Arlesey and the surrounding towns.

Existing Bus Patronage

- 4.26 2011UK Census data shows that 1.78% of residents of Arlesey commute by bus. This is lower than the national average of 7.77% however, given the promotion of bus travel within the TP, it is envisaged that a greater proportion of residents of the new development will make use of bus services than is currently the case for residents of Arlesey.

Train Services

- 4.27 Arlesey Railway Station is situated on the East Coast Mainline, which runs regular services between London, Leeds, Newcastle and Edinburgh (though not all destinations can be reached directly from Arlesey). Arlesey Station is served by First Capital Connect.

- 4.28 The week-day average frequency and journey times for direct trains between Arlesey and the key destinations are given below:

Destination	Frequency	Journey Time
London (Kings Cross)	2 Per Hour	37-41 minutes
Peterborough	2 Per Hour	40-45 minutes
Stevenage	2 Per Hour	11-12 minutes

- 4.29 From the above it can be seen that regular services, offering connections to many destinations further afield, serve Arlesey. Regular journeys to and from London make Arlesey a viable place from which to commute to London.
- 4.30 Secure cycle storage facilities are provided at the station thereby facilitating multi-modal sustainable travel.

Existing Train Patronage

- 4.31 2011 UK Census data indicates that 9.05% of Arlesey residents commute by train; this is above the national figure of 5.46%, reflecting Arlesey's position as a commuter town.

Highway Safety

- 4.32 Within the context of this ITA, safety is concerned with reducing the loss of life, injuries and damage to property resulting from transport related incidents and crime on critical locations on the road network.
- 4.33 MfS advises that safety by way of natural surveillance is best achieved if cars, cyclists and pedestrians are kept together if the route is over any significant distance and that there should be a presumption against routes serving only pedestrians and/or cyclists. Footpaths and cycle ways within the development will follow this guidance.
- 4.34 The increased safety associated with over-looked streets is also alluded to in the Government's National Guidance 'Encouraging Walking: Advice for Local Authorities' (March 2000) which concludes that walking is good for the community as streets are safer with people in them. To ensure that the site itself can be considered to be as safe as possible, footpaths within the development will be provided alongside the carriageway or overlooked by residential properties. Where formal pedestrian crossing facilities are required they will be positioned along the key desire lines in order to minimise the number of pedestrians seeking to cross the carriageway at other locations.
- 4.35 In accordance with the guidelines set out in the DfT's 'Guidance on Transport Assessment' a review of the accidents to have occurred within the scope of the study during the past five years has been undertaken.
- 4.36 CBC have provided highway accident statistics for the period 01/1/2008 – 31/3/2013. A summary of the accidents to have occurred within approximately 50m of the junctions assessed within this ITA is presented below:

Hitchin Road/Arlesey Road Roundabout(South of Henlow)

- 4.37 There have been two serious accidents and six slight accidents within 50m of the roundabout in the period under consideration.
- 4.38 One serious accident involved a car and a motorcyclist, and was as a result of the car pulling out to overtake a motorcyclist, then pulling in sharply, causing the motorcyclist to brake heavily and skid.
- 4.39 The other serious accident involved two cars, and was caused by a driver following too closely to the car in front and failing to slow down in time for the roundabout, resulting in a collision with the car in front.

4.40 The contributory factors of the six slight accidents are shown below:

Travelling too fast for conditions, failed to look properly.
Failed to look properly.
Failed to look properly, failed to judge other person's path or speed.
Failed to look properly, Not displaying lights at night or in poor visibility, vehicle blind spot.
Careless, reckless or in a hurry.
Slippery road (due to weather), disobeyed automatic traffic signal.

Arlesey Road/Stotfold Road Roundabout

- 4.41 There has been one serious accident and three slight accidents within 50m of the Stotfold Road/Arlesey Road roundabout in the period being considered.
- 4.42 The serious accident involved a motorbike and two cars, and occurred when the motorcyclist swerved on a patch of ice, and the motorist behind them swerved to avoid them, colliding with a car travelling in the opposite direction.
- 4.43 Of the three slight accidents, two are listed as having no contributory factors, and one was attributable to aggressive driving, failure to look properly, exceeding the speed limit and driving carelessly, recklessly or being in a hurry.

A507/Hitchin Road Roundabout (South of Stotfold)

- 4.44 There were three accidents in the vicinity of the junction during the period being considered. One was serious in nature and two were slight.
- 4.45 The serious accident involved two cars, and occurred as a result of one driver failing to look properly, and pulling out onto the roundabout into the path of the other car.
- 4.46 Of the two slight accidents, one was as a result of a driver failing to look properly, and one was as a result of a slippery road due to adverse weather conditions.

Hitchin Road/Eliot Way Roundabout

- 4.47 There have been no serious accidents and one slight accident at the Hitchin Road/Eliot Way Roundabout.
- 4.48 The slight accident was attributable to failure of a driver to look properly.

A1(M)/A507 Grade-separated Roundabout

- 4.49 There has been one serious accident and eight slight accidents at the A1(M)/Arlesey Road grade-separated junction in the five year period being considered.
- 4.50 The serious accident involved one car, which skidded in snow and hit a tree whilst exiting the slip road. It was attributable to a slippery road surface, and defective or under-inflated tyres.

4.51 The contributory factors of the eight slight accidents are shown below:

Stationary or parked vehicles(s).
Poor turn or manoeuvre, failed to signal or misleading signal, failed to look properly, sudden braking, careless, reckless or in a hurry.
Exceeding speed limit, swerved, loss of control, defective brakes, careless, reckless or in a hurry.
Sudden braking, failed to look properly.
Poor turn or manoeuvre, failed to judge other person's path or speed, failed to look properly, following too close, sudden braking.
Failed to look properly.
Poor turn or manoeuvre, careless, reckless or in a hurry, junction restart (moving off at a junction).
No contributory factors.

Proposed Site Accesses

Central and Western Accesses - High Street/Hitchin Road

4.52 One serious accident and nine slight accidents have been recorded on the 1.6km section of High Street/Hitchin Road that will be the location of the site access as well as traffic-calming measures as part of the development.

4.53 The serious accident involved a car and a cyclist, and was attributable to the cyclist entering the road from the pavement and poor visibility due to vegetation. The cyclist was travelling along the pavement, the car edged out of their drive and the cyclist failed to stop, hitting the car's bonnet.

4.54 The contributory factors of the nine slight accidents are shown below:

Slippery road (due to weather), road layout (eg. bend, hill, narrow carriageway), travelling too fast for conditions, poor turn or manoeuvre.
Loss of control, nervous, uncertain or panic.
Sudden braking.
Slippery road (due to weather), stationary or parked vehicle(s).
Exceeding speed limit, stationary or parked vehicle(s), vehicle blind spot, dazzling sun, pedestrian crossing road masked by stationary or parked vehicle, pedestrian failed to judge vehicle's path or speed.
Failed to look properly, careless, reckless or in a hurry, dazzling sun, distraction in vehicle.
Failed to look properly, failed to judge other person's path or speed, failed to signal or misleading signal, exceeding speed limit.
No contributing factors.
Vehicle in course of crime, impaired by alcohol.

Eastern Access – A507

4.55 There have been no serious accidents and one slight accident in the area of the proposed A507 access junction.

4.56 The slight accident was attributable to driving carelessly, recklessly or in a hurry, and failure to look properly.

Stotfold Road Access

- 4.57 There has been one serious accident and two slight accidents in proximity to the proposed access on Stotfold Road.
- 4.58 The serious accident involved a motorbike and two cars, and was covered in the Stotfold Road/Arlesey Road roundabout section of this report.
- 4.59 One of the slight accidents was attributable to failure to look properly and dazzling by the sun, and the other was attributable to impairment by alcohol and driving carelessly, recklessly or in a hurry.

Accident Summary

- 4.60 From the above summary of accidents to have occurred in the vicinity of the junctions within the scope of this ITA, it can be appreciated that the vast majority of accidents have been slight in nature and have been attributable to careless driving, poor weather conditions or drivers being impaired by alcohol. None of the accidents to occur have been attributable to junction geometry.

Traffic Impact

- 4.61 Following scoping discussions with CBC Highway Authority it was agreed that the impact of the proposed development on the following junctions and links would be assessed during the traditional AM (08:00-09:00) and PM (17:00-18:00) peak hours:
- A507 Arlesey Road/Hitchin Road (roundabout south of Henlow)
 - A507 Arlesey Road/Stotfold Road (roundabout)
 - A507/Hitchin Road (roundabout south of Stotfold)
 - Hitchin Road/Eliot Way (roundabout)
 - A507/A1(M) (grade-separated roundabout)
 - Arlesey Road/Hitchin Road/Arlesey New Road (priority junction)
- 4.62 In addition to the above impact assessments requested by CBC, the HA have been contacted. The HA confirmed the request to assess the A507/A1(M) junction and also requested that an assessment of the A1/B658 roundabout is undertaken.
- 4.63 Following feedback from local residents and stakeholder groups during the consultation period the assessment has been extended to include the section of Hitchin Road to the south of '5-ways' junction.
- 4.64 A robust approach has been taken at every opportunity during the assessment. The traffic flows modelled in this interim assessment can therefore be considered to be an over-estimate; this allows the resulting conclusions to be made with a great deal of confidence.
- 4.65 The trip generation of the residential element of the site is based upon 1,400 dwellings, which is higher than the number of dwellings that are anticipated.
- 4.66 Network growth has been added to the traffic count data; there will therefore inevitably be a degree of double counting given that the proposals form a large percentage of the growth that is proposed within the area in the near future. Furthermore, network growth to 2025 has been applied. It should be noted that the DfT Guidance on Transport Assessment advises that growth should be applied for a period no less than five years after the registration of a planning application or ten years for the strategic road network.
- 4.67 No allowance has been made within this ITA for the reduction in trip generation which will come about as a result of the measures identified within the TP. The target of the TP is to

- bring about a reduction in single occupancy car use. The findings of this ITA can therefore be considered to be a conservative estimate.
- 4.68 No account has been taken of the anticipated reduction in trips that will result from the facilities proposed on the eastern parcel. The supermarket and local centre, by definition, will provide facilities for residents of the site as well as the existing residents of Arlesey. These facilities are therefore unlikely to generate the number of vehicular trips onto the highway network which have been accounted for within this ITA, as the majority of patrons will be able to travel on foot or by bicycle. Furthermore, the vehicles which do access these facilities are likely to be vehicles already travelling adjacent to the site, i.e. pass-by trips; there will therefore inevitably be further double counting.
- 4.69 To assist in assessing the potential impact of the development, independent 12-hour classified traffic counts were conducted by Streetwise Services Ltd on Thursday 20th June 2013. This date was agreed with the highway authority, and was outside of the school holidays in the locality. The traffic surveys confirm that the traditional peak hours assessed within this report coincide with the actual peak times at each of the junction locations.
- 4.70 In order to gauge the potential impact of the proposed development each of the junctions/roundabouts has been modelled with and without the anticipated development related traffic, this is known as the Do Something and the Do Nothing scenario.
- 4.71 The Do Nothing 2013 scenario models the junctions using the data taken directly from the classified traffic counts described above.
- 4.72 The figures used in the Do Nothing 2025 scenario use data taken from the classified traffic counts with NTM adjusted TEMPRO (6.2) growth to 2025 applied and the expected trip generations of other consented developments (and developments which are allocated and will therefore potentially be consented in the foreseeable future) in the area accounted for. The consented developments included within the assessment are listed below:
- Land at Arlesey Road, Stotfold – 85 dwellings (Policy HA12)
 - Land at Roker Park, The Green, Stotfold – 43 dwellings (Policy HA13)
 - Land at Roecroft School Site, Stotfold – 40 dwellings (Policy HA14)
 - Land at former Pig Development Unit, Hitchin Road, Stotfold – 5ha of employment land, assumed for the purpose of this assessment as being 0.75ha each of B1, B2 and B8 employment land (Policy MA7)
- 4.73 The Do Something 2025 scenario is made up of the classified count data with NTM adjusted TEMPRO (6.2) growth rates to 2025 applied, with the addition of the predicted development generated traffic of the aforementioned consented developments as well as the anticipated trip generation of the Arlesey Cross site.
- 4.74 The application of TEMPRO network growth to the traffic count data is considered to be a highly robust approach given that the Arlesey Cross development itself constitutes a significant proportion of the growth predicted in the town.
- 4.75 The anticipated traffic generation of the site has been calculated using trip rates extracted from the TRICS database. The trip rates are based upon average traffic surveys conducted at similar sites throughout England (excluding Greater London, the Isle of Man and the Isle of Wight).
- 4.76 The quantum of development on the site which has been accounted for is listed below; the TRICS categories used are shown in brackets. It should be noted that in order to ensure that the assessment can be considered to be robust the scale of development within each land use category has been rounded up. Following discussions with CBC highway authority it has been agreed that as the onsite primary school is largely intended to serve the development and existing residents of Arlesey it will therefore not adversely impact upon the wider road network; as such the potential trip generation of this facility has not been included within the assessment.

- 1,400 Residential Dwellings (Mixed Private/Non-Private Housing)
- 500m² Retail Units (Local Shops)
- 1,000m² Supermarket (Food Superstore)
- 300m² D2 Health Care (GP Surgery)
- 1,700m² B1 Office (Offices)
- 2,400m² Industrial Estate (Industrial Estate)
- 300m² Community Centre (Community Centre)
- 100 Bed Care Home (Care Home)
- 50 bed Sheltered Accommodation (Sheltered Accommodation)

4.77 For the purposes of this model, of the 1,400 residential units, 500 will be situated on the western site, and 900 on the eastern site, along with all non-residential development.

Traffic Distribution

4.78 The distribution of the trip generation of the site has been determined using a gravity model which has been prepared based upon the 2001UK Census data for the Arlesey ward (data on commuting distance from the more recent 2011 census is not currently available).

4.79 The 'Distance Travelled to Work' category of the Census Data has been used to determine the percentage of people who travel the following distances to work: less than 5km; between 5km and 20km; between 20km and 40km and greater than 40km.

4.80 The total trip generation of the site was apportioned to the three zones described above based upon the proportions that travel these distances in the Census Data; these proportions are shown below:

- Less than 5km – 26.2%
- Between 5km and 20km – 48.0%
- Between 20km and 40km – 14.5%
- Greater than 40km – 11.3%

4.81 Radii of these distances from the site were then drawn on a map. The major towns/cities within each zone were identified and the traffic allocated to each zone was then apportioned to each town/city within the zone on a pro rata basis, based upon the population of the settlement.

4.82 The route to each town/city was determined using Google Maps, and the route through the junctions that were analysed for this ITA was noted.

4.83 The main roads through the eastern and western parcel of the development are intended to act as a relief road for the High Street. The trip distribution has therefore assumed that 80% of the current traffic on High Street will instead use the Relief Road.

4.84 In both the Do Nothing and the Do Something scenarios the HGV% modelled at each of the existing junctions on the network are those taken directly from the classified countdata. This will inevitably lead to an over estimate in the Do Something scenario, as given the largely residential nature of the development, the HGV% of the site generated traffic is likely to be lower than that currently on the network.

4.85 Capacity assessments have been undertaken at all of the junctions listed in Paragraph 4.61 using the industry standard computer modelling software, 'Junctions 8'.

4.86 What follows is an analysis of the result of the modelling at each of the junctions:

Site Access

4.87 The development proposal includes four potential site accesses. Preliminary designs for these access junctions have been subject to capacity assessments.

- 4.88 As previously mentioned within this report there will be two principle points of access to the western land, with a spine road being provided through the site between the two points of access to provide relief to High Street.
- 4.89 The northernmost point of access to the western land will be the central access described below. An additional access will be provided to the south of High Street off a reconfigured five-ways junction. The main spine road through the western land will therefore serve as a relief road, thereby helping to minimise vehicular movements along High Street.
- 4.90 This junction has already been designed by others and approved by CBC Highway Authority.

Central Access

- 4.91 The central access will be situated between the two parcels on High Street, and will serve both parcels. It will take the form of two mini roundabouts set in a shared-surface environment.

Eastern Access

- 4.92 The eastern access will serve the eastern parcel from the A507 in the form of a roundabout.
- 4.93 The main road through the eastern development connecting High Street to the A507 will act as a relief road for High Street, Church Lane and Stoffold Road.
- 4.94 The access junctions were analysed in the AM (07:45-09:15) and PM (16:45-18:15) peak periods to 2025, with the addition of the development traffic.
- 4.95 This analysis showed that the proposed access junctions will operate within capacity to the growth year 2025 with the full development occupied.

Summary of Junction Assessments

- 4.96 Additionally some junctions that are at or below capacity in the Do Nothing 2025 scenario will potentially be above capacity at peak times in the Do Something 2025 scenario.
- 4.97 Initial modelling has demonstrated that some of the junctions will be operating above their capacity as a result of the development traffic and network growth. Geometric highway improvement works may therefore be required in order to mitigate the impacts of the development by promoting a nil-detriment solution.
- 4.98 The modelling has also demonstrated that some junctions will operate above their capacity in the Do Nothing 2025 scenario; that is to say they will be above capacity even without the traffic resulting from this development.
- 4.99 It should be noted that at such time as the exact nature of the development is known a full TA will be prepared in support of a planning application for the Arlesey Cross development; at this time a more detailed analysis of the junctions will be undertaken.
- 4.100 The detailed analysis will make allowance for the measures which will be promoted within the TP which will be submitted in support of the application, and will also take into account the internal movements to the local centre, community and employment facilities provided on the site.
- 4.101 Upon completion of the detailed assessment described above, physical highway mitigation measures designed to bring about a nil detriment solution will be proposed and agreed with the Highway Authority at junctions at which the cumulative impact of the development is considered to be severe in the context of the NPPF.
- 4.102 The cost of the works will be quantified by a contractor (approved by CBC highway authority) and set out in the site's Section 106 Agreement.

Assessment of Hitchin Road South of '5-ways' junction

- 4.103 The standard methodology used to assess determine the capacity of a road link is presented in the Design Manual for Roads and Bridges (DMRB): Volume 5, Section 1, Chapter 3, Part 3 TA 79/99.
- 4.104 Based upon the above methodology an initial assessment of Hitchin Road to the south of '5-ways' junction has been undertaken.
- 4.105 The assessment demonstrated that upon full occupation of the proposed development the link will continue to operate within its capacity.

5.0 Summary and Conclusions

- 5.1 This ITA has been prepared by Woods Hardwick Infrastructure LLP, on behalf of Central Bedfordshire Council (CBC) Property Assets, in relation to a site known as Arlesey Cross, Arlesey, Bedfordshire.
- 5.2 The proposal is for a mixed use development at a site known as Land at Chase Farm and Land West and North-East of High Street, Arlesey, Bedfordshire, comprising in the region of 1,250 residential dwellings; areas of employment; a First School; community buildings; a supermarket and retail units; and areas of public open space.
- 5.3 The development will be across two parcels on either side of High Street, known as the western and eastern parcels.
- 5.4 As set out within this ITA, the site is considered to lie in a sustainable location and clearly conforms to policy, guidance and objectives at a national, regional and local level. The site is included in the Central Bedfordshire (North) Site Allocations Development Plan Document (April 2011).
- 5.5 Four junctions allowing access to the site are proposed:
- A double mini roundabout on High Street, providing access to and between the two parcels ('Central Access')
 - An access to the south of the western parcel from which a spine road through the western parcel will connect to the central access ('Western Access')
 - A roundabout on the A507, allowing access to the eastern parcel ('Eastern Access')
 - A priority junction for the eastern parcel on Stotfold Road ('Stotfold Road Access')
- 5.6 The development will include a relief road, which is indented to reduce the level of traffic on High Street. It will connect the Western Access to the Central Access, where it will cross High Street and continue to meet the A507 at the Eastern Access.
- 5.7 The accesses will be designed in accordance with Design Manual for Roads and Bridges TD40/94 and Manual for Streets and their formats have been agreed in principle with the highway authority.
- 5.8 As agreed in pre-application scoping discussions with the local Highway Authority, CBC, and the HA, the potential impact of the proposed development on the local highway network has been examined in detail with particular reference to the following locations:
- A507 Arlesey Road/Hitchin Road (roundabout south of Henlow)
 - A507 Arlesey Road/Stotfold Road (roundabout)
 - A507/Hitchin Road (roundabout south of Stotfold)
 - Hitchin Road/Eliot Way (roundabout)
 - A507/A1(M) (grade-separated roundabout)
 - A1(M)/B658 (roundabout)
 - Arlesey Road/Hitchin Road/Arlesey New Road (priority junction)
- 5.9 An assessment of Hitchin Road to the south of '5-ways' junction has also been undertaken.
- 5.10 An extremely robust approach has been undertaken during the modelling of the above junctions and link, which have been assessed with network growth to 2025 and other locally consented schemes accounted for.
- 5.11 The modelling has demonstrated that some junctions will operate above their capacity in the Do Nothing 2025 scenario; that is to say they will be above capacity even without the traffic resulting from this development.

- 5.12 Additionally some junctions that are at or below capacity in the Do Nothing 2025 scenario will potentially be above capacity at peak times in the Do Something 2025 scenario.
- 5.13 Highway improvement works may therefore be required at some of these junctions.
- 5.14 Upon completion of a detailed TA, geometric highway improvement works designed to bring about a nil detriment solution will be proposed and agreed with the highway authority at junctions at which the cumulative impact of the development is considered to be severe.
- 5.15 The cost of the works will be quantified by a CBC highway authority approved contractor and detailed in the site's Section 106 Agreement.
- 5.16 The assessment has also demonstrated the Hitchin Road to the south of '5-ways' junction will continue to operate within capacity upon full occupation of the proposed development.
- 5.17 As described throughout the report, the site lies in a highly sustainable location in terms of safe and convenient provision for pedestrians and cyclists, the site is also ideally located in terms of accessibility to Arlesey Railway Station.
- 5.18 The services and facilities within the town centre, as well as those that will form part of the development, will be accessible on foot and by bicycle, which will reduce the vehicular trip generation of the development.
- 5.19 **There is therefore no reason in transportation or highway terms why the nature and scale of the development proposed on the Arlesey Crosssite should not be fully supported through the planning process.**

Summary of Main Issues Raised in Questionnaires		
Summary of Issues	Response	Change made if required
<p>1. Vision</p> <p>The Vision in functional rather than visionary</p>	<p>The Vision for Arlesey Cross is informed by Policy MA8, baseline information, feedback from the public exhibitions and the constraints and opportunities. A key aspect of the vision is that the development will enhance the pedestrian environment in Arlesey. This will be achieved through the provision of new green links through the town which include a new north-south route for pedestrians and cyclists, environmental enhancements to the High Street, enhanced links to the existing footpath network and a network of green routes through the development.</p>	<p>Text amended to add emphasis to improvements to the pedestrian environment.</p>
<p>The Vision will improve the north end of Arlesey only</p>	<p>The allocation area is located towards the north of the settlement, where the population mass is greatest, however, the uses proposed in the Local Centre are considered to complement the existing Civic Amenity area located more centrally within Arlesey and S106 money could be used to ensure it does not suffer as a result of the Local Centre. In addition parking rationalisation and other improvements on High Street and Hitchin Road are proposed which will benefit the south of Arlesey.</p>	<p>None required</p>

<p>Too much is potential and not definite</p>	<p>As outlined in Section 1.10 of the Draft Masterplan, the purpose of the document is to guide the development of the site and to provide a further layer of policy to build on Policy MA8 of the Site Allocations DPD, which will assist CBC in dealing with planning applications. The Draft Masterplan cannot be expected to provide full detail on all of the issues surrounding the development, or fix matters absolutely at this stage, as this can only be done once planning applications are submitted with the detailed supporting information that will accompany them.</p>	<p>None required</p>
<p>The Vision should make clearer the route of the relief road is to run from the 5 ways junction to the A507</p>	<p>It is not considered this level of detail is necessary in the vision. Section 5 of the Draft Masterplan covers the relief road in detail.</p>	<p>None required</p>
<p>2. Scale of Development The development is out of proportion with the size of Arlesey and will harm the village feel</p>	<p>The Masterplan provides guidance on delivery of the quantum of development required by the Site Allocations DPD, which has been through independent examination by a Central Government Inspector and found to be sound.</p>	<p>None required</p>
<p>3. Disposition of Land Uses The local centre is proposed to be in the wrong place and will be too far from the centre of Arlesey</p>	<p>The position of the local centre was informed by consultation responses following the 2012 exhibition when the majority of respondents suggested that this should be provided near to Chase Farm close to the relief road/ High Street junction. The local centre will need to serve the new community as well as the existing and this is the most central location for both.</p>	<p>None required</p>

<p>Concerns that Arlesey will lose its heart by siting the local centre away from existing amenity centre with this detracting from existing services</p>	<p>It is acknowledged that the existing amenity area provides a core of local facilities which include the school, nursery, resource centre, Town Council offices, hall and doctor's surgery. Section 106 contributions can facilitate an upgrade of the existing amenity area and expansion of the doctor's surgery.</p>	<p>Wording added to Section 9 to clarify that as part of any S106 contribution towards 'community facilities and services' money could be spent on improvements to the existing amenity area to help maintain its viability.</p>
<p>Development will result in a north/south divide and separate the community into two with all of the benefits going to Church End and the north of Arlesey</p>	<p>Section 106 contributions can be used to facilitate an upgrade of the existing civic amenity area at it's current location. The existing school will also remain in this location. Environmental enhancements will also be made to the entire length of the High Street between the new local centre and the five ways junction to improve the pedestrian environment.</p>	<p>Wording added to Section 9 to clarify that as part of any S106 contribution towards 'community facilities and services' money could be spent on improvements to the existing amenity area to help maintain its viability.</p>
<p>It would be more appropriate to redevelop the existing civic amenity area than create a new centre as it is more centrally located</p>	<p>There is not the land available to extend the existing civic amenity area, however, the new local centre will have a retail focus and existing amenities can be improved at the existing civic amenity area. Vehicle access to the new local centre would be from the new relief road to avoid additional pressure upon the existing Highways Network. Environmental improvements would be made to encourage walking and cycling between the new and existing amenities.</p>	<p>None required</p>
<p>Support the expansion and mix of uses Development on the western land is inappropriate</p>	<p>Noted The western land forms part of the allocated site and should therefore needs to be included in the Masterplan</p>	<p>None required None required</p>

<p>Land adjacent to the development area should be included if made available by landowners to avoid fragmented development in the future</p>	<p>Any further allocation of land would have to go through the due planning process and be subject to formal examination, this could happen at the next review of the Development Strategy</p>	<p>None required</p>
<p>Developable land alongside St John's Road to the south of the western expansion area is being overlooked for built development without reasonable justification</p>	<p>The development areas have been distributed on the basis of urban design principles taking into account site constraints and not on the basis of landownership</p>	<p>None required</p>
<p>The distribution of houses appears to favour the major landowners whilst not reflect constraints and opportunities</p>	<p>The housing areas have been distributed on the basis of urban design principles taking into account site constraints and not on the basis of landownership</p>	<p>None required</p>
<p>Lack of detail for the amount and location of open space, play areas and attenuation</p>	<p>The concept plan at figure 4.1 provides an indicative indication of the distribution of open space, play areas and attenuation to guide future planning applications, which will provide more detail</p>	<p>None required</p>
<p>Community gardens should be located near to the existing Chase House care home</p>	<p>Community gardens could be provided within an enclosed court yard as part of the Extra Care facility. The gardens would be safe and secure and overlooked by residents.</p>	<p>None required as this can be dealt with at the planning application stage.</p>
<p>Development is proposed too close to the A507. There should be more open space separating it.</p>	<p>The nearest residential dwelling would be over 250m from the A507. The employment area will provide a noise buffer between the A507 and residential dwellings. There is also substantial open space between the employment and residential areas (around 25m in width).</p>	<p>None required</p>
<p>The red line site boundary includes some land which is not included within the MA8 Local Plan allocation site and excludes some small areas which are</p>	<p>Only open space is proposed on land outside of the allocation area, the location of which would help maintain the visual separation between Arlesey and Stotfold and Fairfield Park, which is a stated aim of Policy MA8. The red line within the Masterplan is based on information provided by landowners.</p>	<p>None required</p>
<p>4. Housing Design/Density</p>		

<p>The proposed density of development is too high</p>	<p>The Masterplan provides an indicative indication of overall density only. Density will ultimately vary across the development with there being different character areas and will be determined at the planning application and stage through design coding</p>	<p>None required</p>
<p>Need to be more precise on scale and density of the development in the Masterplan</p>	<p>This will be covered in the detailed planning application stage through design coding</p>	<p>None required</p>
<p>Until the mix of housing is known it is not possible to comment whether it is the most appropriate way of accommodating the land use</p>	<p>Further consultation will be undertaken at the planning application stage</p>	<p>None required</p>
<p>New houses will not be for the local community so this will have a negative impact on Arlesey</p>	<p>People in Arlesey in housing need will be eligible for affordable housing through the local lettings policy.</p>	<p>None required</p>
<p>50% of houses should be allocated for Arlesey and Stotfold residents only</p>	<p>The Council cannot control market housing and who is able to purchase it.</p>	<p>None required</p>
<p>Development should include larger homes to provide for the needs of families</p>	<p>CBC Policy requires a mix of housing sizes on development such as this and it will therefore include larger properties suitable for families</p>	<p>None required</p>
<p>Support the provision of new homes to meet need of growing population</p>	<p>Noted</p>	<p>None required</p>
<p>Support assisted living housing for elderly people</p>	<p>Noted</p>	<p>None required</p>
<p>Houses should be reasonably priced</p>	<p>CBC cannot control the price of new homes as this will be established by the market. There will however, be a proportion of affordable homes of different tenures delivered as part of the development.</p>	<p>None required</p>
<p>Adequate parking required in new developments to avoid on street parking</p>	<p>The development will need to comply with CBC's adopted parking standards</p>	<p>None required</p>
<p>Arlesey has a mix of housing styles and a development of new houses would be out of character with existing town</p>	<p>Paragraph 4.13 states: 'The Council expect the design of the proposed dwellings to reflect the best features of local architecture. Proposed developers will need to undertake a contextual analysis to inform the design process, which should form part of future Design Coding and Planning Applications.'</p>	<p>None required</p>

<p>Arlsey has a mixture of building styles so a Fairfield Park style of development would be preferable</p> <p>Height restrictions needed to keep a village feel</p>	<p>As above</p> <p>Paragraph 4.12 states that new development will comprise predominantly 2 storey housing with a maximum of 3 storeys where appropriate. It is likely that buildings within the local centre will be 2.5 and 3 storeys in height. The detailed design and coding will need to consider the scale and massing of the local centre in relation to adjacent land uses and built form to help ensure a good fit with the existing settlement.</p>	<p>None required</p> <p>None required</p>
<p>Aesthetic development required that blends in with rest of Arlsey</p> <p>Houses should include renewable energy ie solar pannels</p>	<p>This requirement is reflected in para 4.13 of the Masterplan Document.</p> <p>Current CBC policy in the Core Strategy requires a proportion of the energy used in new development of this size be derived from renewable sources. This will be secured at the planning application stage.</p>	<p>None required</p> <p>None required</p>
<p>5. Affordable Housing</p>		
<p>No need for 35% affordable housing - it exceeds the needs of Arlsey</p>	<p>CBC's policy is for affordable housing to be delivered on all developments of 4 houses or more to help meet the wider need within Central Bedfordshire.</p>	<p>None required</p>
<p>Arlsey residents should have priority in private and social housing</p>	<p>People in Arlsey in housing need will be eligible for affordable housing through the local lettings policy.</p>	<p>None required</p>
<p>Concerns that affordable housing will attract social problems</p>	<p>The Council has a duty to provide safe and affordable housing for all sections of the population</p>	<p>None required</p>
<p>Affordable housing should be seperated from private housing</p>	<p>CBC's policy is for affordable housing to be distributed across the development to promote social integration</p>	<p>None required</p>
<p>Affordable housing should be attractive and varied</p>	<p>CBC's Policy is for housing to be tender blind so there is no difference in the character of affordable and private market housing</p>	<p>None required</p>
<p></p>	<p></p>	<p></p>

<p>6. Employment</p> <p>Employment should be located outside of Arlesey</p>	<p>Policy MA8 of the Site Allocations DPD requires the provision of employment as part of the development.</p>	<p>None required</p>
<p>Land close to the A507 is ideal for employment development</p>	<p>Noted</p>	<p>None required</p>
<p>Employment should be located to the west of High Street backing onto the railway line</p>	<p>The employment is considered to be in the best location in terms of attracting interest from the market. It would also provide an acoustic buffer for the housing proposed on the eastern land to reduce noise from the A507.</p>	<p>None required</p>
<p>Location of employment will increase commuting to Arlesey from elsewhere</p>	<p>The provision of employment as part of the development is a requirement of Policy MA8 of the Site Allocations DPD and will generate employment opportunities for local people, which may reduce out-commuting.</p>	<p>None required</p>
<p>Existing industrial areas not fully occupied so why the need for more? Is there actually evidence that this is required?</p>	<p>The provision of employment as part of the development is a requirement of Policy MA8 of the Site Allocations DPD. The availability of land for speculative development and to provide a range of opportunities will attract further business investment in Arlesey.</p>	<p>None required</p>
<p>More industrial units will not create new jobs, it will simply be a case of relocation of business/jobs from one area to another</p>	<p>Whilst this may be a consequence of the provision of further employment land being available it would at least retain employment in Arlesey and could also create new employment opportunities.</p>	<p>None required</p>
<p>The proportion of new jobs created would be low compared to the amount of housing</p>	<p>It is estimated that approximately 1,000 jobs could be provided across the various employment uses proposed as part of the development, which include B1, B2 & B8 Use Classes, extra care and retail.</p>	<p>None required</p>
<p>Jobs should be available for people in Arlesey first</p>	<p>It is not possible under current employment laws to restrict the availability of jobs in this way, but provision of new employment would at least provide job opportunities locally.</p>	<p>None required</p>

<p>This will not create jobs for local people</p>	<p>The provision of new employment land as part of the development would at least create job opportunities, which local people could apply for.</p>	<p>None required</p>
<p>Existing employment areas in Arlesey should be relocated to this land</p>	<p>The employment land would go to the market so there would be opportunities for existing businesses in Arlesey to relocate if desired.</p>	<p>None required</p>
<p>Arlesey is a commuter area so no need for more employment</p>	<p>The Site Allocations DPD requires the delivery of 10 ha of employment land as part of the development and the Masterplan must reflect this.</p>	<p>None required</p>
<p>Further information on the type of employment should be included in the Masterplan</p>	<p>More detail on the type of employment will be provided at the planning application stage and there will be a further opportunity to comment then.</p>	<p>None required</p>
<p>No hazardous industry should be allowed to locate at the site</p>	<p>Any planning application for employment development would have to comply with the Council's Development Management Policies, which seek to protect the amenities of nearby housing and would also be referred to the Environment Agency and the Council's Public Protection Department for comments.</p>	<p>None required</p>
<p>More employment would contribute to traffic congestion at the south end of town</p>	<p>The employment land has been located as close as possible to the A507 so that the majority of traffic would utilise the A507 rather than travelling through Arlesey.</p>	<p>None required</p>
<p>Concern about increase in HGV movements as a result</p>	<p>The employment land has been located as close as possible to the A507 so that the majority of traffic would utilise the A507 rather than travelling through Arlesey.</p>	<p>None required</p>
<p>A positive part of the plan providing access is restricted to being from the A507</p>	<p>It is considered that the majority of HGV traffic would inevitably use the A507 as the nearest major road and the quickest means of reaching the Strategic Road Network.</p>	<p>None required</p>

<p>Parking and access for the employment is in the wrong position</p>	<p>The concept plan within the Masterplan is indicative only and parking and access for the employment areas will ultimately only be determined at the detailed planning application stage when there will be a further opportunity to make comments.</p>	<p>None required</p>
<p>There is insufficient infrastructure for the employment</p>	<p>New transport infrastructure in the form of the relief road and a new junction on the A507 close to the location of the principal employment area are to be delivered. Any reinforcements required to gas, electricity, water or other services would also be paid for through the development to ensure these are in place.</p>	<p>None required</p>
<p>Employment area to the east must have good screening</p>	<p>The Green Infrastructure Concept Plan at Figure 6.1 indicates a strong landscaping screen between the proposed employment land and the A507.</p>	<p>None required</p>
<p>Employment units should be limited to 2 storeys in height</p>	<p>The design of the employment units is a matter that would be considered at the detailed planning application stage and through Design Coding. Any proposal would need to meet CBC's adopted design policies and the CBC Design Guide.</p>	<p>None required</p>
<p>7. Transportation/Highways</p>		
<p>Concern about the resulting increase in traffic and congestion generally in Arlesey.</p>	<p>Any planning application would be supported by a Transport Assessment which would assess the potential impact of the proposed development on the local highway network. In the event that capacity issues are predicated, mitigation measures will be funded by the developer.</p>	<p>None required</p>

<p>The relief road will not work and is really just an estate road for the development proposed.</p>	<p>The proposed relief road will provide an alternative to the main route through Arlesey of High Street, House Lane and Stotfold Road. It will be designed so that the carriageway is not restricted by parked cars enabling traffic to flow and it will therefore be a more desirable route than the existing. This, in conjunction with traffic calming measures on the existing route, will encourage people to use the relief road thereby relieving congestion.</p>	<p>None required</p>
<p>The Masterplan should refer to the potential for further clay extraction to take place at the landfill site, which benefits from a planning permission until 2042</p>	<p>There is a permitted mineral reserve remaining under old legislation which expires in 2042, the site is gault clay and to the south of the existing restored site and is greenfield. However, the view of the Minerals and Waste Team leader is that it would be highly unlikely that it would be worked as the material is not high quality and the works required to extract are significant.</p>	<p>Text in Draft Masterplan amended accordingly</p>
<p>A507 cannot cope with the current extent of traffic at peak times</p>	<p>Any planning application would be supported by a Transport Assessment which would assess the potential impact of the proposed development on the local highway network. In the event that capacity issues are predicated, mitigation measures will be funded by the developer.</p>	<p>None required</p>
<p>Impact on Junction 10 of the A1M, which is already congested</p>	<p>The Highways Agency have requested that an assessment of Junction 10 of the A1(M) is included within the Transport Assessment which will accompany a future planning application on the site.</p>	<p>None required</p>
<p>The Sustainability Appraisal on the Core Strategy in 2009 takes into account technical issues outside of Arlesey e.g. mitigation of Junction 10 of the A1M. What is unclear is how the Masterplan has been assessed against other recent developments and the proposed 1,000 dwellings in</p>	<p>All allocated sites within Arlesey and Stotfold have been accounted for in the junction capacity modelling undertaken to date. Additional network growth for the locality has also been accounted for.</p>	<p>None required</p>

<p>There are concerns that without knowing the precise extent of development now residents cannot properly assess the traffic flows and relief road issues</p>	<p>Further public consultation will be undertaken at the planning application stage allowing members of the public to comment on the detailed highways modelling in the Transport Assessment.</p>	<p>None required</p>
<p>Arlesey needs the relief road and for it to be a quick way into and out of the town</p>	<p>The relief road will be designed so that the carriageway is not restricted by parked cars enabling traffic to flow.</p>	<p>None required</p>
<p>The Masterplan is inconsistent in the terminology it uses to describe the proposed relief road.</p>	<p>Agreed</p>	<p>Draft Masterplan amended to tidy up wording</p>
<p>The proposals will push the traffic problem to the south of the proposed 5-ways junction and no assessment has been made of this. Proposals are only focused on part of Arlesey and not the settlement as a whole</p>	<p>Any planning application would be supported by a Transport Assessment which would assess the potential impact of the proposed development on the local highway network. In the event that capacity issues are predicated, mitigation measures will be funded by the developer.</p>	<p>None required</p>
<p>Question why no traffic survey has been completed south of the 5 ways junction</p>	<p>Whilst locations south of the 5-ways junction were not included within the original scoping of the Transport Assessment, subsequent traffic count data was obtained at the Arlesey New Road/Hitchin Road junction to enable analysis of the volume of traffic travelling south. CBC is aware local residents have concerns that capacity issues may occur on Hitchin Road, south of the 5-ways junction during peak hours and this will be assessed in detail as part of future planning applications.</p>	<p>None required</p>
<p>It is suggested that measures are implemented at the 5 ways junction to prevent traffic travelling south</p>	<p>It would not be practicable to prevent traffic from exiting Arlesey to the south.</p>	<p>None required</p>
<p>The new road will attract traffic from the A507 travelling towards Hitchin</p>	<p>It is considered that the relief road through the site would not be an attractive alternative for traffic from further afield travelling towards Hitchin. Vehicles accessing via the A1 would take the most direct route via the A602.</p>	<p>None required</p>

<p>Congestion issues will arise along House Lane</p>	<p>The proposed relief road and the proposed new A507 access roundabout will mean that vehicles seeking to access/exit the proposed development will not need to travel along House Lane to reach the site.</p>	<p>None required</p>
<p>The relief road should be provided to the east of High Street from Hitchin Road to the south of the proposed 5-ways junction</p>	<p>The Masterplan must relate to the allocation land, which requires a western route for the relief road. A question was asked about the local desire for an eastern relief road in addition to the western option in the consultation to gauge public feedback. This is something CBC can explore further as part of a review of the LDF.</p>	<p>None required</p>
<p>Relief road should be provided on the western side of the railway</p>	<p>A route to the west of the railway would not be suitable for a relief road given that this land lies within the flood plain.</p>	<p>None required</p>
<p>Arlesey needs greater accessibility to both the east and west</p>	<p>The scheme would deliver a new junction on the A507 and a section of relief road running east from High Street so would improve accessibility.</p>	<p>None required</p>
<p>It is essential that heavy vehicles are dissuaded from using Stotfold Road, House Lane and High Street and encouraged to use the relief road instead</p>	<p>The relief road will be designed to a suitable standard to adequately accommodate the movements of HGVs. The relief road will therefore become a more desirable route for all vehicles that the existing route via Stotfold Road and House Lane.</p>	<p>None required</p>
<p>A HGV ban should be imposed throughout Arlesey</p>	<p>Provision of the relief road through the site will provide a more direct route for HGV's thereby relieving their impact upon the existing road network.</p>	<p>None required</p>
<p>Upgrade West Drive to a full road to allow another route out of Arlesey</p>	<p>This route would not be suitable given that it would pass through residential development at Fairfield Park.</p>	<p>None required</p>
<p>Question whether it is necessary to have a new roundabout on the A507 or if it is feasible to use the existing roundabout with Stotfold Road to save costs</p>	<p>It would not be possible to engineer the existing roundabout to include a 5th arm to access the development.</p>	<p>None required</p>

<p>The access from the A507 is not shown in the location on the Site Allocations Proposals Map</p>	<p>The route to the A507 shown as part of the Allocation on the Proposals Map was only intended to be indicative. The route proposed on the plans within the Draft Masterplan has been the subject of discussions with CBC's Highways Department and is supported by them.</p>	<p>None required</p>
<p>Access off the A507 should be the only means of access to the development</p>	<p>Additional access to the development is required in order to provide a route to land west of High Street. It is also necessary to provide linkage in order to ensure that the new development is fully integrated with the existing town.</p>	<p>None required</p>
<p>It is considered that the proposed shared surface double mini-roundabout site access will not be safe. Should be traffic lights</p>	<p>The shared surface environment will be designed such that it will create a safer place as drivers will anticipate that pedestrians/cyclists may be seeking to cross the junction and will adapt their behaviour accordingly. The finalised proposal will also be subject to an independent safety audit.</p>	<p>None required</p>
<p>The double-mini roundabout junction will be difficult to build in phases.</p>	<p>Access arrangement drawings (including phasing if necessary) will be submitted to and agreed with CBC as part of the planning submission for a future planning application on the site.</p>	<p>None required</p>
<p>Concern about relief road passing through housing on St John's Road and also the width of road achievable</p>	<p>A corridor of land in the St Johns Road development has been reserved for the relief road and the scheme was design with this specific intention in mind. The corridor of land would enable a carriageway width of 7.3m. This is in accordance with the Design Manual for Roads and Bridges (DMRB).</p>	<p>None required</p>
<p>Concern about secondary roads onto High Street from western land</p>	<p>It is good design practice to create permeable settlements. Links from the High Street to the relief road provide a choice of routes onto the relief road to prevent unnecessary car journeys through the High Street. Environmental improvements on the High Street will make it a better pedestrian environment.</p>	<p>None required</p>

<p>Secondary roads onto High Street from the western land would need to be low level access points designed on 'Home Zone' principles with target speeds of 5-10 mph and this should be made clear in the Masterplan</p>	<p>The concept masterplan describes these routes as secondary routes. The secondary routes will be narrow with tighter radii than the pedestrian routes.</p>	<p>None required</p>
<p>Access onto Stotfold Road should be for cycles only as Stotfold Road is already congested</p>	<p>A capacity assessment of the proposed access onto Stotfold Road will be included within the Transport Assessment submitted in support of a future planning application to demonstrate there would be no capacity issues as a result of this part of the proposals.</p>	<p>None required</p>
<p>Figures 5.1 and 5.4 are confusing and contradicting in respect of potential or proposed access points</p>	<p>Figure 5.1 is considered to be clear. Figure 5.4 is to be updated in response to other points about parking rationalisation measures.</p>	<p>Figure 5.4 updated</p>
<p>Figure 5.2 would benefit from being overlaid on an existing plan of High Street.</p>	<p>Agreed</p>	<p>Figure 5.2 updated accordingly</p>
<p>Why is the 5 ways junction not part of this Masterplan and why was it the subject of a separate planning application?</p>	<p>The 5 ways junction is included within the red line in Figure 4.1 of the Draft Masterplan with the relevant planning permission reference numbers annotated. Planning permission was granted as the land involved is located within the Settlement Envelope of Arlesey and its redevelopment is therefore acceptable in principle in planning policy terms.</p>	<p>None required</p>
<p>The existing Arlesey Road/Arlesey New Road/Hitchin Road priority junction should be replaced with a mini-roundabout</p>	<p>At such time as a detailed planning application is submitted a full Transport Assessment will be prepared and submitted. The Transport Assessment will assess the extent to which capacity issues are predicted in this location. In the event that issues are predicted to occur, as a result of the development, alternative junction layouts would be considered.</p>	<p>None required</p>

<p>The relief road should be constructed prior to construction of housing/phasing needs to be properly considered</p>	<p>The road would be funded by the development through the sale of houses. It is therefore, no financially viable to build the road prior to housing development commencing. The road will be built in phases alongside an agreed number of houses that affects the accessibility requirements at each stage of the development. The latter will be determined through detailed Transport Assessments submitted in support of any future planning applications. Appropriate triggers for the delivery of highway accesses as well as any off-site highway mitigation measures will be included in planning conditions or legal agreements attached to any future planning consent,</p>	<p>Text in the Masterplan covering phasing to be amended to provide further clarification</p>
<p>The Masterplan should make clear that the whole of the relief road will be secured by way of legal agreement to ensure delivery. A low threshold should be placed on housing numbers ahead of delivery of the relief road</p>	<p>As above</p>	<p>As above</p>
<p>Wording should be added to Principle 5 to make clear that the timing and provision of environmental improvements to High Street must be linked to delivery of the relief road.</p>	<p>Agreed</p>	<p>Text in Principle 5 to be amended accordingly</p>
<p>House lane and Church Lane should be turned into a one-way system</p>	<p>This is not considered necessary as traffic on these roads will be reduced once the section of relief road from High Street to the A507 is completed.</p>	<p>None required</p>
<p>Measures need to be taken to prevent a 'rat run' between the new relief road and the Railway Station via Church Lane</p>	<p>The relief road through the site would provide an alternative for vehicles travelling towards the railway station from the A507 to the south. Church Lane would therefore be the most desirable route for some road users seeking to access Arlesey Railway Station, however, it is not considered that this would be a 'rat run'.</p>	<p>None required</p>
<p>Concern there will be insufficient off-street parking leading to further parking issues/sufficient parking needs to be provided with development</p>	<p>The development will need to comply with CBC's adopted parking standards</p>	<p>None required</p>

<p>Concern about loss of on-street parking on St John's Road where properties do not have sufficient parking as it is.</p>	<p>The corridor through St John's Road was reserved for the relief road in the S106 Agreement pursuant to the planning permission for that site and was never intended to provide permanent on-street parking for properties in that development. Parking for the properties is provided in rear parking courts.</p>	<p>None required</p>
<p>The proposed traffic calming measures along High Street will lead to more traffic travelling along the proposed new road</p>	<p>That is the intention of the relief road in order to ease congestion on the existing main route through Arlesey.</p>	<p>None required</p>
<p>Support as long as the problems on High Street of parked cars, traffic calming etc are not repeated on the relief road</p>	<p>Noted</p>	<p>None required</p>
<p>Existing parked cars slow traffic down/no need for calming measures on High Street</p>	<p>The traffic calming measures would be implemented to further dissuade people from using High Street as a through route once the relief road is open and their implementation would be tied to the completion of the relief road.</p>	<p>Text in Draft Masterplan amended accordingly</p>
<p>Parking restrictions should be imposed along High Street</p>	<p>This is not considered necessary and may cause more harm than good given the number of properties that do not have on-plot/off-street parking and therefore currently park on High Street.</p>	<p>None required</p>
<p>Traffic calming measures should be extended south to include the rest of High Street and Hitchin Road</p>	<p>Following a further survey of traffic conditions in the area it proposed to extend the traffic calming measures south to where the 5 ways junction is proposed. Traffic calming on Hitchin Road is not considered necessary.</p>	<p>Plans indicating potential traffic calming measures have been amended accordingly.</p>
<p>Additional parking provision should be provided at the access to West Drive</p>	<p>This can be explored as part of the more detailed work at the application stage.</p>	<p>None required</p>
<p>Marked parking bays will result in less parking available due to oversized spaces</p>	<p>Agreed</p>	<p>Plans indicating potential traffic calming measures to be amended taking out the proposed allocated parking bays.</p>

<p>Traffic calming measures will cause noise and air pollution as cars accelerate and decelerate</p>	<p>The intention is for High Street to be a calmed area following the opening of the relief road with lower vehicle speeds making for a better pedestrian environment.</p>	<p>None required</p>
<p>Speed cameras would be better than traffic calming</p>	<p>Speed cameras could be introduced as part of a package of measures to reduce speed on the existing road network and create a more pedestrian friendly environment. This will be explored further at the application stage.</p>	<p>None required</p>
<p>The main road through Arlesey needs to be cleared of parked cars</p>	<p>This is not considered practicable given the number of properties that do not have on-plot/off-street parking and therefore currently park on High Street.</p>	<p>None required</p>
<p>Footpaths on Hitchin Road should be narrowed to allow the carriageway to be widened</p>	<p>This is not considered necessary and would lead to a reduced pedestrian environment</p>	<p>None required</p>
<p>The proposed 'drop-off' parking provision outside Gothic Mede Lower School will cause congestion</p>	<p>Agreed</p>	<p>Plans indicating potential traffic calming measures to be amended taking out the proposed allocated parking bays.</p>
<p>Concern about proposals to reduce pavement widths on High Street. Where will people put their bins.</p>	<p>There are no proposals to reduce pavement widths on the High Street. On the contrary the suggested High Street improvements include widening the footpaths, where the carriageway width allows, to create more space for pedestrians.</p>	<p>None required</p>
<p>Reducing the width of carriageways on High Street is not needed and will slow traffic further</p>	<p>The intention is to introduce measures on High Street in conjunction with the opening of the relief road to calm High Street further, improving the environment for pedestrians and encouraging through traffic onto the relief road.</p>	<p>None required</p>
<p>Concern about narrowing of junction around Lymans Road given the existing parking in that area</p>	<p>The proposed traffic calming measures are only indicative and will be explored further at the detailed application stage and will be the subject of further consultation before being finalised.</p>	<p>None required</p>

<p>The cycle route should pass underneath the proposed relief road in order to ensure cyclist safety</p>	<p>Necessary measures will be taken to ensure the safety of cyclists and pedestrians at all locations of the site. With specific regard to the relief road, formal crossing facilities will be provided along the key desire lines.</p>	<p>None required</p>
<p>The north-south cycleway should be a cycleway only and not located next to a road</p>	<p>The north-south cycleway on the eastern land is proposed to be within a green corridor and is not located adjacent to a road.</p>	<p>None required</p>
<p>The proposed cycle/pedestrian route should be extended to link to West Drive</p>	<p>In the event that an eastern relief road is pursued it is likely that a non-vehicular link would follow this route. At this stage however, it is considered more convenient and beneficial in terms of cyclist safety for the route to link the existing and proposed dwellings within the town to the existing cycle route to the north.</p>	<p>None required</p>
<p>The more cycleways that can be provided the better</p>	<p>Noted</p>	<p>None required</p>
<p>There needs to be a safe cycle route linking to Arlesey Station</p>	<p>There is likely to be a S106 contribution towards new and improved cycle routes from the development.</p>	<p>None required</p>
<p>Proposed cycle and pedestrian routes should accommodate disabled road users</p>	<p>At the detailed design stage the relevant authorities will be consulted in order to ensure that all routes address the needs and requirement of less abled users.</p>	<p>None required</p>
<p>A sustainable link to Etonbury Middle School should be provided through a crossing over/under the A507 in the vicinity of the proposed new roundabout</p>	<p>In response to comments in support of this a technical solution is being explored and costed.</p>	<p>Masterplan amended to indicate the potential for a pedestrian link over/under the A507 in the area around the new</p>
<p>The proposed pedestrian/cycle loop through Fairfield Park to Stotfold via Hitchin Road would be a great community benefit</p>	<p>Further consideration will be given to the provision of this route at the application stage.</p>	<p>None required</p>
<p>Important to have an east-west cycleway</p>	<p>Noted and one is proposed as part of the scheme.</p>	<p>None required</p>
<p>A pedestrian link should not be shown at either Glossop Way or Little Field Close as these are private sections of road</p>	<p>Agreed</p>	<p>Masterplan amended to delete arrows indicating these potential links.</p>

Road widths should be suitable to accommodate buses	All on-site roads will be designed in accordance with the appropriate national and local standards. It is envisaged that a new bus route will be incorporated in the design of the land to the east of High Street. The route will be designed in consultation with local bus operators and CBC's Public Transport Officer. The width of the roads along this route will be designed in accordance with the requirements of CBC's Design Guidance.	None required
Need for an extensive travel plan with improved frequency of bus services and connectivity with station	A Travel Plan will be submitted in support of a future planning application on the site. Full consideration will be given to the enhancement of existing bus services within the document.	None required
Need for increased rail service to accommodate additional custom. Discussions should be held with train operators	The provision of additional rail services is a decision to be made by the train operator, however, if the patronage increases it is likely that the services will be enhanced to reflect this. Discussions will however, be held with them to make them aware of the timescales for the development.	None required
Need for additional parking at the station	Additional parking at Arlesey Station is currently being provided by others. The development will focus on encouraging people to access the station by sustainable model of travel.	None required
Arlesey Station needs to be upgraded	This is a matter for Network Rail.	None required
Construction traffic should not use House Lane	CBC is likely to impose a condition on any planning application requiring a Construction Environmental Management Plan be prepared prior to the commencement of development. This will include details of construction traffic routing and hours of operation.	None required
8. Green Infrastructure and Open Space		

<p>There will be less green open space as development too big and being built on green land</p>	<p>Whilst the scheme would involve development on open land, much of it is private and therefore not currently publically accessible. The Concept Plan within the Masterplan indicates circa 17 ha of open space, including a town park, sports pitches, a community orchard and informal recreational areas, all of which would be publically accessible.</p>	<p>None required</p>
<p>Loss of biodiversity</p>	<p>The concept masterplan considers the ecological constraints. The eastern development area is open arable fields with limited ecology value. The western land parcel has a County Wildlife site and this will be retained with a landscape buffer between it and the housing. A full ecological assessments will accompany future planning applications.</p>	<p>None required</p>
<p>Loss of agricultural land</p>	<p>The site is allocated for the uses outlined in Policy MA8 of the Site Allocations DPD and therefore the principle of its development for these uses is established.</p>	<p>None required</p>
<p>Why haven't the brownfield sites been elected to be used for housing development rather than important agricultural land?</p>	<p>When preparing the Core Strategy and Site Allocations DPDs CBC undertook an assessment of the extent of housing that could be delivered on brownfield sites. This concluded that there is insufficient brownland available to meet the overall housing requirement in the north part of Central Bedfordshire and as a consequence greenfield land has had to be allocated to help meet this need.</p>	<p>None required</p>
<p>The whole site should be made woodland for wildlife</p>	<p>The site is allocated for development in the Council's Site Allocations DPD and the principle of its development is already established.</p>	<p>None required</p>
<p>Support provision of green links and wildlife areas</p>	<p>Noted</p>	<p>None required</p>
<p>Support provision of play areas</p>	<p>Noted</p>	<p>None required</p>
<p>As much open space as possible should be provided</p>	<p>The Concept Plan within the Masterplan indicates circa 21 ha of open space.</p>	<p>None required</p>
<p>Need for areas for dog walking</p>	<p>The Concept Plan within the Masterplan includes significant area of informal recreational space.</p>	<p>None required</p>

<p>A large play area in the town park and café would make a good focal point for Arlesey</p>	<p>One is shown indicated on the Concept Plan at Figure 4.1 of the Masterplan</p>	<p>None required</p>
<p>Area to east of main development identified as potential open space/green infrastructure should be committed to</p>	<p>Considerable open space is shown on the eastern land on the Concept Plan at Figure 4.1 of the Masterplan.</p>	<p>None required</p>
<p>Masterplan shows little in way of green space within actual local plan site allocation boundary</p>	<p>In excess of 21 ha of open space is shown within the allocation site boundary. The area shown outside of allocation area will help maintain the visual separation between Arlesey, Stotfold and Fairfield Park, which is a stated aim of Policy MA8.</p>	<p>None required</p>
<p>Wooded park south of White Horse PH with play area should be created</p>	<p>This area could be planted with trees but natural visual surveillance and permeability will be retained to ensure that this remains a safe place. The detailed applications will provide more detail about the character of the open spaces.</p>	<p>None required</p>
<p>General distribution of public open space close to a railway line is questionable and is likely to be inappropriate from a child safety perspective.</p>	<p>Network Rail have been consulted and have no objections to the principle of open space in this location. The open space will be fenced off from the railway track and there will be no formal sports pitches as part of the provision. The open space provides a buffer of landscape between the housing area and County Wildlife site.</p>	<p>None required</p>
<p>Site proposed as a Community Orchard should be moved to the north of public footpath FP/ARL/3/10 where the former orchard was located</p>	<p>There are remnants of orchard both north and south of the footpath. Existing orchard trees on both sides of the footpath will be retained and orchard trees within proposed orchard to the south of the footpath will also be retained.</p>	<p>Text added for clarification</p>
<p>The development needs to make a significant contribution to the delivery of the Arlesey and Stotfold Green Infrastructure Plans and the emerging 'Green Wheel'. The proposals currently go some way towards meeting this</p>	<p>Options for a crossing of the A507, north-south green links and connected green corridors of open space and open space around the perimeter of the development (including a community orchard) will help deliver this.</p>	<p>Wording added to Principle 3 and various paragraphs, including 4.7 and 5.1 requiring options for a new crossing of the A507 in the location of the proposed new roundabout to be explored. Concept plan at figure 4.1 also amended to indicate this.</p>
<p>Would like to see GI and biodiversity added to the list of Planning Obligations</p>	<p>Agreed</p>	<p>Text added to paragraph 9.3 (now 9.9) of the Draft Masterplan</p>

Commitment will be needed for maintenance and upkeep of green areas once the development is completed	This will be dealt with as part of the S106 Agreement on any planning application.	None required
If sports pitches are for different uses then there would be no harm splitting them up	Providing the pitches in a single location allows for flexibility in their use, shared facilities with the school, and a changing facility.	None required
Sports pitches are not easily accessible in their current location	The sports pitches are close to green pedestrian and cycle routes, the school and relief road.	None required
Expansion of current Arlesey Town Football Club and other pitches in Arlesey should be focused on instead of providing new pitches	CBC's current policy requires the provision of new sports pitches as part of the development.	None required
Changing facilities need to be of sufficient size	This will be considered at the detailed planning application stage	None required
Concern about anti-social behaviour taking place at play areas	The play areas are located where there is visual surveillance from adjacent properties.	Additional text added to Section 6 to make this clear
Retaining mature trees and planting hedgerows and wildflowers is important	A Tree Survey has been undertaken and informed the preparation of the Draft Masterplan. Wherever possible existing trees and hedgerows have been shown as retained	None required
Trees lining the south side of Stotfold Road should be maintained	The concept plan shows these retained where possible.	None required
Pedestrian link from Glossop Way would be better served into Chancellors Way so there is access to the play area	Link to Glossop Way is to be removed as it shows a connection via a private parking court.	Masterplan amended to delete arrows indicating these potential links.
9. Retail or Community Uses		
Retail facilities should be large enough to serve the expanded community/concern the Local Centre will not be big enough	The Draft Masterplan provides an indication of the aspiration for new retail facilities to be provided in the Local Centre, but what is delivered will ultimately come down to market demand.	None required
A large 24 hour supermarket is needed	The Draft Masterplan provides an indication of the aspirations for new retail facilities to be provided in the Local Centre, but what is delivered will ultimately come down to market demand.	None required

Additional car parking in local centre area should be provided	Development will need to meet CBC's adopted parking standards at the time a planning application is made for this part of the scheme.	None required
Extension of existing doctor's surgery needed	Additional doctor's facilities will be provided as part of the development. This may be through the relocation of the existing doctor's surgery to larger premises as part of the Local Centre, or through a configuration of the current uses in the civic amenity area to allow its expansion in the current location. This will be determined at the application stage following consultation with the existing surgery and local representatives, such as Arlesey Town Council.	None required
Would like to see a petrol filling station	The Draft Masterplan provides an indication of the aspirations for new retail facilities to be provided in the Local Centre, but what is delivered will ultimately come down to market demand.	None required
A café/restaurant should be provided as part of the Local Centre	The Draft Masterplan provides an indication of the aspirations for new retail facilities to be provided in the Local Centre, but what is delivered will ultimately come down to market demand.	None required
Would like to see a butchers and a bakers	The Draft Masterplan provides an indication of the aspirations for new retail facilities to be provided in the Local Centre, but what is delivered will ultimately come down to market demand.	None required
Arlesey needs a manned police station	This is a matter for Bedfordshire Police to decide on and is not something that can be specifically delivered as part of the development.	None required
Improved banking facilities needed	The Draft Masterplan provides an indication of the Council's aspirations for new retail facilities to be provided in the Local Centre, but what is delivered will ultimately come down to market demand.	None required
Sports Centre/cricket pitch/bowling green	Playing field provision to cover a range of uses will be provided as part of the development	None required

Leisure centre/swimming pool/cinema	It is unlikely that the development could sustain such uses, but there will be a financial contribution towards leisure and recreation as part of the S106 Agreement	None required
Public House	The Draft Masterplan provides an indication of the aspirations for new retail facilities to be provided in the Local Centre, but what is delivered will ultimately come down to market demand.	None required
Need a town square to give Arlesey identity	It is intended that the Local Centre area includes a high quality public realm and interface with the proposed town park to the north of it. The detailed design of this will be determined at the planning application stage.	None required
Gaining a supermarket will mean losing local shops	The extent of new development proposed as part of the scheme will bring considerable additional custom which will help to sustain both existing and proposed facilities and services. Furthermore, Arlesey's length and the position of the Local Centre will mean it is more convenient for those living in the south of the town to continue to use the existing shops and facilities there.	None required
Concern about the impact on the current civic area?	It is considered that the uses proposed in the Local Centre will be complementary to rather than compete with the existing civic amenity area. S106 money from the development towards community benefits could also be directed at rejuvenating the existing civic amenity area to ensure it remains a vital and viable part of the town.	None required
Where is the provision for teenage facilities to be located?	Further discussion about the location and type of facilities required will be carried out at the outline application stage	None required
Until there are better facilities Arlesey cannot sustain another 1,000 dwellings	The development has been allocated to help improve the level of service provision in Arlesey. The Masterplan outlines the likely benefits that will result.	None required

<p>10. Education</p> <p>Need more information on how the educational requirement of the development will be met</p>	<p>A decision on precisely how the new lower school provision is to be managed will be made at the planning application</p>	<p>None required</p>
<p>New school needs to be in addition to Gothic Mede and delivered early in the development</p>	<p>The new lower school provision will be in addition to Gothic Mede School, but the existing Board will be given the opportunity to bid for managing the new school along with other parties.</p>	<p>None required</p>
<p>School should be run from two sites</p>	<p>The new lower school provision will be in addition to Gothic Mede School, but the existing Board will be given the opportunity to bid for managing the new school along with other parties.</p>	<p>None required</p>
<p>Extend existing school into library and surgery and then relocate those facilities</p>	<p>Having two school sites is considered to be better in terms of avoiding the potential for congestion around a single site located centrally in Arlesey a school opening and closing times.</p>	<p>None required</p>
<p>Would be better to provide one large school on the existing site and move other facilities to the development land</p>	<p>Having two school sites is considered to be better in terms of avoiding the potential for congestion around a single site located centrally in Arlesey a school opening and closing times.</p>	<p>None required</p>
<p>Middle and upper schools need to be taken into consideration</p>	<p>As indicated in Section 9 of the Draft Masterplan, S106 contributions are likely to be required towards all tiers of education to meet the need resulting from the development.</p>	<p>None required</p>
<p>School should not be lost amongst housing</p>	<p>The location of the school has been determined to allow the possibility of close links to the existing school site whilst still meeting the needs of the new development.</p>	<p>None required</p>
<p>Needs to be adequate parking and drop off/pick up areas for the education facilities</p> <p>New school proposed to be too far from existing community</p>	<p>This is a matter for consideration at the detailed application stage.</p> <p>The location of the school has been determined to allow the possibility of close links to the existing school site whilst still meeting the needs of the new development.</p>	<p>None required</p> <p>None required</p>

<p>School site should have room for expansion</p>	<p>This is a detailed matter that will be considered at the planning application following further discussions with the Council's School Organisation and Capital Planning Department</p>	<p>None required</p>
<p>11. Consultation</p>		
<p>The community is being asked to support the scheme without having sufficient technical information</p>	<p>A significant amount of technical information has been undertaken to inform the Masterplan and has been referred to within the document and at the consultation stage technical assessments with be submitted in support of the proposals</p>	<p>None required</p>
<p>The Masterplan's boundary appears to have extended beyond the eastern boundary shown on the Proposals Map, this should be made clear on the concept plan so members of the public are aware</p>	<p>The concept plan does make clear where the allocation boundary is and the extent of open space provided outside of it.</p>	<p>None required</p>
<p>Consultation process has been weak and insufficient/residents views are being ignored</p>	<p>Considerable consultation has been undertaken during the preparation of the Draft Masterplan - more so than on any of the other sites of similar size brought forward to date. This is outlined in Sections 1 and 2 of the document. A Statement of Community Consultation will also be published with the Report to Committee on the Draft Masterplan</p>	<p>None required</p>
<p>CBC has not enabled or provided equality of opportunity for interested stakeholder groups and active members of the public. This is not in keeping with the NPPF</p>	<p>Considerable consultation has been undertaken during the preparation of the Draft Masterplan - more so than on any of the other sites of similar size brought forward to date. This is outlined in Sections 1 and 2 of the document. A Statement of Community Consultation will also be published with the Report to Committee on the Draft Masterplan</p>	<p>None required</p>
<p>CBC has failed to carry out a review of the effectiveness of its consultation processes in order to determine why there has historically been a low response rate</p>	<p>The response rate to consultation on the Draft Masterplan has been higher than on similar documents in other locations, as has the turnout at public exhibitions.</p>	<p>None required</p>

Concern that the Stakeholder Workshops held in 2012 did not involve effective representation of the Arlesey community	A number of local interest groups were invited to take part and specific consultation was undertaken with Arlesey Town Council at the time of the Stakeholder Workshops.	None required
The consultation questionnaire is stilted with too many leading questions	The multiple choice questions gave respondents the opportunity to respond positively, negatively or neutrally and there were also open ended questions on each issue providing the freedom to make any other comments	None required
Concern about the emphasis placed on the Arlesey Town Plan when the site was allocated and the lack of open consultation on this and particularly the route of the relief road	CBC went through a rigorous consultation process before adopting both the Core Strategy & Development Management Policies and Site Allocations DPDs, with both documents being found sound by an Independent Inspector.	None required
Why raise the issue of an eastern relief road at this stage of the consultation if the western route is set in stone?	The intention was to establish the extent of support for the eastern option to be explored in addition to the current plan so that the Masterplan could be future-proofed if necessary.	None required
No justification for the development other than the Council owns the land	Full justification for the allocation of the site and the scale of development was provided in support of the Core Strategy and Site Allocations DPDs on the basis that the development would deliver a relief road, new housing to meet the need in Central Bedfordshire, an uplift in services in Arlesey and job opportunities.	None required
Concern that developers will not provide the full range of obligations and affordable housing on viability grounds	Detailed viability discussions will only take place at the planning application stage and CBC will seek to robustly assess any viability arguments to ensure the maximum benefits to Arlesey are received from the development	None required
12. Miscellaneous		

Document not considered to be a Masterplan as required by Policy MA8 of the Site Allocations DPD and needs to much more detailed to provide appropriate guidance on the nature, form, scale and design of the development and how it is to be delivered	CBC is satisfied that the Masterplan provides sufficient detail at this stage to guide future planning applications	None required
The text at paragraph 1.8 should refer to 'requirements' rather than 'objectives'	Agreed	Text amended accordingly
The document does not provide detailed design guidance despite this being a stated purpose. It would normally be the case that a Masterplan would at least provide some guidance on desities and character areas to guide future submissions	The Masterplan makes clear that CBC will require Design Codes either with outline planning applications or prior to reserved matters, which will establish the detailed design requirements for the development	None required
Masterplan too general and does not provide a reasonable framework within which the development can be formally brought forward and delivered	The Masterplan is intended to be a high level document, but one that provides further clarity to developers on the requirements for the development in support of Policy MA8.	None required
Masterplan needs to be amended to better reflect historic environment issues	The Masterplan makes clear that a Heritage Assessment will be required at the planning application stage.	None required
It is disappointing that the Masterplan contains little reference to the historic environment, particularly in the Context, Vision and Masterplan sections. Other than the requirement for a Heritage Assessment in Section 10, there is no guidance on how development proposals should mitigate impacts against listed buildings and archaeology sites	The Masterplan makes clear that a Heritage Assessment will be required at the planning application stage.	None required
It is stated on page 22 that the Masterplan can only make improvements to land included within the allocation or in Central Bedfordshire Highways' ownership. However, the Masterplan appears to be including general land to the east not part of the highway to deliver part of the relief road and open space and houses outside of the allocation.	Text within the Draft Masterplan clarified on this point	Text within the Draft Masterplan clarified on this point
The constraints plan at figure 2.8 could benefit from updating to reflect the position of a main drain which runs from the existing St John's Road development northwards.	Agreed	Figure 2.8 updated accordingly

<p>The opportunities plan shows a spur from the main road, running east to High Street in the vicinity of nos. 133-139 High Street. The key implies this is a main access and should be amended to reflect its status as a secondary route, as referred to in the rest of the Masterplan</p>	<p>Agreed</p>	<p>Figure 2.9 updated accordingly</p>
<p>In Figure 2.2 there are notations not included in the Key, such as the black double ended arrows</p>	<p>Agreed</p>	<p>Key updated accordingly</p>
<p>Paragraph 8.4 does not accurately reflect the wording of Policy DM1 of the Core Strategy</p>	<p>Agreed</p>	<p>Paragraph 8.4 has been amended to better reflect Policy DM1 of the Core Strategy</p>
<p>Paragraph 8.5 is confusing in implying that the Code for Sustainable Homes is mandatory, which it is not.</p>	<p>Agreed</p>	<p>Wording of paragraph 8.5 amended for clarification</p>
<p>Helpful if all 3 concept plans produced were provided as Appendix to Masterplan</p>	<p>The preferred masterplan has been prepared based on best fit with the results of the public consultation and site constraints. Putting all three plans in the final version would lead to confusion</p>	<p>None required</p>
<p>On west side Masterplan includes properties 133-139 High Street whereas local plan allocation excludes the houses and only includes a part of the rear gardens</p>	<p>This location has been identified as a suitable position for a secondary access between the western land and relief and High Street and has therefore been included in the Masterplan</p>	<p>None required</p>
<p>References to Areas A and B should be removed from the Masterplan as it is allocated as one site</p>	<p>The use of Areas A and B is descriptive as these are separate parcels of land on different sides of High Street and with different characters.</p>	<p>None required</p>
<p>If reference to Areas A and B relates to phasing it should be explained in the Masterplan</p>	<p>Areas A and B do not relate to phasing and this is not suggested anywhere in the Masterplan</p>	<p>None required</p>
<p>Phasing considered to be of great importance as will have an impact on how the proposed development is delivered and secured to the benefit of local people</p>	<p>Agreed, but this can only be dealt with at the application stage. The wording of section 9 is to be tightened to provide clarity on what CBC expects however.</p>	<p>Amendments made to the wording of Section 9 on phasing</p>
<p>Development on the east side of High Street should not proceed without that on the west side as it would be contrary to the allocation.</p>	<p>The phasing of the development can only be considered at the application stage</p>	<p>Amendments made to the wording of Section 9 on phasing</p>
<p>Pockets of land adjacent to the development area should be adopted into the development if they are made available by landowners</p>	<p>This would be done at the planning application stage and would depend on the planning merits of including the land and any cost involved</p>	<p>None required</p>

<p>Concerns that the proposals being offered are not financially sustainable</p>	<p>Landowners and development will consider the viability of schemes before submitting applications.</p>	<p>None required</p>
<p>Concern about reliance on developers funding and there being no guarantee that some of the other 'benefits' suggest will be delivered, particularly given the cost of the road.</p>	<p>CBC will robustly assess any viability assessment submitted with a planning application to ensure the maximum benefits possible are achieved for Arlesey</p>	<p>None required</p>
<p>Concern that existing infrastructure, such as sewers won't cope and nor will service providers be able to deal with the increased pressure</p>	<p>Initial dialogue has already been held with infrastructure providers and where existing facilities cannot cope with the additional pressure from the development financial contributes to facilitate upgrades will be made.</p>	<p>None required</p>
<p>Concern about drainage issues and increased flood risk. Arlesey has a high water table</p>	<p>The concept plan indicates attenuation measures will be implemented as part of the development to positively manage surface water drainage and to ensure that run off rates into existing watercourses will remain at greenfield levels. A Flood Risk Assessment will be required with any planning applications and the drainage authorities and Environment Agency will be consulted to ensure they are satisfied with the proposals</p>	<p>None required</p>
<p>The number of properties built elsewhere in Arlesey since the site was allocated should be deducted from the total</p>	<p>The Site Allocations DPD confirms a minimum requirement of 1,000 dwellings be delivered on the allocation land. The number of dwellings built since 2011 is less than 50</p>	<p>None required</p>

ARLESEY CROSS DRAFT MASTERPLAN

STATEMENT OF COMMUNITY CONSULTATION

DRAFT

January 2014

1. INTRODUCTION

- 1.1 This Statement of Community Consultation (SCC) has been produced to document the public consultation undertaken during the preparation of the Arlesey Cross Draft Masterplan. It does not include an analysis of consultation responses as this has been produced separately, but outlines the extent of consultation undertaken, who was involved and how consultation events were advertised.
- 1.2 Consultation has been carried out throughout the period in which the Masterplan has been prepared and has involved various methods, including Public Exhibitions, Stakeholder Groups and presentations to Arlesey Town Council (ATC). These are described in detail below in chronological order.

2. SUMMARY OF CONSULTATION UNDERTAKEN

Arlesey Cross Website

- 2.1 A development site specific website was launched in June 2012 (www.arleseycross.com) as an easily accessible location for up to date information on the Arlesey Cross site and has been used to publish details of consultations and post copies of documents and information that can be downloaded by interested parties.

Public Exhibition on Baseline, Constraints & Opportunities – June 2012

- 2.2 Consultation on the Draft Masterplan began early in its preparation with a first Public Exhibition held in Arlesey Village Hall on Friday 22nd June 2012 between 13:00 and 19:30 and Saturday 23rd June between 10:00 and 15:00. The purpose of this first exhibition was to present and obtain feedback on 'baseline' information that had been collated up to that point, particularly in respect of site constraints and opportunities.
- 2.3 The exhibition was widely advertised through various mediums to encourage as much participation from residents in Arlesey as possible. This included the following:
- i. Press adverts in the Bedfordshire on Sunday newspaper and the Arlesey Town Council Newsletter, with the latter being delivered to every door in Arlesey;

- ii. Adverts on the following websites; Arlesey Cross (site website); Central Bedfordshire Council, Arlesey Town Council and On The Button (dedicated Arlesey local information website).

 - iii. Site notices posted in the following locations:
 - Outside Arlesey Town Council Offices/the Village Hall;
 - Other Arlesey Town Council noticeboards around Arlesey;
 - Gothic Mede Lower School;
 - Arlesey Doctor's Surgery;
 - St Peter's Church, Church Lane, Arlesey;
 - The White Horse Public House, High Street, Arlesey
 - Various lampposts and telegraph poles on High Street, Lewis Lane, House Lane and Stotfold Road.
- 2.4 The exhibition involved 14 boards displaying information on the proposed development and providing opportunities for interactive feedback, for example by allowing people to suggest their preferred location for the proposed Local Centre. Officers from CBC and consultants from the Project Team who have prepared the Draft Masterplan were in attendance to answer questions and collect feedback.
- 2.5 Over the course of the two days approximately 365 visitors attended the exhibition. A feedback questionnaire was available for people to complete on the day, or to take away and return. This questionnaire was also posted on the Arlesey Cross website, along with a copy of the exhibition boards, so that both could be downloaded. Members of the public were allowed 4 weeks to complete and return their responses and a total of 79 were received.
- 2.6 A feedback report was produced summarising the consultation responses received and this was published on the Arlesey Cross website.

Stakeholder Meetings & Design Workshops – August 2012

- 2.7 Following the exhibition two Stakeholder Design Workshop meetings were held in August 2012. These were attended by representatives of local organisations within Arlesey, CBC Planning and Technical Officers (covering various specialisms), CBC's Executive Member for Planning, Ward Councillors and consultants from the Masterplan Project Team.

- 2.8 The first meeting covered feedback from the exhibition and then specific topic areas including, transport and highways, drainage and utilities, employment, retail, community uses, education, housing, green infrastructure, biodiversity and play and open space. The second workshop involved the presentation of three potential options for a concept plan to be included in the final Masterplan. Feedback was sought from attendees to inform decisions on the final concept option.

Presentation to Arlesey Town Council Meeting – September 2012

- 2.9.1 A presentation was given to Arlesey Town Council by representatives of the Masterplan Project Team at its monthly meeting on 4 September 2012. This meeting was open to the public to attend with the agenda published in advance and covered feedback from the public exhibition and a run through of the 3 options for a concept plan tabled in the second Stakeholder Design Workshop. Town Councillors were able to ask questions in response to the presentation.

Stakeholder Update Meeting 19th June 2013

- 2.10 A Stakeholder Meeting was held on the 19th of June and was attended by Arlesey Town Councillors, representatives of two local interest groups, Arlesey Residents Association (ARA) and the Voice of Arlesey (VoA), Planning Officers and consultants from the Masterplan Project Team. The Meeting was held to give an update on the technical work that had been ongoing to produce a Masterplan over the previous months. Following the meeting a briefing note was supplied to help the Town Council and others to communicate with the residents of Arlesey.

Stakeholder Meeting and Presentation to Arlesey Town Council - September – October 2013

- 2.10 A Stakeholder meeting was held on 23 September and was attended by Arlesey Town Councillors, representatives of two local interest groups, Arlesey Residents Association (ARA) and the Voice of Arlesey (VoA), CBC's Executive Member for Planning, Arlesey Ward Councillors, Planning Officers and consultants from the Masterplan Project Team. A presentation was given covering the background to and purpose of the Masterplan, a preview of key elements within the Draft Masterplan and next steps in terms of public consultation to be held. Stakeholders were given the opportunity to ask questions during the meeting.

- 2.11 A similar presentation was given to Arlesey Town Council at its monthly meeting on 1 October 2013. Again, this was a meeting open to members of the public to attend with the agenda published in advance. Town Councillors were given the opportunity to ask questions of the Planning Officer and members of the consultant team in attendance.

Public Exhibition and Consultation on the Draft Masterplan – November – December 2013

- 2.12 The Draft Masterplan was published for 5 weeks public consultation on 9 November 2013 with consultation ending on 16 December 2013. To launch the consultation a public exhibition was held at Arlesey Village Hall on 9th and 16th November between 11:00 and 16:30. Exhibition boards provided information on key aspects of the Masterplan with CBC Officers and consultants from the Masterplan Project Team in attendance to answer questions from members of the public. Copies of the Draft Masterplan and supporting Interim Transport Assessment were available for attendees to look through.
- 2.13 The exhibition boards and copies of the Draft Masterplan were left in the foyer outside the doctor's surgery for the duration of the consultation period. Copies of the Draft Masterplan and Interim Transport Assessment were also available for downloading on the Arlesey Cross and CBC websites, to view at CBC's Chicksands Offices and by post upon request.
- 2.14 The Masterplan consultation and public exhibition details were widely advertised in advance through the following:
- i. Adverts in the Arlesey Town Council Newsletter and On The Button Magazine, with both being delivered to every door in Arlesey;
 - ii. A CBC mail drop through every door in Arlesey;
 - iii. Adverts on the following websites; Arlesey Cross (site website), Central Bedfordshire Council, Arlesey Town Council and On The Button;
 - iv. Site notices posted in the following locations:
 - Outside Arlesey Town Council Offices/the Village Hall;
 - Other Arlesey Town Council noticeboards around Arlesey;

- Gothic Mede Lower School;
- Arlesey Doctor's Surgery;
- St Peter's Church, Church Lane, Arlesey;
- The White Horse Public House, High Street, Arlesey
- Various lampposts and telegraph poles on High Street, Lewis Lane, House Lane and Stotfold Road.

- 2.15 Over the course of the two exhibition dates circa 400 people attended. A feedback questionnaire on the Draft Masterplan was available for completing on the day or to take away and return to a freepost address. Questionnaires were also left in the foyer outside of the doctor's surgery with the exhibition boards and copies of the Draft Masterplan and were posted on the Arlesey Cross Website. The CBC website contained an interactive version of the questionnaire enabling respondents to complete the questionnaire online.
- 2.16 A total of 124 questionnaires were completed and a further 24 written comments were received not directly responding to the questions in the questionnaire. An analysis of the responses received is provided elsewhere.

Presentation to Arlesey Town Council and Stakeholder Meeting – January 2014

- 2.17 In order to continue with the community engagement, a presentation was given at the Arlesey Town Council meeting on 7 January 2014 providing an initial summary of the feedback received. Again, this was a public meeting with the agenda published in advance. Town Councillors were given the opportunity to ask questions of the Planning Officer and consultant from the Masterplan Project Team who gave the presentation.

Stakeholder Meeting 28th January 2014

- 2.18 A further Stakeholder Meeting was held on 28 January 2014 and was attended by Arlesey Town Councillors, representatives of ARA and the VoA, the Executive Member for Planning, CBC Arlesey Councillors, Planning and Highways Officers and consultants from the Masterplan Project Team. Further feedback on the consultation responses received on the Draft Masterplan was provided, along with details of changes being made to the Masterplan as a result and information on further traffic modelling undertaken. Discussion resulted in some further amendments to the masterplan.

3. CONCLUSION

- 3.1 From the above it can be seen that considerable efforts to engage with residents in Arlesey and their representatives have taken place through the period in which the Masterplan has been prepared and this has informed decisions take on the detail included within the document.

DRAFT

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Meeting: Executive
Date: 18 March 2014
Subject: Determination on Admission Arrangements 2015/16
Report of: Cllr Mark Versallion, Executive Member for Children's Services
Summary: The report seeks Executive approval to determine the Admission Arrangements for 2015/16, specifically the Council's co-ordinated admissions scheme and the Council's admission arrangements for Community and Voluntary Controlled Schools.

Advising Officer: Edwina Grant, Deputy Chief Executive/Director of Children's Services
Contact Officer: Karen Oellermann, Assistant Director - Commissioning & Partnerships
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key Decision Yes

CORPORATE IMPLICATIONS

Council Priorities:

The Council's admission arrangements and co-ordinated admissions scheme supports the Medium Term Plan priority to improve educational attainment.

Financial:

1. Not applicable.

Legal:

2. Regulations contained within the School Admissions Code set out the requirement for the Council to have a co-ordinated admissions scheme for the area. Admission Authorities must also determine their admissions arrangements by the 15 April each year, for implementation in September of the following year. If an Admissions Authority proposes to make amendments to their arrangements they must consult between the 1 November and the 1 March for a minimum of 8 weeks of the year before the arrangements apply.
3. For Community and Voluntary Controlled schools the admissions authority is the Council. Academies, Foundation, Trust and Voluntary Aided schools are their own admission authority and are therefore responsible for their admission arrangements.

4. The Council fulfils its statutory responsibilities by consulting within the timescales set out above with the relevant parties on changes to admission arrangements for Community and Voluntary Controlled schools. Comments from all consultees are then reported back to Executive in order for the arrangements to be determined by the 15 April 2014 as required by law.

Risk Management:

5. This report sets out the statutory requirement for the Council to have a co-ordinated admissions scheme and admission arrangements for Community and Voluntary Controlled schools which are compliant with the School Admissions Code, in place for the area. The risk of not having a co-ordinated scheme and lawful admission arrangements in place for Central Bedfordshire would include:

- Failure to discharge statutory duty.
- Failure to comply with legislation and the School Admissions Code.
- Failure to provide an admissions process which allows parents to state preferences and apply by the national closing dates.
- Failure to allocate school places for the normal year of entry by the national offer dates.

All of the above would be non-compliance with the law on School Admissions and possible legal challenge which would be a reputational risk for the Council.

Staffing (including Trades Unions):

6. Not applicable.

Equalities/Human Rights:

7. The School Admissions Code sets out the duty on Local Authorities and Admission Authorities to produce admission arrangements which are fair, clear and objective, which can be easily understood by parents. Admission arrangements must comply with regulations and legislation including the Equality Act 2010 and the Human Rights Act 1998.
8. Public authorities have a statutory duty to advance 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. As part of the development of the Admissions Arrangements the Council has carried out an equality impact assessment to check that the proposed changes do not have a disproportionate or negative impact on vulnerable groups and has assessed the responses given as a result of the consultation.

Public Health:

9. Not applicable.

Community Safety:

10. Not applicable.

Sustainability:

11. Not applicable.

Procurement:

12. Not applicable.

Overview and Scrutiny:

13. The Admission Arrangements were considered by the Children's Services Overview and Scrutiny Committee on 13 December 2013. Members supported the proposals for the nursery criterion to be included in the admissions criteria for Hawthorn Park and Tithe Farm. Members queried the conversion of the catchment areas from lower to primary for the Houghton Regis area, requesting that catchment areas be reviewed for future years.

RECOMMENDATIONS:

The Executive is asked to:

1. **approve the Council's co-ordinated admissions scheme as attached at Appendix 1 and 2 to this report;**
2. **note the findings of the Annual Report of the Office of the Schools Adjudicator which has upheld over 20 objections to Nursery criteria and how this can be unfair and disadvantageous to children as well as the two responses to the consultation which were not supportive regarding the inclusion of this criterion;**
3. **note that the proposed inclusion of the nursery criteria for Hawthorn Park and Tithe Farm Lower School will not be implemented in line with the responses and report of the Office of the Schools Adjudicator;**
4. **note the conversion of lower catchment areas in Houghton Regis to Primary catchment areas as set out in section 31 of the report;**
5. **approve the implementation of a catchment area for Greenleas Kestrel Way but not the inclusion of Nursery criteria for this site as per the revised admissions policy for the school as set out in section 34 to 37 of the report;**
6. **approve the implementation of a catchment area for the second site of St. Andrew's Lower School, Biggleswade including the admissions policy; and**
7. **note that the published admission number at Watling Lower School will remain at 45 for admissions in the academic year of 2015/16.**

*Reason for
Recommendations:*

To enable the Council to meet its statutory obligations to determine its admission arrangements by 15 April 2014 for admissions in the academic year of 2015/16.

Executive Summary

14. The Council has a statutory duty to ensure that admissions are co-ordinated for all admission authorities in their area at academies and schools in the normal year of entry. Co-ordination ensures that only one offer is made to each child. The Co-ordinated Admissions Scheme for the academic year 2015/16 fulfils this requirement, setting out the timeframes for processing admission applications.
15. In addition, as the Council is the admission authority for Community and Voluntary-Controlled schools, it is responsible for the admission arrangements, including determination of the admissions criteria in the event of oversubscription to these schools.
16. The consultation on the proposed admission arrangements for the academic year 2015/16 closed on the 20 January 2014 and responses and comments have been considered. This report sets out the key findings from the consultation and the process which needs to be followed for the Council to determine its admission arrangements. This requires the recommendations for the co-ordinated admissions scheme and the admission arrangements for Community and Voluntary Controlled schools to be approved by the Council's Executive.

Introduction

17. The School Standards and Framework Act 1998 requires the Council to consult on its co-ordinated scheme and to consult on admission arrangements for Community and Voluntary Controlled schools where changes are proposed. The consultation must be conducted for a period of 8 weeks, commencing no earlier than 1 November and concluding by 1 March the following year. Arrangements must then be determined by the 15 April each year.
18. The Council's Executive approved a recommendation on the 5 November 2013 to commence a consultation on the Council's admission arrangements which included the co-ordinated admissions scheme and the admission arrangements for Community and Voluntary Controlled schools.
19. The consultation commenced on the 11 November 2013 and concluded on the 20 January 2014, which allowed over 8 weeks for all interested parties to respond in order to take into account the end of the Autumn term break.
20. Legislation prescribes that the consultees must include the following:
 - a) Parents of children between the ages of two and eighteen.
 - b) Other persons in the relevant area who in the opinion of the Admissions Authority have an interest in the proposed admissions.
 - c) All other admission authorities within the relevant area.
 - d) The Governing Bodies of Community and Voluntary Controlled schools.
 - e) Adjoining neighbouring local authorities.
 - f) The body or person representing religious denomination schools.

21. The consultation was publicised via the following methods:

A letter was sent to:

- Headteachers and Chairs of Governors of Community and Voluntary Controlled schools in Central Bedfordshire.
- Headteachers/Principals of Academies, Foundation, Trust and Voluntary Aided schools in Central Bedfordshire, with a copy of the letter being sent to the Roman Catholic Diocesan Board and the Church of England Diocesan Board.

22. The consultation was also publicised through the academies and schools newsletters, Central Essentials and Governors Essentials.

Posters to publicise the consultation, detailing the website address to access information were sent to:

- Schools and academies in Central Bedfordshire
- Nurseries and Children's Centre
- Town and Parish Councils
- Community Centres
- Supermarkets.

An email was also sent to neighbouring local authorities to inform them of the consultation and a press release was sent to the local newspapers.

Response to the Council's Consultation on Admission Arrangements for 2015/16

23. Sixteen responses were received in total from interested parties to the Council's consultation on admission arrangements. 47% of those who responded agreed with the proposed admission arrangements and 27% disagreed, with 26% neither agreeing or disagreeing.

Consultation Responses – Co-ordinated Scheme for Admission

24. The co-ordinated scheme for admission to lower, primary and middle and the scheme for admission to secondary, upper and the university technical college forms part of the Council's admission arrangements. Central Bedfordshire's Co-ordinated Admissions Scheme for the academic year 2015/16 sets out the scheme and timetable in which applications will be processed. The scheme details the processes and procedures that the Council and other admissions authorities need to work to in order to process the applications by the offer date for the normal year of entry at a school or academy. No responses were received concerning the co-ordinated schemes during the Council's consultation on admission arrangements for 2015/16.

Consultation Responses to Individual Admissions Arrangements

25. The Council consulted on changes to admission arrangements for five schools in Central Bedfordshire for implementation in September 2015. The consultation on admission arrangements for Hawthorn Park and Tithe Farm Primary schools was to mirror their admission arrangements with those of the other primaries within Houghton Regis. As the area is completely two-tier with primary and secondary schools, the catchment areas in existence are for the former three tier system and therefore the lower catchment areas will be converted to primary school catchment areas. Other changes proposed were changes to catchment areas in Leighton Buzzard and Biggleswade and a decrease in the published admissions number for a school in Dunstable.

Prioritisation of Children Attending Nurseries and Pre-Schools

26. The annual report of the Office of the Schools Adjudicator (OSA) was published at the end of November 2013. The purpose of the report is to comment on the effectiveness of admission arrangements in England and recommend actions to ensure admission authorities comply with the legislation contained within the School Admissions Code. One of the main findings of the latest annual report found that the practice of some primary schools of giving priority for admission to the reception year to children who have attended a particular nursery provision was found to be unfair to other local children.
27. The Council needs to ensure that its admission arrangements are compliant with the School Admissions Code and to be responsive to recommendations made by the Chief Schools Adjudicator whereby Local Authorities were urged in the latest annual report to ensure fair access to schools for all children reaching compulsory school age.
28. Fifteen Community and Voluntary Controlled schools prioritise children who have attended a nursery or pre-school. This criterion has been in school policies for a number of years prior to the inception of Central Bedfordshire Council. It has given parents and carers in the area the expectation that if their child attends the named nursery or pre-school within a school's criteria that this will ensure admission to the school if they are outside of the catchment area or do not have siblings attending the school.
29. It is therefore recommended that the Community and Voluntary Controlled school policies which currently give priority to children who attend a nursery or pre-school are retained for admissions in September 2015. However the Council will consult in the next academic year for removal of this criterion for admissions from September 2016, in order to meet the recommendations made by the Chief Schools Adjudicator, made in the Office of the Schools Adjudicator Annual Report.

Hawthorn Park Primary School and Tithe Farm Primary, Houghton Regis

30. The consultation on admission arrangements for Hawthorn Park Primary School and Tithe Farm Primary School proposed that the admissions criteria for the schools be amended to give priority to children attending the nursery school and for this criterion to be inserted to the school's policy as number five above the last criterion of those to be prioritised on straight line distance. This was to provide the two schools with parity amongst their neighbouring schools in Houghton Regis who have this criterion of children attending nursery provision as the penultimate criterion already.
31. In addition to this proposal to amend the admissions criteria for these two schools in Houghton Regis, the catchment areas for the primary schools in Houghton Regis will be converted from lower catchment areas to primary catchment areas now that the area is following a two tier of primary and secondary provision since changing from three tier of lower, middle and upper.
32. Two responses were received concerning the inclusion of the nursery criterion within the admissions criteria for Hawthorn Park Primary and Tithe Farm Primary. One of the consultees disagreed in giving priority to children attending nursery provision and stated, '...parents choose to send their children to other nurseries or childcare for important reasons, either they feel other nurseries suit their child better or suits their working situation better...'. Another consultee commented on the inclusion of this criterion for these two schools and the existence of this criterion in the other community and voluntary controlled school policies as not being compliant with the School Admissions Code. The consultee cited the recent publication of the annual report of the Office of the Schools Adjudicator, whereby admission arrangements which included nursery criteria were found to be unlawful and not compliant with the code.
33. It is recommended that Executive approve to retain the current admission policy for Hawthorn Park Primary and Tithe Farm and not to implement the proposed policy which was consulted upon to include a nursery criterion. This is to ensure that the policy is not changed for one year prior to consulting on its removal for the following year.

Greenleas Lower School, Kestrel Way site, Leighton Buzzard

34. Greenleas School in Leighton Buzzard became a two site school in September 2013 with the new site located on Kestrel Way within the Sandhills development in Leighton Buzzard. The main site is located on Derwent Road in Leighton Buzzard and operates an admissions policy based on a catchment area for the school. The Kestrel Way site currently operates an admissions policy based on straight line distance after giving priority to 'looked after' children and siblings.
35. The Kestrel Way site currently sits within the catchment area for Stanbridge Lower School and children local to the school who are living on the development that the new school serves are within the catchment area to a school over 2 miles away.

36. A catchment area for the Greenleas Kestrel Way site was proposed which took a proportion of the current Stanbridge Lower School catchment area and proposed a shared area with Clipstone Brook, Leedon and Mary Bassett. The admissions criteria for Greenleas Lower School, Kestrel Way was detailed in the proposed admission arrangements for Community and Voluntary Controlled schools for 2015/16 and the criteria was proposed as follows:
- 1) All 'looked after' children or children who were previously 'looked after'.
 - 2) Children living in the catchment area with siblings at the school.
 - 3) Children living in the catchment area.
 - 4) Other children with siblings at the school.
 - 5) Children attending the Nursery at Greenleas School, Kestrel Way.
 - 6) Children who live nearest to the school determined by straight line distance from the school site to the child's home address.
37. No responses were received in relation to the proposal to define a catchment area for the school or in relation to the proposed admissions criteria. It is therefore recommended that the following admissions arrangements for Greenleas Kestrel Way be approved by Executive, with the deletion of the nursery criterion to ensure that this is not included in the policy for one year prior to consulting on its removal for the following year, as detailed previously in the report:
- 1) All 'looked after' children or children who were previously 'looked after'.
 - 2) Children living in the catchment area with siblings at the school.
 - 3) Children living in the catchment area.
 - 4) Other children with siblings at the school.
 - 5) Children who live nearest to the school determined by straight line distance from the school site to the child's home address.

St. Andrew's Lower School, Biggleswade

38. St. Andrew's Lower School is one of three lower schools in the town of Biggleswade and is a Voluntary Controlled school. On the 10 December, Executive agreed the expansion of the school from three forms of entry to five forms of entry per year group, over two sites. This followed a statutory consultation which was undertaken in the summer of 2013.
39. It was proposed that the admission arrangements for the new site mirrored those of the existing site. As such, a catchment area was proposed for the second site which encompasses the new development on land east of Biggleswade, which the expansion is being built to provide lower school provision for. The creation of the catchment area necessitates a change to the current catchment areas of Lawnside and Southlands Lower Schools, both of which have supported the proposal.
40. Two responses were received from parent/carers of children at St. Andrew's Lower School in Biggleswade, with one agreeing with the proposal and one neither agreeing nor disagreeing. No other comments were made and it is recommended that Executive approve the admission arrangements for St. Andrew's Lower School including the catchment area for the second site which is to be built in September 2015.

Watling Lower School, Dunstable

41. Watling Lower School is currently a one and a half form entry lower school, which has a published admissions number (PAN) of 45 per year group. The consultation on the Council's admission arrangements proposed a decrease in the PAN to 30 from September 2015. This was to enable the school to organise classes more effectively without the inconsistency currently experienced with a one and a half form of entry intake as a result of fluctuations in the school's intake numbers.
42. No responses were received in relation to the proposed reduction in Watling Lower School's admission number. However having considered the reduction in the admissions number of 45 to 30 per year group the Governors and Headteacher at Watling Lower would like the current published admissions number of 45 to remain in place.
43. The School Organisation, Admissions and Capital Planning service has considered this revision of keeping the current number in place and recommends that Executive approve the retention of a published admissions number of 45 at Watling Lower School.

Published Admission Numbers - Increases

44. Although an admission authority is not required to consult on any proposed increases to a school's published admissions number (PAN), the following are to be noted as changes to admissions arrangements from September 2015:
 - Dunton VC Lower School – increase to PAN from 12 to 15, in order to increase the offer of places the school can make.
 - Russell Lower School – increase to PAN from 60 to 90, due to an expansion of the school from two forms of entry to three due to be implemented in September 2015.
 - St. Andrew's Lower School – increase to PAN from 90 to 150 (over two school sites), due to an expansion of the school from three forms of entry to five due to be implemented in September 2015.
45. Two comments were received in relation to the increase in the PAN at Russell Lower School and expressed the following points:
 - Increase in traffic in the area at the beginning and end of the school day which was dangerous for all children.
 - Out of catchment children could gain places if the school was undersubscribed.
 - The Warren Farm development which the school is being expanded to serve is in the catchment area of The Firs Lower School.

46. The school travel plan, including the arrangements for dropping off and collecting children at the school have been addressed in the planning process for the expansion of the school. The issue regarding children outside of the catchment gaining admission is one which the Council and school have no control over. If the school is undersubscribed with applications, then all children who have requested a place are required to be offered one and failure to comply with this would be unlawful. Places cannot be reserved for possible catchment applicants and all places must be offered in accordance with legislation and the admissions criteria for the school. The point raised regarding the Warren Farm development being in The Firs catchment area and the fact that Russell Lower School is being expanded on the basis of this development is currently being addressed with both Lower schools in Ampthill. A proposal for changing the school's catchment area will be brought forward next year for implementation in September 2016.

Method of Determination

47. Central Bedfordshire Council, acting as the local authority is required to determine the co-ordinated admissions scheme and admissions arrangements for Community and Voluntary Controlled schools by 15 April 2014. The appropriate bodies must therefore be notified upon determination which are:
- a) Parents of children between the ages of two and eighteen.
 - b) Other persons in the relevant area who in the opinion of the admissions authority have an interest in the proposed admissions.
 - c) All other admission authorities within the relevant area.
 - d) The Governing Bodies of Community and Voluntary Controlled schools.
 - e) Adjoining neighbouring local authorities.
 - f) The body or person representing religious denomination schools.
48. A copy of the determined arrangements for Community and Voluntary Controlled schools must be published on the Council's website. The Council also has a duty to publish of admission arrangements for Academies and own Admission Authority schools by 1 May in the determination year, via the Council's website.

Conclusion and Next Steps

49. The Council, acting as the Local Authority, has conducted a consultation on the co-ordinated scheme for admissions and the admission arrangements for Community and Voluntary Controlled schools according to regulations. The Council has sought and considered responses from all consultees and considered the arrangements against legislation contained within the School Admissions Code and the recent findings of the annual report of the Office of the Schools Adjudicator. It is recommended that the co-ordinated scheme and admission arrangements are approved by Executive in order for the Council to determine its admission arrangements by 15 April 2014 as required by legislation.

Appendices:

Appendix 1 – Determined Lower, Primary and Middle 2015/16 co-ordinated admissions scheme

Appendix 2 – Determined Secondary, Upper and University Technical College 2015/16 co-ordinated admissions scheme

Appendix 3 – Community and Voluntary Controlled schools determined admissions arrangements 2015/16.

Appendix 4 – Greenleas School, Kestrel Way – determined catchment area

Appendix 5 – St. Andrew's Lower School, second site – determined catchment area

Background Papers:

1. Equality Impact Assessment

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**DETERMINED CO-ORDINATED SCHEME FOR ADMISSIONS TO:
LOWER, PRIMARY AND MIDDLE SCHOOLS AND ACADEMIES****ACADEMIC YEAR 2015/2016****1. Introduction**

- 1.1 The School Standards and Framework Act 1998, as amended by the Education Act 2002 and supported by The School Admission (Co-ordination of Admission Arrangements) (England) Regulations 2008, requires Local Authorities to formulate a scheme for co-ordinating admission arrangements for all maintained schools in their area. Academies are required to participate in the co-ordinated scheme.
- 1.2 A school is defined as any maintained community, voluntary controlled, foundation, trust school or voluntary aided school or academy in the Central Bedfordshire Council area.
- 1.3 Central Bedfordshire Council, acting as the Local Authority is the admission authority for all community and voluntary controlled schools. The admission authority for foundation, trust and voluntary aided schools and academies is the governing body.
- 1.4 This scheme will apply to all lower, primary and middle schools and academies for admissions in the Central Bedfordshire Council area from September 2015.
- 1.5. Any reference to Central Bedfordshire is a reference to the administrative area of the unitary authority.
- 1.6 Central Bedfordshire Council uses the equal preference system to process admission applications, as outlined below:
 - 1.6.1 Stage 1

All first, second and third preference applications are considered equally against the admissions criteria. At this stage the Council does not distinguish between first, second and third preference applications. For example, if the school has 120 places and there are 150 first, second and third preference applications all are considered equally against the admissions criteria.

1.6.2 Stage 2

If a pupil qualifies for a place at more than one school the parent's highest ranked preference (i.e. first or second preference on the parent's application form) will be offered, and any lower ranking offers will be disregarded. For example a parent's first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference school available for another pupil.

2. The Scheme

- 2.1. This scheme is for admissions in the normal year of entry for:
 - a) Lower Schools and Academies
 - b) Primary Schools and Academies
 - c) Middle Schools and Academies
- 2.2. There will be a standard form known as the Common Application Form (CAF). Parents of children living in Central Bedfordshire will also be able to apply online for a school or academy place.
- 2.3. The CAF or online application will be used for the purposes of admitting children into the first year of a:
 - Lower or Primary school/academy (Year R), or
 - Middle school/academy (Year 5).
- 2.4. The CAF or online application form will enable parents/carers to:
 - express a preference for up to 3 schools / academies
 - rank their preferences
 - give reasons for their preferences
- 2.5. Information will be provided on the admissions process in the form of the admissions booklet and will contain information on:
 - a) the schools and academies in Central Bedfordshire
 - b) dates of open evenings (where applicable)
 - c) Schools and academies admission numbers and admissions criteria
 - d) how to complete an application
 - e) how places are allocated
 - f) timetable for the application and allocation process
 - g) school transport
 - h) who to contact for advice
- 2.6. **Admissions for the normal year of entry into a Lower or Primary School (Year R):**
 - 2.6.1 Parents of all children born between **01/09/10 and 31/08/11** and living in Central Bedfordshire will be able to apply for a school or academy place online or by using the CAF. The CAF will be available from any local lower

or primary school or academy, from the School Admissions Team or it can be downloaded from the Local Authority website.

2.6.2 Parents of children living in Central Bedfordshire who wish to apply for a primary or lower school or academy place in another Local Authority must apply online or use the CAF.

2.6.3 Parents of children who do not live in Central Bedfordshire but who wish to apply for a place at a Central Bedfordshire school or academy must make their application to their home Local Authority.

2.6.4 Deferred Entry: Parents of children offered a place for admission in September may defer the admission until January or April, provided the child is not of statutory school age. Parents cannot defer admission beyond statutory school age nor beyond the academic year for which the place was offered.

2.7. Admission into the normal year of entry into a Middle School (Year 5)

2.7.1. Parents of all children living in Central Bedfordshire and attending a lower school or academy in the Local Authority area will receive the details about the transfer process and how to apply.

2.7.2. Parents of children attending a lower school or academy, in Central Bedfordshire who do not live in the Local Authority area must make their application to their home Local Authority.

2.7.3. Parents of children living in Central Bedfordshire but not attending a lower school or academy, in the Local Authority area and who wish to apply for a middle school or academy place may make their application online or obtain the CAF and School Admissions booklet from the School Admissions Team. The CAF and booklet are also available to download from the Local Authority website.

3. Timetable for admissions into Lower, Primary and Middle schools

Lower/Primary:

3.1. In **September 2014**, the Local Authority admissions booklet and the CAF will be available to parents of children living in Central Bedfordshire. Parents of children who do not live in Central Bedfordshire must apply to their home Local Authority.

3.2. Completed online applications and CAFs are to be submitted to the School Admissions Team by **15 January 2015**. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

Middle transfer:

3.3. In **September 2014** information is sent to parents of all children attending a lower school or academy in the Local Authority area. Parents of children

who do not live in Central Bedfordshire will be advised to contact their home Local Authority in order to make their application.

- 3.4. Completed online applications are to be submitted and CAFs are to be returned to the School Admissions Team by **15 January 2015**. If the child is attending a lower school in Central Bedfordshire a CAF can be returned via the lower school or academy who will forward it to the School Admissions Team. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

Lower, Primary and Middle admissions

- 3.5. By **13 February 2015** All preferences will be logged on the database and the School Admissions Team will notify the admission authority for each foundation, trust school or voluntary aided school and academy of every nomination that has been made for that school or academy. Applications for places in other Local Authority schools / academies are sent to those authorities.

- 3.6. By **11 March 2015** the admission authority for each foundation, trust or voluntary aided school and academy will consider all applications for their school or academy, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.

- 3.7. The School Admissions Team will process the ranked lists against the ranked lists of other schools or academies nominated and:

where the child is eligible for a place at only one of the nominated schools or academies, that school or academy will be allocated to the child

where the child is eligible for a place at two or more of the nominated schools or academies, they will be allocated a place at whichever of these is the highest ranked preference

- 3.8. Between **18 March 2015 and 25 March 2015** information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire school or academy) to determine the allocation of a place at the highest ranked preference.

- 3.9. Where the child is not eligible for a place at any of the nominated schools or academies, the child will be allocated a place at the nearest appropriate school or academy with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the schools or academies that still have vacancies, after the allocation process. Priority will always be given to those parents who have expressed a preference for

a particular school or academy over those who have not.

- 3.10 On **14 April 2015** all middle schools and academies will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 3.11. On **16 April 2015** the School Admissions Team will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, including those who have applied for a place in another Local Authority school or academy. Parents who have applied online will be able to access the decision online. Parents of children who do not live in Central Bedfordshire will be notified by their home Local Authority on the date determined by that Local Authority.
- 3.12 By **30 April 2015** parents are to notify School Admissions Team of their rejection of the place offered if this is no longer required. If parents do not respond by this date it will be assumed that they have accepted the place.
- 3.13 By **30 April 2015** parents who have applied on time and want to change their preference from their original offer need to have submitted a change of preference by this date.

4. Late Applications

- 4.1 The closing date for applications in the normal admissions round is **15 January 2015**. Applications received after this date will be considered late and will be processed after the initial allocation of places.
- 4.2. Late applications received from 16 January until 16 April will be processed as part of the initial late allocation round and will be logged onto the database by **8 May 2015**.
- 4.3. The School Admissions Team will notify the admission authority for each foundation, trust school and voluntary aided school and academy of every nomination that has been made for that school or academy by **8 May 2015**.
- 4.4. Applications for places in other Local Authority schools / academies will be sent to those authorities by **8 May 2015**.
- 4.5. By **22 May 2015** the admission authority for each foundation, trust and voluntary aided school and academy will consider all their initial late applications for their school or academy, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 4.6. The School Admissions Team will process the ranked lists against the ranked lists of other schools or academies nominated and:

where the child is eligible for a place at only one of the nominated schools or academies, that school or academy will be allocated to the child

where the child is eligible for a place at two or more of the nominated schools or academies, they will be allocated a place at whichever of these is the highest ranked preference

- 4.7. Information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire school or academy) to determine the allocation of a place at the highest ranked preference.
- 4.8. Where the child is not eligible for a place at any of the nominated schools or academies, the child will be allocated a place at the nearest appropriate school or academy with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the schools or academies that still have vacancies, after the allocation process. Priority will always be given to those parents who have expressed a preference for a particular school or academy over those who have not.
- 4.9. On **8 June 2015** the School Admissions Team will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, if part of the initial late allocation round, including those who have applied for a place in another Local Authority school or academy where the result of this decision has been received by the timescales outlined above.
- 4.10. Late applications received on or after the 17 April will be processed from **9 June 2015**.

5. Waiting Lists

- 5.1. Pupils not offered a place at their highest preference school or academy or at any of their preferred schools or academies are kept on a waiting list to be re-allocated if places become available. Waiting lists will be maintained until **the end of the academic year for 2015/16** for Community and Voluntary controlled schools. Waiting lists for schools who are their own admission authority (foundation, trust and VA) and academies may operate different waiting list arrangements.

6. In-year Admissions (applications received on or after 1 September)

- 6.1. An in-year admission is an application made for a child to be admitted outside of the co-ordinated admissions scheme for the normal year of entry or for another year group within an academy/school.

Appendix 1

- 6.2. The local authority will co-ordinate in-year applications for community and voluntary controlled schools as the admission authority for those schools.
- 6.3. The local authority will co-ordinate in-year applications made for academies and own admission authority schools who opt-in to the local authority's scheme for in-year admissions.
- 6.4. The Local Authority will make an application form available to enable parents to apply for an in-year place at any academy or school within the Local Authority area, which will enable parents to express a preference for up to 3 schools or academies and to rank their preferences. The form will be available on the Local Authority website as an e-form or can be downloaded or a hard copy can be obtained from the School Admissions Team.
- 6.5. The application will be dealt with by the local authority for those schools which are community or voluntary controlled schools or those academies and own admission authority who have opted in to the local authority's in-year co-ordination scheme.
- 6.6. Any application received by the School Admissions Team for an academy or own admission authority school whom has opted out of the local authority's in-year co-ordination scheme will be forwarded to them to process.
- 6.7. All Academies and own admission authority schools who deal with their own in-year admissions (i.e. opted out of the in-year co-ordination scheme) will be required to determine the child's application and notify the parent and local authority of the outcome.
- 6.8. Pupils not offered a place at a community or voluntary controlled school or at an academy or own admission authority school who has opted in to the local authority's in-year co-ordination scheme will be kept on a waiting list which will be maintained for the academic year of admission. Academies and own admission authority schools who have opted out will have their own waiting list arrangements. In all cases where a place cannot be offered parents will have the right of appeal.
- 6.9. If all of the preferred academies and schools are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest academy or school with places available, unless the child is already attending a local school or academy.
- 6.10. Any place offered is usually expected to be taken up by the child within 4-6 weeks or by the start of the next school term.
- 6.11. Details of the community and voluntary controlled schools and those academies and own admission authority schools who have opted-in to the in-year co-ordination scheme and those who have opted out can be obtained from the School Admissions Team at www.centralbedfordshire.gov.uk/admissions.

**Timetable for Co-ordinated Admissions to:
Lower, Primary and Middle Schools and Academies for academic year 2015/16**

September 2014	Information about the transfer process issued
15 January 2015	Closing date for receipt of applications
13 February 2015	By this date details of applications to be sent to foundation, trust and voluntary aided schools and academies. Applications for places in other Local Authority middle schools and academies sent to those authorities
11 March 2015	By this date foundation, trust and voluntary aided schools and academies provide the School Admissions Team with ranked lists of applicants
18 March 2015 – 25 March 2015	Between these dates information to be exchanged with other Local Authorities on potential offers
14 April 2015	Information on pupils to be offered places will be available to schools and academies via the web based School Admissions Module
16 April 2015	Notification to be posted to parents living in Central Bedfordshire and available online
30 April 2015	Date by which parents reject the offer of a place if not required.
8 May 2015	Late applications received between 16 January and 16 April 2014 will be logged onto the database by this date.
8 May 2015	The School Admissions Team will notify the admission authority for each foundation, trust and voluntary aided school and academy of every nomination that has been made for that school or academy and applications for places in other Local Authority schools / academies will be sent to those authorities
22 May 2015	By this date foundation, trust and voluntary aided schools and academies provide School Admissions Team with ranked lists of applicants in the initial late allocation round.
8 June 2015	Notification to be posted to parents living in Central Bedfordshire who have submitted a late application that qualifies for consideration in the initial late allocation round.
9 June 2015	Late applications received on or after 17 April will be processed from this date.

**DETERMINED CO-ORDINATED SCHEME FOR ADMISSIONS TO:
SECONDARY AND UPPER SCHOOLS AND ACADEMIES AND THE
UNIVERSITY TECHNICAL COLLEGE**

ACADEMIC YEAR 2015/2016

Section 1

Introduction

- 1.1 The School Standards and Framework Act 1998, as amended by the Education Act 2002 and supported by The School Admission (Co-ordination of Admission Arrangements) (England) Regulations 2008, requires Local Authorities to formulate a scheme for co-ordinating admission arrangements for all maintained schools in their area. Academies are required to participate in the co-ordinated scheme.
- 1.2 A school is defined as any maintained community, voluntary controlled, foundation, trust school or voluntary-aided school or academy in the Central Bedfordshire Council area.
- 1.3 Central Bedfordshire Council, acting as the Local Authority is the admission authority for all community and voluntary controlled schools. The admission authority for foundation, trust and voluntary aided schools and academies is the governing body.
- 1.4 This scheme will apply to all secondary and upper schools and academies and the University Technical College in the Central Bedfordshire Council area from September 2015.
- 1.5 Any reference to Central Bedfordshire is a reference to the administrative area of the unitary authority.
- 1.6 Central Bedfordshire Council uses the equal preference system to process admission applications, as outlined below:
 - 1.6.1 Stage 1

All first, second and third preference applications are considered equally against the admissions criteria. At this stage the Council does not distinguish between first, second and third preference applications. For example, if the school has 120 places and there are 150 first, second and third preference applications all are considered equally against the admissions criteria.

1.6.2 Stage 2

If a pupil qualifies for a place at more than one school or academy the parent's highest ranked preference (i.e. first or second preference on the parent's application form) will be offered, and any lower ranking offers will be disregarded. For example a parent's first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference school or academy available for another pupil.

Section 2

The Scheme

- 2.1. This scheme is for admissions in the normal year of entry for:
 - a) Secondary Schools and Academies
 - b) Upper Schools and Academies
 - c) University Technical College (UTC)
- 2.2. There will be a standard form known as the Common Application Form (CAF). Parents of children living in Central Bedfordshire will also be able to apply online for a school or academy place.
- 2.3. The CAF or online application will be used for the purposes of admitting children into the first year of a:
 - Secondary school/academy (Year 7), or
 - Upper school/academy (Year 9), or
 - University Technical College (Year 10)
- 2.4. The CAF or online application form will enable parents/carers to:
 - express a preference for up to 3 schools / academies
 - rank their preferences
 - give reasons for their preferences
- 2.5. Information will be provided on the admissions process in the form of the admissions booklet and will contain information on:
 - a) the schools and academies in Central Bedfordshire
 - b) dates of open evenings (where applicable)
 - c) Schools and academies admission numbers and admissions criteria
 - d) how to complete an application
 - e) how places are allocated
 - f) timetable for the application and allocation process
 - g) school transport
 - h) who to contact for advice

2.6. Admission into the normal year of entry into a Secondary School/ Academy (Year 7)

- 2.6.1 Parents of all children living in Central Bedfordshire and attending a primary school or academy, in the Local Authority area will receive the details about the transfer process and how to apply.
- 2.6.2 Parents of children attending a primary school or academy, in Central Bedfordshire who do not live in the Local Authority area must make their application to their home Local Authority.
- 2.6.3 Parents of children living in Central Bedfordshire but not attending a primary school or academy, in the Local Authority area and who wish to apply for a secondary school or academy place may make their application online or obtain the CAF and School Admissions booklet from the School Admissions Team. The CAF and booklet are also available to download from the Local Authority website.

2.7. Admission into the normal year of entry into an Upper School (Year 9)

- 2.7.1 Parents of all children living in Central Bedfordshire and attending a middle school or academy, in the Local Authority area will receive the details about the transfer process and how to apply.
- 2.7.2 Parents of children attending a middle school or academy, in Central Bedfordshire who do not live in the Local Authority area must make their application to their home Local Authority.
- 2.7.3 Parents of children living in Central Bedfordshire but not attending a middle school or academy, in the Local Authority area and who wish to apply for an upper school or academy place may make their application online or obtain the CAF and School Admissions booklet from the School Admissions Team. The CAF and booklet are also available to download from the Local Authority website.

2.8. Admission into the normal year of entry into a University Technical College (Year 10)

- 2.8.1 Parents of children living in Central Bedfordshire and who wish to apply for a place at a University Technical College may make their application online or obtain the CAF and School Admissions booklet from the School Admissions Team. The CAF and booklet are also available to download from the Local Authority website.

3. Timetable for admissions into Secondary and Upper schools and academies and the University Technical College

Secondary:

- 3.1. In **September 2014**, information is sent to parents of all children attending a primary school or academy in the Local Authority area. Parents of children who do not live in Central Bedfordshire will be advised to contact their home Local Authority in order to make their application.
- 3.2. Completed online applications and CAFs are to be submitted to the School Admissions Team by **31 October 2014**. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

Upper:

- 3.3. In **September 2014** information is sent to parents of all children attending a middle school or academy in the Local Authority area. Parents of children who do not live in Central Bedfordshire will be advised to contact their home Local Authority in order to make their application.
- 3.4. Completed online applications are to be submitted and CAFs are to be returned to the School Admissions Team by **31 October 2014**. If the child is attending a lower school or academy in Central Bedfordshire a CAF can be returned via the lower school or academy who will forward it to the School Admissions Team. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

University Technical College:

- 3.5. Completed online applications and CAFs are to be submitted to the School Admissions Team by **31 October 2014**. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

Secondary, Upper and University Technical College transfer admissions

- 3.6. By **5 December 2014** all preferences will be logged on the database and the School Admissions Team will notify the admission authority for each foundation, trust school or voluntary aided school and academy of every nomination that has been made for that school or academy. Applications for places in other Local Authority schools / academies are sent to those authorities.
- 3.7. By **9 January 2015** the admission authority for each foundation, trust or voluntary aided school and academy will consider all applications for their school or academy, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally

against the admissions criteria.

- 3.8. The School Admissions Team will match the ranked lists against the ranked lists of other schools or academies nominated.

where the child is eligible for a place at only one of the nominated schools or academies, that school or academy will be allocated to the child

where the child is eligible for a place at two or more of the nominated schools or academies, they will be allocated a place at whichever of these is the highest ranked preference

- 3.9. Between **28 January 2015 and 11 February 2015** information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire school or academy) to determine the allocation of a place at the highest ranked preference.
- 3.10. Where the child is not eligible for a place at any of the nominated schools or academies, the child will be allocated a place at the nearest appropriate school or academy with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the schools or academies that still have vacancies. Priority will always be given to those parents who have expressed a preference for a particular school or academy over those who have not.
- 3.11. On **26 February 2015** all Secondary and Upper schools and academies and the University Technical College will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 3.12. On **2 March 2015** the School Admissions Team will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, including those who have applied for a secondary or upper school or academy place or a place at the University Technical College in another Local Authority. Parents who have applied online will be able to access the decision online. Parents of children who do not live in Central Bedfordshire will be notified by their home Local Authority.
- 3.13. By **16 March 2015** parents are to notify the School Admissions Team of their rejection of the place offered if this is no longer required. If parents do not respond by this date it will be assumed that they have accepted the place.
- 3.14. By **16 March 2015** parents who have applied on time and want to change their preference from their original offer need to have submitted a change of preference by this date.

4. Late Applications

- 4.1 The closing date for applications in the normal admissions round is **31 October 2014**. Applications received after this date will be considered late and will be processed after the initial allocation of places.
- 4.2. Late applications received from 31 October until 3 March will be processed as part of the initial late allocation round and will be logged onto the database by **18 March 2015**.
- 4.3. The School Admissions Team will notify the admission authority for each foundation, voluntary aided, trust school and academy of every nomination that has been made for that school or academy by **18 March 2015**.
- 4.4. Applications for places in other Local Authority schools / academies will also be sent to those authorities by **18 March 2015**.
- 4.5. By **27 March 2015** the admission authority for each foundation, voluntary aided, trust school and academy will consider all their initial late applications for their school or academy, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 4.6. The School Admissions Team will process the ranked lists against the ranked lists of other schools or academies nominated and:
 - where the child is eligible for a place at only one of the nominated schools or academies, that school or academy will be allocated to the child
 - where the child is eligible for a place at two or more of the nominated schools or academies, they will be allocated a place at whichever of these is the highest ranked preference
- 4.7. Information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire school or academy) to determine the allocation of a place at the highest ranked preference.
- 4.8. Where the child is not eligible for a place at any of the nominated schools or academies, the child will be allocated a place at the nearest appropriate school or academy with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the schools or academies that still have vacancies, after the allocation process. Priority will always be given to those parents who have expressed a preference for a particular school or academy over those who have not.

- 4.9. On **24 April 2015** the School Admissions Team will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, if part of the initial late allocation round, including those who have applied for a place in another Local Authority school or academy where the result of this decision has been received by the timescales outlined above.
- 4.10. Late applications received on or after the 2 March will be processed from **27 April 2015**.

5. Waiting Lists

- 5.1. Pupils not offered a place at their highest preference school or academy or at any of their preferred schools or academies are kept on a waiting list to be re-allocated if places become available. Waiting lists will be maintained until **the end of the academic year for 2015/16** for Community and Voluntary controlled schools. Waiting lists for foundation, trust and VA schools and academies may operate different waiting list arrangements.

6. In-year Admissions (applications received on or after 1 September)

- 6.1. An in-year admission is an application made for a child to be admitted outside of the co-ordinated admissions scheme for the normal year of entry or for another year group within an academy/school.
- 6.2. The local authority will co-ordinate in-year applications for community and voluntary controlled schools as the admission authority for those schools.
- 6.3. The local authority will co-ordinate in-year applications made for academies and own admission authority schools who opt-in to the local authority's scheme for in-year admissions.
- 6.4. The Local Authority will make an application form available to enable parents to apply for an in-year place at any academy or school within the Local Authority area, which will enable parents to express a preference for up to 3 schools or academies and to rank their preferences. The form will be available on the Local Authority website as an e-form or can be downloaded or a hard copy can be obtained from the School Admissions Team.
- 6.5. The application will be dealt with by the local authority for those schools which are community or voluntary controlled schools or those academies and own admission authority who have opted in to the local authority's in-year co-ordination scheme.
- 6.6. Any application received by the School Admissions Team for an academy or own admission authority school whom has opted out of the local authority's in-year co-ordination scheme will be forwarded to them to process.

- 6.7. All Academies and own admission authority schools who deal with their own in-year admissions (i.e. opted out of the in-year co-ordination scheme) will be required to determine the child's application and notify the parent and local authority of the outcome.
- 6.8. Pupils not offered a place at a community or voluntary controlled school or at an academy or own admission authority school who has opted in to the local authority's in-year co-ordination scheme will be kept on a waiting list which will be maintained for the academic year of admission. Academies and own admission authority schools who have opted out will have their own waiting list arrangements. In all cases where a place cannot be offered parents will have the right of appeal.
- 6.9. If all of the preferred academies and schools are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest academy or school with places available, unless the child is already attending a local school or academy.
- 6.10. Any place offered is usually expected to be taken up by the child within 4-6 weeks or by the start of the next school term.
- 6.11. Details of the community and voluntary controlled schools and those academies and own admission authority schools who have opted-in to the in-year co-ordination scheme and those who have opted out can be obtained from the School Admissions Team at www.centralbedfordshire.gov.uk/admissions.

**Timetable for Co-ordinated Admissions to:
Secondary and Upper Schools and Academies and the University Technical College for
academic year 2015/16**

September 2014	Information about the admission process issued
31 October 2014	Closing date for receipt of applications
5 December 2014	By this date details of applications to be sent to foundation, trust and voluntary aided schools and academies. Applications for places in other Local Authority schools and academies sent to those authorities.
9 January 2015	By this date foundation, trust and voluntary aided schools and academies provide the School Admissions Team with ranked lists of applicants
28 January 2015 – 11 February 2015	Between these dates information to be exchanged with other Local Authorities on potential offers
26 February 2015	Information on pupils to be offered places will be available to academies and schools via the web based School Admissions Module.
2 March 2015	Notification to be posted to parents living in Central Bedfordshire and available online
16 March 2015	Date by which parents reject the offer of a place if not required.
18 March 2015	Late applications received between 31 October 2013 and 2 March 2014 will be logged onto the database by this date.
18 March 2015	The School Admissions Team will notify the admission authority for each academy, foundation, trust and voluntary aided school of every nomination that has been made for that school or academy. Applications for places in other Local Authority schools / academies will be sent to those authorities.
27 March 2015	By this date foundation, trust and voluntary aided schools and academies provide School Admissions Team with ranked lists of applicants in the initial late allocation round.
24 April 2015	Notification to be posted to parents living in Central Bedfordshire who have submitted a late application that qualifies for consideration in the initial late allocation round.
27 April 2015	Late applications received on or after 2 March will be processed from this date.

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Community and Voluntary Controlled schools Determined Admission Arrangements for Academic Year 2015/16

Central Bedfordshire Council - Standard Admissions Policy

- 1) All 'looked after' children or children who were previously 'looked after'
- 2) Children living in the catchment area with siblings at the school
- 3) Children living in the catchment area
- 4) Other children with siblings at the school
- 5) Children who live nearest to the school determined by straight line distance from the school site to the child's home address

The Community and Voluntary Controlled (VC) schools listed below operate the above standard admissions policy:

School	Phase	Published Admissions Number (PAN)
Beauesert	Lower	55
Caldecote VC	Lower	24
Campton	Lower	22
Chalton	Lower	15
Clipstone Brook	Lower	45
Fairfield Park	Lower	60
Flitwick	Lower	60
Hawthorn Park	Primary	60
Haynes	Lower	24
Heathwood	Lower	30
Houghton Conquest	Lower	20
Husborne Crawley	Lower	12
Kensworth VC	Primary	15
Kingsmoor	Lower	45
Lawnside	Lower	60
Leedon	Lower	60
Maulden	Lower	30
Ridgmont	Lower	15
Roecroft	Lower	60
Russell	Lower	90
Shefford	Lower	90
Shillington	Lower	30
Slip End	Lower	24
Southcott	Lower	60

Southill	Lower	15
St. Georges	Lower	30
St. Swithuns VC	Lower	30
Stanbridge	Lower	24
Stondon	Lower	30
Swallowfield	Lower	58
Templefield	Lower	60
The Mary Bassett	Lower	60
Tithe Farm	Primary	30
Totternhoe	Lower	29
Watling	Lower	30
Woburn	Lower	12
Brewers Hill	Middle	120
Burgoyne	Middle	90
Streetfield	Middle	130
Caddington Village	Combined	Year R = 60, Year 5 = 15

The following Community and Voluntary Controlled schools operate a variation to the standard admissions policy above and the variation is detailed below for each of these schools:

Aspley Guise Lower School		PAN: 27
1.	All 'looked after' children or children who were previously 'looked after'	
2.	Children living in the catchment area with siblings at the school	
3.	Children living in the catchment area	
4.	Other children with siblings at the school	
5.	Children attending the Aspley Guise Pre-School	
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address	

Doverly Down Lower School		PAN: 30
1.	All 'looked after' children or children who were previously 'looked after'	
2.	Children living in the catchment area with siblings at the school	
3.	Children living in the catchment area	
4.	Other children with siblings at the school	
5.	Children attending The Acorn Pre-School	
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address	

Dunstable Icknield Lower School	PAN: 60
<ol style="list-style-type: none"> 1. All 'looked after' children or children who were previously 'looked after' 2. Children living in the catchment area with siblings at the school 3. Children living in the catchment area 4. Other children with siblings at the school 5. Children who have attended the Nursery at Dunstable Icknield Lower School 6. Children who live nearest to the school determined by straight line distance from the school site to the child's home address 	

Dunton VC Lower School	PAN: 15
<ol style="list-style-type: none"> 1. All 'looked after' children or children who were previously 'looked after' 2. Children living in the catchment area with siblings at the school 3. Children living in the catchment area 4. Other children with siblings at the school 5. Children attending Dunton Pre-School 6. Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*. 7. Children who live nearest to the school determined by straight line distance from the school site to the child's home address 	

Everton Lower School	PAN: 10
<ol style="list-style-type: none"> 1. All 'looked after' children or children who were previously 'looked after' 2. Children living in the catchment area with siblings at the school 3. Children living in the catchment area 4. Other children with siblings at the school 5. Children attending the Evertots Pre-School 6. Children who live nearest to the school determined by straight line distance from the school site to the child's home address 	

Greenleas School (Derwent Road)	PAN: 60
<ol style="list-style-type: none"> 1. All 'looked after' children or children who were previously 'looked after' 2. Children living in the catchment area with siblings at the school 3. Children living in the catchment area 4. Other children with siblings at the school 5. Children attending Greenleas Nursery Unit 6. Children attending Willows Pre-School on the Greenleas School site 7. Children who live nearest to the school determined by straight line distance from the school site to the child's home address 	

Greenleas School (Kestrel Way)		PAN: 60
1.	All 'looked after' children or children who were previously 'looked after'	
2.	Children living in the catchment area with siblings at the school	
3.	Children living in the catchment area	
4.	Other children with siblings at the school	
5.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address	
Hockliffe Lower School		PAN: 15
1.	All 'looked after' children or children who were previously 'looked after'	
2.	Children living in the catchment area with siblings at the school	
3.	Children living in the catchment area	
4.	Other children with siblings at the school	
5.	Nursery aged children attending Hockliffe Lower School	
6.	Children attending Little Bluebells Playgroup at Hockliffe Lower School	
7.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address	
Houghton Regis Primary School		PAN: 45
1.	All 'looked after' children or children who were previously 'looked after'	
2.	Children living in the catchment area with siblings at the school	
3.	Children living in the catchment area	
4.	Other children with siblings at the school	
5.	Children attending the nursery at Houghton Regis Primary School	
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address	
Lancot Primary School		PAN: 60
1.	All 'looked after' children or children who were previously 'looked after'	
2.	Children living in the catchment area with siblings at the school	
3.	Children living in the catchment area	
4.	Other children with siblings at the school	
5.	Children currently attending Lancot Nursery Unit	
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address	
Linslade Lower School		PAN: 45
1.	All 'looked after' children or children who were previously 'looked after'	
2.	Children living in the catchment area with siblings at the school	
3.	Children living in the catchment area	
4.	Other children with siblings at the school	
5.	Children currently attending Linslade Lower School Nursery	
6.	Children who live nearest to the school determined by straight line distance from the school site to the child's home address.	

Ramsey Manor Lower School	PAN: 58
<ol style="list-style-type: none"> 1. All 'looked after' children or children who were previously 'looked after' 2. Children living in the catchment area with siblings at the school 3. Children living in the catchment area 4. Other children with siblings at the school 5. Children in long term (12 months or more) registered child minding situations, being cared for in the school catchment area. 6. Children who live nearest to the school determined by straight line distance from the school site to the child's home address 	

Silsoe Lower School	PAN: 27
<ol style="list-style-type: none"> 1. All 'looked after' children or children who were previously 'looked after' 2. Children living in the catchment area with siblings at the school 3. Children living in the catchment area 4. Other children with siblings at the school 5. Children who attend Silsoe Pre-School 6. Children who live nearest to the school determined by straight line distance from the school site to the child's home address 	

St. Andrews Lower School	PAN: 150 (Brunt's Lane = 90, Second site = 60)
<ol style="list-style-type: none"> 1. All 'looked after' children or children who were previously 'looked after' 2. Children living in the catchment area with siblings at the school 3. Children living in the catchment area 4. Other children with siblings at the school 5. Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*. 6. Children who live nearest to the school determined by straight line distance from the school site to the child's home address 	

Studham Lower School	PAN: 15
<ol style="list-style-type: none"> 1. All 'looked after' children or children who were previously 'looked after' 2. Children living in the catchment area with siblings at the school 3. Children living in the catchment area 4. Other children with siblings at the school 5. Children who attend Studham Pre-School 6. Children who live nearest to the school determined by straight line distance from the school site to the child's home address 	

Thomas Johnson Lower School	PAN: 18
<ol style="list-style-type: none"> 1. All 'looked after' children or children who were previously 'looked after' 2. Children living in the catchment area with siblings at the school 3. Children living in the catchment area 4. Other children with siblings at the school 5. Children currently attending the nursery unit 6. Children who live nearest to the school determined by straight line distance from the school site to the child's home address 	

Thornhill Primary School	PAN: 30
<ol style="list-style-type: none"> 1. All 'looked after' children or children who were previously 'looked after' 2. Children living in the catchment area with siblings at the school 3. Children living in the catchment area 4. Other children with siblings at the school 5. Children attending the nursery at Thornhill Primary School 6. Children who live nearest to the school determined by straight line distance from the school site to the child's home address 	

Wrestlingworth VC Lower School	PAN: 13
<ol style="list-style-type: none"> 1. All 'looked after' children or children who were previously 'looked after' 2. Children living in the catchment area with siblings at the school 3. Children living in the catchment area 4. Other children with siblings at the school 5. Children attending Wrestlingworth Pre-School 6. Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*. 7. Children who live nearest to the school determined by straight line distance from the school site to the child's home address 	

Edward Peake Middle School	PAN: 120
<ol style="list-style-type: none"> 1. All 'looked after' children or children who were previously 'looked after' 2. Children living in the catchment area with siblings at the school 3. Children living in the catchment area 4. Other children with siblings at the school 5. Children, one or more of whose parents/carers have, at the time of application, shown commitment to the Church of England or another Christian church by attending a service at least once a month for the year prior to an application being made*. 6. Children who live nearest to the school determined by straight line distance from the school site to the child's home address 	

Leighton Middle School	PAN: 120
<ol style="list-style-type: none"> 1. All 'looked after' children or children who were previously 'looked after' 2. Children living in the catchment area with siblings at the school 3. Children living in the catchment area 4. Other children with siblings at the school 5. Children who have spent a significant time (3 years or more) in a Leighton Buzzard/Linslade/Hockliffe school, i.e. Beaudesert, Clipstone Brook, Doversy Down, Greenleas, Heathwood, Leedon, Linslade, Mary Bassett, Pulfords, Southcott, St. Georges, St. Leonards, Stanbridge and Hockliffe Lower Schools. 6. Children who live nearest to the school determined by straight line distance from the school site to the child's home address 	

*A Christian Church is defined as one which is a member, or is eligible for membership, of Churches Together in England or the Evangelical Alliance. Applications in this category will need to ask their priest or minister to complete the relevant section of the local authority common application form.

Notes:

Pupils who have a Statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full.

Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. The distance criterion will be used as a tiebreaker in each criterion where required to determine the allocation of places. In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, using the Tribal Admissions database to allocate the place.

Definitions:**'Looked after' children**

A 'looked after' child is a child in the care of a local authority as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

Previously 'looked after' children

A previously 'looked after' child is a child who was 'looked after', but ceased to be so because they were adopted or became subject to a residence order or a special guardianship order.

Catchment area

A catchment area is a geographical area from which children are given priority for admission to the particular school. Please see www.centralbedfordshire.gov.uk/admissions for more information on school catchment areas.

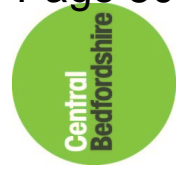
Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent / carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

Children who live nearest to the school determined by straight line distance from the school site to the pupil's home address

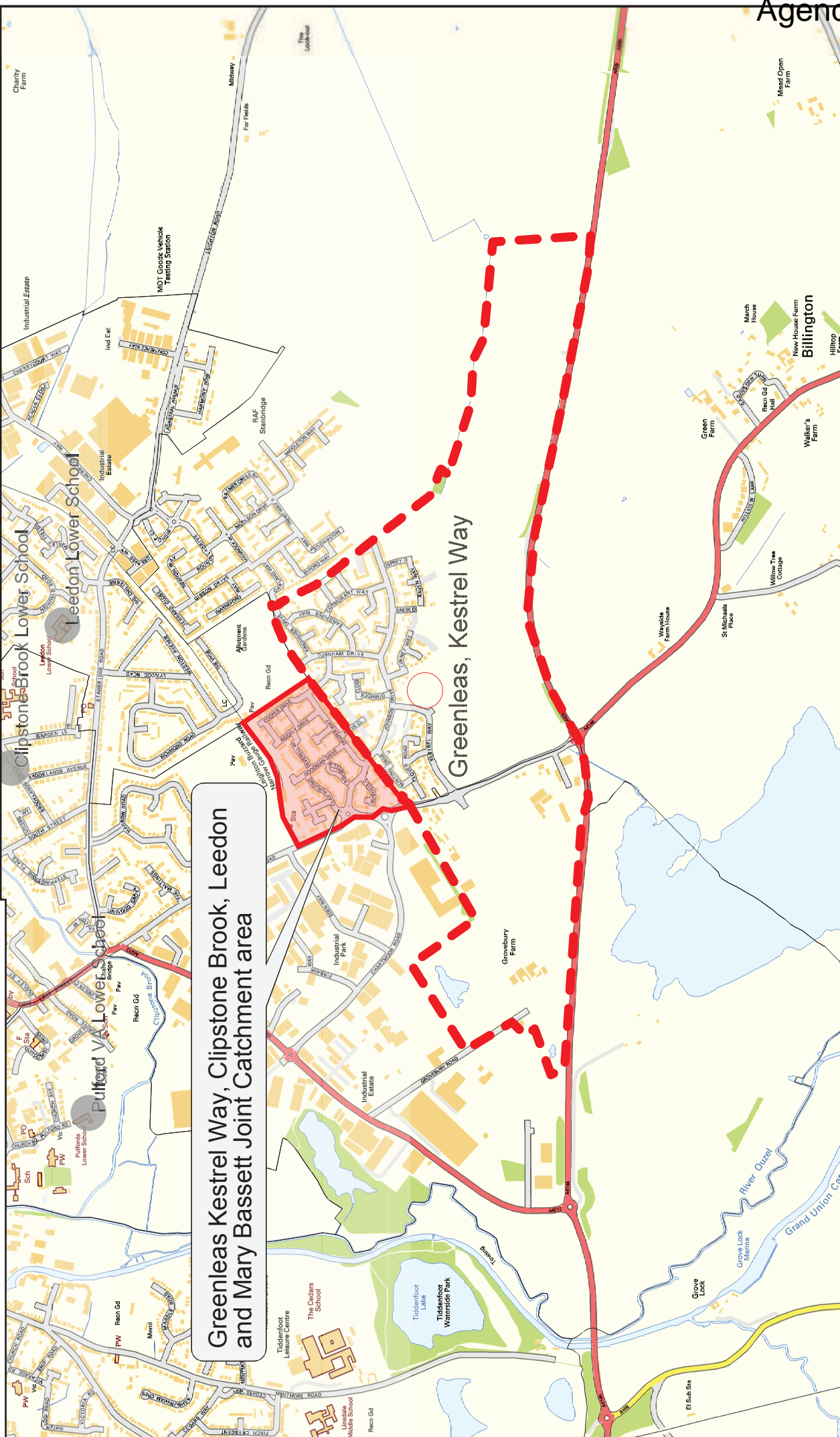
The distance the pupil lives from the school which is measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the distance from the address point of the pupil's home to a point on the school site agreed with the governing body of the school.

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Appendix 4 - Greenleas Lower - Kestrel Way - Determined catchment area

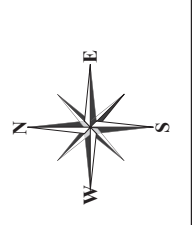


Greenleas Kestrel Way, Clipstone Brook, Leedon and Mary Bassett Joint Catchment area

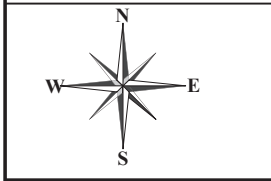
Greenleas Lower, Kestrel Way, Leighton Buzzard
Determined catchment area from academic year 2015/16

Date: 25 October 2013

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St. Andrew's Lower School - 2nd site
 Determined catchment from the
 academic year 2015/16

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Meeting: Executive
Date: 18 March 2014
Subject: Waste Procurement Strategy
Report of: Cllr Brian Spurr, Executive Member for Sustainable Communities – Services
Summary: The report proposes the Executive approve the provision of delegated authority to the Community Services Director, in consultation with the Executive Member for Sustainable Communities – Services, to initiate a project to deliver the required services based on the recommendations set out below.

Advising Officer: Marcel Coiffait, Director of Community Services
Contact Officer: Tracey Harris, Head of Waste Services
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 recommendations of this report support Central Bedfordshire Council (CBC) in delivering the following priorities:

Better infrastructure – The redevelopment of the Household Waste Recycling Centres (HWRCs) will provide improved access and throughput. The provision of a Waste Transfer Station (WTS) will provide a tipping point for residual waste within the Authority area reducing road movements. The recommendations provide CBC with sufficient waste infrastructure to manage its own waste effectively in the medium-term.

Great universal services – Undertaking this project will facilitate the harmonisation of collection services between the north and south with the collection of kitchen waste in both areas and will also deliver significantly improved HWRC's with better access for all.

Value for money – Updated Market Sounding has led to the development of a strategy for securing the required services and infrastructure in the most cost effective way whilst improving services to customers.

Financial:

1. The Authority is facing significant financial pressures in the coming years and in light of this it is essential that Value for Money is a key deliverable of the Project alongside environmental and performance considerations.
2. The Authority will be seeking to deliver the replacement services and infrastructure within the costs identified in the latest Medium Term Financial Plan (MTFP) thereby limiting the impact of waste service on the Authority's budget.
3. The capital funding to deliver any infrastructure required to service the treatment / disposal contracts has already been allocated and approved within the Capital Programme. These funds will be sufficient to deliver the infrastructure proposed within this report. Following Executive approval to proceed with this strategy a feasibility study will be undertaken to determine the approximate costs of the infrastructure which in turn will allow the release of any capital that is no longer required.

Legal:

4. CBC is a Waste Disposal Authority (WDA) under Sections 51 and 55 of the Environmental Protection Act 1990 and is under a duty to dispose of controlled waste collected within its administrative area. Undertaking this project will allow CBC to develop the necessary infrastructure and services to meet these duties. The redevelopment of the HWRC facilities will also enable the Authority to meet its obligations in terms of access to the sites and the regulatory standards set by the Environment Agency through the Operating Permit.
5. In delivering the procurement for this project, the Authority will act in accordance with EU Procurement Directives and ensure that all procurement activity is conducted in compliance with the Public Contracts Regulations 2006.

Risk Management:

6. The Authority has a statutory responsibility to dispose of the waste collected within its administrative area under Sections 51 and 55 of the Environmental Protection Act 1990 and Section 1 of the Refuse Disposal Amenity (RDA) Act 1978. The waste procurement strategy will mitigate the risk of not discharging its statutory responsibilities.
7. The Authority will be seeking the appropriate balance between transferring risk to the Contractor leading to increased costs and taking on more risk itself. A commercial approach will be taken considering where a risk most appropriately sits and which party is best placed to manage the risk with value for money being the ultimate target.
8. The key risks to the Authority that will be mitigated through the delivery of this procurement include:
 - i. legislative change increasing the requirement to divert waste from landfill or increase recycling rates;
 - ii. contracts expiring with only high cost replacement services available;

- iii. HWRC site closures due to failure to meet regulatory requirements set out in the Environmental Permit; and
 - iv. to minimise any possible health and safety issues at the HWRC's by providing sites with improved access.
9. As part of the Project a robust risk management process will be put in place in order to ensure that risks are regularly monitored and mitigated where possible. Key risks will be continually reviewed by the Project Board.

Staffing (including Trades Unions):

10. Under TUPE regulations the employees from the existing HWRC contractor will be subject to TUPE transfer if a new contractor is successful in bidding for the operation and management of the sites. TUPE regulations will be observed and the selected contractor will bid on the basis of having been provided with full details of the transferring staff.

Equalities/Human Rights:

11. Central Bedfordshire Council has 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 reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
12. Access will be given key consideration in the design of the HWRC's which will require the provision of access for the elderly and people with disabilities. The procurement process will be undertaken with full consideration of the requirements of equality legislation, ensuring a suitable contractor is selected.

Public Health:

13. The redevelopment of the HWRC's will improve safety at the sites and provide better access for all. The full impact upon Public Health of the new infrastructure proposed to be delivered by the Project will be assessed through the normal permitting process.
14. The weekly collection of food waste in the South to align services with the North will reduce bin odour and the risk of pests in residual bins in warmer months.

Community Safety:

15. The HWRC's provide residents with a facility to dispose of waste safely and legally and supports reductions in environmental crime such as fly tipping. The redevelopment of these sites will provide an improved service for residents with reduced waiting times and improved access and safety.
16. The Authority has a statutory duty to do all that it reasonably can to reduce crime and disorder in the Authority's area. The inclusion of full CCTV at the HWRC's will allow the monitoring of the sites for both safety and criminal activity.

Sustainability:

17. Landfilling waste leads to the release of substantial amounts of methane, a potent greenhouse gas with over twenty times the climate change potential of carbon dioxide. Through this project the Authority is seeking to maintain high landfill diversion performance and where possible further minimise the tonnages of waste being landfilled.
18. The provision of an in district tipping point will help the Authority to reduce the mileage travelled by the collection fleet in the south and therefore reduce the carbon impact of collection vehicles. By reducing its carbon footprint the Authority is reducing the risk of incurring fines in the future if carbon charging is applied to Local Authorities.
19. The provision of a re-use shop and a commercial waste recycling centre at the HWRC sites will contribute to the diversion of waste higher up the waste hierarchy therefore minimising its environmental impact. The redevelopment of the sites will also ensure that the infrastructure is updated to effectively manage the sites within the EA's Environmental Permitting regime.
20. The provision of a Food Waste Treatment contract will facilitate the roll out of Food Waste collections to the South CBC area, diverting more food waste from the residual waste stream and maximising the environmental benefits by producing a soil improver and energy from this waste stream.

Procurement:

21. In delivering this procurement, the Authority will act in accordance with EU Procurement Directives and ensure that all procurement activity is conducted in compliance with the Public Contracts Regulations 2006.
22. The internal procurement team will be engaged in the process throughout and a full audit trail will be put in place covering the entire exercise which will be kept as a record of the process for the required period.
23. Evaluation criteria will be set from the outset with input from Elected Members to ensure that the evaluation is focused on the key requirements of the Authority.

Overview and Scrutiny:

24. This matter has not been considered by Overview and Scrutiny. Overview and Scrutiny will be involved in the development of the proposed contracts where appropriate.

RECOMMENDATIONS:

The Executive is asked to:

1. **approve the proposed approach to procuring the waste disposal services as set out within this Executive Report; and**
2. **approve the development of the required waste facilities by the Authority as set out within this Executive Report.**

<i>Reason for Recommendation(s):</i>	<i>To enable the Community Services Director in consultation with the Executive Member for Community Services to procure waste disposal services and deliver waste facilities as set out in this report to a suitable timetable, ensuring that adequate contracts are in place to meet the Authority's statutory obligations.</i>
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Executive Summary

25. Central Bedfordshire Council needs to deliver a sustainable waste management solution which will meet the needs of its growing communities delivering high levels of landfill diversion, meeting government targets, minimising the future costs of waste disposal on the Authority's budgets, minimising the Authority's carbon footprint and enhancing the Authority's existing waste infrastructure.
26. With recycling and composting rates in excess of 50% the Authority has already achieved the Waste Strategy (2007) 2020 target of 50%, 6 years ahead of the target date. The Authority's ambition is to achieve 60% recycling/composting by 2020, and where it provides value for money the Authority will look to increase recycling rates through this project.
27. The key drivers of this project are to:
 - Secure treatment capacity for the medium term (residual waste stream) at an affordable cost to the Authority.
 - To develop the Authority's infrastructure including the redevelopment of the HWRC network and the provision of an in district Waste Transfer Station (WTS).
 - Achieve high levels of landfill diversion.
 - Where it provides value for money, facilitate a further increase in recycling and composting rates.
 - Minimise the carbon impact of waste management in Central Bedfordshire.
28. Based on recent comprehensive market sounding, a procurement strategy has been developed for each waste stream. Market intelligence has demonstrated that the strategies set out below provide the best opportunity for delivering the requirements of the Authority at an affordable level.
29. Residual Waste Disposal:
 - Procurement strategy – Restricted (The Restricted procedure requires a notice to be placed in the Official Journal inviting expressions of interest. Questionnaires or applications are sent to all those expressing a wish to be invited to tender. These are evaluated in accordance with the agreed criteria and a shortlist of approved applicants is drawn up. Tenders are then sent to all those on the shortlist).
 - Length of contract – 10 years plus the option of a 5 year extension.

- Contract style – likely to be a merchant offering, with an Operation and Maintenance (O&M) contract for waste transfer included if required.
- Authority to separately deliver a WTS at Thorn Turn if required.

30. HWRC's:

- Procurement strategy – Restricted.
- Length of contract – 7 and a half years (approximately) with the option to extend for a further 7 and a half years.
- Contract style – O&M.
- HWRC redevelopment being undertaken by the Authority.

31. Food Waste:

- Procurement strategy – Restricted.
- Length of contract – 5 years plus the option of a 5 year extension.
- Contract style – a merchant contract utilising existing local capacity.

32. Green Waste:

- Procurement strategy – Restricted.
- Length of contract – 5 years plus the option of a 5 year extension.
- Contract style – a merchant contract utilising existing local capacity.

33. Waste Facilities (facilities to be delivered by the Authority):

- WTS at Thorn Turn.
- Refurbishment of 3 existing HWRC's (Amphill, Biggleswade and Leighton Buzzard).
- Decommissioning of Dunstable HWRC and a new site developed at Thorn Turn.

Purpose of Report

34. This report sets out the proposed strategy to deliver the required waste contracts and infrastructure to enable the continuation and improvement of the current waste disposal services provided by the Authority. The report provides a clear rationale for the approach set out for each individual waste stream and also sets out the case for the direct provision of new and improved waste facilities by the Authority.
35. A decision is required from the CBC Executive for the Community Services Director to progress with the development of this Project to deliver the strategy set out within this paper.

Background Information

36. Following the abandonment of the BEaR Project, the Authority has been considering its options for delivering the waste disposal services required over the coming years. This has included a number of market sounding meetings with key providers from the waste industry with significant experience of residual and organic waste treatment and HWRC operation. Analysis of the detailed information extracted from the market sounding meetings was followed by a scenario testing exercise to develop a proposed way forward.
37. The terms of the current waste treatment / disposal contracts which were deliberately aligned to provide flexibility in the delivery of longer term solutions and allow for new procurements to be delivered in a timely manner are set out below for each waste stream:
- Residual Waste: Initial term to 31st March 2015, plus 3x6 month extensions.
 - Food Waste: Initial term to 31st March 2015 plus 24 months flexible extension.
 - Green Waste: About to enter second and final year extension to 31st March 2015.
 - HWRC Operation & Maintenance: Current term to 31st March 2014 plus 1 year flexible extension.

Market Sounding Results

38. The Authority carried out market sounding meetings with 12 companies between the 28 January and the 4 February, all of which had experience in delivering the required services.
39. The key messages from the market sounding meetings are set out below.
- A disaggregated approach is likely to yield better competition for each of the waste streams as most contractors will not be well placed to deliver all of the services and will be required to partner / subcontract leading to additional costs.
 - A merchant solution (i.e. use of an existing or planned facility) is likely to provide an affordable solution for CBC for each of its waste streams.
 - Spare capacity is likely to be available at existing / planned Merchant facilities within an acceptable haulage distance of CBC for Residual, Green and Kitchen waste streams for the medium term. (Appendix A sets out the existing and planned residual treatment facilities in proximity to CBC).
 - Longer contract terms will generally provide better value to the Authority as this provides certainty to the market of a secured waste stream. The Authority needs to balance this against the concerns of being locked into a long term contract.

- In order to take advantage of merchant capacity, an in district transfer station will be required to support the existing transfer arrangements at Elstow. This will provide a localised tipping point for collection vehicles, with waste then being bulked for onward transport to treatment / disposal.
 - The Authority is likely to achieve better value for money if capital works are undertaken internally, independent of disposal. This will enable the Authority to secure planning for any development whilst the procurement for the operational contractor is being undertaken.
 - The Authority is likely to achieve best value by maintaining the separate collection of organic material (food and green waste) rather than co-mingling this material.
40. In order to deliver contracts that offer best value for the Authority, the advice provided by the waste industry has been taken into account when developing the procurement strategy set out below.

Overall Procurement Strategy

41. The project will seek to procure treatment / disposal contracts for the Residual, Food and Green waste streams as well as letting Operation & Maintenance (O&M) contracts for the Authority's network of HWRC's and a new WTS at Thorn Turn.
42. In order to achieve best value, each of the waste treatment / disposal elements required will be procured on an individual basis, either through the use of lots or completely separate procurement exercises, rather than pursuing an integrated contract. This approach will allow greater flexibility, with specific contracting terms being identified for each waste stream. Subsequently a more detailed specification can be drafted for each stream leading to a more focused, shorter and cheaper procurement process. The proposed procurement timetable is provided at Appendix B.
43. Working in parallel with the procurement process for the treatment / disposal elements, the Authority will seek to achieve planning permission for the development of waste facilities at Thorn Turn, including a new HWRC to replace the Dunstable site and a WTS to bulk Residual Waste collected in the area. Planning permission will also be sought for the redevelopment of Biggleswade, Leighton Buzzard and Ampthill HWRC's.
44. The Authority will manage the delivery of this infrastructure internally under the Capital Projects Team (Assets), to enable the completed sites to be handed over to the selected Operating contractor once both the construction and the procurement processes are complete. This strategy allows the development process to get started immediately without waiting for an operating contractor to be selected first. A high level delivery programme for the infrastructure is provided at Appendix B.

45. The redevelopment of the HWRC's into split level sites will provide an improved service for residents with reduced waiting times, as well as improving access and safety, thereby increasing recycling and reducing maintenance costs. The current Dunstable site will be decommissioned due to issues relating to subsidence and capacity and will be replaced by a facility at Thorn Turn that will be sized sufficiently to take future housing development into account.

Residual Waste Treatment / Disposal Procurement Strategy

46. Residual Waste consists of the following elements, however the suitability of the inclusion of all of these elements within the specification will consider whether value for money may be achieved through a separate contract:
- Residual waste collected at the kerbside;
 - Residual waste collected at the HWRC sites;
 - Street sweepings, litter and dog waste bins;
 - Flytipped waste;
 - Bulky waste collections; and
 - Clinical waste.
47. The preferred contracting strategy for the Residual Waste stream, together with suitable justification for the selection of the strategy is set out in Table 1 below. The proposed timetable for delivering this procurement is provided at Appendix B.

Table 1 – Residual Waste Treatment / Disposal Procurement Strategy

Contracting Option	Selected Option	Justification
Contract length	10 years plus the option of a 5 year extension.	Market sounding has demonstrated that a minimum contract term of 10 years is attractive to the market due to medium term capacity availability in proximity to CBC and the certainty of waste deliveries for the contractor. This should lead to good competition in the procurement and value for money. The five year extension period provides a degree of flexibility to the Authority.
	Variant bid 15 years plus the option of a 5 year extension.	Allowing a variant bid to extend the contract term will establish if this provides sufficiently reduced gate fees to mitigate concerns of being locked in to a longer contract term.

<p>Contract Style</p>	<p>Use of existing facility (Merchant Solution) with provision of a WTS if required.</p>	<p>Market sounding has demonstrated that a merchant offering is likely to offer value for money due to the number of existing and proposed facilities with spare capacity within reasonable haulage distance. The forecast Residual Waste tonnage is insufficient to develop a bespoke treatment facility within the Authority's short term affordability limits.</p> <p>Dependant on the location of the selected Residual Waste solution, the Authority may need to deliver a WTS at Thorn Turn to allow the bulking and onward haulage of waste to the selected treatment facility (see table 5). Providing a WTS will open up the procurement to those providers outside direct delivery distance by the collection fleet, therefore increasing competition (see Appendix A).</p> <p>The O&M of the WTS will be packaged with the Residual Treatment solution under the procurement and will also include the provision of haulage between the WTS and the treatment solution. This will allow the contractor to manage waste deliveries from the WTS.</p>
<p>Procurement Approach</p>	<p>Restricted procedure</p>	<p>During the development of the specification the Authority will consider how firm it would like to be on its requirements. If the requirements are clear and sufficiently detailed the Authority can utilise the Restricted Process which has the benefit of being simple and quick (Anticipated duration - 6 months).</p> <p>The Authority will review this approach if it feels that there are areas where innovation or added value could be delivered by Bidders. If this is the case the Authority has the option of utilising a shortened Competitive Dialogue procedure to allow discussion to take place with Bidders (Anticipated duration – 9 to 12 months).</p> <p>When finalising the procurement strategy the use of an E-Auction for the pricing element of the contract will be investigated. This approach may drive down pricing as bidders are in direct competition and can view the prices being offered by other bidders.</p>

Contractor Guarantees	Additional Income	If there is the potential for additional income at any Residual Waste Treatment facility from the sale of electricity or increasing recycle prices. Bidders will be encouraged through the evaluation to share any excess income with the Authority.
	Performance	As is standard in these contracts the contractor will be required to guarantee a level of diversion performance and other parameters set out in a performance framework and will be penalised if these are not met.
CBC Guarantees	Guaranteed Minimum Tonnage (GMT)	<p>Market sounding has indicated that providing a GMT or Exclusivity over the Authority's Residual Waste will drive down gate fees.</p> <p>If a GMT is offered by the Authority it will be set at a level the Authority is confident it will be able to deliver over the term of the contract, taking waste growth and increasing recycling in to account.</p>
Joint Working Opportunities	Neighbouring Authorities	<p>The Authority is also discussing the potential for partnership working with other Local Authorities in proximity to CBC including Milton Keynes, Bedford Borough and Luton Borough Councils.</p> <p>Joint working opportunities could include:</p> <ul style="list-style-type: none"> • Conducting a joint procurement process working on the basis of lots for each Authority's requirements, thereby allowing each Authority to have its own contract with the benefit of procurement costs being shared; and • Utilising spare capacity at treatment facilities that have been delivered specifically for other Authorities Residual Treatment contracts.

Green Waste Treatment / Disposal Procurement Strategy

48. Green Waste consists of the following streams:

- Garden Waste collected at the kerbside.
- Garden Waste collected at the HWRC's.

49. The preferred contracting strategy for the Green Waste stream, together with suitable justification for the selection of the strategy is set out in Table 2 below. The proposed timetable for delivering this procurement is provided at Appendix B.

Table 2 – Green Waste Treatment / Disposal Procurement Strategy

Contracting Option	Selected Option	Justification
Contract Length	5 years plus the option of a 5 year extension.	<p>Market sounding has demonstrated that a minimum contract term of 5 years is attractive to the market leading to good competition in the procurement and value for money. The five year extension period also provides a degree of flexibility to the Authority.</p> <p>There is a possibility that legislation around the treatment of green waste may change in the future leading to a risk of a longer term contract. By providing a break point at 5 years the Authority is well protected from this legislative risk.</p>
	Variant bid of 10 years plus the option of a 5 year extension.	<p>Allowing a variant bid to extend the contract term will establish if this provides sufficiently reduced gate fees to mitigate the concerns associated with being locked in to a longer contract term as set out above.</p>
Contract Style	Use of existing Windrow Composting facilities (Merchant Solution).	<p>Central Bedfordshire has a reasonable number of green waste treatment providers in the local area offering Windrow Composting. Feedback from market sounding has indicated that utilising local providers is likely to achieve best value for the Authority. Local facilities will facilitate the direct delivery of green waste by the kerbside collection fleet and HWRC vehicles, therefore avoiding the need to incur any additional bulking and haulage costs.</p> <p>Currently the Authority does not foresee any change in legislation that will impact the ability to utilise Windrow Composting solutions in the short to medium term. This will however be monitored as a key risk.</p>

Procurement Approach	Restricted procedure	<p>Due to the relatively straight forward nature of this service, the Authority can provide a clear and detailed specification setting out its requirements. The restricted procedure can therefore be utilised which has the benefit of being simple and quick (Anticipated duration - 6 months).</p> <p>When finalising the procurement strategy the use of an E-Auction for the pricing element of the contract will be investigated. This approach may drive down pricing as bidders are in direct competition and can view the prices being offered by other bidders.</p>
Contractor Guarantees	Performance	<p>As is standard in these contracts the contractor will be required to guarantee a level of composting performance and other parameters set out in a performance framework and will be penalised if these are not met.</p>
CBC Guarantees	Guaranteed Minimum Tonnage (GMT)	<p>Market sounding has indicated that providing a GMT or Exclusivity over the Authority's Green Waste will drive down gate fees.</p> <p>Any GMT will be set at a level the Authority is confident it will be able to deliver over the term of the contract taking waste growth in to account.</p>
Joint Working Opportunities	Unlikely	<p>Due to the very local nature of the solutions the benefits of joint working are limited for the provision of Green Waste disposal.</p>

Food Waste Treatment / Disposal Procurement Strategy

50. Food Waste consists of food scraps and other organic material collected separately at the kerbside. The preferred contracting strategy for the Food Waste stream, together with suitable justification for the selection of the strategy is set out in Table 3 below. The proposed timetable for delivering this procurement is provided at Appendix B.

Table 3 – Food Waste disposal / treatment Procurement Strategy

Contracting Option	Option Selected	Justification
Contract Length	5 years plus the option of a 5 year extension.	<p>Market sounding has demonstrated that a minimum contract term of 5 years is attractive to the market leading to good competition in the procurement and value for money. The five year extension period also provides a degree of flexibility to the Authority.</p> <p>Limiting the initial term to five years will also offer flexibility to the Authority if alternative solutions for treating food waste are developed or more facilities are developed in proximity to CBC leading to increased competition and lower prices.</p> <p>A hybrid approach may also be considered whereby the Authority's ability to break at year 5 is limited to certain circumstances thereby providing the market with some certainty over the extension period.</p>
	Variant bid of 10 years plus the option of a 5 year extension.	<p>Allowing a variant bid to extend the contract term will establish if this provides sufficiently reduced gate fees to mitigate the concerns associated with being locked in to a longer contract term.</p>
Contract Style	Use of existing Anaerobic Digestion or In-Vessel Composting facilities (Merchant Solution).	<p>Feedback from market sounding has indicated that the forecast Food Waste arisings within CBC are insufficient to develop a bespoke treatment facility at a cost that falls within the Authority's short term affordability limits. Therefore utilising existing local providers is likely to achieve best value to the Authority.</p> <p>There are a limited number of merchant kitchen waste treatment providers within reasonable proximity of Central Bedfordshire, however more plants are proposed or under construction.</p> <p>Local facilities will facilitate direct delivery of the kitchen waste therefore avoiding any bulking and haulage costs. However, offering transfer at the Thorn Turn site (see table 5) would open up the procurement to more distant providers who may be able to offer a value for money solution.</p>

Procurement Approach	Restricted	Due to the relatively straight forward nature of this procurement the Authority can provide a clear specification of its requirements; therefore the Restricted process will be followed (Anticipated duration - 6 months).
Contractor Guarantees	Additional Income	Income is generated at Anaerobic Digestion facilities from the sale of electricity created during the process. Bidders will be encouraged through the evaluation to share any excess electricity income with the Authority.
	Performance	As is standard in these contracts, the contractor will be required to guarantee a level of composting performance and other parameters set out in a performance framework and will be penalised if these are not met.
CBC Guarantees	Guaranteed Minimum Tonnage (GMT)	Market sounding has indicated that providing a GMT or Exclusivity over the Authority's Food Waste will drive down gate fees. Any GMT will be set at a level the Authority is confident it will be able to deliver over the term of the contract taking waste growth and the roll out of the food waste collection scheme to the South of the Authority in to account.
Joint Working Opportunities	Unlikely	No opportunities for joint working have arisen at this time, however the Authority will continue to actively investigate any opportunity for Joint Working during the finalisation of the procurement strategy.

Household Waste Recycling Centres – Operation & Maintenance Procurement Strategy

51. The preferred contracting strategy for the operation and maintenance of the HWRC's, together with suitable justification for the selection of the strategy is set out in Table 4 below. The proposed timetable for delivering this procurement is provided at Appendix B.

Table 4 – HWRC Operation & Maintenance Procurement Strategy

Contracting Option	Option Selected	Justification
Contract Length	7.5 years plus the option to extend for a further 7.5 years.	<p>7 – 8 years is the typical duration of a HWRC operation contract due to the lifecycle replacement of the equipment and vehicle fleet utilised in the provision of the service.</p> <p>By proposing a 7.5 year extension this strategy facilitates the alignment of the HWRC contract with the full term of the Residual contract (including extension) should a contractor elect to bid for both elements. However the Authority would have the right to re-tender at 7.5 years.</p>
Contract Style	Operation & Maintenance	<p>Market sounding demonstrated that there was limited appetite from HWRC operators to undertake the redevelopment of the sites and also that the integration of these two elements would be unlikely to achieve any cost savings.</p> <p>The redevelopment of the existing sites and the provision of a site at Thorn Turn to replace the Dunstable site will therefore be undertaken internally by the Authority</p> <p>By undertaking the redevelopments internally the Authority will be able to pursue planning applications for the sites during the procurement of the O&M contract allowing the works to commence earlier.</p> <p>Member input will be sought whilst creating the designs for the sites to ensure all specific requirements are met. The successful O&M contractor will also have the opportunity to feed in to the detailed design process following planning to ensure the sites can be operated safely and effectively.</p> <p>By taking on the management of the works internally, more control and flexibility will be retained by the Authority. This work can be delivered utilising existing resource within the Capital Projects Team (Assets).</p>

		Capital has already been set aside in the capital programme to undertake the redevelopment of the sites and to develop a new site for Thorn Turn.
Procurement Approach	Restricted	<p>During the development of the specification the Authority will consider how firm it would like to be on its requirements. If the requirements are clear and sufficiently detailed the Authority can utilise the Restricted Process which has the benefit of being simple and quick. Variant options may be considered to allow some innovation (Anticipated duration - 6 months).</p> <p>The Authority will review this approach if it feels that there are areas where innovation or added value could be delivered by Bidders. If this is the case the Authority has the option of utilising a shortened Competitive Dialogue procedure to allow discussions to take place with Bidders (Anticipated duration – 9 to 12 months).</p>
Contractor Guarantees	Recycling Income	Significant income is generated at the HWRC sites annually from the sale of recyclable and re-use materials. The split of this with the contractor must be carefully considered. In order to provide best value it is anticipated that the Authority will share all income on a 50/50 basis with the Contractor; however a variant may be allowed to consider an innovative proposal.
	Performance	As is standard in these contracts the contractor will be required to guarantee a level of recycling performance and other parameters set out in a performance framework at the sites and will be penalised if these are not met. The awarding of additional performance will be linked to the recycling income share position.
CBC Guarantees	Not applicable	Given the nature of the contract the Authority will not be offering any guarantees such as a GMT to the contractor.

Joint Working Opportunities	Under investigation	<p>There are potential opportunities to undertake a joint procurement exercise with other Authorities in order to save procurement costs.</p> <p>The Authority will continue to actively investigate any opportunity for joint working during the finalisation of the procurement strategy.</p>
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Waste Infrastructure – Design, Build & Finance Delivery Strategy

52. The infrastructure required to be delivered to service the above treatment / disposal contracts consists of:
- A Waste Transfer Station at Thorn Turn (if required as part of the Residual treatment solution);
 - A new Household Waste Recycling Centre at Thorn Turn (replacing Dunstable); and
 - The redevelopment of the Amphill, Biggleswade and Leighton Buzzard HWRC sites.
53. The preferred delivery strategy for the Design, Build and Finance of the waste infrastructure required to service the above contracts, together with suitable justification for the selection of the strategy is set out in Table 5 below. A high level delivery timetable is provided at Appendix B.

Table 5 – Waste infrastructure – Design, Build & Finance Delivery Strategy

Delivery Option	Option Selected	Justification
Integrated / Non-Integrated	Thorn Turn Infrastructure Delivery - Non-Integrated	<p>Market sounding has indicated that potential Bidders for the disposal services element are generally indifferent about the inclusion of the works element within an integrated contract. The works element would largely be subcontracted by bidders and its inclusion would be unlikely to have a beneficial impact on the revenue cost of the service.</p> <p>Delivering the transfer element independently will allow the Authority to start the delivery process ahead of the award of the Residual Waste Treatment contract, therefore speeding up the delivery timescales.</p>

		<p>It is therefore proposed that the infrastructure required at the Thorn Turn site (WTS and HWRC) is delivered independently of the service contracts and the new facilities are handed to the successful contractors to operate and maintain.</p>
	<p>HWRC Redevelopment - Non-Integrated</p>	<p>Market sounding has indicated that potential Bidders for the HWRC O&M element are generally indifferent about the inclusion of the works element within an integrated contract. They do however have a vested interest in the design of the new sites as this will directly impact performance guarantees. The works element would largely be subcontracted and its inclusion would be unlikely to have a beneficial impact on the revenue cost of the service.</p> <p>Delivering the HWRCs element independently will allow the Authority to start the delivery process ahead of the award of the HWRC O&M contract, therefore speeding up delivery timescales.</p> <p>It is therefore proposed that the redevelopment of the HWRC sites is delivered independently of the service contracts and the existing / new facilities are handed to the successful contractors to operate and maintain.</p>
<p>Internal / External delivery</p>	<p>Thorn Turn Infrastructure Delivery - Internal</p>	<p>The wider development of the Thorn Turn site by the Assets Team for commercial use means that the Authority would be best placed to manage the delivery of the waste infrastructure proposed for the site internally via the Capital Projects Team. This will ensure that the delivery of the site takes full account of the Authority's wider aspirations and can be done on a collective basis leading to savings.</p> <p>Internal delivery can begin immediately utilising existing internal expertise reducing delivery timescales.</p>

		<p>A large amount of ground investigation work has already been undertaken at the site by the Authority as part of the BEaR Project that can be utilised going forward.</p>
	<p>HWRC Redevelopment - Internal</p>	<p>Due to the public facing nature of the HWRC sites and the impact on the service during the closure of the sites for redevelopment it is considered that the work to redevelop the sites is best undertaken internally via the Capital Projects Team.</p> <p>Internal delivery can begin immediately utilising existing internal expertise reducing delivery timescales.</p> <p>Member involvement in the development of the new site designs will be essential.</p> <p>A large amount of ground investigation work has already been undertaken at the site by the Authority as part of the BEaR Project that can be utilised going forward.</p>
<p>Joint Working Opportunities</p>	<p>Unlikely</p>	<p>No opportunities for joint working have been identified to date, however the Authority will continue to actively investigate any opportunity for Joint Working during the finalisation of the strategy.</p>

Conclusion

54. To ensure the continuation of the current waste service a robust procurement strategy must be developed and delivered by the Authority in conjunction with the redevelopment of the HWRC network and, if required, the provision of a WTS at Thorn Turn to provide an in district tipping point.
55. Following the collection and analysis of market advice and interest, this report has set out the procurement strategy considered to deliver best value for the Authority as well as offering a degree of flexibility in response to an ever changing waste market.

56. By undertaking the design and build work required for the new Thorn Turn HWRC and WTS (if required) and the redevelopment of the remaining HWRC's internally, the Authority will be able to progress the planning and design stages during the procurement of the service contracts, therefore allowing construction work to begin earlier than if the service contractor was tasked with undertaking the design and construction of the required infrastructure.
57. The Executive is requested to approve the recommendations set out in this report to enable the Director of Community Services in consultation with the Executive Member for Sustainable Communities – Strategic Development and Economic Development to deliver the above strategy.

Appendices:

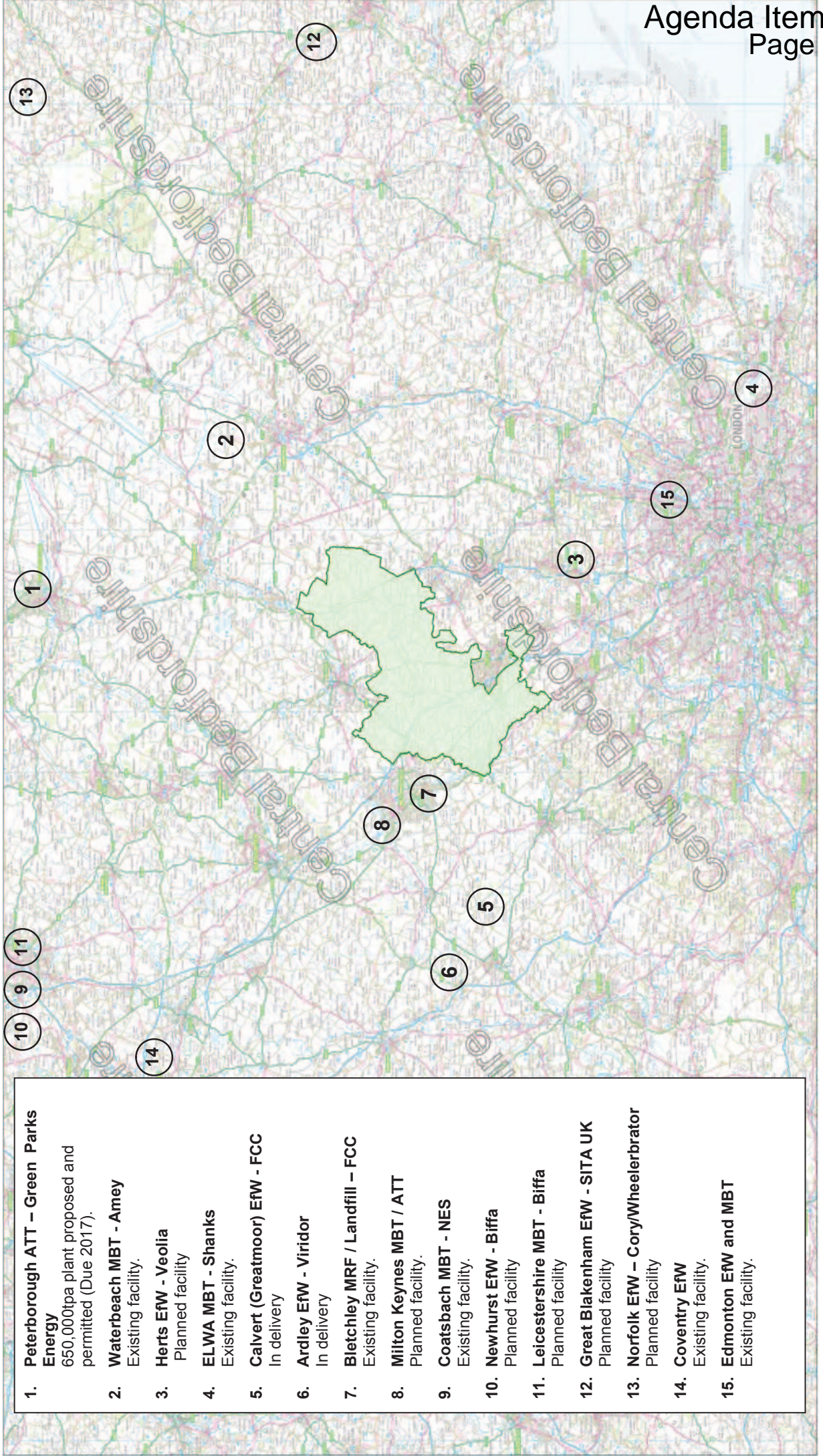
Appendix A – Plan of potential Residual Waste merchant capacity.

Appendix B – Proposed Waste Contracts & Infrastructure Delivery Programme

Background Papers: N/A

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Appendix B – Plan of potential Residual Waste merchant capacity



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Treatment / Disposal Contract Options

Waste Stream Residual	Procurement Option	2014/15												2015/16												2016/17											
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar												
	Current Contract Preferred Option	Procurement Process																																			
	Current Contract Preferred Option	Interim Contract																																			
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	Current Contract Preferred Option	Procurement Process																																			
	Current Contract Preferred Option	Extension 3																																			
	Current Contract Preferred Option	Procurement Process																																			

Infrastructure Delivery Outline Programme

HWRC Redevelopment	Timetable	Planning Prep & Outline Design	Planning Determination	Detailed Design & Spec drafting	Civils procurement & Mobilisation	Redevelopment (5 mons per site allowed but duration dependant on site design).	Facilities handed to new O&M contractor	
							Contingency	Facilities handed to new O&M contractor
Thorn Turn Development	Timetable	Planning Prep (inc EIA) & Outline Design	Planning Determination	Spec drafting, Civils procurement, detailed design & mobilisation	Redevelopment (duration dependant on site design).	Contingency	Facility handed to new O&M contractor	

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Meeting: Executive

Date: 18 March 2014

Subject: Promoter and Developer Framework

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

Summary: This report seeks approval to procure, establish and select from call-off framework for Promoters and Developers to secure ready access to support in taking forward a range of disposals, developments and regeneration projects.

Advising Officer: Deb Clarke, Director of Improvement and Corporate Services

Contact Officer: Andrew Gordon, Head of Estates

Public/Exempt: Public

Wards Affected: All

Function of: Executive

Key Decision Yes

**Reason for urgency/
exemption from call-in
(if appropriate)** Not applicable.

CORPORATE IMPLICATIONS

Council Priorities:

- Enhancing Central Bedfordshire – the framework will facilitate a range of regeneration and related opportunities envisaged in CBC corporate plans in addition to supporting the delivery of the strategic housing requirements as set out in the adopted Core Strategy.
- Promote Health and Wellbeing and protect the vulnerable – the project would bring forward land for development, potentially resulting in new medical centres, as well as affordable housing and a number of sites that could be used for extra care accommodation.
- Improved infrastructure – the promotion of large scale development will contribute towards the delivery of new infrastructure.
- Value for money - the framework will support identification of the best method of optimising value from the Council's assets and achieve best consideration in the disposal of these.

Financial:

1. It is anticipated that the proposed method of delivery will facilitate acceleration in delivery of capital receipts.

2. Some disposals will be subject to the disaggregation agreement with Bedford Borough Council (BBC), whereby 37.5% of the net sale value may be payable to BBC.

Legal:

3. The legal implications of this proposal revolve around need to follow Official Journal of the European Union (OJEU) procurement route and the need for transparency in adoption of and implementation of selection criteria. The invitation and award will be on a non-exclusive basis so that the Council reserves the option to step outside the framework where it is not considered appropriate. The legal team has been engaged and will provide advice and guidance to ensure the Council's and OJEU procedures are followed.

Risk Management:

4. The following key risks have been identified:
 - a. The anticipated level of capital receipts will not be achieved. The levels of receipts will be dependent on market conditions and cost of infrastructure, levels of Section 106 etc. There is a further risk that the capital receipts will not be achieved within the MTFP period – the proposed method of delivery will optimise the potential level and timing of capital receipts.
 - b. Failure to obtain planning permission – engaging a promoter or developer partner will transfer the cost of pursuing a planning application to the promoter or developer.
 - c. Failure to secure a partner – informal soft market testing and market intelligence suggests the framework as proposed will be attractive to the market.
 - d. Legal challenge – legal and procurement advice will be sought to mitigate the potential of a legal challenge.
 - e. Slippage of timescales – following ratified decision, milestones will be included within the process which will help mitigate slippage. It should be noted that following publication of OJEU notice, the minimum period to award is 100 days.
 - f. Procedures not operated in a manner that demonstrates transparency, probity, and accountability – a full audit trail will be maintained throughout the process.
 - g. Failure to comply with relevant legislation – the Council's legal team will be engaged throughout the process.
 - h. Reputational risk – the chosen promoter or developer partner will be expected to engage stakeholders throughout the process to mitigate this potential risk. The Council will undertake selection of potential promoter and developer partners on the basis of appropriate values, attitudes and behaviours.
 - i. Poor value for money – the proposed method of delivery will optimise the level of capital receipts, whilst minimising expenditure and mitigating risk.
 - j. Under performance of chosen promoter or developer – tailored incentivisation mechanisms will be constructed for discrete projects.
 - k. Failure to deliver the Council's priorities – the Council will relinquish some control; there is reliance on other stakeholders and interested parties to achieve these.
5. The planning and execution of this project will be developed recognising these risks.

Staffing (including Trades Unions):

6. Not applicable.

Equalities/Human Rights:

7. As part of the Council's procurement procedures, checks are made to ensure that contractors are compliant with equality legislation.

Community Safety:

8. As part of the planning process the statutory standards for Community Safety will be met.

Sustainability:

9. As part of the planning process for each discrete scheme or project, which uses the framework, there will be a requirement for an Environmental Assessment as well as other policy requirements to provide sustainable development.

Procurement:

10. The Procurement team has been engaged and the Chief Procurement Officer will provide advice and guidance to ensure the Council's Procurement procedures are followed or that appropriate other action is taken to secure a partner.

Overview and Scrutiny:

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

RECOMMENDATION:

The Executive is asked to:

- 1. approve the procurement of a promoter and developer framework to enable ready access to the necessary support for catalysing regeneration, delivering development and realising capital receipts. Individual schemes which may be delivered by the framework may be over £500k. All schemes are funded via the Council's agreed Capital Programme.**

Reason for Recommendation: The capital cost and potential capital receipts to be achieved from use of this framework, is potentially greater than £500,000 and therefore requires Executive approval.

Executive Summary

12. In taking forward regeneration, development and land sales the Council has 3 main options:
- a. It can promote or develop itself.
 - b. It can appoint a promoter to take the project or scheme to secure planning.
 - c. It can sell to a developer who will take the scheme through planning and onto develop out.

This report is focused on providing a prepared and quality assured route to select promoters or developers, where the Council has determined not to develop itself.

13. The Council has, thus far, progressed projects and schemes with developers and promoters on an ad hoc basis. This can generate uncertainty in terms of both timelines and in qualitative outcomes.

14. Establishing a framework, such as that proposed will provide ready access to pre-qualified organisations which, because of selection criteria, will understand CBC drivers and complement CBC values, attitudes and behaviours.
15. There is no requirement to revert to the framework if the decision is made to progress with in-house resource, but it will represent a helpful available option.
16. The Framework will reserve to the Council the choice of the promoter or developer route enabling decisions to be taken on a case by case basis. The differences between the promoter and developer routes are subtle but significant:
 - a. A promoter typically would meet all costs of securing planning permission and possession of the land in full consultation with the Council. The promoter would be remunerated based on an agreed percentage of the value of the land disposal proceeds on disposal – this is normally between 10% - 15%. This gearing to value ensure motivation to maximise value. This cost would be deducted from the sale and therefore would not need to be funded by the Council.
 - b. A developer, on the other hand, is at risk for planning and infrastructure costs and the Council's reduced exposure and reduced engagement is reflected in the value it can secure from the land and the influence it has over how it is developed. Opting for a developer would, however, likely mean an early capital receipt and procurement issues can usually be avoided.
 - c. The degree of control and influence is an important consideration and whilst the Council would lose both with any approach other than self-delivery, diminution is less with the promoter route.
 - d. Importantly, the approach proposed would enable application of the approach such that the Council could utilise a sequential adoption, that is to say promotion to secure planning and a seamless move to a developer.

Conclusion and Next Steps

17. It would be advantageous for the Council to increase its options as to how it realises assets, progresses developments and catalyses regeneration, recognising the need for a balanced approach specifically designed for each project. The recommendations set out in this Executive paper, if approved by the Council will, in consultation with Procurement and Legal, commence work to secure a framework of partners for promotion and development.

Appendices: None

Meeting: Executive
Date: 18 March 2014
Subject: Land East of Biggleswade
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources
Summary: To consider the options available to the Council in relation to the Council's interests in Land East of Biggleswade.

Advising Officer: Deb Clarke, Director of Improvement and Corporate Services
Contact Officer: Andrew Gordon, Head of Estates
Public/Exempt: Public
Wards Affected: Biggleswade South and Biggleswade North
Function of: Executive
Key Decision Yes
**Reason for urgency/
exemption from call-in
(if appropriate)**

CORPORATE IMPLICATIONS

Council Priorities:

- Improved infrastructure – the promotion of key growth sites will contribute towards the delivery of new infrastructure.
- Enhancing Central Bedfordshire – the project will support the continuing redevelopment of Biggleswade
- Others as per the report on the Exempt report.

Financial:

1. As per the report on the Exempt report.

Legal:

2. As per the report on the Exempt report.

Risk Management:

3. As per the report on the Exempt report.

Staffing (including Trades Unions):

4. Not applicable.

Equalities/Human Rights:

5. Not applicable.

Public Health

6. Not applicable.

Community Safety:

7. Not applicable.

Sustainability:

8. Not applicable.

Procurement:

9. As per the report on the Exempt report.

Overview and Scrutiny:

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

RECOMMENDATIONS:

The Executive is asked to:

1. **consider the options set out in Paragraph 24 of the Exempt report and agree the approach it wishes to take; and**
2. **depending on the decision taken above, to delegate powers to the Director of Improvement and Corporate Services, in consultation with the Deputy Leader and Executive Member for Corporate Resources, as necessary to protect the Council's interests and secure maximum financial benefit.**

Reason for Recommendations: Any amendment to the existing Deed of Easement may have a financial impact to the Council in excess of £500,000 and requires Executive approval.

Executive Summary

11. As per the report on the Exempt report.

Conclusion and Next Steps

12. As per the report on the Exempt report.

Appendices:

As per the report on the Exempt agenda

Meeting: Executive
Date: 18 March 2014
Subject: December 2013 – Quarter 3 Revenue Budget Monitoring Report
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources
Summary: The report sets out the financial position for 2013/14 as at the end of December 2013. It sets out spend to date against the profiled budget and the forecast financial outturn. It excludes the Housing Revenue Account which is subject to a separate report.

Advising Officer: Charles Warboys, Chief Finance Officer
Contact Officer: Charles Warboys, Chief Finance Officer
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key Decision Yes
Reason for urgency/ exemption from call-in (if appropriate) Not applicable

CORPORATE IMPLICATIONS

Council Priorities:

Sound financial management contributes to the Council's Value for Money and enables the Council to successfully deliver its priorities. The recommendations will contribute indirectly to all 5 Council priorities.

Financial:

- | |
|--|
| 1. The financial implications are set out in the report. |
|--|

Legal:

- | |
|----------|
| 2. None. |
|----------|

Risk Management:

- | |
|----------|
| 3. None. |
|----------|

Staffing (including Trades Unions):

4. Any staffing reductions will be carried out in accordance with the Council's Managing Change Policy and in consultation with the Trades Unions.

Equalities/Human Rights:

5. Equality Impact Assessments were undertaken prior to the allocation of the 2013/14 budgets and each Directorate was advised of significant equality implications relating to their budget proposals.

Public Health:

6. None.

Community Safety:

7. None.

Sustainability:

8. None.

Procurement:

9. None.

Overview and Scrutiny:

10. The September Quarter Two Revenue Budget Monitoring report will be considered by the Corporate Resources Overview and Scrutiny Committee on 8 April 2014.

RECOMMENDATIONS:

The Executive is asked to:

1. **note the Revenue forecast position which is currently to overspend the budget by £0.4m; and**
2. **request officers to continue with their efforts to achieve a minimum balanced outturn or an underspend.**

Reason for Recommendations: To facilitate effective financial management and planning.

Executive Summary

11. The report sets out the provisional financial position for 2013/14 based at the end of December 2013. Further explanations are set out in Appendices A - C. This report enables the Executive to review the overall financial outturn position of the Council, which is subject to audit.

12. **EXECUTIVE SUMMARY**

KEY HIGHLIGHTS (Directorate Budget Monitoring Detail in Appendix A)

- The 2013/14 forecast outturn is to overspend by £0.4m, 0.2%.
- The main pressures impacting the forecast outturn are in Children's Services (£2.6m over) and relates to Children in Care and Care Leavers (£546k), Intake and Family Support (£327k) Fostering and Adoption (£989k), Transport (£581k) and DSG contributions to central overheads (£848k).
- The overspend in Children's Services is after the use of £3.8m of Earmarked Reserves brought forward from 2012/13. Had the pressure for the Directorate not been managed in year by reserves set aside from the 2012/13 financial year the pressure would be £6.4m.
- Public Health are forecasting to underspend by £0.6m. An element of the Public Health funding will be used to make a contribution to offset the cost of the relevant Council overheads. As this was unbudgeted it shows up as a forecast underspend in the report.
- The overall Year to Date spend is £3.3m below budget (£4.0m in November).
- Risks and opportunities indicate a favourable opportunity of £0.25m.
- December non current debt excluding House sales and Grants (i.e. debt that is more than 14 days from date of invoice) is £11.7m which is £6.2m higher than November. All debt is under active management.
- This increase in debt is mainly due to a number of large invoices raised between Social Care Health and Housing and the NHS and Bedfordshire Clinical Commissioning Group (BCCG) as detailed in Appendix D. We also see a month on month increase in debt each quarter due to raising quarterly invoices.

The table below details the YTD and Full Year variances by directorate:

Directorate	Year to Date - December P09			Full Year			Rest of Year Variance £m
	Budget £m	Actual £m	Variance £m	Budget £m	Forecast Outturn £m	Variance £m	
ASCHH	49.5	48.8	(0.7)	65.9	65.2	(0.7)	(0.0)
Childrens Services	29.4	31.0	1.5	39.2	41.8	2.6	1.1
Community Services	25.8	25.6	(0.2)	35.8	35.5	(0.3)	(0.1)
Regeneration	5.5	4.7	(0.8)	8.0	7.6	(0.4)	0.4
Public Health	0.0	(1.3)	(1.3)	0.0	(0.6)	(0.6)	0.6
Improvement & Corporate Services	17.8	17.3	(0.5)	23.9	24.1	0.3	0.8
Corporate Resources	3.6	3.3	(0.3)	5.2	5.1	(0.1)	0.1
Corporate Costs	7.4	6.6	(0.8)	11.0	10.6	(0.4)	0.4
Total Exc HRA	139.0	136.0	(3.0)	189.0	189.3	0.3	3.3
Schools	0.0	0.1	0.1	0.0	0.0	0.0	(0.1)
HRA	0.0	(0.4)	(0.4)	0.0	0.0	0.0	0.4
Total	139.0	135.7	(3.3)	189.0	189.3	0.3	3.6

13. RESERVES POSITION

Earmarked Reserves

13.1 The opening balance of Earmarked Reserves is £21.434m (Excluding HRA and Schools). The current reported position proposes the planned use of £6.6m Earmarked reserves (used to offset expenditure), release of £0.04m (no longer required) and proposed transfer to Earmarked reserves of £0.25m (budgeted). This would result in a forecast closing position of £15.1m Earmarked reserves at year end (see Appendix B for details of which reserves have been used).

General Reserves

13.2 The opening position for 2013/14 is £14.2m with a budgeted closing position of £13.8m. There are no further uses or contributions planned for 2013/14.

14. RISKS AND OPPORTUNITIES

Directorate risks & opportunities

Risks and Opportunities indicate an opportunity of £0.25m as at December.

Risks

- Community Services £0.15m risk – Winter Maintenance.
- Improvement & Corporate Services £0.1m risk – Customer Contact Centre.

The following opportunities have been identified

- Social Care £0.3m (£0.1m Winter pressure, £0.1m recovery of costs relating to a Home closure and £0.1m Social Voices Grant).
- Improvement & Corporate Services £0.1m opportunity - PFI.
- £0.1m HRA contribution to overheads.

Appendices

Appendix A – Detailed Directorate Commentary

Appendix B – Debt Management

Appendix C - Treasury Management

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APPENDIX A – DIRECTORATE COMMENTARY

Social Care, Health and Housing

1. The General Fund outturn for the directorate is a projected underspend of £0.719m or 1.1%.

Month: December 2013	Year to date				Year				
	Budget	Actual	Use of Reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Social Care Health and Housing									
Director of Social Care, Health, Housing	142	183	-	41	190	221	31	-	31
Housing Management (GF)	1,137	1,047	-	(90)	1,516	1,045	(471)	-	(471)
Adult Social Care	44,557	45,107	(436)	115	59,374	60,451	1,077	(577)	500
Commissioning	9,301	8,972	(75)	(404)	12,400	12,184	(216)	(106)	(322)
Business and Performance	(5,679)	(5,811)	(205)	(337)	(7,588)	(7,772)	(184)	(273)	(457)
Total Social Care and Health	49,457	49,498	(716)	(675)	65,892	66,129	237	(956)	(719)

2. The Adult Social Care service is over spent by £0.5m or 1% of the budget (£0.846m over spend for Quarter Two). The key reasons for this are an over spend in older people's care packages of £1.8m due to efficiency shortfalls and a projected over spend of £0.133m in under 65 mental health packages due to volume increases.

These are offset by projected under spends of £0.632m on Reablement, £0.170m on in-house learning disability services and £0.216m on under 65 physical disability packages.

The Quarter Three spend is extrapolated indicates a full year forecast outturn after reserves of £65m which is broadly in line with the forecast.

3. Older People external care package costs are over spent by £1.9m which is equivalent to 7% of the budget allocation of £26.7m. Within this, there are overspends in Residential and Home Care partially offset by underspends in Nursing care, Respite care and Direct Payments.

The 2013/14 efficiency targets for older people and physical disabilities stands at £3.3m and includes reducing the number of admissions to residential care, using reablement and reviewing to ensure the 'right sizing' of care packages and increased funding from health. This is against a background of increasing demography, people living longer with more complex needs and with increasing numbers of self funders requiring the council's support.

4. Residential placement activity is much higher than for the equivalent period last year with an additional 33 net placements (7% increase) since 1 April 2013. Customer choice is having an adverse impact on the use of block contract beds. Rates of attrition are also lower than for the equivalent period last year.

5. For Learning Disabilities, the service area is under spending by £0.239m on care packages after use of a reserve to offset Ordinary Residence pressures. The under spend is offset by a significant under achievement of other local authority income of £0.367m. Efficiencies are exceeding the target.
6. Within the Older People client service group, the impact of former self funders continues to be tracked. In the first three quarters of 2013/14 24 service users in this category have required council support at an estimated cost of £0.248m. If the trend continues, the net cost for 2013/14 will be £0.269m with a full year equivalent cost of £0.539m.

The customer numbers are similar to last year's – a continuing pressure, which given the current financial climate, is unlikely to diminish and will continue to put pressure on the Council's budget. Work is also underway to try and estimate the likely financial implications to the Council of the changes to the funding of Adult Social Care following the recommendations contained in the Care Bill.

7. The Commissioning service is under spending by £0.322m (£0.114m in Quarter Two) after contributions from reserves. This is due to small over and under spends on contracts. Of the £0.200m set aside for the residential dementia fee uplift, only £0.040m is assumed to be used in the forecast.
8. Customer income is over budget by £0.457m (6%) within the Business & Performance service area. This reflects higher levels of residential care income due to higher than budgeted placement numbers.
9. HRA is subject to a separate report.

Children's Services

10. The full year projected outturn position for 2013/14 as at December 2013 is over budget by £2.622m (£2.633m Quarter Two). Although there has been little movement overall since Quarter Two, increased pressures due to a rise in the number of looked after children (£0.89m), have been managed within the directorate. Had the pressure for the directorate not been managed in year by reserves set aside from the 2012/13 financial year the total overspend would be forecast at £6.430m).

Month: December 2013	Year to date				Year					
	Director	Budget	Actual	Use of Reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Children's Services										
Director of Children's Services	289	445	(188)	(32)	385	597	212	(250)	(38)	
Children's Services Operations	21,468	24,892	(2,499)	925	28,681	33,466	4,785	(3,280)	1,505	
Commissioning & Partnerships	3,014	2,608	(33)	(439)	4,425	4,121	(304)	(38)	(342)	
Joint School Commissioning Service (Transport)	4,992	5,433	(24)	417	7,012	7,617	605	(24)	581	
Partnerships	533	546	(30)	(17)	610	643	33	(40)	(7)	
School Improvement (incl Music)	1,490	1,484	(58)	(64)	1,218	1,221	3	(58)	(55)	
Total Children's Services (ex Schools / Overheads)	31,786	35,408	(2,832)	790	42,331	47,665	5,334	(3,690)	1,644	
DSG Contribution to Central Support	(1,175)	(539)	-	636	(1,567)	(719)	848	-	848	
ESG Contribution to Central Support	(1,169)	(1,071)	-	98	(1,558)	(1,428)	130	-	130	
Total Children's Services (excluding Schools)	29,442	33,798	(2,832)	1,524	39,206	45,518	6,312	(3,690)	2,622	

11. At the time of writing there have been 46 new independent fostering agency placements since the beginning of the financial year, where the average cost is £39k. Most of these placements are part sibling groups. This is in line with the increased numbers in Looked After Children. Three of these admissions are children or babies with disabilities who have higher than average annual costs.

The table below indicates the upward trajectory and pressure on the budget.

12

	Total December 2012	Total December 2013	% increase / (decrease)
Number of LAC	238	279	17.2%
In House Placements	85	90	5.9%
Independent Placements	87	108	24.1%
Child Protection Plan	249	264	6%
Children in Need	1,711	1,562	(8.7%)
Number of Referrals (YTD)	1,798	1,982	10.2%

13. Central Bedfordshire Council has been allocated £555k of the Adoption Reform Grant for 2013/14. The purpose of the grant is to provide support to Local Authorities with the implementation of the reforms. The main allocations for the grant are as follows:
- pilot a 'fostering for adoption' project
 - increase legal capacity
 - increase social work capacity by 2fte to assess adopters
 - support for Children's life story work, an important part of the fostering and adoption support to ensure a successful placement.
14. The overspend in Transport is a combination of mainstream transport (164k) and SEN transport (£467k). This is due to an increase in demand in targeted transport and managed moves.

15. The Dedicated Schools Grant allocation against overheads has been recalculated against allowable services, resulting in a reduced level of overhead that can be recovered this way, hence the pressure (£848k).
16. The actual spend to date of £33.798m, over budget by £1.524m after in year use of reserves. This is a lower spend to date variance when compared with the projected full year forecast overspend of £2.622m. This is mainly due to Children with Disabilities (£438k), where it is expected that the rate of spend will increase in the last quarter with a transfer to capital for building works that are on-going at the hub, and Early Intervention and Prevention (£266k) panel meetings.

17. The Early Intervention Grant which funded £9.77m of core services in 2012/13 has now been subsumed into the Revenue Support Grant and is not separately identifiable for 2013/14. The main core services that this funded are as follows:
- Children with Disabilities short breaks
 - Early Years Workforce Development
 - Learning and School Support including Education Psychology, Access and Inclusion and provision for Looked after Children in the Music Service
 - Commissioning for Youth Service
 - Early Intervention and Prevention.
18. The Children’s Services budget did not increase in line with the transfer to RSG due to the national reduction and two year old funding moving to the DSG. This has been managed in year by and Earmarked reserve of £1.193m but will be a pressure for the MTFP in the budget year 2014/15.

Community Services

19. Community Services’ overall financial position was £265k under budget after the use of earmarked reserves of £693k for one-off specific projects.

Month: December 2013	Year to date				Year				
Director	Budget	Actual	Use of Reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Community Services									
Community Services Director	188	135	-	(53)	251	184	(67)	-	(67)
Highways Transportation	7,359	7,470	(11)	100	10,504	10,525	21	(11)	10
Environmental Services	16,227	16,639	(459)	(47)	22,093	22,637	544	(682)	(138)
Libraries	1,990	1,808	-	(182)	2,926	2,856	(70)	-	(70)
Total Community Services	25,764	26,052	(470)	(182)	35,774	36,202	428	(693)	(265)

20. Highways and Transport has projected an outturn of £10k overspend.

There is an underspend on salaries due to vacant posts and superannuation which has mostly offset the overspends detailed below.

There is an overspend of £57k as a result of over provision of services in the first term of operating the Oak Bank service and ongoing fuel and staffing issues. Work is being undertaken to review the service and costs.

There is an £56k overspend due to winter maintenance, of which £26k relates to the additional salt bins.

There is a total overspend of £170k on fleet costs including maintenance and leasing costs due to an ageing fleet.

These are offset by underspends on salaries and consultancy.

21. Environmental Service is forecasting an underspend of £137k.

There is a forecast under spend of £29k on emergency planning on salaries and supplies and services.

There is a forecast underspend of £99k on community safety down to salary savings and one-off income being received.

22. Libraries are forecasting an underspend of £70k, this is primarily against the staffing budget and mainly relates to unfilled vacancies and higher levels of staff churn in the first six months of the year following a Library Service Staffing re- structure.

Regeneration and Business Support

23. Regeneration and Business Support’s overall financial position was £439k under budget after the use of earmarked reserves of £245k for one-off specific projects.

Month: December 2013	Year to date				Year					
	Director	Budget	Actual	Use of Reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Regeneration and Business Support										
Service Development	402	335	-	(67)	536	526	(10)	-	(10)	
Planning	4,555	4,029	(30)	(556)	6,341	5,784	(557)	118	(439)	
Economic Growth, Skills & Regeneration	574	652	(265)	(187)	1,163	1,536	373	(363)	10	
Total Regeneration and Business Support	5,531	5,016	(295)	(810)	8,040	7,846	(194)	(245)	(439)	

24. Service Development is forecasting an under spend of £10k due to salary savings.

25. Economic Growth Skills & Regeneration has projected an outturn of £10k overspend. The Adult Skills & Community Learning service is currently showing a full year overspend of £72k – this is a interim position and is subject to continuing budget re-alignment that is seeking to deliver a balanced position by the end of the year.

This is offset by underspends on consultancy £40k and £20k vacancies.

26. The Planning Division is forecasting an underspend of £439k.

The major elements of this are:

A forecast under spend on salaries of £240k due to vacancies, maternity leave and take up of pensions offset by temporary staff.

A forecast underspend of £300k in development plan and strategic housing of professional fees as a result of delays to key strategic planning documents, including the Development Strategy, which were due to be at Public Examination in this financial year, but will now not reach examination until the new financial year.

Some of the underspend currently forecast maybe reduced at year end by a request to CMT to approve the creation of an Earmarked Reserve to pay for those examinations in the new financial year.

There is a forecast overspend of £130k relating to the flood defence grant which has previously been advised.

Public Health

27. The full year forecast is an underspend of £0.63m (7.3%) as a contribution from Public Health to offset the Councils overheads.

An element of the Public Health funding will be used to make a contribution to offset the cost of the relevant Council overheads. As this was unbudgeted it shows up as a forecast underspend in the report.

The forecast is dependent on the receipt of financial information from Bedford Borough Council which hosts some major demand led commissions on behalf of Central Bedfordshire. This is managed through Service Level Agreements and settled on a quarterly basis.

Month: December 2013	Year to date				Year					
	Director	Budget	Actual	Use of Reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Public Health										
Director of Public Health	(6,482)	(6,874)	-	(392)	(8,643)	(8,643)	-	-	-	-
Assistant Director of Public Health	6,482	6,111	(40)	(411)	8,643	8,486	(157)	157	-	-
Total Public Health (Excl overheads)	-	(763)	(40)	(803)	-	(157)	(157)	157	-	-
Contribution to Central Support	-	(473)	-	(473)	-	(631)	(631)	-	-	(631)
Total Public Health	-	(1,236)	(40)	(1,276)	-	(788)	(788)	157	-	(631)

28. The YTD spend is a £1.3m underspend. The majority of which relates to the unspent reserve that is forecast to be fully utilised and the contribution to overheads.

Improvement and Corporate Services

29. Improvement & Corporate Services (ICS) are forecasting to overspend by £0.3m (1.3%).

Month: December 2013	Year to date				Year					
	Improvement and Corporate Services									
Improvement and Corporate Services Leadership	146	256	(73)	37	195	317	122	(73)	49	
Communications	665	660	-	(5)	887	852	(35)	-	(35)	
Customer Services	1,443	1,533	-	90	1,924	2,131	207	-	207	
Programme and Performance	419	420	(3)	(2)	559	641	82	(76)	6	
Policy & strategy	124	104	-	(20)	165	151	(14)	-	(14)	
Customer & Community Insight	-	-	-	-	-	-	-	-	-	
Procurement	278	265	-	(13)	371	371	-	-	-	
People	2,012	1,983	-	(29)	2,683	2,719	36	-	36	
Information Assets	5,277	5,357	(10)	70	7,036	7,117	81	(10)	71	
Legal & Democratic Services	2,730	2,677	(38)	(91)	3,807	4,143	336	57	393	
Assets	4,669	4,182	(49)	(536)	6,225	6,019	(206)	(220)	(426)	
Total Improvement and Corporate Services	17,763	17,437	(173)	(499)	23,852	24,461	609	(322)	287	

30. £393k overspend within Legal & Democratic Services, mainly due to pressures in Legal Services. There are pressures caused by unbudgeted posts as a result of restructure (£200k), unachievable vacancy factor (£51k), increase Children's Services cases (£227k), recruitment costs (£30k) and unbudgeted Copyright Licence (£64k).
31. These are partly mitigated by higher than budgeted Local Land Charge income (-£50k), lower than budgeted members' allowances (-£30k) and savings within Education Appeals (-£42k). A review is under way to establish if full cost recovery is in place for capital and Housing Revenue Account (HRA) works.

Corporate Resources and Costs

32. The full year budget of £16.2m is made up of:

- Corporate Resources £5.188m
- Corporate Costs £14.245m
- Contingency & Reserves (£3.233m)

Month: December 2013	Year to date				Year					
	Director	Budget	Actual	Use of Reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Corporate Resources										
Chief Executive	224	243	-	19	299	299	-	-	-	-
Finance	3,665	3,391	-	(274)	5,301	5,188	(113)	-	-	(113)
Housing Benefit Subsidy	(309)	(309)	-	-	(412)	(412)	-	-	-	-
Total Corporate Resources	3,580	3,325	-	(255)	5,188	5,075	(113)	-	-	(113)
Corporate Costs										
Debt Management	8,783	8,320	-	(463)	11,710	11,093	(617)	-	-	(617)
Premature Retirement Costs	2,216	2,104	-	(112)	2,954	2,830	(124)	-	-	(124)
Corporate HRA Recharges	(68)	(68)	-	-	(90)	(90)	-	-	-	-
Efficiencies	225	(75)	-	(300)	(329)	(99)	230	-	-	230
Contingency and Reserves*	(3,740)	(3,637)	-	103	(3,233)	(3,108)	125	-	-	125
Total Corporate Costs	7,416	6,644	-	(772)	11,012	10,626	(386)	-	-	(386)
Total Corporate	10,996	9,969	-	(1,027)	16,200	15,701	(499)	-	-	(499)

33. There is an overall saving of £113k in Finance. This is made up of a pressure of £357k in Insurance income as a result of providing services to fewer schools as more become Academies.

This pressure has been mitigated in whole by savings in a number of areas: £225k saving in Insurance due to reduced premiums; £59k saving in Financial Performance & Support due to lower than budgeted staff costs; £43k saving in Audit staff costs as a result of vacancy savings and a team member on long term sickness; £139k saving in Revenues and Benefits as a result of receiving unbudgeted grant from central government for Welfare Reform.

34. In Corporate Costs there is a forecast reduction of interest payable (-£300k), as a result of borrowing levels being lower than budgeted. There is also a forecast reduction of Minimum Revenue Provision (MRP) of £317K. This is due to a lower than budgeted spend on the Authority's Capital Programme in 2012/13.

35. There is an expected underspend in historic Premature Retirement Costs of £124k. The amounts charged for the scheme are expected to be lower than budgeted for the year.
36. £230k pressure in Cross Cutting Efficiencies. There have been unachievable prior years' efficiencies in Channel Shift (£145k) and 2013/14 Customer First Efficiencies (£485k). These have been mitigated slightly by a £380k saving due to unused superannuation increase budget provision and £20k higher than budgeted savings from staff purchase of additional annual leave.
37. Forecast pressure of £125k in Contingency & Reserves as a result of Vacant Property Review carried out to optimise future years' New Homes Bonus.

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Appendix B - Debtors

- 1 Total general CBC sales debtors (excluding house sales and grants) for December amounted to £15.9m, an increase of £8m on November. Of this £7.5m is less than 30 days old and has mainly been driven by the following factors with SCHH.

SCHH raised a whole year 2013/14 invoice in December for the NHS Grant - £3.1m – (NHS England Regional Office). Spending plans were not officially approved until the November Health & Wellbeing Board and formal agreements were agreements drafted and signed and sent out with invoices.

£0.940m whole of 2013/14 Reablement Funding – held by Bedfordshire CCG – figure agreed and formalised in Agreement back end of November.

£0.100m re Falls Response Service – part year contribution 2013/14 – previous year received £104k in advance and channelled through reserve.

£0.160m Winter Pressures funding for 2013/14 – figure negotiated and confirmed during November.

Also £0.835m for first half year contribution to the equipment pooled budget.

Most of the remaining movement is accounted for by quarterly invoices which usually results in a month on month increase each quarter.

Of the total debt, £3.9m was over 60 days (£3.7m in November); all of which is actively being managed.

Of the Over 60 days - £2.5m is actively being chased, £3k is in dispute, work to resolve these is ongoing. £0.2m have instalment arrangements in place. £0.7m is being dealt with through legal channels.

Debtors December 2013														
DIRECTORATE	1 to 14 Days		15 to 30 Days		31 to 60 Days		61 to 90 Days		91 to 365 days		1 year and over		Total Debt	
	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%
Social Care Health & Housing	1,263	17%	4,877	64%	106	1%	267	3%	601	8%	531	7%	7,645	100%
Children's Services	117	13%	416	45%	205	22%	32	3%	129	14%	19	2%	918	100%
Community Services	16	5%	154	52%	16	5%	3	1%	43	15%	62	21%	294	100%
Regeneration	1,385	33%	790	19%	96	2%	37	1%	960	23%	884	21%	4,152	100%
I.C.S	1,310	63%	454	22%	8	0%	27	1%	168	8%	127	6%	2,094	100%
Finance	9	2%	303	74%	3	1%	18	4%	22	5%	54	13%	409	100%
Public Health	0	0%	0	0%	384	100%	0	0%	0	0%	0	0%	384	100%
Unallocated & Non Directorate	0	0%	-4	9%	-1	2%	-1	2%	-32	73%	-6	14%	-44	100%
GRAND TOTAL	4,100	26%	6,990	44%	817	5%	383	2%	1,891	12%	-1,671	11%	15,852	100%
PREVIOUS MONTH	2,354		1,275		479		1,010		1,150		1,540		7,808	100%

2 The largest items of note within the total debt are:

- Adult Social Care general fund debt at the end of Quarter 3 stood at £7.6m of which £5.6m is Health Service debt. Of the remaining general debt of £1.9m, £1.052m (56%) is more than 60 days old. General fund debt includes legacy debt of £0.6m as well as Central Bedfordshire debt. There are 26 debtors whose outstanding balance is greater than £0.010m which are all under active management.
- Community Services total debt at the end of December was £0.294m. About 65% of debt is less than three months old. All debt recovery is in accordance with Council policy.
- Regeneration total debt at the end of December was £4.1m. Invoices relating to developers legal contributions to deliver planning requirements associated with new developments account for c80% of debt. About 56% of debt is less than three months old. All debt recovery is in accordance with Council policy.
- Total debt for Children’s Services is £918k (£795k Quarter 2) of which £180k (£110k Quarter 2) is debt over 61 days.
- Public Health debt is all within 31 – 60 days.
- Overall Corporate debt (ICS/Finance) has increased by £1,342k in the month from £1,161K to £2,503K. Of this there is £1,320k which is not yet due, representing 53% of the overall debt. In period 9 there is £371k that is over 90 days old; this represents 15% of the current total debt. The majority of the increase in debt is as a result of invoices being raised to the two schools subject to the PFI agreement.

3. Quarter 3 Write offs

Write Off	Number	Value	Ave Value
£0 - £5,000	22	£ 19,009	£ 864
£5,000 - £10,000	1	£ 9,294	£ 9,294
£10,000 - £50,000	2	£ 54,146	£ 27,073
>£50,000	0	£ -	£ -
TOTAL	25	£ 82,451	£ 3,298

(of which legacy £) 10 £ 29,408 £ 2,941

The three largest debts were as follows:

£9,294 – Social Care – Care fees for a lady that who passed away in 2011, Next of Kin disputed charges for the fees, after a long dispute CBC accepted a final payment then the balance to be written off. (Debt was £17,554 before settlement made).

£17,503 - Mid Beds District Council Legacy – Little information of how debt has arisen, notes that company queried in 2008 to say they had paid but unable to verify with previous system due to access, previous staff unable to offer information either.

£36,643 – Former Sustainable Communities – Contract from South Beds District Council, company went into liquidation in 2012, proof of debt was sent to Receivers in 2012 but no money left to be distributed.

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Appendix C – Treasury Management

1. Borrowing

As at 31st December 2013 the Council's total borrowing was £311.1m. Of this amount, £297.6m was with the Public Works Loan Board (PWLB), £13.5m was Market Debt.

The Council is expecting its total borrowing to fall to £308m by the end of the financial year compared to £315.5m at the beginning of the year, which will result from repaying £7.5m in maturing debt

The table below shows the split between the General fund and HRA.

	PWLB Fixed £m	PWLB Variable £m	Market (LOBO) £m	Total £m
General Fund	97.0	35.6	13.5	146.1
HRA	120.0	45.0	0.0	165.0
TOTAL	217.0	80.6	13.5	311.1

The profile of debt is split so that overall the authority has 70% Fixed PWLB debt, 26.0%, Variable PWLB debt and 4% Fixed Market debt this is shown in A1 on the Treasury Management Performance Dashboard.

2. Investments and Deposits

When investing, the Council's main priorities remain security and liquidity, before yield. To diversify its Investment portfolio the Council is continuing to invest in a range of funds such as fixed deposits, call accounts and Money Market Funds as well as using a number of different institutions. B1 of the Treasury management Performance dashboard shows the breakdown of investment by institution as at 31st December 2013

The Council continues to keep investment fairly liquid, the two main reasons for this are that firstly it has the option to withdraw funds fairly quickly when required, and secondly so cash balances can be used to fund the capital expenditure programme.

B3 of the dashboard shows the maturity portfolio of the Councils investments

As at the 31st December 2013, the Council had £8.4m of its internal investments, in call accounts and Money Market Funds (MMF) which equates to 20.6%, (compared to 63.4% this time last year), the main reason for the reduction is that the actual return payable in these accounts has fallen significantly (in some cases by more than half) so the Council has made the decision to hold money in notice accounts and varying fixed term deposits so that it has access to money throughout the year. As reported last quarter this has led to the council funding short term dips in the cash flow by short term borrowing. Currently the Council has deposits placed on varying interest rate between 0.58% and 0.9%.

At the time of righting this report the authority had not received its benchmarking results for quarter three so B2 of the dashboard shows how the authority average rate of return on investments compares to others benchmarked authorities as at 30th September 2013.

3. Cash Management

Daily cash movements have ranged between net payments of £13.5m and net income of £13m, over the first half of the year.

Cash held by the Council has fallen by £27.5m year on year. As at 30th September 2013 the average balance the Council holds is considerably lower than other benchmarked authorities. The average for the Council was £74.6m compared to a benchmark average of £147.2m.

The Council's deposits and investments represent cash held for both the HRA and the general fund. Cash balances are expected to fall considerably over the next quarter, reflecting the seasonal pattern of the income to spend ratio. Currently the council is expecting investments to fall to £14.8m by 31st March 2014 which is made up of £4.8m in long term investments (the Lime Fund) and £10m in internal short term investments. Cash is expected to fall to around £5m which will be dependent on cash inflow and capital expenditure.

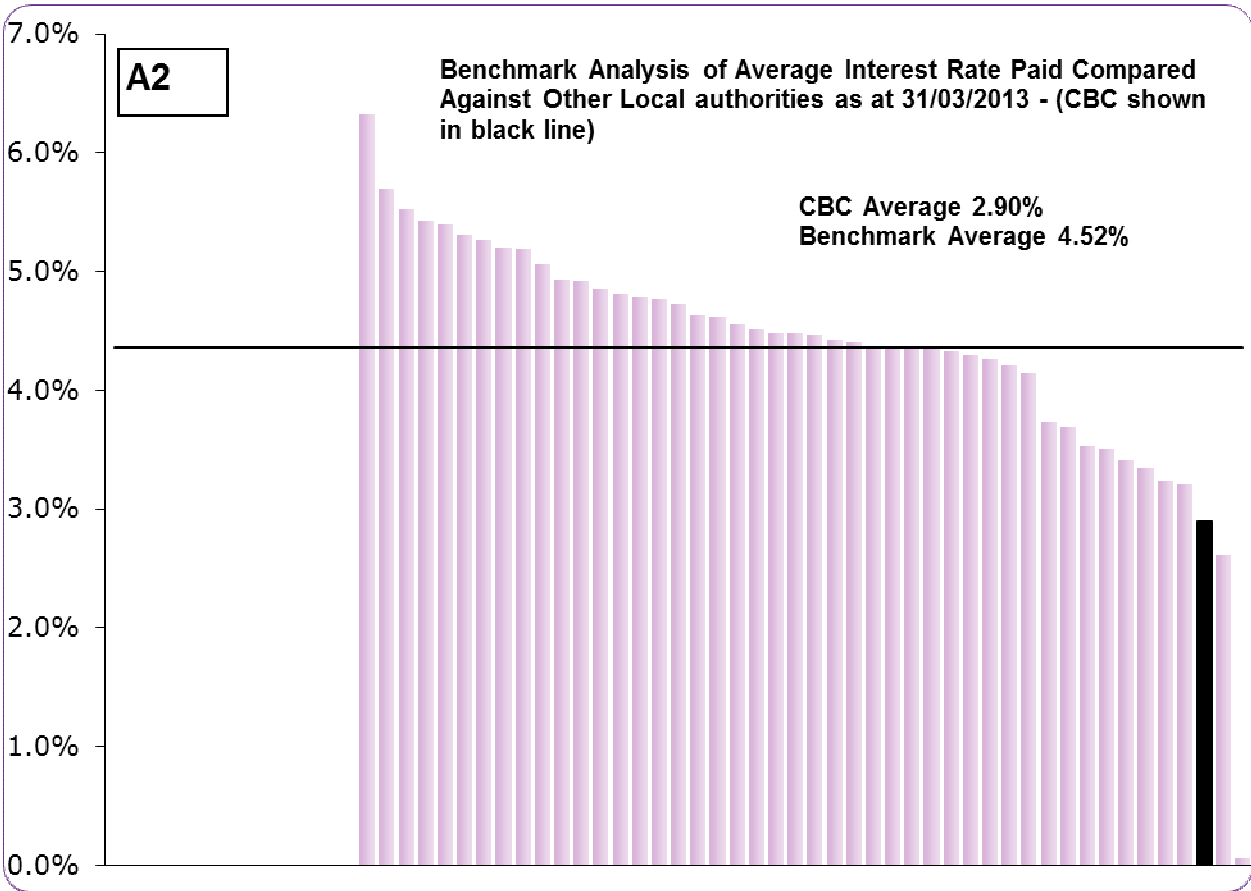
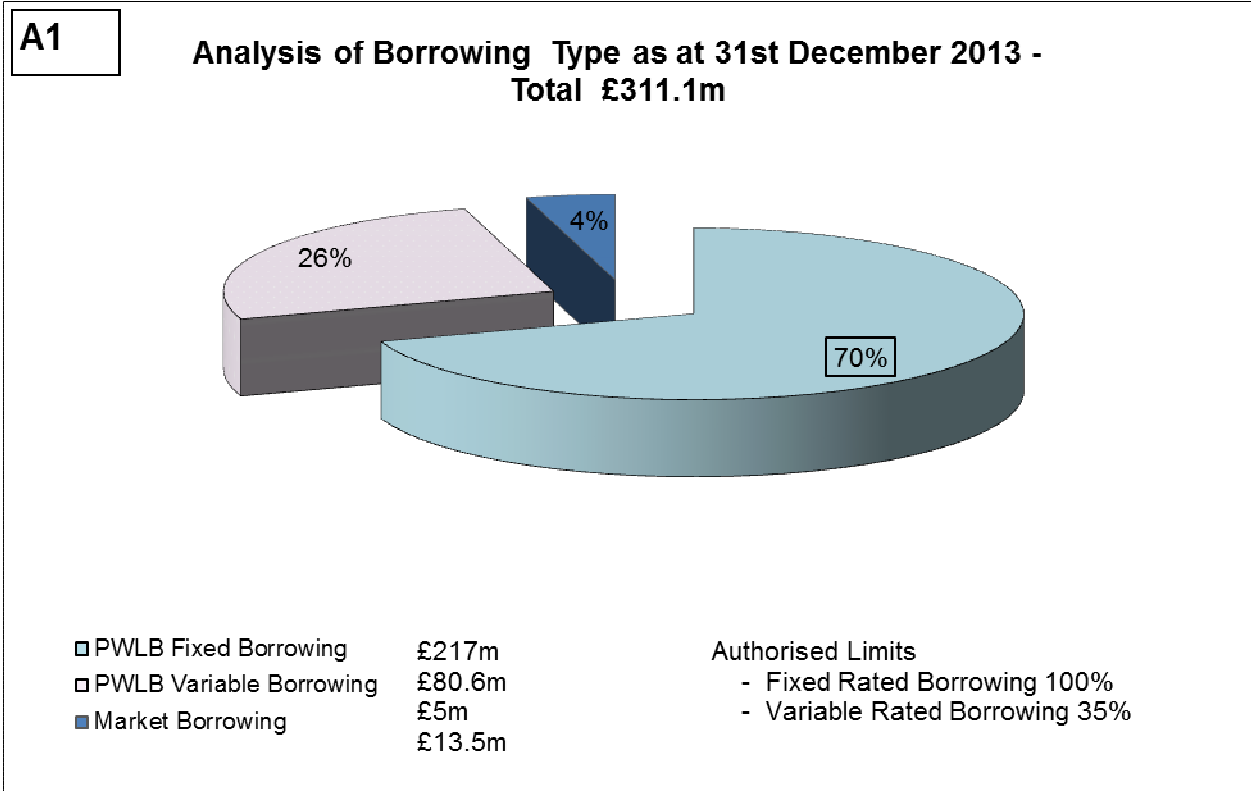
4. Outlook

The UK Bank Base Rate is not expected to rise until 2015/2016 and the short-term rate of return on investments and deposits will remain at very low levels.

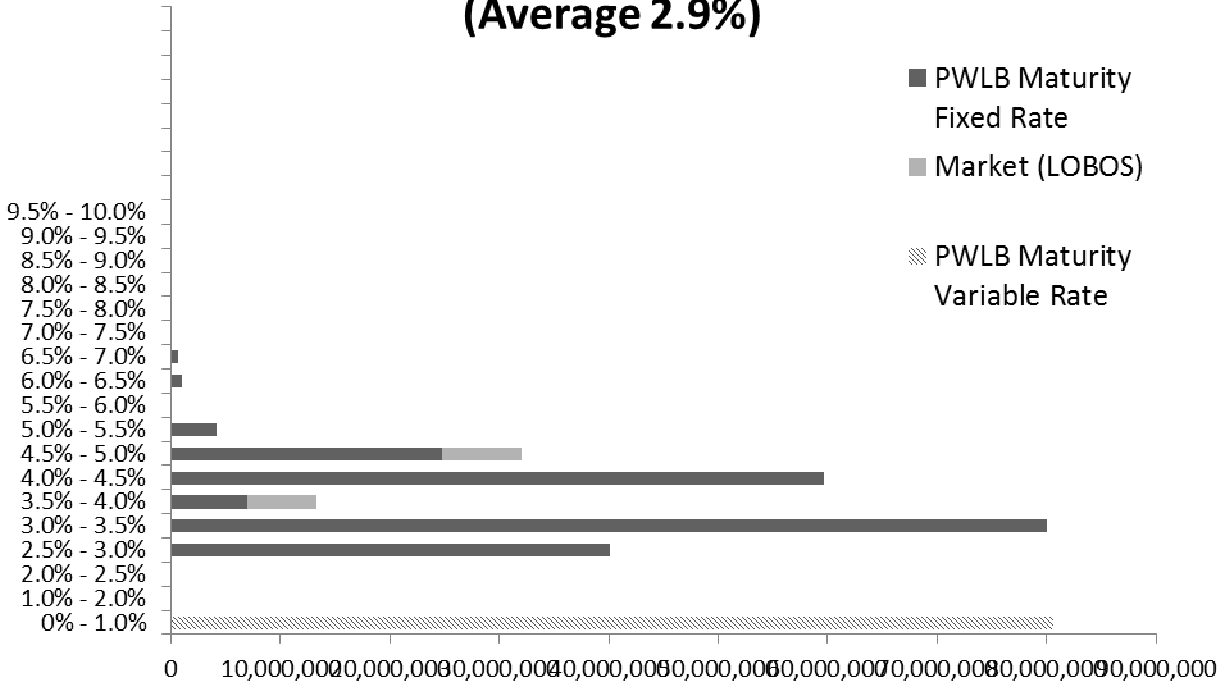
Over the next quarter the Council plans to continue to use cash flow balances in lieu of borrowing to fund capital expenditure, and to fund small dips in cash flow by borrowing short term.

Currently the Council expects to make a saving of £300k in interest debt costs compared to budget which has been reflected in the forecast and to meet the budget for interest income.

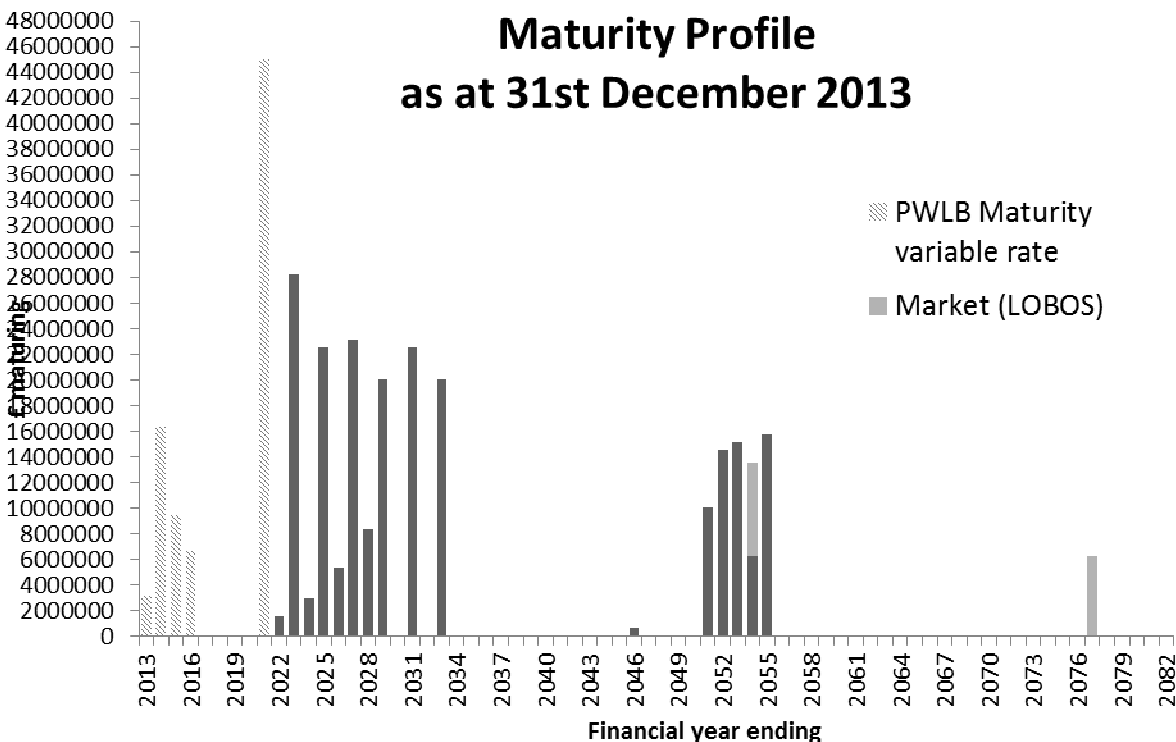
5. Treasury Management Performance Dashboard



A3 Analysis to show Interest Rate Profile on Debt (Average 2.9%)



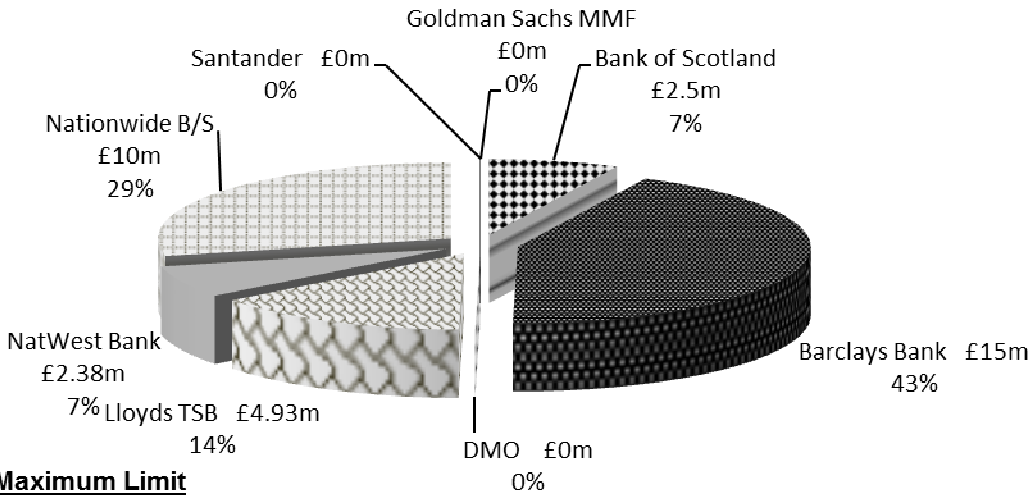
A4 Central Bedfordshire Council: Borrowing Maturity Profile as at 31st December 2013



LOBO assumption : the loans are not called

B1

Analysis of Investments as at 31st December 2013 - Total Investments £45.6m

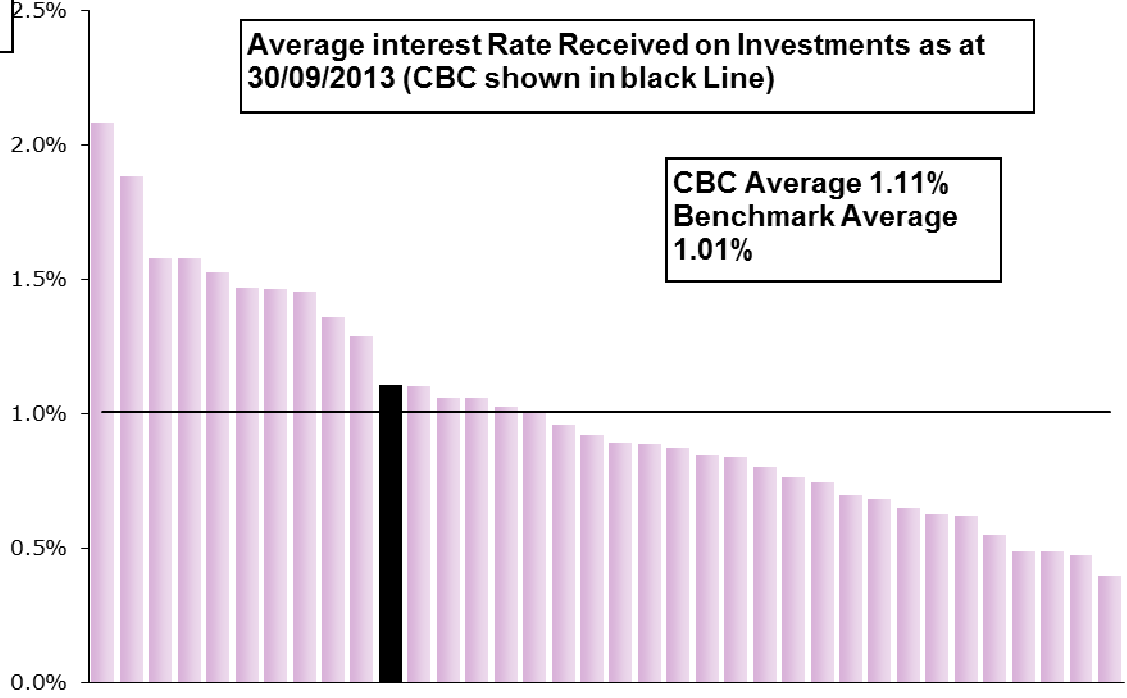


Authorised Maximum Limit

- National Westminster £25m
- Other Banks £15m
- Lime Fund £10m

B2

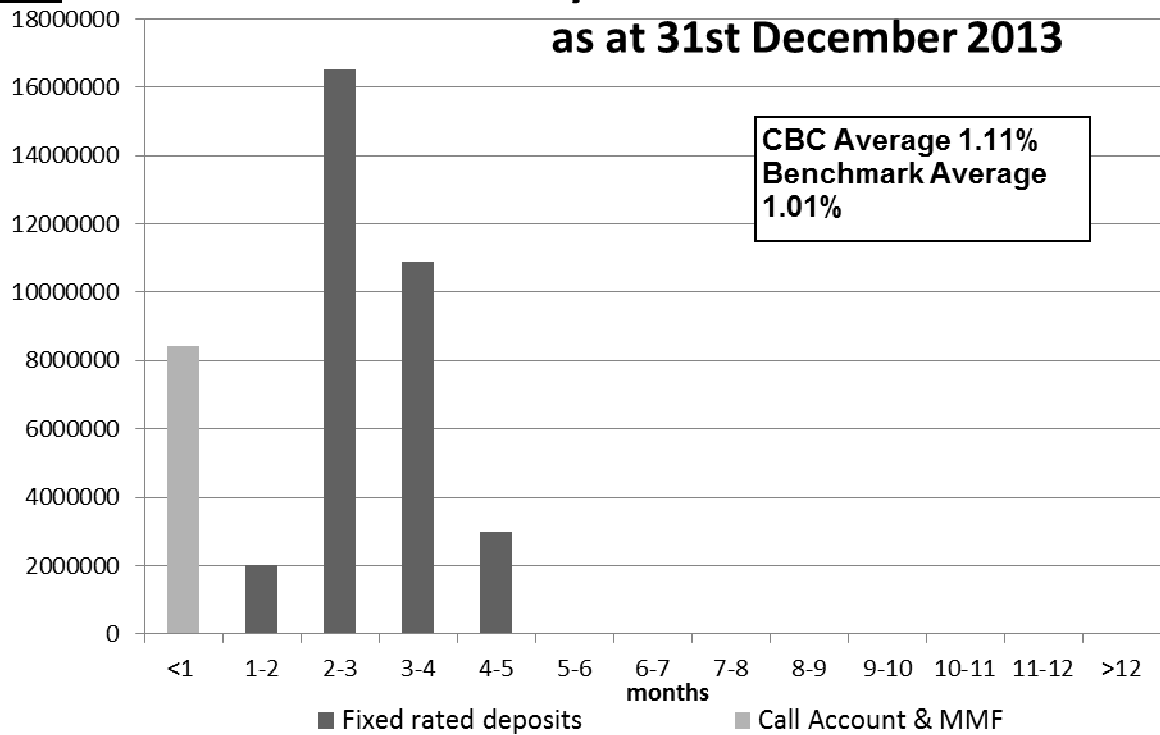
Average interest Rate Received on Investments as at 30/09/2013 (CBC shown in black Line)



CBC Average 1.11%
Benchmark Average 1.01%

B3

Maturity Profile of internal Investments as at 31st December 2013



Meeting: Executive
Date: 18 March 2014
Subject: December 2013 – Quarter 3 Capital Budget Monitoring Report
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources
Summary: The report provides information on the projected capital outturn for 2013/14 as at December 2013. It excludes the Housing Revenue Account which is subject to a separate report.

Advising Officer: Charles Warboys, Chief Finance Officer
Contact Officer: Charles Warboys, Chief Finance Officer
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key Decision Yes
Reason for urgency/ exemption from call-in (if appropriate) Not applicable

CORPORATE IMPLICATIONS

Council Priorities:

Sound financial management contributes to the Council's Value for Money and enables the Council to successfully deliver its priorities. The recommendations will contribute indirectly to all 5 Council priorities.

Financial:

- | |
|--|
| 1. The financial implications are set out in the report. |
|--|

Legal:

- | |
|----------|
| 2. None. |
|----------|

Risk Management:

- | |
|----------|
| 3. None. |
|----------|

Staffing (including Trades Unions):

4. Any staffing implications will be dealt with in accordance with the Council's Managing Change Policy and in consultation with the Trades Unions.

Equalities/Human Rights:

5. Equality Impact Assessments were undertaken prior to the allocation of the 2013/14 budgets and each Directorate was advised of significant equality implications relating to their budget proposals.

Public Health:

6. None.

Community Safety:

7. None.

Sustainability:

8. None.

Procurement:

9. None.

Overview and Scrutiny:

10. The December Quarter 3 Capital Budget Monitoring report will be considered by the Corporate Resources Overview and Scrutiny Committee on 8 April 2014.

RECOMMENDATIONS:

The Executive is asked to:

1. **note the overall forecast position to spend £73.7m compared to the budget of £94.6m. A variance of £20.9m as a result of an overspend of £4.4m and proposed deferred spend to 2014/15 of £25.3m; and**
2. **request officers to carefully examine their forecast spend to determine how realistic the proposals to defer spend into 2014/15 are.**

<i>Reason for Recommendations:</i>	<i>To complete schemes currently underway and facilitate effective financial management and planning.</i>
------------------------------------	---

Executive Summary

11. The report sets out the projected capital outturn position for 2013/14 as at December 2013. Explanations for the variances are set out below. This report enables the Executive to review the overall capital position of the Council.

12. KEY HIGHLIGHTS

The capital budget for 2013/14 excluding HRA is £94.6m (£45.0m net). The main issues to note are:

- i) Gross forecast is to spend £73.7m an overspend of £4.4m and £25.3m proposed deferred spend to 2014/15.
- ii) Gross spend to date is £48.0m, below budget by £3.9m. The rest of year budget is £43m which indicates that budget are significantly backloaded.
- iii) The average monthly gross spend for the past eight months is £5.3m. Rest of year spend rate needs to run at an average of £8.6m to achieve forecast.
- iv) £61.9m (66%) of the gross budget relates to 20 of the top value schemes. £42.8m (58%) of the gross spend forecast relates to these schemes.
- v) Forecast capital receipts are £1.9m compared to budget of £6.7m. Year to date is £1.2m.
- vi) The table below shows the position by directorate.

Directorate	Year to Date P9			Full Year		
	Gross Budget £m	Gross Actual £m	Gross Variance £m	Gross Budget £m	Gross Forecast Outturn £m	Gross Variance £m
CS	13.2	13.5	0.2	27.4	21.9	(5.5)
Community Service	19.8	18.2	(1.6)	33.6	24.9	(8.7)
Improvement & Corporate Improvement	10.4	6.2	(4.2)	14.4	12.6	(1.8)
Regeneration	3.0	6.6	3.6	8.9	9.1	0.2
ASCHH	5.4	3.4	(2.0)	10.3	5.2	(5.1)
Total Exc HRA	51.9	48.0	(3.9)	94.6	73.7	(20.9)

DIRECTORATE COMMENTARY

Social Care Health and Housing

13. The Social Care forecast outturn position is an underspend of £1.317m. The underspend relates to the Disabled Facilities Grant programme, Empty Homes programme and the redevelopment of the Timberlands traveller site.
14. The following table summarises the position against the revised budget as at the end of December.

	Full Year Forecast Variance 2013/14						
	Gross Expend .Budget	Gross Income Budget	Net Total	Gross Expend. Forecast	Gross Income Forecast	Net Total	Variance
SCHH Directorate	£m	£m	£m	£m	£m	£m	£m
NHS Campus Closure	5.297	(5.297)	0	1.909	(1.909)	0	0
Disabled Facilities Grants Scheme	3.000	(0.588)	2.412	2.100	(0.680)	1.420	(0.992)
Timberlands and Chiltern View Gypsy and Traveller Sites	0.914	(0.687)	0.227	0.450	(0.338)	0.112	(0.115)
Review of Accommodation /Day Support	0.347	(0.347)	0	0.430	(0.430)	0	0
Adult Social Care ICT Projects	0.300	(0.300)	0	0	0	0	0
Empty Homes	0.270	0	0.270	0.060	0	0.060	(0.210)
Renewal Assistance	0.150	(0.050)	0.100	0.250	(0.150)	0.100	0
Total	10.278	(7.269)	3.009	5.199	(3.507)	1.692	(1.317)

15. Disabled Facilities Grant (DFG)
The grants provided to residents through the Disabled Facility Grant programme assist some of the poorer and most vulnerable members of the community. Without these grants in many cases the properties involved would be unsuitable for the needs of the occupiers who may then be unable to remain in their own homes. This also reduces pressure on health service resources and residential care, as without these improvements more residents would require emergency or longer term care solutions.
16. Information on the types of Disabled Facilities Grants (DFGs) and the number completed are reported on a quarterly basis. The table below provides details for the third quarter up to December 2013.

Type of adaptation	Total No complete to December 2013
Level access shower/wet room	121
Straight stair lift	24
Curved stair lift	17
Toilet alterations	12
Access ramps	17
Dropped kerb and hard standing	0
Wheelchair/step lift	0
Through floor lift	2
Major extension	13
Kitchen alterations	8
Access alterations (doors etc)	26
Heating improvements	2
Garage conversions/minor additions	8
Safety repairs/improvements	2
Other	16
Total	229

17. Although the Council's waiting list for assessments is being tackled with additional Occupational Therapist (OT) resource, OTs are undertaking a more robust approach to assessments, with a higher proportion of recommendations for equipment and minor works than previously, resulting in a lower proportion of referrals for DFG. This more robust approach provides better value for money for the Council.
18. Approximately £0.090m of payments were made in December, which is low compared to previous months (partly due to a slow down over the Christmas period).

19. Requests for OT Assessments provide a further prediction of demand for 2013/14. In December, 70 assessments resulted in 31 referrals for a DFG. If the current rate of referrals continued for the rest of the year this would result in a total of 432.

20. NHS Campus Closure

The NHS Campus Closure programme has three remaining projects for Central Bedfordshire. The scheme in Silsoe commenced in July 2012 and opened in October 2013.

21. The second scheme, Steppingstones which is based in Dunstable, is the refurbishment of a local authority property and a new build. The refurbished house opened in October 2013. Planning permission has been granted for the new build, demolition work is complete, work on site has commenced and is expected to complete in August 2014.

22. The third scheme, Beech Close is the refurbishment of an existing site in Dunstable and is subject to the sale of two other properties, one of which has fallen through due to complex legal issues. It is anticipated that the capital receipts from the sale of these properties will be used to either refurbish Beech Close or failing that a new site will need to be found which could result with further delays on completing the campus programme.

23. The HRA Capital programme is now monitored as part of the HRA's budget report.

Children's Services

24. Children's Services annual capital expenditure budget is £27.395m (including slippage from 2012/13). The income budget is £26.691m, a net expenditure capital budget of £704k.

25. The full year expenditure outturn position for 2013/14 is £5.465m below the original budget following the capital review process. There is no expenditure deadline to the spending of the grant receipts.

26. All but two projects, Schools Access and Temporary Accommodation, are funded wholly by grant receipts that have no expenditure deadline.

27. The actual to date gross expenditure of £13.481m is slightly ahead of the profiled budget at this stage of the year.

Summary Table: Directorate Overall position

	Gross Expenditure Budget	Profiled Gross Expenditure Budget YTD	Gross Spend to Date	Gross Expenditure Variance to date
	£000	£000	£000	£000
Children Services	27,195	13,180	13,426	246
Partnerships	200	55	55	0
Total	27,395	13,235	13,481	246

28. **New School Places /Basic Need**

This grant funding is to enable management of pressures related to population growth and capacity within our schools. The outline programme to commission new school places over the next five years will drive the expenditure of basic need grant and will also align S106 contributions that are being collected for major projects.

29. In December 2013 the DfE announced the Basic Need allocations for 2014/15 to 2016/17 allocating £21,219m over the three years. The allocations for 2015/16 (£5.9m) and 2016/17 (£6.2m) are a reduction on the current year and 2014/15 (£9.1m) but the total over the 3 years is still significant (£21.2m for CB vs £11.3m Luton and £9.9m Bedford over the same period).

30. The allocations for 2015/16 and 2016/17 are a change to the previous budget assumed for this period and reduces the amount of grant income to the programme. The New School Places Programme and the progress of projects within it are currently undergoing an annual review and refresh and the impact on the capital cashflow will be reported to Executive as part of the Council's capital programme in February 2014.

31. The New School Places Programme was originally forecast in 13/14 to achieve expenditure of £13.285m but is now to achieve reduced expenditure of £12m as a result of a delay in commencement of the expansion of Church End Lower in Marston which will now start on site on 10 February 2014.

32. **Schools Capital Maintenance**

This rolling programme is externally funded by DfE grant but does require schools to contribute to the cost of works, as set out in a formula contained within the Scheme for Financing Schools. These contributions are invoiced once planned works are complete.

33. The 2013/14 programme has now been commissioned but with a much reduced Department for Education (DfE) grant of £2.562m as a result of Academy capital held centrally by the EFA. The DfE announcement of the 2014/15 allocation is expected shortly. Works have largely commenced on the programme, however the forecast expenditure has been further reduced to £3.15m in the main due to works being removed from the indicative programme following reassessment and other schemes being re-scoped following initial survey inspections.

Community Services

34. The directorate is forecasting to be below budget by £9,383k. The majority of this is due to slippage on the BEaR project (£4m), leisure schemes (£2.2m) and Transport £2.9m (includes the Ridgmont Bypass and A1 South Roundabout).

Scheme Categories	Net Expenditure Budget	Net Expenditure Forecast	Net Expenditure Forecast Variance
	£'000	£'000	£'000
Environmental Services	4,950	683	(£4,267)
Libraries	202	208	£6
Leisure	4,379	2,170	(£2,209)
Transport	14,054	11,141	(£2,913)
Community Services	23,585	14,202	(£9,383)

Percentage of budget		60.2%	-39.8%
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35. Highways and Transport

Total road and footway treated through resurfacing and surface dressing to date is 42.5 kilometres (37.7km Carriageway, 4.8km footway). Poynters Road (Dunstable) deep insitu recycling scheme completed on site.

To date a total of 582 columns including lanterns were replaced and a further 2,656 lanterns replaced.

19 Local Area Transport Plan schemes have been implemented and 9 designed and ready for construction or currently on site.

8 drainage schemes completed.

36. Leisure

- a) Astral Park - CBC are supporting the Town Council to provide a football pitch and changing/community facilities. Work is near completion on the car park and drainage connections complete. Work to roof of the changing/community facility including internal walls and gable ends, and steel truss to community room is complete. The project is on target for completion in January 2014.
- b) Flitwick Leisure Centre Redevelopment is a scheme to replace the existing Leisure Centre - work being carried out for feasibility stage in preparation the report that was considered by Overview and Scrutiny on the 5 December 2013.
- c) Tiddenfoot Leisure Centre is being refurbished - The car park has been prepared for the resurfacing and work is being carried out to divert the cabling, work is being carried out on the refurbishment of the gym area. Drainage on the downstairs area and surveys for electrical and mechanical has been started.
- d) Flitwick Leisure Centre Football Pitch is a scheme to re-provide football pitches and changing facilities before the Flitwick Leisure Centre redevelopment can commence - the contractors have cleared the site and work has begun on the sustainable urban drainage system. This project is on target for completion in August 2014.

37. Waste

Sundon Landfill Restoration - phases are on track with soil importation ongoing. Realignment of Gas Infrastructure almost completed. Gas Extraction achieving enhanced royalty income for CBC.

Waste Capital Infrastructure Grant - Successful procurement and purchase of replacement glass recycling vehicle for the south fleet achieved.

Remainder of the grant will be rolled forward to facilitate the roll out of food waste to the south in 2016/17.

38. Libraries

Dunstable Library - a self service terminal has been installed in the children's library.

Flitwick Library - the lecture hall has been re-painted and has had new carpeting.

Leighton Buzzard Library and Theatre - IT infrastructure improvements have been made throughout the building. Tenders have been issued for work to refurbish the theatre box office and bar areas.

Shefford Library - new shelving has been ordered as part of the wider library refurbishment (due to start 1 February 2014).

CCTV equipment has been upgraded at a number of library sites to improve security.

Regeneration & Business Support

39. The Regeneration and Business support capital programme in 2013/14 is made up of 22 schemes which include large groupings of projects that were the result of developer funds to deliver planning requirements, associated with new developments.
40. The directorate forecast is to underspend by £1.633m.

Scheme Categories	Net Expenditure Budget	Net Expenditure Forecast	Net Expenditure Forecast Variance
	£'000	£'000	£'000
Regeneration	3,332	1,669	(£1,663)
Total	3,332	1,669	(£1,663)
Percentage of budget		50.1%	-49.9%

41. Regeneration
- Dunstable Town Centre Phase 2 (Dorchester Close): A 7th property was acquired in September 2013 and negotiations are continuing regarding the acquisition of the 8th and final property.
 - Leighton Buzzard South of High Street: The purchase of the second of the two properties at Duncombe Drive has been completed.
 - Superfast Broadband: Contract signed with BT and a further £604k secured from BDUK. Due to national requirement to spend BDUK funds first, CBC element of spend will be deferred to later financial years.
 - Land Drainage (Non-Highways): Dunstable Road, Caddington - New field drain completed as part of highway flood alleviation scheme. Additional highway works to be completed in Jan/Feb 2014.
42. Sustainable Transport
- Cycle route between Cranfield village and Cranfield University is now complete. An extension project is currently being discussed with the Department for Transport (DfT) to be delivered in conjunction with Cranfield University. If agreed, these works involve a further phase of construction over a six week period up to mid March 2014.

- LSTF funded Travel choices schemes in Dunstable and Houghton Regis: Improvements to provide a cycle link between Apollo Close and Brive Road, Dunstable are now complete.
- Localised widening complete adjacent to St Augustine's Lower School, Dunstable, is now complete following agreement to relocate the school boundary to accommodate the work.
- Further enhancement works now complete along Dog Kennel Walk in Dunstable including a new path to the repositioned rear gate of Ashton Middle School, landscaping works to enable new grass cutting and maintenance regime to be implemented in the New Year following localised widening.
- Improvements to footpaths on the Parkside estate in Houghton Regis are ongoing in preparation for sealing works in the spring.
- Preparatory works for pedestrian crossing improvements in the Parkside area of Houghton Regis prior to installation of new crossings in the New Year.
- Cycle parking installed at main car parks in Dunstable.

Improvement & Corporate Services

43. The 2013/14 net Capital Budget for Improvement & Corporate Services (ICS), including slippage from 2012-2013, is £14,403k.

The table below details the spend by department.

	Full Year Budget	Forecast	Spend Deferred to 14/15	Variance	Budget YTD	Actual	YTD Variance
Service	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Assets	9,411	7,511	1,953	53	7,117	3,545	(3,572)
Info Assets	2,481	2,343	338	200	1,434	1,287	(147)
Others	2,511	2,714	0	203	1,853	1,415	(438)
Totals	14,403	12,568	2,291	456	10,404	6,247	(4,157)

44. The current capital programme for Improvement & Corporate Services is £14,403k. This includes £9,461k of funding for 2013/14 schemes and deferred expenditure of £4,942k from previous years. The total current approved budget for Assets projects is £9,411k.

There is £2,481k of budget allocated to Information Assets (IA) projects with £2,511k for other schemes. Some of the other major schemes include SAP Optimisation (£373k), Your Space 2 (£1,256k) & Health & Safety Rolling Programme (£852k).

45. The overall forecast outturn for ICS Capital is £12,568k with spend of £2,291k expected to be deferred into future financial years. Across all ICS schemes there is a £456k predicted overspend.

Assets

46. The current net capital programme for Assets is £9,441k. The major projects are 2013/14 Corporate Property Rolling Programme (£3,015k), 2012/13 Corporate Property Rolling Programme (£1,373k), Ivel Medical Centre (£1,000k) & Acquisition of land south of High St Leighton Buzzard (£1,000k).
47. The forecast outturn position on for Assets is currently showing a £53k overspend. There are a number of projects expecting small variances at year end.
48. Due to various timing changes to project delivery schedules there is currently spend of £1,953k expected to be deferred into 2014/15. There is an expected delay on the start of the Ivel Medical Centre project following changes to the way the NHS runs its commissioning process. The project has been delayed and expected to result in deferred expenditure of £940k in 14/15.
49. The Corporate Property Rolling Programme 2013/14 is currently expected to defer expenditure of £200k into 2014/15 due to delays in the Watling House Replacement Windows project.

This is unable to be commenced until the completion of Your Space 2 so is now expected to happen next financial year. Leighton Buzzard Library additional funding of £211k, £92k for Rushmare Park & £66k for Dunstable Downs is also expected to be deferred to be spent in future years. £131k of other small projects with the 2013/14 Rolling Programme are now expected to be deferred into future years.

50. There is a year to date (YTD) underspend in Assets capital of £3,545k. There are a number of schemes that are currently behind schedule, some of the major ones are included below:
- The delay in the commencing of the Ivel Medical Centre mentioned above has resulted in a £550k YTD underspend against profiled budget.
 - There has also been a delay in the Acquisition of Cattle Market & Parkridge Land. The purchases (£1m) were budgeted to be made in September but are now expected to happen in late January/early February.
 - The overall Corporate Assets Rolling Programme is currently £2,010k underspent YTD. This is due to a number of delays with spend across various parts of the rolling programme (£241k Leighton Buzzard Leisure Centre Condition works, £500k Leighton Buzzard library refurbishment & roofing, £75k Parkside Hot Water System, £376k Watling House canteen project, £218k Houghton Regis Leisure Centre upgrade works, £100k Dunstable Downs drainage & flooring & £100k Rushmere Park improvements).
 - There are also a number of delays to smaller Capital schemes resulting in a net YTD underspend of £400k.

Information Assets (IA)

51. For Information Assets projects there is a forecast outturn of £2,343k against budget causing an expected over spend of £200k. This is against the Customer First project which has experienced delays in implementation.
52. Of the £2,481k budget in Improvement & Corporate Services there is £338k of cost expected to be incurred in future financial years. Capital budget is proposed to be deferred from the current year to cover this. The two IA schemes involved are ECM Implementation (£100k) & Consolidation of Applications (£238k).
53. There is currently a £147k YTD underspend in IA projects. Against a YTD budget of £1,434k there has only been £1,287k spent so far. Part of this is due to a delay with the Consolidation of Applications scheme. It has not incurred any spend against a YTD budget of £138k. The overall result of the other IA schemes is a £9k YTD underspend.

Capital Receipts

54. Current performance – Currently forecasting a risk adjusted total for 2013/14 of £1,867k which is a shortfall of £4,825k against target (13/14 MTFP target has been adjusted to include the shortfall from 2012/13). This is mainly driven by the delayed receipt from Stratton IV (£4m) where the phased receipt is not likely to commence until at least 2014/15.
55. Planned Actions – Offers now received for Chiltern and Sussex Lodges (£588k - included in the risk adjusted forecast figures above), with a need to conclude pre-sale remedial works asap prior to completion. Whilst the majority of the works are due to be completed in February 2014, the timescales for water installation by Anglian Water are uncertain and could impact upon the timescale for completion of the sale. Should this be the case the anticipated receipts for 2013/14 will be reduced to £1,327k.

Conclusion

56. The forecast spend of £73.7m still looks optimistic as the rate of spend required rest of year to achieve budget is in excess of what has been achieved previously.

Appendices:

Appendix A1 Council Capital Summary

Appendix A2 Top 20 Schemes

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December 2013 Q3 Capital Appendix A1

Directorate	2013/14 Capital Programme Budget				Full year forecast as at month 9				Full Year Variance				Proposed Deferred Capital to 2014/15 and future years				(Under) / Over Spend			
	Gross Expenditure	External Funding	Net Expenditure		Gross Expenditure	External Funding	Net Expenditure		Gross Expenditure	External Funding	Net Expenditure		Gross Expenditure	External Funding	Net Expenditure		Gross Expenditure	External Funding	Net Expenditure	
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Children's Services	27,395	-26,691	704	21,930	-21,596	334	-5,465	5,095	-370	-5,094	5,094	0	-371	1	-370					
Environmental Services	5,367	-417	4,950	827	-144	683	-4,540	273	-4,267											
Libraries	202	0	202	298	-90	208	96	-90	6											
Leisure	6,287	-1,908	4,379	4,046	-1,876	2,170	-2,241	32	-2,209											
Transport	21,713	-7,659	14,054	19,722	-8,581	11,141	-1,991	-922	-2,913											
Community Services	33,569	-9,984	23,585	24,893	-10,691	14,202	-8,676	-707	-9,383											
Improvement & Corporate Services	14,403	0	14,403	12,568	0	12,568	-1,835	0	-1,835											
Regeneration	8,936	-5,604	3,332	9,122	-7,453	1,669	186	-1,849	-1,663											
Social Care, Health & Housing	10,278	-7,269	3,009	5,199	-3,507	1,692	-5,079	3,762	-1,317											
Total Excluding HRA	94,581	-49,548	45,033	73,712	-43,247	30,465	-20,869	6,301	-14,568											
										-25,284	11,053	-14,231	4,415	-4,752	-337					

Appendix A2 Top 20 Schemes

Directorate	Scheme Title	Total 2013/14 Budget			Full Year Forecast as at Month 9			Variance			Slippage to 2014/15			(Under)/ Over Spend		
		Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000
Children's Services	New School Places	15,776	-15,776	0	12,000	-11,939	61	-3,776	3,837	2,582	-2,582	0	-1,194	1,255	61	
Children's Services	Alternative Secondary Provision (Free School)	3,477	-3,477	0	3,631	-3,566	45	154	-109	-45	0	-45	109	-109	0	
Children's Services	Schools Capital Maintenance	4,515	-4,515	0	3,150	-3,150	0	-1,365	1,365	-186	186	0	-1,551	1,551	0	
Community Services	Highways Structural Maintenance Block	4,004	-4,004	0	4,004	-4,004	0	0	0	0	0	0	0	0	0	
Community Services	BEAR Project	4,000	0	4,000	3,203	-43	3,160	-43	-43	4,000	4,000	4,000	0	0	0	
Community Services	Highways Structural Maintenance Additional	3,160	0	3,160	3,203	-43	3,160	43	-43	0	0	0	43	-43	0	
Community Services	Highways Fixed Cost Services (Lump Sums)	1,790	0	1,790	1,855	0	1,855	65	0	65	65	65	0	0	65	
Community Services	Highways Integrated Schemes	1,960	-1,338	622	2,558	-1,936	622	598	-598	0	0	0	598	-598	0	
Community Services	Tiddenfoot Leisure Centre	1,558	-600	958	1,306	0	1,306	-252	600	600	600	600	-252	600	348	
Community Services	Astral Park Leighton Buzzard	1,092	-1,100	-8	1,092	-1,100	-8	0	0	0	0	0	0	0	0	
Improvement & Corporate Services	A1 South Roundabout (Biggleswade)	3,700	-1,500	2,200	1,667	-1,500	167	-2,033	0	1,300	0	1,300	-733	0	-733	
Improvement & Corporate Services	CBC Corporate Property Rolling Programme 13/14	3,480	0	3,480	2,436	0	2,436	-1,044	0	200	0	200	-844	0	-844	
Regeneration	Local Broadband Infrastructure	2,593	-2,120	473	21	0	21	-2,572	2,120	733	733	733	-2,572	2,120	-452	
Regeneration	Dunstable Town Centre Regeneration Phase 2	1,389	0	1,389	734	0	734	-655	0	73	0	73	78	0	78	
Regeneration	Dunstable A5/M1 Link Road Strategic Infrastructure	1,073	-1,053	20	1,097	-1,097	0	24	-44	73	0	73	97	-44	53	
Social Care, Health & Housing	NHS Campus Closure	5,297	-5,297	0	1,909	-1,909	0	-3,388	3,388	0	3,388	0	0	0	0	
Social Care, Health & Housing	Disabled Facilities Grants Scheme	3,000	-588	2,412	2,100	-660	1,420	-900	-92	-992	-992	0	-900	-92	-992	
	Children's Services	£23,768	-£23,768	£0	£18,781	-£18,675	£106	-£4,987	£5,083	£2,351	-£2,396	-£45	-£2,636	£2,687	£61	
	Community Services	£17,564	-£7,942	£10,622	£14,018	-£7,083	£6,935	-£3,546	-£41	£4,000	£0	£4,000	£454	-£41	£413	
	Corporate Resources	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
	Improvement & Corporate Services	£7,180	-£1,500	£5,680	£4,103	-£1,500	£2,603	-£3,077	£0	£1,500	£0	£1,500	-£1,577	£0	-£1,577	
	Regeneration	£5,055	-£3,173	£1,882	£1,852	-£1,087	£765	-£3,203	£2,076	£906	£0	£806	-£2,397	£2,076	-£321	
	Social Care, Health & Housing	£8,297	-£5,885	£2,412	£4,009	-£2,589	£1,420	-£4,288	£3,286	£3,388	-£3,388	£0	-£900	-£92	-£992	
	CBC 2012/13 Capital Programme	£61,864	-£41,368	£20,496	£42,763	-£30,944	£11,819	-£19,101	£10,424	£12,045	-£5,784	£6,261	-£7,056	£4,640	-£2,416	

Meeting: Executive
Date: 18 March 2014
Subject: December 2013/14 (Q3) Housing Revenue Account
Budget Monitoring Revenue and Capital Report
Report of: Cllr Carole Hegley, Executive Member for Social Care, Health and
Housing and Cllr Maurice Jones, Deputy Leader and Executive
Member for Corporate Resources
Summary: The report provides information on the 2013/14 Housing Revenue
Account (HRA) projected outturn revenue and capital position as at
December 2013.

Advising Officer: Julie Ogle, Director of Social Care, Health and Housing
Contact Officer: Nick Murley, Assistant Director Business & Performance
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key Decision Yes
**Reason for urgency/
exemption from
call-in (if
appropriate)** Not applicable

CORPORATE IMPLICATIONS

Council Priorities:

Sound financial management contributes to the Council's Value for Money and enables the Council to successfully deliver its priorities. The recommendations will contribute indirectly to all 5 Council priorities.

Financial:

- | |
|--|
| 1. The financial implications are set out in the report. |
|--|

Legal:

- | |
|----------|
| 2. None. |
|----------|

Risk Management:

- | |
|----------|
| 3. None. |
|----------|

Staffing (including Trades Unions):

4. Any staffing reductions will be carried out in accordance with the Council's Managing Change Policy and in consultation with the Trades Unions.

Equalities/Human Rights:

5. Equality Impact Assessments were undertaken prior to the allocation of the 2013/14 budgets and each Directorate was advised of significant equality implications relating to their budget proposals.

Public Health:

6. None.

Community Safety:

7. None.

Sustainability:

8. None.

Procurement:

9. None.

Overview and Scrutiny:

10. The December 2013/14 projected outturn Housing Revenue Account (HRA) revenue and capital report will be considered by the Corporate Resources Overview and Scrutiny Committee on 8 April 2014.

RECOMMENDATION:

Executive is asked to approve:-

- (1) that the Revenue forecast position is to achieve a balanced budget with a contribution to HRA Reserves of £7.282m, thus strengthening the Council's ability to invest and improve its stock of Council Houses;
- (2) a year end under spend of £3.120m is anticipated for the HRA Capital programme, £2.125m of which relates to lower than budgeted spend on Priory View. At the current time it is predicted that £2.000m will be spent on Priory View from the Extra Care Development Reserve. It is proposed that the under spend on Priory View will be carried forward as slippage to spend in the next financial year; and
- (3) that Right to Buy sales will be monitored for the possible impact on predicted surpluses in the medium to longer term.

Purpose of Report

11. The report presents the 2013/14 HRA financial position as at the end of December 2013. It sets out spend to date against the profiled revenue and capital budgets, the forecast financial outturn, and provides explanations for any variations. This report enables CMT to consider the overall financial position of the HRA.

Executive Summary

12. The revenue forecast position as at the end of December 2013 projects a year end surplus of £7.282m compared to a budgeted surplus of £4.806m, an improvement of £2.476m.
13. There are four key positive variances arising from increased income (£0.592m), lower interest costs from the self financing debt (£0.940m), reduced maintenance costs (£0.219m), and savings in direct revenue financing of the capital programme (£0.995m). These are offset by an adverse variance in housing management of £0.196m and other minor adverse variances that in total amount to £0.074m.
14. There are variances within the individual capital projects as a result of the change in approach to capital investment as set out in the Housing Asset Management Strategy (HAMS). This reflects the change in focus from planned maintenance to repairs led maintenance on certain projects.
15. The 2013/14 budget for the HRA anticipates a contribution to the Extra Care Development Reserve of £3.912m and a contribution to the Strategic Reserve of £0.894. The analysis above enables a total forecast contribution to reserves of £7.282m.
16. The forecast position for the HRA capital programme indicates an under spend of £3.120m, with an outturn of £7.775m against a budget of £10.895m.
17. Planning approval for the Priory View Extra Care facility (formerly known as Dukeminster) was granted in June 2013. Following the approval of preliminary works, the site has been cleared and Gailford Try Partnerships have been appointed as the main contractor. Construction work is due to commence shortly.
18. During July it was confirmed that the council has been allocated £1.703m of funding towards the Priory View project from the Homes and Communities Agency (HCA), following a bidding process. This allocation is dependent on achieving a timescale for the build, which will see completion in the summer or early autumn of 2015.

19. On the current timeframe, it is predicted that £2.000m (£4.125m budget) will be spent from the budget set aside for the Priory View project in 2013/14, financed from the Extra Care Development Reserve.
20. As a result, the year end balance in the Extra Care Development Reserve is now predicted to be £11.916m, with £6.540m available in the Strategic Reserve and £2.200m in contingencies. This equates to a predicted total reserve balance of £20.656m.
21. Forecast figures at the end of December are subject to variations as the revenue and capital programmes evolve over the course of the year.

HRA Revenue Account

22. The HRA annual expenditure budget is £22.572m and income budget is £27.378m, which allows a contribution of £4.806m to reserves to present a net budget of zero. A subjective breakdown of budget, year to date position and forecast outturn is shown below.

23.

	2013/14 Budget	Budget YTD	Actual YTD	Variance YTD	Full Year Forecast	Variance Full Year Forecast to Budget
	£m	£m	£m	£m	£m	£m
Total Income	(27.378)	(20.533)	(20.939)	(0.406)	(27.970)	(0.592)
Housing Management	4.152	3.114	2.886	(0.228)	4.348	0.196
Financial Inclusion	0.200	0.150	0.101	(0.049)	0.150	(0.050)
Asset Management	0.965	0.724	0.707	(0.017)	0.999	0.034
Corporate Resources	1.320	0.990	1.080	0.090	1.410	0.090
Maintenance	4.528	3.396	3.270	(0.126)	4.309	(0.219)
Debt related costs	0.119	0.089	0	(0.089)	0.119	0
Direct Revenue Financing	6.570	4.928	4.181	(0.747)	5.575	(0.995)
Efficiency Programme	(0.190)	(0.143)	(0.143)	0	(0.190)	0
Interest repayment	4.908	3.681	2.976	(0.705)	3.968	(0.940)
Principal repayment	0	0	0	0	0	0
TOTAL Expenditure	22.572	16.929	15.058	(1.871)	20.688	(1.884)
Surplus	(4.806)	(3.604)	(5.881)	(2.277)	(7.282)	(2.476)
Contribution to / (from) reserve (actioned at year end)	4.806	3.604	5.881 [^]	2.277	7.282	2.476
Net Expenditure	0	0	0	0	0	0
^ Included for balancing and illustrative purposes only						

24. There are a number of year to date variances across the HRA. Total income has a positive variance of £0.406m with a full year forecast positive variance of £0.592m expected to be achieved. The positive income variance is accounted for by increased rental income (£0.682m), offset by reduced investment income (£0.148m), and other minor positive variances (£0.058m).
25. The additional rental income is accounted for by an additional rent charging week in 2013/14. Rent is charged every Monday and in this rent year (1 April 2013 to 31 March 2014) there are 53 Mondays. Due to the infrequent nature of this circumstance, the additional revenue was not built into the original budget.
26. Housing management is reporting a positive year to date variance of £0.228m (£0.397m November). This is due to actual cost being incurred slightly out of budget profile for Stock Condition Survey (£0.134m) and district wide management (£0.094m), reduced utility costs due to decentralisation (£0.063m) of gas boilers, and other minor variances.
27. The Housing Management full year forecast is projecting an adverse variance of £0.196m, reflecting a slight increase in the staffing costs and an increase in spend on maintaining furniture and equipment at sheltered accommodation. In addition a spend of £0.050m has been forecast on expenditure on the Electronic Document Records Management System (EDRMS) and additional recharges of £0.090m for insurance premiums.
28. Corporate recharges are forecast to outturn at £1.410m, an adverse variance of £0.090m. This reflects the outturn position from 2012/13, although the final recharge for 2013/14 will not be known until the final year end calculation is undertaken.
29. The Maintenance budget has a year to date positive variance of £0.126m (adverse £0.091m November), with full year forecast projecting savings of £0.219m.
30. As a consequence of the changes initiated by the HAMS, external decorations have been rescheduled from a 5 year to a 7 year cycle. This is forecast to deliver savings of £0.037m. In addition further savings are anticipated from a reduction in expenditure on the maintenance of communal central heating systems (£0.033m), a reduction in forecast void costs (£0.070m), and other minor variances. Although savings are forecast in these areas, there is an element of uncertainty due to the unpredictability of responsive maintenance.
31. In respect of the debt costs, a saving of £0.940m is projected due to lower than budgeted interest costs. The average interest rate achieved on the Council's self-financing debt for 2013/14 is 2.40%, as opposed to 2.97% in the budget build.

32. The lower average rate is a result of the Council's decision to take approximately a quarter of the self-financing debt on a variable rate, currently at 0.57%. The interest rate for the HRA's variable rate debt is fixed on a six monthly basis, with the most recent change occurring at the end of September 2013. This rate rose from 0.55% to 0.57% and will not change again until the end of March 2014.
33. Since the variable rate for the second half of the year has been set in September 2013, an average variable rate of 0.56% has been achieved for the year 2013/14 as opposed to the variable debt budgeted rate of 2.65%.
34. The forecast revenue position for the financial year would allow a total transfer to reserves of £7.282m, an additional amount of £2.476m compared to the original budget.

HRA Efficiency Programme

35. Since 2010 the Housing service has been using Housemark to provide a benchmarking service. The analysis provided has assisted in identifying the areas where HRA budgets are higher relative to other stock retained authorities.
36. The HRA revenue budget for 2013/14 was reduced by £0.190m, as part of the Council's efficiency programme. This efficiency is being delivered through a reduction in spend on financial inclusion, external decorations, communal central heating maintenance and reduced void maintenance costs.
37. The HRA efficiency programme is on target to be fully achieved in 2013/14.

HRA Arrears

38. Total current and former tenant arrears were £1.090m at the end of December (£0.993m at December 2012). Current tenant arrears are £0.701m or 2.44% of the annual rent debit of £28.740m (£0.613m or 2.24% at December 2012). A total of £0.059m of HRA rent arrears debt was written off to December 2013
39. An analysis of rent collection data from the Housing QL system has commenced, with a view to determining the impact of welfare reform on arrears. Once this is completed it will be possible to create a realistic profile of projected rent arrears throughout the rent year from 2014-15, so that the percentage figure referred to above can be cross referenced to a profiled target. Currently 60% of rental income is received from housing benefit payments.
40. Performance on former tenant arrears is 1.36% of the annual rent debit against a target of 1.00%, leaving a balance of £0.389m (1.39% with a balance of £0.380m at December 2012).

41. There are currently £0.142m of non tenant arrears (£0.121m November), which is comprised of the following: rents at shops owned by the HRA, service charges and ground rent relating to leaseholders who purchased flats via the Right to Buy scheme, and property damage relating to existing and former tenants.
42. The HRA owns 26 Shops, 10 of which are on a long lease, 14 are on rental agreements, and 2 are vacant and available to let. Arrears from HRA shops are £0.039m (£0.32m November). There is one tenant who has an outstanding debt of £0.023m. Payment of this debt is actively being pursued through solicitors. The average arrear at the other HRA shop shops is £752 (£497 November).

Prompt Payment Indicator

43. The performance target for payment to suppliers, where there is no dispute over the amount invoiced, is 90% of invoices paid within 30 days of invoice receipt date. The HRA Performance for December was that 87% of 208 invoices were paid on time.

HRA Capital Receipts

44. New Right to Buy (RtB) discounts and proposals for re-investing the capital receipts came into effect from April 2012, which have increased the maximum discount available to tenants from £0.034m to £0.075m.
45. Up to the end of December 2013, 20 properties have been sold compared to 19 in the entire financial year 2012/13.
46. As a result of the changes to housing pooling the council has a balance at the end of December of useable capital receipts of £1.982m (balance bought forward from 2012/13 £0.657m), of which £0.866m is reserved for investment in new build. The Council has entered into an agreement with the Secretary of State to invest these receipts in new build. The use of these receipts is restricted to schemes that do not receive Homes and Communities Agency (HCA) funding.
47. The retained receipt can represent no more than 30% of the cost of the replacement properties, so the Council is committed to spend at least £2.887m on new build by 31 December 2016.
48. The Priory View project has been awarded £1.703m from the HCA, therefore the retained receipts from RtB sales reserved for new build cannot be used on this scheme.
49. The HRA's Budget proposals for the period of the Medium Term Financial Plan (MTFP) propose significant investment in new build (in excess of £6.000m by 30 September 2016, excluding spend on Priory View).

50. There have been 40 RtB applications up to December. This compares to a total of 55 applications in 2012/13. It is quite likely that the total number of sales could be between 25 and 30 for the year, resulting in a residual receipt for the year of potentially £1.500m.
51. These funds will further enhance the resources available for the HRA's capital programme.
52. Careful monitoring of RtB sales will be required. Current projections suggest that these will not have a negative impact on the Business Plan, particularly if the number of new build properties exceeds the properties sold. However if annual RtB sales were to make up a significant percentage of the Housing Stock, such that it diminished by 10% (equivalent to approximately 500 properties) or more over the period to 31 March 2017, then this would pose a threat to the surpluses predicted both in the medium and longer term.

HRA Capital Programme

53. There is a year to date adverse variance of £0.406m (£0.619m in November) for the HRA Capital Programme, with a forecast year end outturn of £7.775m against a budget of £10.895m.
54. The year to date position for the HRA Capital Programme reflects the implementation of the Housing Asset Management Strategy (HAMS), which incorporates a greater element of repairs led programmes as opposed to pre-planned improvements, and significant out of profile expenditure on Priory View occurring up to December.
55. The Central Heating programme has a reduced forecast outturn due to a change in the timing of programme delivery as recommended by the HAMS. General Enhancements, Garage Refurbishment, Roof Replacement and Drainage and Water Supply programmes are also forecast to have a reduced outturn, due to the move towards more repairs led improvement works in these areas.
56. Stock Remodelling is predicted to outturn at £0.709m, an adverse variance of £0.251m. The increased spend in this area reflects the priorities of HAMS for remodelling and regeneration of the housing stock.
57. Earlier in the year a Business Case was approved for the transfer of a former Children's Home in Westfield Road, Dunstable, from the Council's General Fund (GF) to the HRA. The property is being converted into 2 two bedroom homes, which will enhance the Council's stock of properties. Refurbishment and conversion costs are anticipated to cost in the region of £0.112m, which will be financed from the Stock Remodelling budget.

58. A year end under spend of £3.120m is anticipated for the HRA Capital programme, £2.125m of which relates to lower than budgeted spend on Priory View. At the current time it is predicted that £2.000m will be spent on Priory View from the Extra Care Development Reserve. It is proposed that the under spend on Priory View will be carried forward as slippage to spend in the next financial year.
59. There is a forecast saving on Aids and Adaptations of £0.250m for the year, which is due to the more robust assessment approach taken by Occupational Therapy (OT).

Reserves

60. The total reserves available as at year end 2012/13 were £15.374m, comprised of £2.000m in HRA Balances, £8.653m in the Extra Care Development Reserve, £1.284m in the Strategic Reserve and £3.437m in the Major Repairs Reserve.
61. The current position indicates a year end balance in reserves of £20.656m. HRA Balances are projected to remain at a contingency level of £2.000m, with the Extra Care Development Reserve increasing to £11.916m, the Strategic reserve increasing to £6.540m, and the Major Repairs Reserve (MRR) reducing to £0.200m.
62. The opening balance in the MRR was comprised of a £0.200m contingency and an amount of £3.237m equivalent to depreciation in 2012/13. Due to the use of the Negative Capital Financing Requirement (CFR) to finance the capital programme in that year, the amount of £3.237m was retained in the MRR (and not used to finance capital spend).
63. It is anticipated that at the year end 2013/14 this additional amount will contribute to the funding of the capital programme, reducing direct revenue financing by an equivalent amount. This will allow an additional contribution to the Strategic Reserve, so that in total an amount of £5.256m is forecast to be transferred.
64. In total this equates to a forecast contribution to reserves for the year of £7.282m, offset by spend from reserves of £2.000m to enable a net increase of £5.282m.
65. An investment strategy is currently being formulated, that will set out proposals for the use of the reserves that are forecast to materialise in the short to medium term. This strategy will be referred to in the HRA Budget Report going before Council in February 2014.

HRA December 13 (Q3) Appendices

Appendix A – Net Revenue Position Full Analysis

Appendix B – Debtors

Appendix C – Capital programme

Appendix A – Net Revenue Position Full Analysis

Month: December 2013	Year to date				Year					
	Director	Budget	Actual	Use of Reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves.
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Assistant Director Housing Service	-5,535	-5,802	0	-267	-7,380	-7,271	109	0	109	
Housing Management (HRA)	1,200	1,268	0	68	1,600	1,811	211	0	211	
Asset Management (HRA)	4,034	3,891	0	-143	5,378	5,193	-185	0	-185	
Prevention, Options & Inclusion	301	226	0	-75	402	267	-135	0	-135	
Total	0	-417	0	-417	0	0	0	0	0	

Appendix B – HRA Debtors

Debt Analysis - Tenant Arrears

Description of debt	0-4 weeks	4-8 weeks	8-13 weeks	13-52 weeks	Over 1 yr	TOTAL
	£M	£M	£M	£M	£M	£M
Current Tenant	0.204	0.194	0.126	0.177	0.000	0.701
Former Tenant						0.389
						1.090

Debt Analysis - Other Arrears

Description of debt	From 15 to 30 days	From 31 to 60 days	From 61 to 90 days	From 91 to 365 days	Over 1 yr but not over 2 yrs	Over 2 yrs	TOTAL
	£M	£M	£M	£M	£M	£M	£M
Shops	0.005	0	0.002	0.002	0.004	0.026	0.039
Leaseholders	0.003	(0.012)	0.008	0.011	0.012	0.018	0.040
Void recoveries	0	0.002	0	0.021	0.031	0.006	0.060
Misc recoveries	0.007	0.004	0.004	(0.016)	0.005	(0.001)	0.003
	0.015	(0.006)	0.014	0.018	0.052	0.049	0.142

Appendix C – HRA Capital Programme

Scheme Title	Existing 2013/14 Capital Budget	Full Year Forecast as at December	Variance	Slippage to 2014/15	Monthly Budget Monitoring December 2013		
	Net Expenditure	Net Expenditure	Net Expenditure	Net Expenditure	Profilled Budget YTD	Actual YTD	Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
General Enhancements (formerly Minor Works)	255	15	(240)	0	183	9	(174)
Garage Refurbishment	51	5	(46)	0	39	0	(39)
Paths & Fences siteworks	61	60	(1)	0	45	49	4
Estate Improvements	255	255	0	0	183	212	29
Energy Conservation	255	200	(55)	0	183	61	(122)
Roof Replacement	248	50	(198)	0	177	10	(167)
Central Heating Installation	1,071	861	(210)	0	762	522	(240)
Rewiring	347	347	0	0	249	263	14
Kitchens and Bathrooms	1,122	1,194	72	0	801	874	73
Central Heating communal	180	75	(105)	0	129	48	(81)
Secure door entry	357	275	(82)	0	258	227	(31)
Structural repairs	153	153	0	0	111	140	29
Aids and adaptations	887	637	(250)	0	639	328	(311)
Capitalised Salaries	350	350	0	0	249	257	8
Asbestos management	131	131	0	0	96	105	9
Stock Remodelling	458	709	251	0	327	330	3
Drainage & Water Supply	181	50	(131)	0	129	20	(109)
Plasticisation	408	408	0	0	294	238	(56)
Sheltered Housing Re provision	4,125	2,000	(2,125)	(2,125)	0	1,567	1,567
HRA	10,895	7,775	(3,120)	(2,125)	4,854	5,260	406

Meeting: Executive
Date: 18 March 2014
Subject: Quarter 3 Performance Report
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources
Summary: To report on Quarter 3 2013/14 performance for Central Bedfordshire Council's Medium Term Plan indicator set.

Advising Officer: Deb Clarke, Director of Improvement and Corporate Services
Contact Officer: Elaine Malarky, Head of Programme & Performance Management
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key Decision No
**Reason for urgency/
exemption from call-in** N/A

CORPORATE IMPLICATIONS

Council Priorities:

The quarterly Medium Term Plan performance report underpins the delivery of all Council priorities.

Financial:

1. None directly but the indicator set does monitor the percentage increase in Council Tax.

Legal:

2. None.

Risk Management:

3. Any areas of on-going underperformance would be a risk to both service delivery and the reputation of the Council.

Staffing (including Trades Unions):

4. None

Equalities/Human Rights:

5. This report highlights performance against a range of indicators which measure how the Council is delivering against its Medium Term Plan priorities. It identifies specific areas of underperformance which can be highlighted for further analysis. Whilst many of the indicators deal with information important in assessing equality, it is reported at the headline level in this report.
6. To meet the Council's stated intention of tackling inequalities and delivering services so that people whose circumstances make them vulnerable are not disadvantaged, performance data for indicators in this set is supported by more detailed performance data analysis at the service level and this is used to support the completion of equality impact assessments. These impact assessments provide information on the underlying patterns and trends for different sections of the community and identify areas where further action is required to improve outcomes for vulnerable groups.

Public Health

7. The indicator set includes an indicator monitoring the percentage of 40 to 74 year olds offered a health check.

Community Safety:

8. The levels of Serious Acquisitive Crime and Anti-social behaviour are included in the indicator set.

Sustainability:

9. Included in the indicator set are a broad range of indicators relating to sustainability including those covering employment, access to broadband, library usage, active recreation and waste.

Procurement:

10. Not applicable

Overview and Scrutiny:

11. This report will be presented to the Overview and Scrutiny committees during their April 2014 cycle of meetings.

RECOMMENDATION: The Executive is asked to:

1. **Acknowledge the continuing overall good performance in Quarter 3 for the indicators being used to help support monitoring of progress against the Medium Term Plan priorities and to recommend officers to further investigate and resolve underperforming indicators as appropriate.**

<i>Reason for Recommendation:</i>	<i>To ensure a rigorous approach to performance management across Central Bedfordshire Council.</i>
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Executive Summary																
12.	This report focuses on the indicators that support the monitoring of progress against the priorities in the Medium Term Plan.															
13.	<p>The report comprises of the following sections:</p> <ul style="list-style-type: none"> • Overall summary for the reporting period (<i>Paragraph 14 to 18 below</i>). • The Executive report scorecard (<i>Pages 5 and 6</i>) • This Quarter's Green performance (<i>Page 7</i>) • This Quarter's Amber performance (<i>Page 8</i>) • This Quarter's Red performance (<i>Page 9</i>) • Directorate summaries (<i>Pages 10 to 15</i>) 															
Overall Summary																
14.	There are currently 31 indicators in the Medium Term Plan indicator set. This report shows the latest data for all these indicators, even if new data is not being reported in this Quarter, so that a complete picture of overall performance can be shown. The indicators which are not scored are those where targets have not been set in the current year.															
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5	10	12	27													
15.	The number of indicators being reported this quarter has temporarily increased by two to reflect the change in practice from a two stage assessment process in Children's Social Care to a single stage process following the Munro Review of Safeguarding. The original indicators C8 MTP and C9 MTP are included this quarter for continuity, and the new replacement indicators are C8a MTP and C9a MTP.															

16.	<p>Overall performance remains good across the Medium Term Plan (MTP) priorities with twelve indicators scored as Green of which seven are reporting new data this Quarter.</p> <p>These indicators include:</p> <ul style="list-style-type: none"> • the percentage of schools classed as ‘Good’ or ‘Outstanding’ at 84% (B4 MTP), • the number of Health Checks offered at 5,129 in Quarter 3 (C7 MTP); and • the percentage of child protection cases due to be reviewed during the year that were reviewed, where performance remains at 100% (C10 MTP). <p>(Details of the indicators scored as Green can be seen on page 7 of this report).</p>
17.	<p>In this Quarter there are ten indicators scored as Amber with six reporting new data.</p> <p>Within the Ambers, is the latest Active People Survey data, which despite showing a small rise in the percentage of adults participating in sport or active recreation has seen our comparative performance fall from being 1.1% above to 1.2% below the National Average.</p> <p>(Details of the indicators scored as Amber can be seen on page 8 of this report).</p>
18.	<p>In this Quarter there are five indicators scored as Red, with four reporting new data.</p> <p>The five indicators include:</p> <ul style="list-style-type: none"> • previously reported annual data in relation to library visits data which will be updated when the latest count is reported in Quarter 4; • the measure of the number of social care clients receiving self-directed support which as previously reported has a particularly challenging target in the MTP; • and one of the new Children’s social care measures following the introduction of the single stage assessment process (C8a MTP); and • the annual measure monitoring the proportion of pupils achieving 5 or more A*-C grades at GCSE or equivalent in English and Maths. Here despite a small rise in the percentage to 57.7%, Central Bedfordshire ranking against other English authorities fell by 22 places. <p>(Details of the indicators scored as Red can be seen on page 9 of this report).</p>

Appendices: None

Background Papers: Individual indicator information.

Location of papers: Programme and Performance Team, Priory House.



Executive Report Quarter 3

October - December 2014

Performance Judgement	
Direction of travel (DoT)	RAG score (Standard scoring rules unless the indicator specifies alternative scoring arrangements)
Performance is reducing	Target missed – Performance at least 10% below the required level of improvement
Performance remains unchanged	Target missed – Performance less than 10% below the required level of improvement
Performance is improving	Target achieved

Enhance your local community				
	Performance will be reported	Latest Data	Performance Judgement	Current Status
...				
...	A1 MTP Percentage of Central Bedfordshire residents satisfied with the local area as a place to live	Sep 13	↑	n/a
...	A2 MTP Number of people in employment aged (16 to 64) (% above national average)	Dec 13	↑	●
...	A3 MTP % of approved residential developments achieving CABE excellent status	Dec 13	→	★
...	A4 MTP Number of Serious Acquisitive Crimes (Rate for 1,000)	Dec 13	↓	●
...	A5 MTP Number of recorded anti-social behaviour incidents	Dec 13	↑	n/a
Improved educational attainment				
	Performance will be reported	Latest Data	Performance Judgement	Current Status
...				
...	B1 MTP Achievement of 5 or more A*-C grades at GCSE or equivalent including English & Maths - ranking	Dec 13	↓	▲
...	B2 MTP Percentage of Young People who are not in education, employment or training (NEET)	Dec 12	n/a	●
...	B3 MTP Number of education and training opportunities made available in the Autumn.	Dec 12	n/a	★
...	B4 MTP Published Ofsted School & College classifications (% good/outstanding)	Dec 13	↑	★
Promote health and wellbeing and protect the vulnerable				
	Performance will be reported	Latest Data	Performance Judgement	Current Status
...				
...	C1 MTP Protecting Vulnerable Adults	Dec 13	→	★
...	C10 MTP % child protection cases due to be reviewed during that year were reviewed	Dec 13	→	★
...	C11 MTP Average time in days between a child entering care and moving in with its adoptive family	Dec 13	→	★
...	C2 MTP Additional 'Extra Care' flats provided	Dec 13	→	▲
...	C3 MTP Percentage of decent homes (Council stock)	Dec 13	→	●
...	C4a MTP Village Care Scheme % Coverage	Dec 13	→	●
...	C5a MTP Percentage of council commissioned dementia classed as 'good' or 'excellent'	Dec 13	→	★
...	C6 MTP % clients receiving self directed support	Dec 13	→	▲
...	C7 MTP Percentage of 40 to 74 year olds offered a health check	Dec 13	↑	★
...	C8 MTP Percentage of referrals of children in need that led to initial assessment	Sep 13	→	★
...	C8a MTP % of referrals of children leading to the provision of a social care service (Cumulative)	Dec 13	New	▲
...	C9 MTP % of initial assessments undertaken within 10 working days of referral (Children's)	Sep 13	→	●
...	C9a MTP % of children's social care assessments within 45 working days of start (Cumulative)	Dec 13	New	●

Better infrastructure					
	Performance will be reported	Latest Data	Performance Judgement	Current Status	
...					
...	D1a MTP Percentage resident satisfaction with road maintenance	Sep 13	↑	●	
...	D1b MTP Percentage resident satisfaction with pavement maintenance	Sep 13	↓	●	
...	D2 MTP Percentage of Central Bedfordshire with access to superfast broadband	Mar 13	↑	n/a	
...	D3 MTP Percentage of Central Bedfordshire with access to at least 2Mb broadband	Mar 13	↑	n/a	
Great universal services					
	Performance will be reported	Latest Data	Performance Judgement	Current Status	
...					
...	E1 MTP % of household waste sent for reuse, recycling and composting (cumulative)	Jun 13	↑	★	
...	E2 MTP Percentage of adults in Central Bedfordshire taking part in sport or active recreation	Dec 13	↑	●	
...	E3 MTP Percentage Satisfaction of adults with library services	Mar 13	↑	★	
...	E4 MTP Number of visits to libraries	Mar 13	↓	▲	
Value for money					
	Performance will be reported	Latest Data	Performance Judgement	Current Status	
...					
...	F1 MTP Percentage increase in Council Tax	Mar 13	→	★	

Green Performance				
Indicator	Latest data	Target (Period)	Actual (Period)	Current Status
A3 MTP % of approved residential developments achieving CABE excellent status	Dec 13	100	100	★
B3 MTP Number of education and training opportunities made available in the Autumn.	Dec 12	5,169	5,169	★
B4 MTP Published Ofsted School & College classifications (% good/outstanding)	Dec 13	75	84	★
C1 MTP Protecting Vulnerable Adults	Dec 13	n/a	Green	★
C10 MTP % child protection cases due to be reviewed during that year were reviewed	Dec 13	100.0	100.0	★
C11 MTP Average time in days between a child entering care and moving in with its adoptive family	Dec 13	562	548	★
C5a MTP Percentage of council commissioned dementia classed as 'good' or 'excellent'	Dec 13	60.00	61.20	★
C7 MTP Percentage of 40 to 74 year olds offered a health check	Dec 13	100.00	128.32	★
C8 MTP Percentage of referrals of children in need that led to initial assessment	Sep 13	75.0	77.6	★
E1 MTP % of household waste sent for reuse, recycling and composting (cumulative)	Jun 13	51.00	52.40	★
E3 MTP Percentage Satisfaction of adults with library services	Mar 13	93	95	★
F1 MTP Percentage increase in Council Tax	Mar 13	0.00	0.00	★

Overall Period Summary - Green

Quarter 3 (Oct - Dec 13)

- A3 MTP** Performance in relation to the percentage of approved residential developments of ten or more units meeting the CABE excellent design status remains at 100%.
- B3 MTP** The Green score is for 2012/13. This is an annual measure and the 2013/14 figure will be reported in Quarter 4.
- B4 MTP** The overall proportion of schools classified as 'Good' or 'Outstanding' remains stable at 84% in Quarter 3.
- C1 MTP** Our work in protecting vulnerable adults continues to be scored as Green.
- C5a MTP** 61% of dementia care providers are rated as Good or Excellent.
- C7 MTP** The number of Health Checks offered continues to exceed targets, with 5,129 offered in Quarter 3.
- C8 MTP** shows last Quarter's data as this indicator has now been replaced by C8a MTP as following the Munro Review of safeguarding we have moved to a single assessment process.
- C10 MTP** The percentage of child protection cases due to be reviewed during the year that were reviewed remains at 100%.
- C11 MTP** Following a review to the national thresholds published by Department for Education for the average time between a child entering care and moving in with its adoptive family, our targets have been updated and we remain on target.
- E1 MTP** The figure for the percentage of household waste sent for reuse, recycling or composting has not been updated since last quarter and still shows the Quarter 1 figure.
- E3 MTP** Is the annual measure of adult satisfaction with the library service and shows last year's outturn. The 2013/14 figure will be available in Quarter 4.
- F1 MTP** Is the annual measure for the percentage increase in Council Tax. This is reported in Quarter 4 and currently shows the figure for last year.

Amber Performance				
Indicator	Latest data	Target (Period)	Actual (Period)	Current Status
A2 MTP Number of people in employment aged (16 to 64) (% above national average)	Dec 13	5.00	4.50	●
A4 MTP Number of Serious Acquisitive Crimes (Rate for 1,000)	Dec 13	3.0	3.1	●
B2 MTP Percentage of Young People who are not in education, employment or training (NEET)	Dec 12	38.00	40.00	●
C3 MTP Percentage of decent homes (Council stock)	Dec 13	100.0	99.7	●
C4a MTP Village Care Scheme % Coverage	Dec 13	90.30	87.10	●
C9 MTP % of initial assessments undertaken within 10 working days of referral (Children's)	Sep 13	85.0	80.5	●
C9a MTP % of children's social care assessments within 45 working days of start (Cumulative)	Dec 13	90.0	80.7	●
D1a MTP Percentage resident satisfaction with road maintenance	Sep 13	36.0	33.0	●
D1b MTP Percentage resident satisfaction with pavement maintenance	Sep 13	50.00	45.00	●
E2 MTP Percentage of adults in Central Bedfordshire taking part in sport or active recreation	Dec 13	24.8	23.6	●

Overall Period Summary - Amber

Quarter 3 (Oct - Dec 13)

A2 MTP The percentage of people in employment increased again in Quarter 3 and at 4.5% above the national average rate, we are getting closer to meeting our target of being 5% above the national average.

A4 MTP The number of serious acquisitive crimes increased in Quarter 3.

B2MTP Measures the percentage of young people who are not in education, employment or training using an average for the figures for November, December and January and is reported in Quarter 4. It currently shows last years performance.

C3 MTP The percentage of decent homes fell slightly in Quarter 3 to 99.7%.

C4a MTP The percentage of Central Bedfordshire covered by Village Care schemes remained at 87.1% in Quarter 3.

C9 MTP is an old Children's social care measure that has been replaced by C9a MTP following the move to a single assessment system.

C9a MTP is a new indicator measuring the percentage of children's social care assessments undertaken within 45 working days of start. Current performance is at 80.7% against a target of 90%.

D1a MTP measures the percentage resident satisfaction with road maintenance. This data was reported in Quarter 2. The next set of data will be available in Quarter 1.

D1b MTP measures the percentage resident satisfaction with pavement maintenance. This data was reported in Quarter 2. The next set of data will be available in Quarter 1.

E2 MTP The latest Active People Survey published in December 2013 shows that the percentage of adults in Central Bedfordshire taking part in sport or active recreation increased slightly to 23.6%. However our comparative performance has reduced from 1.1% above to 1.2% below the national average.

Red Performance

Indicator	Latest data	Target (Period)	Actual (Period)	Current Status
B1 MTP Achievement of 5 or more A*-C grades at GCSE or equivalent including English & Maths -ranking	Dec 13	50.00	113.00	▲
C2 MTP Additional 'Extra Care' flats provided	Dec 13	n/a	Red	▲
C6 MTP % clients receiving self directed support	Dec 13	100.0	75.3	▲
C8a MTP % of referrals of children leading to the provision of a social care service (Cumulative)	Dec 13	75.0	49.4	▲
E4 MTP Number of visits to libraries	Mar 13	1,331,091	988,893	▲

Overall Period Summary - Red

Quarter 3 (Oct - Dec 13)

B1 MTP The percentage of pupils achieving 5 or more A*-C grades at GCSE or equivalent including English and Maths increased to 57.7% in 2013 but Central Bedfordshire's ranking against other English authorities fell to 113 out of 151. To be scored as Green we need to be ranked 50th or above.

C2 MTP which measures the number of additional 'Extra Care' flats provided remains scored as Red. The building contract for Priory View the new name for the Dukeminster scheme was awarded in December 2013.

C6 MTP The number of social care clients receiving self directed support remains red against the local stretch target of 100%. This indicator however continues to perform well against the national target of 70%.

C8a MTP This is a new indicator measuring the percentage of referrals of children leading to the provision of a social care service. It replaces C8 MTP following the adoption of the new single assessment system. Performance currently stands at 49.4% against a target of 75%.

E4 MTP Measures the number of visits to libraries and is an annual measure. This data was reported in Quarter 4 2012/13. New data will be reported in Quarter 4 2013/14.

Social Care, Health & Housing						
Promote health and wellbeing and protect the vulnerable	Performance will be reported	Latest Data	Direction of Travel	Current Status		
C1 MTP Protecting Vulnerable Adults	Quarterly	Dec 13	→	★		
C2 MTP Additional 'Extra Care' flats provided	Quarterly	Dec 13	→	▲		
C4a MTP Village Care Scheme % Coverage	Quarterly	Dec 13	→	●		
C5a MTP Percentage of council commissioned dementia classed as 'good' or 'excellent'	Quarterly	Dec 13	→	★		
C6 MTP % clients receiving self directed support	Quarterly	Dec 13	→	▲		
<hr/>						
C3 MTP Percentage of decent homes (Council stock)	Monthly	Dec 13	↓	●		

Quarter 3

The Directorate continues to perform well against the Medium Term Plan priority of "Promote health and wellbeing and protecting the vulnerable".

The proportion of people receiving self-directed support continues to increase overall. Performance against the national target is good and remains strong in comparison to neighbouring authorities and the Eastern Region. There is a continuing focus to achieve the local aspirational target of 100%.

The build contract for Priory View, formerly Dukeminster, was awarded in November 2013, with a start on site in early 2014.

The target for the Village Care Scheme was missed in December due to a delay in the "go live" date for the Sandy Scheme in December 2013. A revised launch date for March 2014 has been set. Development of the Leighton Buzzard Scheme is continuing and we remain on course to achieve the 100% ward coverage MTP target.

Progress has been maintained in the other targets.

Public Health			
Promote health and wellbeing and protect the vulnerable	Performance will be reported	Latest Data	Direction of Travel
C7 MTP Percentage of 40 to 74 year olds offered a health check	Quarterly	Dec 13	↑
			★

Quarter 3

The number of Health Checks offered again exceeded target in Quarter 3, and work continues to maximise their uptake. Now that the local Programme is well established there is an increased focus on looking at the difference that Health Checks can make to those patients who are identified as being at risk, and making sure that Health Checks are effective in supporting local people to live longer, healthier lives.

In the first 6 months of the 2013-14, Health Checks resulted in 81 newly diagnosed case of hypertension. They were also responsible for diagnosing type 2 diabetes in 22 Central Bedfordshire residents who did not know that they were suffering from this serious condition. In cases like these, Health Checks provide the opportunity for pharmacological intervention; during this period 132 people who had Health Checks were identified as needing to be prescribed statins for the first time.

But not everyone needs this type of help; patients who are identified to be at risk of poor cardio vascular health can often benefit from improvements in their lifestyle, before there is the need to prescribe medicines. Providing access to effective prevention and early intervention has been proven to reduce the need for expensive drugs required to treat health condition, before it becomes established.

Between April and September 2013, 111 Central Bedfordshire residents who had a Health Check were referred to the Stop Smoking Service, and 139 were referred to a weight management programme.

Children's Services		Performance will be reported	Latest Data	Direction of Travel	Current Status
Improved educational attainment					
B1 MTP ranking	Achievement of 5 or more A*-C grades at GCSE or equivalent including English & Maths -	Annual (School Yr)	Dec 13	↘	▲
B2 MTP	Percentage of Young People who are not in education, employment or training (NEET)	Annual (School Yr)	Dec 12	n/a	●
B3 MTP	Number of education and training opportunities made available in the Autumn.	Annual (School Yr)	Dec 12	n/a	★
B4 MTP	Published Ofsted School & College classifications (% good/outstanding)	Quarterly	Dec 13	↗	★
Promote health and wellbeing and protect the vulnerable					
C8 MTP	Percentage of referrals of children in need that led to initial assessment	Quarterly	Sep 13	↘	★
C8a MTP	% of referrals of children leading to the provision of a social care service (Cumulative)	Quarterly	Dec 13	New	▲
C9 MTP	% of initial assessments undertaken within 10 working days of referral (Children's)	Quarterly	Sep 13	↘	●
C9a MTP	% of children's social care assessments within 45 working days of start (Cumulative)	Quarterly	Dec 13	New	●
C10 MTP	% child protection cases due to be reviewed during that year were reviewed	Quarterly	Dec 13	↗	★
C11 MTP	Average time in days between a child entering care and moving in with its adoptive family	Quarterly	Dec 13	↘	★

Quarter 3

Final results show that 57.7% of young people achieved 5 or more A*-C grades at GCSE or equivalent including English and Maths. This is an increase compared to last year although our relative position compared to other English local authorities declined to rank 113 of 151. Evidence from student progress data demonstrates that long term interventions will have a positive impact on improved outcomes in 2014.

Overall the proportion of schools being classified as good or outstanding has remained stable over the last three years. In Quarter 3 published inspection outcomes show that 84% of schools and colleges are either 'Good' or 'Outstanding'.

Following the publication of the Munro Review of Safeguarding and Working Together statutory guidance we have implemented a single assessment process, which replaces the previous system of initial and core assessments. This has resulted in two new indicators that align with expectations published by the Department for Education in the Safeguarding Performance Information Framework. Our performance in relation to completing assessments in 45 days is good and as the new system is embedded the ambitious targets around the percentage of referrals are expected to be met. The new process will be well established before 2014/15.

Child protection reviews within timescales continue to achieve the 100% target. Although timescales for adoptions have dipped this quarter as longer term cases come through the system, with more adoptions planned in Quarter 4 we are on track to meet target by the year end.

Community Services						
Enhance your local community	Performance will be reported	Latest Data	Direction of Travel	Current Status		
A1 MTP Percentage of Central Bedfordshire residents satisfied with the local area as a place to live	Resident's Survey	Sep 13	↑	n/a		
A5 MTP Number of recorded anti-social behaviour incidents	Quarterly	Dec 13	↑	n/a		
Seasonal						
A4 MTP Number of Serious Acquisitive Crimes (Rate for 1,000)	Quarterly	Dec 13	↓	●		
Better infrastructure						
D1a MTP Percentage resident satisfaction with road maintenance	Resident's Survey	Sep 13	↑	●		
D1b MTP Percentage resident satisfaction with pavement maintenance	Resident's Survey	Sep 13	↓	●		
Great universal services						
E1 MTP % of household waste sent for reuse, recycling and composting (cumulative)	Quarterly	Jun 13	↑	★		
E2 MTP Percentage of adults in Central Bedfordshire taking part in sport or active recreation	Bi-Annual	Dec 13	↑	●		
E3 MTP Percentage Satisfaction of adults with library services	Annual (March)	Mar 13	↑	★		
E4 MTP Number of visits to libraries	Annual (March)	Mar 13	↓	▲		

Quarter 3

Serious Acquisitive Crime (SAC) which includes domestic burglary, robbery, theft of motor vehicle and theft from a motor vehicle continues to be a serious concern as the Quarter 3 rate of 3.1 crimes per 1,000 population is higher than the same quarter in both 2011/12 and 2012/13 and represents an upward trend. The crimes which are increasing are domestic burglaries and theft of motor vehicles.

In response specific police operations are being undertaken to target these issues and these are being supported by the Community Safety Partnership through joint communications about securing property etc. Domestic burglary has been identified as one of the CSP's priorities in its annual strategic assessment and it will continue to focus partnership resources on this area.

Recorded Anti Social Behaviour (ASB) has shown the expected seasonal decline from Quarter 2 but has declined in real terms from the equivalent quarter in 2012/13. 2013/14 Quarter 3 results are at their lowest for 21 months but the CSP has identified reducing the number of victims of ASB as a priority in its strategic assessment for 2013/14 with resources being prioritised to protect vulnerable victims.

The percentage of adults taking part in sport or active recreation in Central Bedfordshire has increased in the latest Active People Survey (APS) carried out by Sport England to 23.6%. However, this is a slower rate of increase than the average rate seen across all English Authorities and Central Bedfordshire has fallen below the average performance of 24.8%.

Our Leisure Strategy is a long term plan to improve performance with significant capital being invested to improve our own facilities and our recently awarded leisure contract has a greater focus on increasing participation for all abilities. We have also made bids for Sport England funds aimed at increasing participation from groups which are known to be underrepresented including people with disabilities and the 14 - 18 age group.

Regeneration					
Enhance your local community	Performance will be reported	Latest Data	Direction of Travel	Current Status	
A2 MTP Number of people in employment aged (16 to 64) (% above national average)	Quarterly	Dec 13	↑		
A3 MTP % of approved residential developments achieving CABE excellent status	Quarterly	Dec 13	→		
Better infrastructure					
D2 MTP Percentage of Central Bedfordshire with access to superfast broadband	Annual (March)	Mar 13	↑	n/a	
D3 MTP Percentage of Central Bedfordshire with access to at least 2Mb broadband	Annual (March)	Mar 13	↑	n/a	

Quarter 3

Latest data from the Business Register and Employment Survey (BRES) 2012 tells us that there were 85,800 jobs in Central Bedfordshire in 2012. This represents a 2.2% increase on 2011 and 1,800 additional jobs (based on updated estimates for 2011, taken from BRES in November 2013). The picture in Central Bedfordshire is more positive than in comparator areas over the same period. England and the East of England saw a 0.7% increase in jobs, whereas job numbers in SEMLEP fell by 0.7%.

This is reflected in the overall employment rate where Central Bedfordshire continues to perform above national averages for number of working age residents in employment. Quarter 3 showed an increase of 1,300 working age people in employment. This equates to an employment rate of 75.8% which is an increase from the previous quarter (74.8%) and is still above England (71.3%). This means we are 4.5% above the national employment rate. The gap is narrowing towards meeting our MTP target of 5% above the national employment rate. In Quarter 3 we are marginally above the South East Midlands Local Enterprise Partnership area (SEMLEP) (75.1%) having been marginally below in Quarter 2.

Additionally, the level of key out of work benefit claimants fell by 580 people, in terms of number of claimants between February and May 2013 to 11,660 people or 7.0%. The rate is the lowest it has been since November 2008.

Finance			
Value for money	Performance will be reported	Latest Data	Direction of Travel
F1 MTP Percentage increase in Council Tax	Annual (March)	Mar 13	↗
			★

Quarter 3

F1 MTP is the measure monitoring the percentage increase in Council Tax. This is reported annually in Quarter 4 so is not reported this quarter.

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