

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



please ask for Sandra Hobbs
direct line 0300 300 5257
date 10 April 2014

NOTICE OF MEETING

EXECUTIVE

Date & Time

Tuesday, 22 April 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 18 March 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 May 2014 to 30 April 2015.

Decisions

| Item | Subject | Page Nos. |
|-------------|---|------------------|
| 8. | Local Flood Risk Management Strategy | 41 - 56 |

Central Bedfordshire Council is a Lead Local Flood Authority and the report proposes as required by the 2010 Flood and Water Management Act the approval of the Local Flood Risk Management Strategy for Central Bedfordshire.

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|-----|--|-----------|
| 9. | Sustainable Drainage Supplementary Planning Document | 57 - 142 |
| | To adopt the revised Sustainable Drainage Guidance as a Supplementary Planning Document. | |
| 10. | Arlesey | 143 - 150 |
| | This report seeks approval to secure a partner to promote a planning application for the land east of High Street Arlesey and subsequent disposal of the Council's assets in the open market. | |
| 11. | Outline Planning Thorn Turn | 151 - 152 |
| | This report seeks approval to pursue an outline planning application for the Thorn turn site for employment uses and explore potential synergies with the proposed new waste transfer facility. | |
| 12. | The Future Management of Central Bedfordshire Council's Residential Care Homes for Older People | 153 - 164 |
| | The report proposes the transfer of the management of the seven residential care homes for older people, owned by the Council, to direct council management at the end of the contract with Bupa. | |
| 13. | Procurement of Specialist Professional Services | 165 - 174 |
| | The report proposes to implement a contract for the supply of specialist professional services which is available through the North East Procurement Organisation framework. | |
| 14. | 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 items of business on the grounds that the consideration of the items is likely to involve the disclosure of exempt information as defined in Paragraph 3 and 4 of Part I of Schedule 12A of the Act. | |

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| Exempt Papers |
|----------------------|

| Item | Subject | Exempt Para. | Page Nos. |
|-------------|---|---------------------|------------------|
| 15. | Outline Planning Thorn Turn This report contains the financial and business affairs to seek approval to pursue an outline planning application for the Thorn Turn site for employment uses and explore potential synergies with the proposed new waste transfer facility. | 3 | 175 - 186 |
| 16. | Procurement of Specialist Professional Services To receive the exempt Appendix for the buying organisation framework to access the services of NEPRO to provide neutral vendor services to Central Bedfordshire Council in the provision and management of independent contractors/consultants and consultancies. | 3 | 187 - 188 |

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| Exempt Reports |
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|-----|--|---|-----------|
| 17. | Biggleswade Medical Centre The report proposes the conversion of the Council owned Acorn Centre in Biggleswade into a dedicated GP primary care medical centre, which will be let on a commercial basis to the Ivel Medical Centre Practice. | 3 | 189 - 196 |
| 18. | Supply of Agency Workers and Interim Managers The report proposes to 'call off' the supply of agency and interim workers available through a framework contract with the Eastern Shires Purchasing Organisation. | 4 | 197 - 212 |

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

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **EXECUTIVE** held in the Council Chamber, Priory House, Monks Walk, Shefford on Tuesday, 18 March 2014.

PRESENT

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

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|---------------------------|--|--|---|---|
| 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 I Dalgarno A L Dodwell D J Hopkin | Cllrs | A M Turner B Wells R D Wenham |
| Apologies for Absence: | Deputy Executive Member Cllr | Mrs S Clark | Deputy Executive Member for Children's Services | |
| Members in Attendance: | Cllrs | P N Aldis Mrs A Barker A R Bastable R D Berry M C Blair D Bowater | Cllrs | P A Duckett C C Gomm Mrs S A Goodchild Ms A M W Graham D Jones D McVicar |
| Officers in Attendance | Mr R Carr Ms D Clarke Mrs M Clay Mr M Coiffait Mr R Fox Ms C Frost-Bryant Mrs S Frost 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 Head of Development Planning and Housing Strategy Acting Principal Planning Officer, Local Planning and Housing Team Local Planning and Housing Manager Deputy Chief Executive/Director of Children's Services Committee Services Officer Director of Social Care, Health and Housing Chief Finance Officer | | |

E/13/128 **Minutes**

RESOLVED

that the minutes of the meeting held on 4 February 2014 be confirmed as a correct record and signed by the Chairman.

E/13/129 **Members' Interests**

None were declared.

E/13/130 **Chairman's Announcements**

The Chairman announced that item 14 'Arlesey Cross Masterplan' would be considered after item 7 'Forward Plan of Key Decisions'. He also advised that items 9 'Strategic Economic Plan for South East Midlands Local Enterprise Partnership' and 18 'Land East of Biggleswade' would be considered as the last two items on the Agenda.

The Chairman commented on the 2014/15 budget adopted by Council on 20 February 2014 and welcomed in particular the 0% increase in the Council's element of the Council Tax.

Central Bedfordshire Council had been nominated in the LGC Awards 2014 category for efficiency.

Sandy Leisure Centre had received an award for having the best customer service for this type of facility in the UK. It was recognised as the 'Highest Scoring Facility Management Centre 2013' out of over 600 facilities at the recent national Quest/NBS Conference.

E/13/131 **Petitions**

In accordance with the Scheme of Public Participation set out in Annex 2 of Part 4 of the Constitution, the Executive received the following petition:-

1. Arlesey Cross Masterplan

Mr Johnys presented a paper petition from the Voice of Arlesey, containing a total of 811 signatures opposing the proposed plan for 1,000 houses for Arlesey. Mr Johnys explained that the Voice of Arlesey felt that residents had not been adequately informed or were unable to understand how the proposal had been developed.

The Executive Member for Sustainable Communities – Strategic Planning and Economic Development thanked Mr Johnys and explained the consultation process that the Council had been through, which included public exhibitions, public meetings with Arlesey Town Council and stakeholders, design workshops and letters being sent to every household in the settlement.

Following recommendations from the Sustainable Communities Overview and Scrutiny Committee meeting held on 27 February 2014, the Masterplan had been amended to include the additional crossing across the A507.

E/13/132 **Public Participation**

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

1. Mr Harper

Mr Harper spoke on behalf of the Arlesey Residents' Association to item 14, Arlesey Cross Masterplan. Mr Harper supported the proposed Arlesey Cross Masterplan as this would revitalise and bring benefits to Arlesey. He requested that the highway infrastructure be delivered at an early stage in the development.

The Executive Member for Sustainable Communities – Strategic Planning and Economic Development thanked Mr Harper for his support. He explained that additional traffic calming was proposed. Any traffic measures would be dealt as part of the development management process as a planning application would be subject to a traffic assessment and safety audit.

2. Mr Gravett

Mr Gravett spoke on behalf of Arlesey Town Council to item 14, Arlesey Cross Masterplan. Arlesey Town Council had raised various concerns with the Masterplan and only one of these was addressed by the Sustainable Communities Overview and Scrutiny Committee. Mr Gravett highlighted the Town Council's three main concerns which were:

- the development of the relief road;
- the absence of a limit on the number of houses that would be built on this site; and
- the traffic impact of the proposed development on Arlesey.

The Executive Member for Sustainable Communities – Strategic Planning and Economic Development thanked Mr Gravett and explained that he was aware of the Town Council's concerns.

The Executive Member addressed the above concerns:

- an initial traffic survey had been carried out and the Executive Member went on to explain the results that had been presented to the Sustainable Communities Overview and Scrutiny Committee on 27 February 2014;
- the difficulties associated with the construction of the relief road before the proposed development;
- planning applications for the development would need to be based on the Council's proposed design guide; and
- consultation with residents in Arlesey would be on-going throughout the development management process.

E/13/133 **Forward Plan of Key Decisions**

RESOLVED

that the Forward Plan of Key Decisions for the period 1 April 2014 to 31 March 2015 be noted.

E/13/134 **Arlesey Cross Masterplan**

The Executive considered a report from the Executive Member for Sustainable Communities – Strategic Planning and Economic Development that outlined the proposals for the Arlesey Cross Masterplan. The proposed Masterplan related to land contained within the Site Allocations Development Plan Document (DPD) for the North of Central Bedfordshire.

In response to questions, the Executive Member for Sustainable Communities – Strategic Planning and Economic Development confirmed that a full consultation process had taken place over and above the requirements of the Council's Statement of Community Involvement and that there had been a high level of feedback from residents. Since the Overview and Scrutiny Committee, he had received a report produced by the Voice of Arlesey. He explained that having the Masterplan would help address the issues associated with adhoc planning applications for separate parcels of land being developed in Arlesey.

Reason for decision: A Masterplan was required by policy MA8 of the Site Allocations DPD for the North of Central Bedfordshire before applications were submitted to help guide the development management process.

RESOLVED

that the Masterplan be endorsed and adopted as technical guidance for development management purposes.

The meeting adjourned from 10.45 a.m. to 10.55 a.m.

E/13/135 **Central Bedfordshire Council Park Home Site Licensing Fees Policy**

The Executive considered a report from the Executive Member for Social Care, Health & Housing that proposed the adoption of the draft Central Bedfordshire Council Park Home Site Licensing Fees Policy. The Policy would enable the Council to monitor effectively conditions on sites and recover the costs associated with Park Home Site Licensing at the earliest opportunity. It would also enable site owners to incorporate the annual fee costs within pitch fees at the first pitch fee review date.

In response to questions, the Executive Member for Social Care, Health and Housing felt that this would be a positive opportunity to engage with site owners as well as support the monitoring of sites. Officers were developing a Park Home Owners Strategy to cover the implications within the Mobile Homes Act 2013.

Reason for decision: To enable the Council to publish a Park Home Site Licensing Fees Policy by 1 April 2014 and avoid the reputational and financial impact outlined in the Risk Management Section in the report.

RESOLVED

that the Central Bedfordshire Council Park Home Site Licensing Fees Policy be adopted.

E/13/136 **Local Transport Plan Programme 2014/15**

The Executive considered a report from the Executive Member for Sustainable Communities – Strategic Planning and Economic Development that proposed the endorsement of the Local Transport Plan capital funding allocation for 2014/15, together with details of the scheme programmes for:

- Leighton Linlade
- Ampthill and Flitwick
- Marston Vale
- Shefford, Silsoe and Shillington
- Heath and Reach, Toddington and Barton le Clay.

The Executive acknowledged the value of the Rural Match Fund programme.

Reason for decision: To enable the delivery of the integrated transport programme for 2014/15.

RESOLVED

1. **that the Local Area Transport Plans (LATP) 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 be endorsed;**

2. that the Rural Match Fund proposals to be implemented following a bidding process by Town and Parish Councils be endorsed;
3. that the road safety financial allocation be endorsed; and
4. that the use of the “development fund” in 2014/15 be endorsed.

E/13/137

Leisure Strategy Adoption

The Executive considered a report from the Executive Member for Sustainable Communities – Services that set out Chapters 1, 2 and 3 of the Leisure Strategy. The first three Chapters were facility based chapters which examined a range of indoor, built facilities, recreational open spaces and outdoor playing pitches.

Members welcomed the Strategy and the work that had gone into bringing it forward to enable its adoption as technical guidance for development management purposes.

Reason for decision: To provide comprehensive planning policy guidance on the provision of indoor and outdoor sports and leisure facilities to inform the emerging Development Strategy.

RESOLVED

1. that the minor amendments to the adopted Leisure Strategy Chapter 1: the Leisure Facilities Strategy, following formal consultation, as required for adoption as technical guidance, be approved;
2. that the process and proposed policy standards and facility recommendations of the Leisure Strategy, Chapters 2 and 3 be noted; and
3. that the Leisure Strategy (Chapters 1, 2 and 3) for Central Bedfordshire be adopted as technical guidance for development management purposes.

E/13/138

Community Safety Partnership Plan 2014- 2015

The Executive considered a report from the Executive Member for Sustainable Communities – Services that set out the proposed Community Safety Partnership (CSP) Plan for endorsement. The Plan was developed from the Partnership Strategic Assessment, which analysed crime and disorder in Central Bedfordshire and identified the emerging priorities that needed to be tackled.

The Executive Member for Sustainable Communities – Services acknowledged that some crime types in Central Bedfordshire had increased and an action plan was due to be considered by the CSP. The Bedfordshire Police Crime Commissioner (PCC) and the Chief Inspector had attended the Sustainable Communities Overview and Scrutiny Committee on 22 January 2014 and advised that the CSP priorities featured in the PCC’s Police and Crime Plan.

Members noted that where the CSP Plan referred to The Gypsy and Traveller Local Plan on page 281 of the agenda and the following paragraph be amended as follows:

“It estimates that the Gypsy and Traveller population is increasing by *between 1.5% and 2.5%* each year, and *that, at a 2% compound growth rate, 131 additional* pitches will be needed by 2031 in order to meet that need”.

Reason for decision: Central Bedfordshire Council is a responsible authority as part 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.

RESOLVED

that the Strategic Assessment and the Community Safety Partnership Priorities be endorsed.

RECOMMENDED to Council

that the Community Safety Partnership Plan 2014 – 2015 be adopted.

E/13/139

Central Bedfordshire Design Guide

The Executive considered a report from the Executive Member for Sustainable Communities – Strategic Planning and Economic Development that set out the revised Central Bedfordshire Design Guide. The Council’s design priorities were 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 would be a key issue in determining and shaping the successful delivery of development being planned.

The Executive Member for Sustainable Communities – Strategic Planning Economic Development moved an additional recommendation, which was duly seconded:-

“to authorise the Director of Regeneration and Business Support, in consultation with the Executive Member for Sustainable Communities - Strategic Planning and Economic Development, to alter the internal space standards set out in the revised Central Bedfordshire Design Guide paragraph 5.05 to match the national standards to be issued by the Government in response to the Housing Standards Review 2013; providing that they are not lower than 25% of the current standards.”

Reason for decision: To meet the Council's priority of enhancing Central Bedfordshire – creating jobs, managing growth, protecting our countryside and enabling businesses to grow.

RESOLVED

- 1. that the proposed changes to the Design Guide be noted and that the revised Design Guide be adopted as technical guidance for development management purposes;**
- 2. to authorise the Director of Regeneration and Business Support, in consultation with the Executive Member for Sustainable Communities – Strategic Planning and Economic Development, to make any minor amendments to the revised Design Guide prior to publication; and**
- 3. To authorise the Director of Regeneration and Business Support, in consultation with the Executive Member for Sustainable Communities - Strategic Planning and Economic Development, to alter the internal space standards set out in the revised Central Bedfordshire Design Guide paragraph 5.05 to take account of the national standards to be issued by the Government in response to the Housing Standards Review 2013; providing that they are not lower than 25% of the current standards.**

E/13/140

Determination on Admission Arrangements 2015/16

The Executive considered a report from the Executive Member for Children's Services that set out the Admission Arrangements for 2015/16, specifically the Council's co-ordinated admissions scheme and the admission arrangements for Community and Voluntary Controlled Schools.

In response to a question, the Executive Member for Children's Services confirmed that he would respond to the relevant Member with regard to the increase in the PAN at Russell Lower School due to the Warren Farm development in Ampthill.

Members noted that the Council would be consulting in the next academic year on the proposed removal of the criteria whereby priority was given to children who attended a nursery or pre-school associated with the school which they wished to attend, in order to meet the recommendations made by the Chief Schools Adjudicator in the Office of the Schools Adjudicator Annual Report.

Reason for decision: 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.

RESOLVED

1. **that the Council's co-ordinated admissions scheme, as attached at Appendices 1 and 2 to the report be approved;**
2. **that 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 could 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, be noted;**
3. **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. **that the conversion of lower catchment areas in Houghton Regis to Primary catchment areas, as set out in section 31 of the report, be noted;**
5. **that 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 sections 34 to 37 of the report be approved;**
6. **that the implementation of a catchment area for the second site of St Andrews Lower School, Biggleswade, including the admissions policy, be approved; and**
7. **that the published admission number at Watling Lower School remain at 45 for admissions in the academic year of 2015/16.**

E/13/141

Waste Procurement Strategy

The Executive considered a report from the Executive Member for Sustainable Communities – Services that set out the proposed Waste Procurement Strategy. This would enable the Council to initiate a project to deliver the required services for a sustainable waste management solution that would meet the needs of the area's growing population.

In response to questions, the Deputy Executive Member for Sustainable Communities – Services advised that there were no plans at the current time to amend the opening times of the Household Waste Recycling Centres. The recycling/composting target of 60% by 2020 would be challenging as waste had been reducing, which was itself desirable.

Members noted that a national issue had been highlighted recently in that farmers were growing maize for anaerobic digestion instead of using the land to grow food.

Reason for decision: To enable the Council to procure waste disposal services and deliver waste facilities as set out in the report.

RESOLVED

1. **that the proposed approach to procuring the waste disposal services, as set out within the Executive report, be approved; and**
2. **that the development of the required waste facilities by the Authority, as set out within the Executive report, be approved.**

E/13/142

Promoter and Developer Framework

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The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that sought approval to procure, establish and select from a call-off framework for Promoters and Developers. This would enable the Council to secure ready access to support in taking forward a range of disposals, developments and regeneration projects.

Reason for decision: The capital cost and potential capital receipts to be achieved from use of this framework, could potentially be greater than £500,000 and therefore required Executive approval.

RESOLVED

that 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 be approved. Individual schemes which might be delivered by the framework could be over £500k. All schemes are funded via the Council's agreed Capital Programme.

E/13/143

Land East of Biggleswade

See minute E/13/150 for further details.

E/13/144

December 2013 - Quarter 3 Revenue Budget Monitoring Report

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that set out the financial position for 2013/14 as at the end of December 2013. The report also set out spend to date against the profiled budget and the forecast financial outturn.

Reason for decision: To facilitate effective financial management and planning.

RESOLVED

1. **that the Revenue forecast position which is currently to overspend the budget by £0.4m be noted; and**

2. to request officers to continue with their efforts to achieve a minimum balanced outturn or an underspend.

E/13/145

December 2013 - Quarter 3 Capital Budget Monitoring Report

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that set out the projected capital outturn for 2013/14 as at December 2013.

Reason for decision: To complete schemes currently underway and facilitate effective financial management and planning.

RESOLVED

1. that the overall forecast position to spend £73.7m compared to the budget of £94.6m be noted. This is a variance of £20.9m as a result of an overspend of £4.4m and the proposed deferred spend to 2014/15 of £25.3m; and
2. to request officers to carefully examine their forecast spend to determine how realistic the proposals to defer spend into 2014/15 were.

E/13/146

December 2013/14 (Q3) Housing Revenue Account Budget Monitoring Revenue and Capital Report

The Executive considered a report from the Executive Member for Social Care, Health and Housing and the Deputy Leader and Executive Member for Corporate Resources that set out the 2013/14 Housing Revenue Account (HRA) projected outturn revenue and capital position as at December 2013.

Reason for decision: To facilitate effective financial management and planning.

RESOLVED

1. that the Revenue forecast position be approved to achieve a balanced budget with a contribution to Housing Revenue Account (HRA) Reserves of £7.282m, thus strengthening the Council's ability to invest and improve its stock of Council houses;
2. that a year end spend of £3.120m be anticipated for the HRA capital programme, £2.125m of which relates to lower than budgeted spend on Priory View. At the current time, it was predicted that £2.000m would be spent on Priory View from the Extra Care Development Reserve. It was proposed that the underspend on Priory View would be carried forward as slippage to spend in the next financial year; and
3. that Right to Buy sales would be monitored for the possible impact on predicted surpluses in the medium to longer term.

E/13/147 **Quarter 3 Performance Report**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that set out the Quarter 3 2013/14 performance for Central Bedfordshire Council's Medium Term Plan indicator set.

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

RESOLVED

1. **that the continuing overall good performance in Quarter 3 for the indicators being used to help support the monitoring of progress against the Medium Term Plan priorities be acknowledged; and**
2. **to recommend officers to further investigate and resolve underperforming indicators as appropriate.**

E/13/148 **Strategic Economic Plan for South East Midlands Local Enterprise Partnership**

The Executive considered a report from the Leader of the Council that set out details of the emerging South East Midlands Local Enterprise Partnership Strategic Economic Plan as part of the Local Growth Deal negotiations. The Plan would also act as the areas bid for funding as part of the Local Growth Fund.

The South East Midlands Local Transport Board schemes in priority order within the Plan were:

- (a) Woodside Connection
- (b) A6-A428 Bedford Western Bypass
- (c) London Luton Airport Surface Access
- (d) A421/J13 dualling.

Reason for decision: To enable the Council to 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.

RESOLVED

1. **that the emerging South East Midlands Local Enterprise Partnership (SEMLEP) Strategic Economic Plan be endorsed; and**

2. to 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.

E/13/149 **Exclusion of the Press and Public**

RESOLVED

that in accordance with Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3 of Part I of Schedule 12A of the Act.

E/13/150 **Land East of Biggleswade**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that set out the options available to the Council in relation to the Council's interests in Land East of Biggleswade.

Reason for decision: Any amendment to the existing Deed of Easement may have a financial impact to the Council in excess of £500,000.

RESOLVED

1. that option 3 set out in paragraph 24 of the exempt Executive report be agreed; and
2. to authorise the Director of Improvement and Corporate Services, in consultation with the Deputy Leader and Executive Member for Corporate Resources, to take such steps necessary to protect the Council's interests and secure the maximum financial benefit.

E/13/151 **Strategic Economic Plan for South East Midlands Local Enterprise Partnership**

See minute E/13/148 for further details.

(Note: The meeting commenced at 9.30 a.m. and concluded at 12.45 p.m.)

Chairman

Dated

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**Central Bedfordshire Council
Forward Plan of Key Decisions
1 May 2014 to 30 April 2015**

Version 2

- 1) During the period from **1 May 2014 to 30 April 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 May 2014 to 30 April 2015

Key Decisions

Date of Publication: 9 April 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. | Customer Service Strategy - | To present the Customer Service Strategy and supporting high level plan for Executive approval. | 27 May 2014 | Corporate Resources Overview and Scrutiny Committee on 8 April 2014. | Report | Deputy Leader and Executive Member for Corporate Resources Comments by 26/04/14 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) |
|---------|---|--|-------------------------|--|--|---|
| 2. | 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. | 27 May 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 26/04/14 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) |
|---------|---|---|-------------------------|---|-----------------------------------|--|
| 3. | 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). | 27 May 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 26/04/14 to Contact Officer: Richard Fox, Head of Development Planning and Housing Strategy Email: richard.fox@centralbedfordshire.gov.uk Tel: 0300 300 4105 |
| 4. | Planning Guidance for Solar Farms - | To approve the adoption of Planning Guidance for Solar Farms for Development Management Purposes. | 27 May 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 26/04/14 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) |
|---------|---|---|-------------------------|---|-----------------------------------|---|
| 5. | 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) |
|---------|--|---|-------------------------|---|--|---|
| 6. | Determination of the Statutory Proposal of the Governing Body of Ashton CofE Voluntary Aided Middle School - | Determination of the statutory proposal of the Governing Body of Ashton CofE Voluntary Aided Middle School to change the school's age range from 9 to 13 years Middle School to an 11 to 16 years Secondary School with effect from September 2015. | 27 May 2014 | <p>Consultation has been undertaken by the Governing Body through public meetings and publication of consultation materials in two phases, the first of which was from 14 January 2014 to 3 March 2014 with the following:</p> <p>Chairs of Governors for all Central Bedfordshire schools & academies Head Teachers of all Central Bedfordshire schools and academies Dunstable PCC Ashton Schools Foundation Houghton Regis Ward Members Dunstable Ward Members All Central Bedfordshire Council Ward Members Ashton Middle School parents/carers Ashton Middle School staff Ashton Middle School governors Houghton Regis Town Council Dunstable town Council Local MPs Trade Unions General public.</p> <p>The initial phase of consultation was followed by the publication of a statutory notice and prescribed information, as required by regulation, between the 17 March 2014 and 14 April 2014 with the following:</p> <p>The Council The parents and carers of every pupil at the school The Diocese of St. Albans The Aston Schools Foundation.</p> | Report and outcomes of consultation exercises. | <p>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</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) |
|---------|--|---|-------------------------|--|---|---|
| 7. | 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) |
|---------|---|---|-------------------------|--|---|---|
| 8. | 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 |
| 9. | 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) |
|---------|---|---|-------------------------|---|---|---|
| 10. | Wixam Park Master Plan Document - | To adopt the master plan as technical guidance for development management purposes. | 27 May 2014 | <p>The preparation of the draft master plan has been subject to public consultation and stakeholder engagement to help shape the plan. A public exhibition was held in Houghton Conquest where around 150 people attended the event.</p> <p>The draft master plan was subject to a 6 week public consultation exercise from 27 September to 8 November 2013.</p> <p>A copy of the details of the consultation undertaken and analysis of the comments received will be compiled into a consultation report.</p> | <p>Report. Master Plan document together with any proposed changes.</p> <p>Copy of consultation report.</p> | <p>Executive Member for Sustainable Communities - Strategic Planning and Economic Development</p> <p>Comments by 26/04/14 to Contact Officer: Carry Murphy, Principal Planning Officer</p> <p>Email: carry.murphy@centralbedfordshire.gov.uk</p> <p>Tel: 0300 300 4374</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) |
|---------|--|--|-------------------------|--|---|--|
| 11. | Development Brief for Site Allocations Policy HA1 - Potton Road, Biggleswade - | To adopt the development brief as technical guidance for development management purposes. | 27 May 2014 | The preparation of the draft development brief has been subject to stakeholder engagement to help shape the plan. Public consultation on the draft brief is taking place for a period of 4 weeks (13 March 2014 to 9 April 2014). A public exhibition has also been planned. A copy of the details of the consultation undertaken and analysis of the comments received will be compiled into a consultation report. | Report. Development Brief document together with any proposed changes. Copy of Consultation Report. | Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 26/04/14 to Contact Officer: Carry Murphy, Principal Planning Officer Email: carry.murphy@centralbedfordshire.gov.uk Tel: 0300 300 4374 |
| 12. | Delivery of Superfast Broadband in Central Bedfordshire - | To agree the Council's participation in the BDUK Superfast Extension project to roll out superfast broadband infrastructure and approve an additional £500,000 contribution towards delivering superfast broadband infrastructure in Central Bedfordshire. | 27 May 2014 | A consultation on intervention will be undertaken as part of the project. The Council continues to run a demand registration facility on its website, so far over 2,850 residents and businesses have registered their support and desire for improved broadband. | Joint Local Broadband Plan | Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 26/04/14 to Contact Officer: James Cushing, Economic Policy Manager Email: james.cushing@centralbedfordshire.gov.uk Tel: 0300 300 4984 |

| Ref No. | Issue for Key Decision by the Executive | Intended Decision | Indicative Meeting Date | Consultees and Date/Method | Documents which may be considered | Portfolio Holder and Contact officer (method of comment and closing date) |
|---------|---|---|-------------------------|----------------------------|-----------------------------------|--|
| 13. | Professional and Technical Advice Framework - | To seek approval to move from the current TAF arrangements to a traditional multi-disciplinary Design Framework with improved internal governance and controls. | 27 May 2014 | | Report | Deputy Leader and Executive Member for Corporate Resources Comments by 26/04/14 to Contact Officer: Andrew Gordon, Head of Estate Management Email: andrew.gordon@centralbedfordshire.gov.uk Tel: 0300 300 5882 |
| 14. | Land North of Luton - | To seek approval to a method of disposal for land north of Luton. | 27 May 2014 | | Exempt Report | Deputy Leader and Executive Member for Corporate Resources Comments by 26/04/14 to Contact Officer: Andrew Gordon, Head of Estate Management Email: andrew.gordon@centralbedfordshire.gov.uk Tel: 0300 300 5882 |
| 15. | Stratton Phases 4 and 5 - | To seek agreement on the preferred method of disposal for Central Bedfordshire Council's land interests at Stratton Park. | 27 May 2014 | | Exempt Report | Deputy Leader and Executive Member for Corporate Resources Comments by 26/04/14 to Contact Officer: Andrew Gordon, Head of Estate Management Email: andrew.gordon@centralbedfordshire.gov.uk Tel: 0300 300 5882 |

| Ref No. | Issue for Key Decision by the Executive | Intended Decision | Indicative Meeting Date | Consultees and Date/Method | Documents which may be considered | Portfolio Holder and Contact officer (method of comment and closing date) |
|---------|--|---|-------------------------|---|---|--|
| 16. | Revenue, Capital and Housing Revenue Account Outturn 2013/14 - | To consider the Revenue, Capital and Housing Revenue Account Outturn 2013/14. | 15 July 2014 | | Report | Deputy Leader and Executive Member for Corporate Resources Comments by 14/06/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147 |
| 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 |

| Ref No. | Issue for Key Decision by the Executive | Intended Decision | Indicative Meeting Date | Consultees and Date/Method | Documents which may be considered | Portfolio Holder and Contact officer (method of comment and closing date) |
|---------|---|---|-------------------------|--|-----------------------------------|---|
| 18. | 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. | Draft Planning Obligations Strategy - | To seek approval of the draft Planning Obligations Strategy for consultation purposes and give delegated authority to the Director of Regeneration and Business Support, in consultation with the Executive Member for Sustainable Communities - Strategic Planning and Economic Development, to consider the representations received; any further amendments and approval for submission as a supporting technical document as part of the CIL Examination. | 15 July 2014 | Central Bedfordshire Council stakeholders will be consulted in April on the draft document for their comments and these will be reflected in the draft document. | Draft Planning Obligations Strategy | Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 14/06/14 to Contact Officer: Pru Khimasia-John, Principal Planning Officer Email: pru.khimasia@centralbedfordshire.gov.uk Tel: 0300 300 4473 |

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|---------|---|---|-------------------------|---|--|--|
| 20. | 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. | Exempt 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 |

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|---------|--|--|-------------------------|--|---|---|
| 21. | 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 and Ashton CofE VA Middle School in August 2016. | 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 |

| Ref No. | Issue for Key Decision by the Executive | Intended Decision | Indicative Meeting Date | Consultees and Date/Method | Documents which may be considered | Portfolio Holder and Contact officer (method of comment and closing date) |
|--------------------------|---|---|-------------------------|--|---------------------------------------|---|
| 22. | 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 |
| NON KEY DECISIONS | | | | | | |
| 23. | Quarter 4 Performance Report - | To consider the quarter 4 performance report. | 15 July 2014 | | Report | Deputy Leader and Executive Member for Corporate Resources Comments by 14/06/14 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: elaine.malarky@centralbedfordshire.gov.uk Tel: 0300 300 5517 |

| Ref No. | Issue for Key Decision by the Executive | Intended Decision | Indicative Meeting Date | Consultees and Date/Method | Documents which may be considered | Portfolio Holder and Contact officer (method of comment and closing date) |
|---------|---|--|-------------------------|----------------------------|-----------------------------------|---|
| 24. | Quarter 1 Budget Monitoring - | To receive the quarter 1 budget monitoring reports for the Revenue, Capital and Housing Revenue Account. | 23 September 2014 | | Report | Deputy Leader and Executive Member for Corporate Resources Comments by 22/08/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.wayboys@centralbedfordshire.gov.uk Tel: 0300 300 6147 |
| 25. | Quarter 1 Performance Report - | To consider the quarter 1 performance report. | 23 September 2014 | | Report | Deputy Leader and Executive Member for Corporate Resources Comments by 22/08/14 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: elaine.malarky@centralbedfordshire.gov.uk Tel: 0300 300 5517 |
| 26. | Quarter 2 Budget Monitoring - | To receive the quarter 2 budget monitoring reports for the Revenue, Capital and Housing Revenue Account. | 9 December 2014 | | Report | Deputy Leader and Executive Member for Corporate Resources Comments by 08/11/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147 |

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|---------|---|---|-------------------------|---|-----------------------------------|--|
| 27. | Quarter 2 Performance Report - | To consider the quarter 2 performance report. | 13 January 2015 | | Report | Deputy Leader and Executive Member for Corporate Resources Comments by 12/12/14 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: elaine.malarky@centralbedfordshire.gov.uk Tel: 0300 300 5517 |
| 28. | Draft Budget 2015/16 - | To consider the draft Budget for 2015/16. | 13 January 2015 | The draft budget will be considered by the Overview and Scrutiny Committees during their cycle of meetings in January 2015. | Report | Deputy Leader and Executive Member for Corporate Resources Comments by 12/12/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147 |
| 29. | Budget 2015/16 - | To recommend to Council a proposed Budget for 2015/16 for approval. | 10 February 2015 | Consultation will take place with the Overview and Scrutiny Committees during the January cycle of meetings. | Report | Deputy Leader and Executive Member for Corporate Resources Comments by 19/01/15 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147 |

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|---------|---|---|-------------------------|----------------------------|-----------------------------------|--|
| 30. | Treasury Management Strategy - | To recommend to Council the approval of the Treasury Management Strategy. | 10 February 2015 | | Report | Deputy Leader and Executive Member for Corporate Resources Comments by 09/01/15 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147 |
| 31. | Quarter 3 Budget Monitoring - | To receive the quarter 3 budget monitoring report for the Revenue, Capital and Housing Revenue Account. | 17 March 2015 | | Report | Deputy Leader and Executive Member for Corporate Resources Comments by 16/02/15 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147 |

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 |

Meeting: Executive
Date: 22 April 2014
Subject: Local Flood Risk Management Strategy
Report of: Cllr Brian Spurr, Executive Member for Sustainable Communities – Services
Summary: Central Bedfordshire Council is a lead Local Flood Authority and the report proposes as required by the 2010 Flood and Water Management Act the approval of the Local Flood Risk Management Strategy for Central Bedfordshire.

Advising Officer: Jason Longhurst, Director of Regeneration & Business Support
Contact Officer: Iain Finnigan, Senior Engineer Policy and Flood Risk
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 Local Flood Risk Management Strategy [LFRMS] will contribute to the Council's priority of "Enhancing Central Bedfordshire". Specifically it will aid the Council to identify and manage flood risk across Central Bedfordshire.

Financial:

1. The LFRMS Action Plan will result in the need for local studies, the cost of which will be met from current and future DEFRA grant income. Any schemes that require engineered improvement works would require a capital funding package, the existing capital programme for this work is £60K; some schemes may receive contributions or match funding depending on their scale. Other items identified in the action plan will also be financed initially through DEFRA grant income which has been earmarked for this purpose. For example, initial set up costs of the SuDS Approval Body will be met from DEFRA grant and subsequent on going costs will be met from application fees received.

Legal:

2. As the lead local flood authority this Council is responsible for the coordination of flood risk management in its area. It is expected to establish effective partnerships with the other risk management authorities e.g. other Councils, internal drainage boards and water companies to manage flood risks. To support its role as lead local flood authority, the Council has enhanced powers under the Flood and Water Management Act 2010 (e.g. designation of third party assets, such as structures and features that can significantly affect flood risks; and powers to do works to manage flood risk from surface water run-off and ground water). In addition, the Council will continue to use its usual statutory powers as necessary e.g. planning, highways, to control development. In considering the scope and use of these powers to implement the Flood Management Strategy, consideration will also be given to whether there is any need for local byelaws for example to control development adjacent to watercourses where access needs to be maintained for maintenance purposes.

Risk Management:

3. The Local Flood Risk Management Strategy specifically seeks to address the following key risks:
 - failure to deliver the Council's priorities
 - failure to discharge statutory responsibilities
 - failure to identify and address the flood risks across Central Bedfordshire, and protect local communities and the environment
 - failure of partnership and community working
 - failure to secure funding.

Staffing (including Trades Unions):

4. Not applicable.

Equalities/Human Rights:

5. This Strategy includes actions to liaise with the Council's Emergency Planning team with regards to local flood risk analysis and understand linkages with community risk register and to continue to work with local communities to improve awareness of flood risks and to better understand where help and information can be obtained when flooding occurs or looks likely to occur.

Public Health:

6. Effective flood management reduces the risk of the public health impact of flooding. These include the effects of water contamination and damp homes on physical health and mental health and wellbeing.

Community Safety:

7. The Council has a statutory duty under Section 17 of the Crime and Disorder Act to do all that is reasonable to prevent crime and disorder in its area. Floods have a significant impact on communities and, in particular the elderly and vulnerable, who are often the most at risk of experiencing crime and disorder. Temporary homelessness through flood damage may aggravate situations of domestic abuse and properties becoming more vulnerable and open to activities that may be criminal. In the clean up phase, rogue traders may be attracted to flood areas preying on the vulnerable. Reducing the risk of flood mitigates the increased community safety risks to communities.

Sustainability:

8. Managing flood risk is a key part of ensuring that Central Bedfordshire's economy, environment and population is able to thrive in a sustainable manner. The Council's Climate Change risk assessment highlights an increased risk from flooding events in future years, with flood events that in the past would have been considered infrequent, becoming a more regular occurrence. The Council's Climate Change Strategy acknowledges the risks of climate change to Central Bedfordshire and sets out the strategic goals and targets for increasing preparedness which will need to be carried through into the Climate Change Adaptation Plan. With particular reference to flood risk we will follow Environment Agency guidance as described in the document 'Adapting to climate change: Advice for Flood and Coastal Erosion Risk Management Authorities'.

Procurement:

9. The need for Local Surface Water Management Plan studies required by the Action Plan having been identified, have been included on the Authority procurement pipeline plan for the 2014 to ensure they can be delivered in the most cost effective manner.

Overview and Scrutiny:

10. This matter is being considered by the Sustainable Communities Overview and Scrutiny Committee on 10 April and their comments will be circulated following this meeting.

RECOMMENDATIONS:

The Executive is asked to:

- 1. approve the Local Flood Risk Management Strategy as Central Bedfordshire Council's working strategy to manage local flood risk in Central Bedfordshire as required by the Flood and Water Management Act 2010.**

Reason for Recommendations: To allow actions to be progressed to enable Central Bedfordshire Council to meet its duties required under the Floods and Water Management Act 2010.

Executive Summary

Subject to approval, The Local Flood Risk Management Strategy sets out the objectives and actions required to ensure that Central Bedfordshire Council meets its obligations set out under the Floods and Water Management Act 2010.

Background

11. Following flooding in 2007, the government commissioned a review (The Pitt Review, 2008), which recommended urgent changes in the way the country is adapting to the increased risk of flooding. A principal change was to establish greater clarity in the roles and responsibilities of the LLFA and an increased focus on addressing surface water flood risk through the enactment of the Flood and Water Management Act (2010). Under the Act, Central Bedfordshire Council became a Lead Local Flood Authority (LLFA), which means it has responsibility for the following areas of flood risk management using the Act and other legislation:
 - (a) Developing, maintaining, applying and monitoring a Local Flood Risk Management Strategy (LFRMS).
 - (b) Co-operating with other flood Risk Management Authorities (RMAs).
 - (c) Maintaining a register of structures and features that significantly affect flood risk.
 - (d) Designation of features that significantly affect flood risk.
 - (e) Approving sustainable drainage schemes, in line with incoming responsibilities to become a SuDS Approval Body (SAB).
 - (f) Central Bedfordshire Council is the land drainage operating authority, as defined by the Land Drainage Act 1991 for those watercourses outside the district of the Internal Drainage Board. The Council has powers to manage flood risk on ordinary watercourses which includes enforcement and consenting.
 - (g) Central Bedfordshire Council is responsible for the maintenance of 8.7km of Award Drains under the Historic Inclosure Acts.
 - (h) Powers to manage flood risk from ordinary watercourses, surface water and groundwater.
 - (i) Preparing reports on flood events which need to be made available to the public and the relevant risk management authorities.
 - (j) Under the Flood Risk Regulations 2009, all Lead Local Flood Authorities were required to prepare a Preliminary Flood Risk Assessment (PFRA) report. This was a high level screening exercise to identify areas of significant risk where more than 30,000 properties were at risk.

12. To fulfil this role, all Lead Local Flood Authorities (LLFA) now have new responsibilities, duties and powers to enable them to manage flood risk from localised sources (ordinary watercourses, groundwater, reservoirs and surface water flooding), along with a duty to develop, maintain, apply and monitor a Strategy for local flood risk management that encompasses most sources of flooding.
13. As part of the development of Local Flood Risk Management Strategy, officers have worked closely with the Environment Agency, Anglian Water and the Bedford Group of Internal Drainage Boards. Officers have also consulted with local communities as set out in the consultation section below.

Objectives

14. The objectives set out in the Local Flood Risk Management Strategy for managing local flood risk will contribute and support delivery of our priorities. The Strategy has been written to be consistent with the objectives and guiding principles within the Environment Agency National Flood and Coastal Erosion Risk Management Strategy and recognises the aspirations of other Risk Management Authorities who have a clear interest in helping to properly manage flood risk across Bedfordshire. The key objectives of the Strategy are as follows:
 - (a) **Objective 1: Partnership Working**
Establish and maintain effective partnerships within our own organisation, with other Risk Management Authorities, with our neighbouring Lead Local Flood Authorities and with our local communities.
 - (b) **Objective 2: Flood Risk and Development**
Ensure that development looks to reduce the causes and impacts of flooding and that all development uses SuDS as normal practice, and where appropriate to safeguard land which is needed for current and future flood management.
 - (c) **Objective 3: Local Flood Risk**
Develop a greater understanding of local flood risk by identifying where assets; (assets are structures or features channels, raised banks, walls, culverts) may influence the impact of local flood risk , how local flood risk may change in the future and improve local knowledge and recording of flooding incidents.
 - (d) **Objective 4: Delivery**
Establish processes to enable identification of priorities, sources of funding and schemes so that we meet our objectives.
 - (e) **Objective 5: Resource**
To take a collaborative approach to reducing flood risk and where appropriate seeking opportunities for packaging work to deliver multiple outcomes. We will aim to use all available resources and funds in an integrated way to support our priority of achieving efficiency savings.

- (f) **Objective 6: Local Communities**
Limit the effect of flooding on people's normal way of life by taking action with our partners to minimise the impact of local flood risk on our communities and environment, engaging with and empowering affected communities and ensuring that we provide clear and useful information to enhance our local communities' preparedness and resilience to local flood risk.

Consultation

15. The following consultation has been undertaken to help inform the development of the Local Flood Risk Management (LFRM) Strategy.
- (a) At the outset of work to develop the LFRM Strategy, officers issued a flooding questionnaire to the public and Town and Parish Councils. Its objective was to gather local flooding knowledge from as many different sources as possible, and to understand views and experiences of flooding at all levels so this could inform the Strategy.
- Consultation on the questionnaire took place over an 8 week period, between 19 November 2012 and 11 January 2013.
- (b) **Strategic Environmental Assessment Screening Exercise**
- Consultation with Statutory Consultees (Natural England, English Heritage and the Environment Agency) took place during February 2013.
- (c) **Main Draft LFRM strategy document**
- 12 week public consultation period took place between 31 July 2013 and closing 23 October 2013.
- (d) **Strategic Environmental Assessment Scoping Report**
- Public consultation and consultation with Statutory Consultees (Natural England, English Heritage and the Environment Agency) took place for a 5 week period between 1 August 2013 and 6 September 2013.
- (e) **Strategic Environmental Assessment Environmental Report**
- Public consultation and consultation with Statutory Consultees (Natural England, English Heritage and the Environment Agency) took place for a 4 week period between 19 December 2013 and 17 January 2014.
16. Throughout the development of the Strategy, the Council has been proactive in liaising with risk management authorities and local communities to seek their views and gather information to help inform the final Strategy.
17. The flooding questionnaire received over 40 responses containing 118 comments all of which were considered and were used where appropriate to inform the Strategy and help develop objectives and action plan.

18. The Action plan is included as Appendix A to this report and identifies key actions required to enable the Authority to meet the objectives set out by the strategy.

Next Steps

19. Once adopted, the Action Plan which identifies tasks that need to be done to address the objectives of the LFRM Strategy will be taken forward under the responsibility of the Head of Building Control and Albion Archaeology, in association with the Executive Member for Sustainable Communities - Services.

Appendices:

Appendix A – Local Flood Risk Management Strategy Action Plan

Appendix B – This will be provided following the Sustainable Communities Overview and Scrutiny Committee to be held on 10 April 2014.

Background Papers: (open to public inspection)

Draft Local Flood Risk Management Strategy Document – provided

Floods and Water Management Act 2010 –

<http://www.legislation.gov.uk/ukpga/2010/29/contents>

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Action Plan

Where appropriate, in delivering our actions we will work in partnership with other organisations.

| Action | Priority (High: up to 3 years, Medium: 3-6 years, Low: 6+ years) | Potential Funding Source | Lead Partner | Support Partner |
|---|--|--------------------------|--------------|-----------------------------|
| <i>Objective 1: Partnership Working - Establish and maintain effective partnerships within our own organisation, with other Risk Management Authorities, with our neighbouring Lead Local Flood Authorities and with our local communities</i> | | | | |
| Improve the Local Flood Risk Technical Group by bringing together more local partners that have an interest in or a duty to manage local flood risk. | High, then on going | - | CBC | MKC, BBC, BGIDB, EA, AW, TW |
| Work more closely across all Central Bedfordshire Council departments to provide joined up services that take account of flood risk management so that all our work programmes are based on the Strategy and have opportunities to influence its development. | High | - | CBC | - |
| Continue to promote partnership working with Parish Councils and local communities. | On going | - | CBC | - |

| Action | Priority (High: up to 3 years, Medium: 3-6 years, Low: 6+ years) | Potential Funding Source | Lead Partner | Support Partner |
|--------|--|--------------------------|--------------|-----------------|
|--------|--|--------------------------|--------------|-----------------|

Objective 2: Flood Risk and Development - Ensure that development looks to reduce the causes and impacts of flooding and that all development uses SuDS as normal practice, and where appropriate safeguard land which is needed for current and future flood management

NB: Some of these actions refer to the acronym SuDS. This stands for Sustainable Drainage Systems, which are systems that include ways of making runoff from rainfall behave as if it was flowing off land that was not developed. The natural runoff effect can be achieved by using a variety of measures and these also improve the quality of the water discharging to the rivers and channels. The measures can help to reduce the volume and flow of surface water runoff, trap pollutants and promote biodiversity.

| | | | | |
|---|----------|---|------------|-----------|
| Establish a SuDS Approval Body (SAB) to approve proposed sustainable drainage systems used as part of new developments and develop local standards to aid the design process. | High | - | CBC | EA |
| Ensure Central Bedfordshire Council's Planning policies and development control responses take account of local flood risk management, for example supporting the control of inappropriate development in flood risk areas. | On going | - | CBC | EA |
| Ensure new developments comply with Central Bedfordshire Council's flood risk management objectives, using sustainable drainage as normal practice. | On going | - | CBC | EA |
| Decide whether new bylaws are needed to ensure that people, who own land, including a watercourse, manage their land responsibly to reduce the risk of flooding for the benefit of the wider community. | High | - | CBC | BGIDB, EA |
| Work with other RMAs to develop a surface water policy | High | - | CBC and AW | BGIDB, EA |

| Action | Priority (High: up to 3 years, Medium: 3-6 years, Low: 6+ years) | Potential Funding Source | Lead Partner | Support Partner |
|--------|--|--------------------------|--------------|-----------------|
|--------|--|--------------------------|--------------|-----------------|

Objective 3: Local Flood Risk - Develop a greater understanding of local flood risk by identifying where assets may influence the impact of local flood risk, how local flood risk may change in the future and improve local knowledge and recording of flooding incidents

| | | | | |
|--|---------------------|---|-----|-------------------|
| Develop and maintain a record of all known flooding on a parish by parish basis to ensure that local knowledge of flood risk is accessible to all. | High, then on going | - | CBC | - |
| Develop an asset register of things (e.g. assets such as culverts) or features (e.g. walls, banks) in Central Bedfordshire that have a significant effect on flood risk. | High, then on going | - | CBC | - |
| Investigate the things that affect flood risk, such as blockages to culverts, to understand what might be done to reduce the risk of flooding. | High | - | CBC | - |
| Continue to develop prioritisation of parishes (through the investment plan process) and use this information to inform and influence updates to the action plan | High, then on going | - | CBC | BGIDB, EA, AW, TW |
| Investigate local flooding and identify possible solutions, taking enforcement action where appropriate if a landowner has failed in their responsibility to take action to reduce flooding risk. | On going | - | CBC | BGIDB, EA, AW, TW |
| Carry out an assessment to determine where Central Bedfordshire Council may have a responsibility with regards to the risk of flooding from reservoirs and understand the implications of similar assessments prepared by others. Ensure emergency plans are put | High | - | CBC | - |

| | | | | |
|--|--------------------------------------|--|-----------------------------|--------------------------|
| in place where necessary to counter these risks and keep communities informed of potential risks. | | | | |
| <p>Take steps to better understand local flood risk by preparing Surface Water Management Plans (or undertake a similar assessment) for areas at higher risk of flooding. Currently we anticipate that we will be completing studies for:</p> <ul style="list-style-type: none"> • Arlesey (and Stotfold) • Blunham • Caddington • Biggleswade • Leighton Buzzard <i>(note: see additional information at the end of the action plan table)</i> • Southill | High | Defra grants is a possible source of partial funding | CBC | EA, BGIDB, AW, TW |
| As new information becomes available, reassess flooding risks in areas categorised as medium risk and monitor risks in areas categorised as low risk. | High (for years 2-3 pending funding) | Defra grants is a possible source of partial funding | CBC | EA, BGIDB |
| Liaise with Emergency Planning team with regards to local flood risk analysis and understand linkages with community risk register. | High | - | CBC (flood risk management) | CBC (emergency planning) |
| Review the groundwater analyses completed as part of the PFRA and establish whether the analysis requires updating in light of new information that may be available. | High | - | CBC (flood risk management) | CBC (emergency planning) |

| Action | Priority (High: up to 3 years, Medium: 3-6 years, Low: 6+ years) | Potential Funding Source | Lead Partner | Support Partner |
|--------|--|--------------------------|--------------|-----------------|
|--------|--|--------------------------|--------------|-----------------|

| <i>Objective 4: Delivery - Establish processes to enable identification of priorities, sources of funding and schemes so that we meet our objectives</i> | | | | |
|---|------|---|-----|-------------------|
| Develop processes to align investment across RMAs in order for all organisations to work together in identifying priorities across Central Bedfordshire to maximise opportunities | High | - | CBC | EA, BGIDB, AW, TW |
| Investigate opportunities for property level protection (PLP) at properties at risk of flooding in Leighton Buzzard/Linslade. | High | - | CBC | EA |

| Action | Priority (High: up to 3 years, Medium: 3-6 years, Low: 6+ years) | Potential Funding Source | Lead Partner | Support Partner |
|--------|--|--------------------------|--------------|-----------------|
|--------|--|--------------------------|--------------|-----------------|

Objective 5: Resource - To take a collaborative approach to reducing flood risk and where appropriate seeking opportunities for packaging work to deliver multiple outcomes. We will aim to use all available resources and funds in an integrated way to support our priority of achieving efficiency savings.

| | | | | |
|---|------|--|-----|-------------------|
| Take advantage of new ways of paying for things that are most needed. We will use an Investment Plan to look at the opportunities to find funding from a variety of organisations, businesses and communities. By working together with our partners we will be able to make best use of the available money. | High | | CBC | EA, BGIDB, AW, TW |
| Prioritise what action we can take to minimise flood risk based on this funding. | High | | CBC | - |

| Action | Priority (High: up to 3 years, Medium: 3-6 years, Low: 6+ years) | Potential Funding Source | Lead Partner | Support Partner |
|--------|--|--------------------------|--------------|-----------------|
|--------|--|--------------------------|--------------|-----------------|

Objective 6: Local Communities - Limit the effect of flooding on people's normal way of life by taking action with our partners to minimise the impact of local flood risk on our communities and environment, engaging with and empowering affected communities and ensuring that we provide clear and useful information to enhance our local communities' preparedness and resilience to local flood risk

| | | | | |
|--|----------|---|-----|---|
| Encourage local communities to become involved in reducing flood risk by giving those communities that wish to help themselves the training and support to run community response groups. This might see a community take responsibility for recording the level flooding reaches, for instance. | On going | - | CBC | - |
| Make local communities more aware of the work Central Bedfordshire Council and risk management authorities do. | On going | - | CBC | - |
| Continue to work with local communities to improve awareness of flood risks and to better understand where help and information can be obtained when flooding occurs or looks likely to occur. | On going | - | CBC | - |

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Meeting: Executive
Date: 22 April 2014
Subject: Sustainable Drainage Supplementary Planning Document
Report of: Cllr Nigel Young, Executive Member for Sustainable Communities – Strategic Planning and Economic Development
Summary: The report proposes that Executive adopt the revised Sustainable Drainage Guidance as a Supplementary Planning Document.

Advising Officer: Jason Longhurst, Director of Regeneration and Business
Contact Officer: Laura Kitson, Green Infrastructure Co-ordinator
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key Decision Yes

CORPORATE IMPLICATIONS

Council Priorities:

Providing clear guidance regarding the design and adoption of Sustainable Drainage Systems (SuDS) will provide a greater degree of clarity over what we expect for the design of SuDS within development proposals, and how we expect them to be managed once development is complete. This will contribute to the Council's priority of 'Enhancing Central Bedfordshire – creating jobs, managing growth, protecting our countryside and enabling businesses to grow'.

Financial:

1. None.

Legal:

2. None.

Risk Management:

3. Providing statutory guidance enables Central Bedfordshire Council to be prepared for the future role of SuDS Approval Body. Not being prepared leaves the Council at risk of appeals / tribunals. Using the guidance early on in the development process will help ensure SuDS are properly designed, reducing future implications for the Council if and when they have to be adopted by CBC in our future role as the SuDS Approval Body.

Staffing (including Trades Unions):

4. None.

Equalities/Human Rights:

5. None.

Public Health:

6. The guidance sets out expectations of design for SuDS to benefit public health through promoting access to greenspaces.

Community Safety:

7. Implementation of SuDS within future development should reduce future flood risk within new developments, and reduce the risk of new development exacerbating surface water flood risk.

Sustainability:

8. The guidance sets out local principles for designing SuDS to reduce the risk of flooding from surface water, and therefore to promote developments that are more resilient to storm events and surface water flooding.

Procurement:

9. None..

Overview and Scrutiny:

10. This matter has been considered and very positively received by Overview and Scrutiny on 27 February. Following discussion, it recommended that Executive adopt the SuDS guidance as Supplementary Planning Guidance in support of current adopted planning policy and Technical Guidance for the purposes of Development Management, in support of policy in the emerging Development Strategy.

RECOMMENDATIONS:

The Executive is asked to:

- 1. consider and comment on the Sustainable Drainage Guidance and adopt the revised Sustainable Drainage Guidance as a Supplementary Planning Document in support of current adopted planning policy and Technical Guidance for the purposes of Development Management in support of policy in the emerging Development Strategy; and**
- 2. delegate to the Director of Regeneration and Business Support, in consultation with the Executive Member for Strategic Planning and Economic Development, the authority to make any minor amendments to the Sustainable Drainage Guidance prior to publication.**

| | |
|------------------------------------|---|
| <i>Reason for Recommendations:</i> | <i>To meet the Council's priority of enhancing Central Bedfordshire – creating jobs, managing growth, protecting our countryside and enabling businesses to grow.</i> |
|------------------------------------|---|

Executive Summary

11. The Sustainable Drainage Guidance aims to provide clear guidance for developers in relation to the design and adoption of Sustainable Drainage Systems (SuDS) for Central Bedfordshire.
12. The guidance sets out the Council's expectations for SuDS to be designed to provide not only drainage improvements, but also other planning policy requirements, including design quality, water quality and reuse, biodiversity, landscape and open space. Ensuring that SuDS deliver multiple benefits will enhance the quality of new development in Central Bedfordshire.
13. The guidance includes information on the policy and environmental context relating to SuDS in Central Bedfordshire, outlines the approval and adoption process, identifies the design considerations and the local requirements against which we will evaluate SuDS proposals, and provides guidance on designing SuDS to complement the local environmental context.
14. Overview and Scrutiny Committee recommended that Executive adopt the SuDS guidance as Supplementary Planning Guidance in support of current adopted planning policy and Technical Guidance for the purposes of Development Management, in support of policy in the emerging Development Strategy.

Introduction

15. Surface water flooding is a challenge for Central Bedfordshire's residents and businesses. Currently 9% of all homes and 34% of all business premises in Central Bedfordshire are located in areas that are susceptible to surface water flooding. In the future, extreme weather events, associated with surface water flooding are likely to become more frequent. Extreme weather events take place on average about 1 in 30 years at present, but frequency of extreme weather is forecast to increase to 1 in 18 years by the 2050s, and 1 in 14 years by the 2080s.
16. In urban areas, the ability for precipitation to penetrate the hard paved surfaces to the groundwater below is inhibited. This leads to increased surface water flood risk and overstressed sewer infrastructure. Sustainable Drainage Systems (SuDS) can mitigate these issues by replicating natural drainage processes and rainwater management.

17. The Flood and Water Management Act, introduced in 2010, aims to reduce flood risk and improve water management. As part of the phased implementation of the Act, Schedule 3 will require new developments to implement SuDS. It also introduces a new role for top tier Local Authorities as a 'SuDS Approval Body' (SAB). The SAB will evaluate the acceptability of proposed SuDS in all new developments and will adopt and maintain SuDS where a scheme serves more than one property (i.e. in the vast majority of cases).
18. It was anticipated that Schedule 3 would be implemented in April 2014, but this has been postponed to allow Local Authorities more time to prepare to take on the new role.
19. A key element of being prepared is to have clear guidance in place for developers, setting out our expectations and requirements of SuDS as high quality drainage systems that also deliver environmental benefits, in line with local planning policy. Guidance will also help developers consider their design of SuDS early in the planning process, helping ensure better design and integration into new development.

The Policy Framework for SuDS

20. The SuDS guidance prepared is intended to complement national SuDS guidance (that focuses on the hydrological functionality of SuDS), and support local Planning Policy.
21. Policy 46 of the Council's emerging Development Strategy covers adaptation to climate change. The guidance prepared supports the policy, which requires (where relevant) development to use Sustainable Drainage Schemes to prevent surface water flooding.
22. Policy DM2 of the Core Strategy and Development Management Policies (Central Bedfordshire – North) sets out an expectation of the provision of SuDS for the disposal of surface water within and leading from developments sites.
23. Policy IS4 of the South Bedfordshire Local Plan requires new developments to include appropriate measures for surface water attenuation.
24. The draft Development Strategy, the Core Strategy and Development Management Policies for Central Bedfordshire (North) and the South Bedfordshire Local Plan also include policies relating to other areas, including flooding, design quality, water quality, water reuse, biodiversity, landscape and open space. Well designed SuDS have the potential to deliver a range of these policy areas.

The Key Aspects of the Sustainable Drainage Guidance

25. The guidance details the approval and adoption process for SuDS, looking at what information is required at various stages of the planning process. It provides information about the adoption process, looking at what the Council will adopt in its future role as the SAB, the requirements for adoption, the adoption process and what happens post adoption.
26. The guidance sets out ten local requirements, tailored to Central Bedfordshire. These requirements aim to ensure that SuDS are designed to function optimally, whilst enhancing the sense of place and quality of the environment. Crucially, these local requirements will help to ensure that new developments meet existing policy requirements through effective SuDS design.

The ten key requirements are:

1. Plan in SuDS from the start.
 2. Replicate natural drainage.
 3. Water re-use first.
 4. Enhance biodiversity.
 5. Focus on multi-functional uses.
 6. Minimise carbon and waste in SuDS.
 7. Design for easy access and maintenance.
 8. Linked design through every scale.
 9. Place making through SuDS design.
 10. Reduce reliance on pipes and pumps.
27. The guidance also includes information on how to design to deal with common challenges for SuDS, including:
- Designing SuDS within a floodplain.
 - Designing SuDS near areas of existing surface water flood risk areas.
 - Protecting the quality of water in existing watercourses.
 - Designing SuDS in sites with high groundwater levels of groundwater protection zones.
 - Designing SuDS in very flat sites.
 - Designing SuDS on very steep sites.
 - Designing SuDS in areas of poor permeability.
 - Designing SuDS for sites with land contamination.
 - Designing SuDS for sites with limited space.
28. Finally, the guidance looks at the characteristics of different areas of Central Bedfordshire in relation to landscape character, geology and topography, all of which influence SuDS design. Four 'Local Zones' are identified and the guidance outlines how SuDS can be designed in the context of these local zones.

Consultation Process

29. Initial engagement

A workshop for stakeholders in the development industry, the water industry and environmental sector and for Central Bedfordshire Council officers was held on the 14 October, 2013. Workshop participants identified key barriers and opportunities associated with the implementation of SuDS. They also advised on the key local requirements to be included in the guidance to deliver effective sustainable drainage solutions within the area. The workshop was extremely helpful in informing preparation of the draft guidance.

30. Consultation within Central Bedfordshire and with Statutory Consultees for SuDS Approval

Following the initial workshop, a first draft of the Sustainable Drainage Guidance was produced and circulated for consultation within Central Bedfordshire Council and with statutory consultees to the SAB.

31. Public Consultation

Public consultation took place between 28 January and 25 February, including a well attended consultation workshop on 11 February. Comments from members of the Sustainable Communities Overview and Scrutiny Committee were also able to be considered as part of this phase of consultation.

Responses were received from six external organisations, including developers, water industry and environmental sector partners. Comments were broadly supportive. In addition, comments were received from teams within Central Bedfordshire Council, including the Minerals and Waste planning team, Environment Policy team and Building Control team. The key topics identified were; the need to clarify local requirement ten; the need for information about the interim approach to adoption following the Government delay to the roll out of the SAB role; information about how the SuDS application process would relate to the Minerals and Waste application process, in addition to the mainstream planning application process; and the need for more explicit information about SuDS and flood risk.

Key proposed changes

32. A table of representations received as a result of the public consultation exercise can be found as Appendix B. Since many of the changes proposed are detailed and technical, only the key proposed changes are set out in this paper.
33. Local requirement ten has been reworded from 'Keep surface water above ground' to 'Reduce reliance on pipes and pumps' to avoid potential confusion.
34. Information about the Council's approach to adoption of SuDS in the period between the adoption of this guidance, and the start of the SAB role (a date to be announced by Defra) has been added.
35. Clarification (in line with national guidance) that the SuDS application process will relate to the Minerals and Waste application process.
36. Further references and information about flood risk in general, and the emerging Central Bedfordshire Flood Risk Strategy in particular have been added.
37. Further references to and information from the Marston Vale Surface Waters Plan integrated in the guidance.
38. The level of information and graphics regarding the importance of designing SuDS for ease of maintenance has been reviewed, to enable CBC to maintain adopted SuDS effectively.

Conclusion and Next Steps

39. Under the Flood and Water Management Act (2010), the inclusion of Sustainable Drainage (SuDS) in construction projects will become obligatory.
40. Central Bedfordshire Council will, under the Act, take on the new role of SuDS Approval Body.
41. Providing clear guidance to developers as to our expectations and requirements for the design and adoption process is important as it enables SuDS to be designed effectively, ensuring that schemes deliver in line with local planning policies.
42. It is therefore recommended that the guidance should be adopted as a Supplementary Planning Document, in support of policies DM2 and IS4 of the Central Bedfordshire (North) LDF and South Bedfordshire Local Plans respectively, and Technical Guidance for the purposes of Development Management, in support of Policy 48 of the Development Strategy.

Appendices:

Appendix A - [Final draft Sustainable Drainage Guidance](#)

Appendix B - [Table of key changes showing consultation comments and responses](#)

Background Papers: (open to public inspection)

1. [Sustainable Drainage Guidance – Public Consultation draft](#)

Central
Bedfordshire

AECOM

CENTRAL BEDFORDSHIRE SUSTAINABLE DRAINAGE GUIDANCE

March 2014



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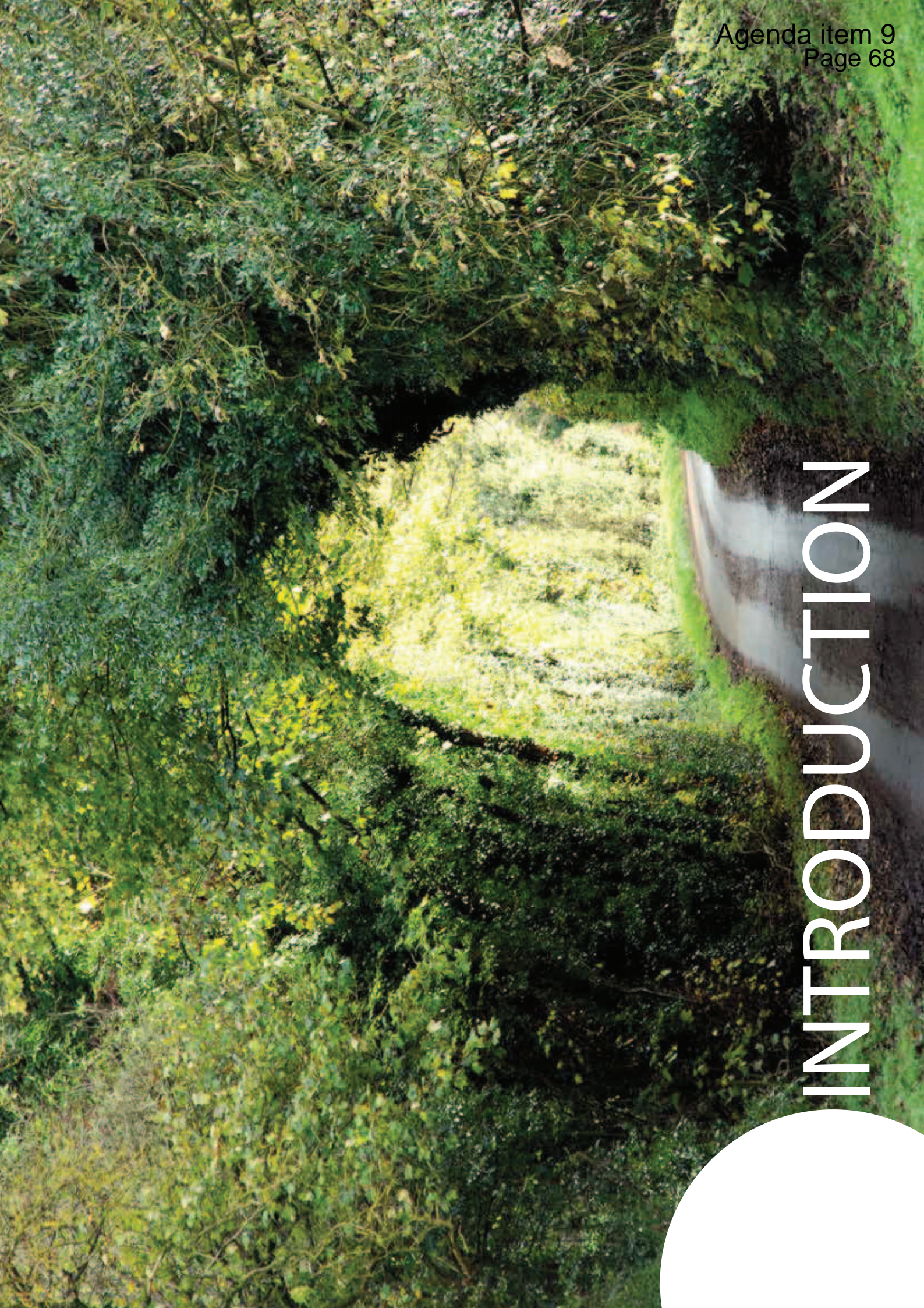
Southern Chalk Lands

Greensand Ridge and Valley

Clay Hills and Vales

Clay River Floodplain

INTRODUCTION





With ever-increasing urbanisation, the ability for precipitation to penetrate the hard paved surfaces to the groundwater below is inhibited. This results in increased flood risk, overstressed combined sewer infrastructure, and reduced ability to replenish aquifers. Sustainable Drainage Systems (SuDS) mitigates these issues by replicating natural processes to manage rainfall.

There are many benefits to using SuDS to manage surface water runoff. Primarily, SuDS filter and attenuate surface water, reduce pressure on infrastructure, and where geological conditions permit, replenish groundwater supplies through infiltration. For SuDS which incorporate vegetation, however, there are ancillary benefits, which are contribute in other ways to the community. These include:

- Sequestered carbon in plants and trees as they grow
- Improved thermal comfort resulting from evapotranspiration
- Increased biodiversity through ecological enhancement
- Opportunities for recreation and relaxation, particularly in larger green spaces
- Increased property values
- Improved air quality

As described below, SuDS will soon be legislated in new developments. Incorporating SuDS in developments, however, should also be viewed as opportunity to realise many of the benefits listed above, and are an easy way to obtain the support of the local community and local authority.



THE VISION

Through the reintroduction of more natural drainage systems, the management of water can move from the realms of a hidden necessity to becoming part of everyday life and an asset to be celebrated. Thinking of water management in this way allows for innovation and creativity to aid design and maximise the benefits that SuDS can bring to Central Bedfordshire.

While well designed SuDS can provide effective water management and drainage, it is their ability to offer attractive solutions that sets them apart. SuDS can enhance urban form and the public realm, and also complement rural landscapes and their open spaces. Central Bedfordshire's rich and varied landscape provides the opportunity to create an equally eclectic mix of SuDS schemes.

Within the unitary authority are the Chilterns Area of Outstanding Natural Beauty, National Nature Reserves and Sites of Special Scientific interest. Sustainable drainage systems can help enhance

biodiversity and landscape character. Working with the landscape to improve the surrounding area can also help developers create desirable, affordable, and profitable properties.

This guidance aims to convey how SuDS can deliver multiple benefits beyond just managing flood risk – from improved health and wellbeing of the communities they serve to increased biodiversity, habitat creation and recreation to cleaner water resources and more valuable developments.

The incorporation of SuDS also has the ability to improve access to local natural green spaces, which in turn has a positive impact on recreation, and ultimately health and wellbeing. It is a resource for any developer or SuDS designer looking to capitalise on all the opportunities SuDS can offer in Central Bedfordshire.



SuDS in Central Bedfordshire will provide:



Multiple benefits

Providing multiple benefits to the site, local area, and unitary authority through the consideration and inclusion of multi-functioning solutions that are of the highest standards of design.



Attractive and locally sensitive solutions

Providing attractive and locally sensitive solutions, which enhance local character and biodiversity.



Designed for access and recreation

Creating accessible, attractive spaces that can be used for recreation and relaxation, promoting health and wellbeing.



HOW TO USE THIS DOCUMENT

This Supplementary Planning Document provides Technical Guidance on sustainable drainage, and has been created to be a comprehensive resource for SuDS reference and policy development and has been developed with the intention for it to be reviewed periodically, and updated to account for new Central Bedfordshire Council as well as national policy. This will be particularly important as Central Bedfordshire's SuDS Approval Body gains experience approving and adopting SuDS.

A wide range of people will need to access the information included in this document. Information required, however, will not be generic across the board. As such, the document has been split, indicated in the illustration to the right, to allow users to "hop into" the document at relevant points and easily find the information that they require.

What information do I need?

- Background to SuDS
- What is the approval and adoption process?
- How do I design SuDS on my site?
- What does my development need?

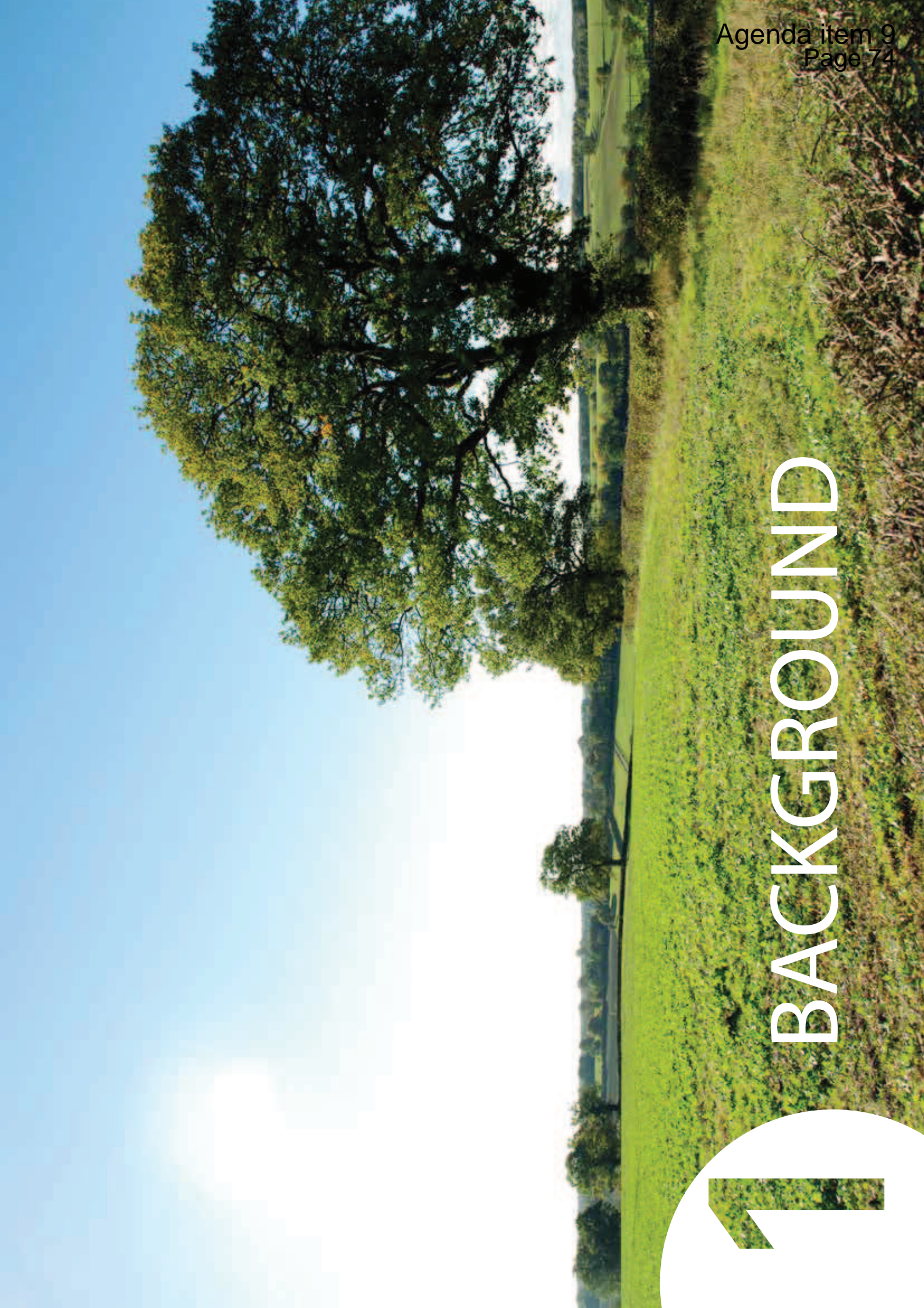


Where can I find the information that is relevant to me?

- SuDS Policy
- Central Bedfordshire Context
- SuDS Approval Process
- SuDS Adoption Process
- Local Requirements
- Common Site Barriers to Design
- Local Zones: Central Bedfordshire
 - Zone 1 Southern Chalklands
 - Zone 2 Greensand Ridge and Valley
 - Zone 3 Clay Hills and Vales
 - Zone 4 Clay River Floodplain



1 BACKGROUND



POLICY CONTEXT

1.1 Flood and Water Management Act 2010 (amended 2012)

The Flood and Water Management Act (FWMA) came into effect in 2010 with the goal to reduce flood risk and improve water management. As part of the Act, Schedule 3 requires new developments to implement Sustainable Drainage Systems (SuDS) on all new developments. SuDS aim to use natural features in place of conventional drainage to reduce surface water runoff, mitigate flood risk, and improve water quality.

To enforce the legislation, the government has introduced the SuDS Approval Body (SAB) to be responsible for ensuring that new developments meet the National Standards and local requirements for SuDS. This role will require the SAB to approve SuDS before construction can commence. Once approved, the SAB will also be responsible for adopting and maintaining the SuDS scheme.

The FWMA stipulates that in designing and implementing SuDS, consideration should be given to ensuring that they: reduce damage from flooding, improve water quality, protect and improve the environment, protect health and safety and ensure stability and durability of drainage.

SIGNPOST:

National Standards for sustainable drainage systems Designing, constructing, operating and maintaining drainage for surface runoff, 2011.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/82421/suds-consult-annex-a-national-standards-111221.pdf

Consultation on the Implementation of the Sustainable Drainage Systems provisions in Schedule 3 Flood and Water Management Act 2010, 2011.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/82423/suds-consult-doc-111120.pdf

1.2 National policy context

The FWMA was released under the purview of the National Planning Policy Framework (NPPF), which focuses on localism and presents a shift to a “presumption in favour of sustainable development.” The NPPF aims to tackle a multitude of issues, a key area being flood risk and how development can improve resilience and reduce vulnerability within its boundaries and to the wider area.

The NPPF states that “when determining planning applications...development [must be] appropriately flood resilient and resistant”, with a priority given to sustainable urban drainage systems (SuDS) as a means of achieving this. There is a duty for the Local Planning Authority (LPA) to develop proactive strategies that tackle issues surrounding water management, flood risk, water supply and demand.

The framework recognises the opportunity for land and open spaces to perform multiple functions which will bring a multitude of benefits including health, social and cultural wellbeing to local residents. Through the use of visually attractive and appropriate landscaping and green infrastructure a clear sense of place can be achieved, reflecting the local character of the area.

SIGNPOST:

National Planning Policy Framework, 2012.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/60777/2116950.pdf

1.3 Local policy context

Development Strategy for Central Bedfordshire, Pre-submission Jan 2013

The emerging Development Strategy has been prepared to be in line with the NPPF and the Flood and Water Management Act, as such the framework is developed with the assumption in favour of sustainable development built into its core values and aspirations.

SuDS have been incorporated into the general adaptation policy which aims to ensure that development is resilient to the changing climate. A focus on resilience and adaptation is recognised in Central Bedfordshire's Local Flood Risk Management Strategy, which was impacted by the 2007 flooding events affecting many parts of the unitary authority.

With respect to SuDS, the emerging Development Strategy for Central Bedfordshire has two main focuses. As per Policy 48: Adaptation, it is important to first focus on using SuDS as a means to prevent surface water flooding, and second, the potential to use SuDS to deliver multiple benefits, which extend beyond flood risk. The importance of delivering

high quality design with multiple benefits is also supported by the unitary authority's revised draft design guide, Design in Central Bedfordshire: A guide for development. Policy 49: Mitigating Flood Risk, also supports the need for SuDS to improve the quality of water bodies and positively impact on the water environment.

SuDS can also satisfy other local policies within the emerging Development Strategy, such as: protect and enhance existing open space (Policies 39 – 41); contribute to the requirement for all developments to be designed to a high quality (Policy 43); improve water quality and protect health (Policy 44); sequester carbon and mitigate climate change impacts (Policy 47); and maintain Central Bedfordshire's rural character (Policy 50).

1.4 The Central Bedfordshire Context

Central Bedfordshire's Joint Strategic Needs Assessment (November 2013) noted that climate change represents one of this century's largest health threats. Research suggests that increased incidents of extreme flooding, heat-waves and drought have will become more prevalent.

Vulnerable citizens, such as children and the elderly, are more likely to bear the consequences of more severe weather. With climate change already contributing to a widening chasm in health inequality, it will be important to ensure health and social wellbeing for all citizens is the cornerstone in all climate resilient solutions adopted.

Delivering well designed sustainable drainage not only mitigates the impacts of climate change, it also improves access to greenspace. Through attenuating surface water runoff, and infiltrating it into the groundwater below, SuDS reduce flood risk. Despite Central Bedfordshire's predominantly rural nature not everyone is able to access natural open spaces. When also designed to be multi-functional, SuDS can provide the greenspace needed

to promote higher levels of physical activity. For these reasons SuDS provide an opportunity to address a number of Central Bedfordshire's health issues.

To aid in the delivery of contextually appropriate SuDS, the Landscape Character Assessment (LCA) provides an overview of Central Bedfordshire's landscape, and details the landscape types, their formation and how they may change in the future. The LCA serves to ensure development considers the existing context and does not undermine the character or value of the area. The LCA is critical to ensuring that SuDS are delivered with consideration to the context of the various landscape character areas across the unitary authority. The Design Guide for Central Bedfordshire details how development should consider the various landscape character areas including elements, such as: settlement form, building typology, and building materials. Understanding the importance of the unitary authority's various landscapes, this guidance has tailored its approach based on 'SuDS Zones', which incorporate landscape character.

Within Central Bedfordshire there are two drainage districts, which fall under the jurisdiction of Bedford Group of Drainage Boards (IDBs). Any development which will impact on waterways within the IDBs' jurisdiction will need to consult with them. The main rivers, however, fall under the jurisdiction of the Environment Agency.

Importantly, this guidance will also complement existing work already completed in the Marston Vale Surface Waters Plan, which outlines policies for the sustainable development of growth in the area.

SIGNPOST:

Joint Strategic Needs Assessment for Central Bedfordshire
<http://www.centralbedfordshire.gov.uk/health-and-social-care/jsna/joint-strategic-needs-assessment-jsna.aspx>

Central Bedfordshire Landscape Character Assessment:
<http://www.centralbedfordshire.gov.uk/environment/natural-environment/landscape-character-assessment.aspx>

1.5 Biodiversity, Ecology, and Habitats

Consideration for landscape and biodiversity is critical to delivering contextually appropriate SuDS schemes.

The ecological needs vary across Central Bedfordshire, and SuDS will need to be tailored to conserve, restore, and enhance local biodiversity and priority habitats. While there is a concentration of sensitive landscape in the Chilterns, there are multiple Sites of Special Scientific Interest (SSSIs) and habitats of principal importance throughout the unitary authority.

In Central Bedfordshire the biodiversity needs vary from grasslands, to watercourses water bodies, as well as associated wetlands. One of the most important needs in Central Bedfordshire is reconnecting fragmented habitats resulting from a long history of farming. In fact, farmland - including hedgerows, ponds, ditches, improved grassland and road verges - is the most common land use and habitat in Central Bedfordshire.

There are also a range of woodland habitats across the unitary authority. In the south, beech woodland is prominent. Through the middle of the unitary authority, underlain by clay, a variety of oak species are present. Wet woodland habitat is a scarce habitat, an example would be the willow woods in the Tiddenfoot Waterside Park. In the clay hills and vales plantation woodland, new broad leaved woodland, ancient semi-natural woodland and wet woodland can be found. In the clay valley, woodland is less prominent – the largest being the Stanford Plantation.

Various grasslands feature prominently throughout Central Bedfordshire, including a significant amount of improved and semi-improved neutral floodplain grassland, as well as low land calcareous grassland, which is considered to be a national priority habitat.

Bedford Group of IDBs
<http://www.idbs.org.uk/contact-us/>

Design Guide for Central Bedfordshire:
http://www.centralbedfordshire.gov.uk/Images/Design%20Guide%20for%20Central%20Bedfordshire_tcm6-8531.pdf

Biodiversity Opportunity Mapping
http://www.bedscape.org.uk/BRMC/newsite/index.php?c=bedslife_rebuild

Central Bedfordshire Local Flood Risk Management Strategy
<http://www.centralbedfordshire.gov.uk/environment/natural-environment/flood-risk/>

Development Strategy for Central Bedfordshire: pre-submission Jan 2013.
<http://www.centralbedfordshire.gov.uk/planning/strategic-planning/development-strategy.aspx>

Marston Vale Surface Waters Plan (2002)
http://www.centralbedfordshire.gov.uk/Images/The%20Surface%20Waters%20Plan_tcm6-13659.pdf

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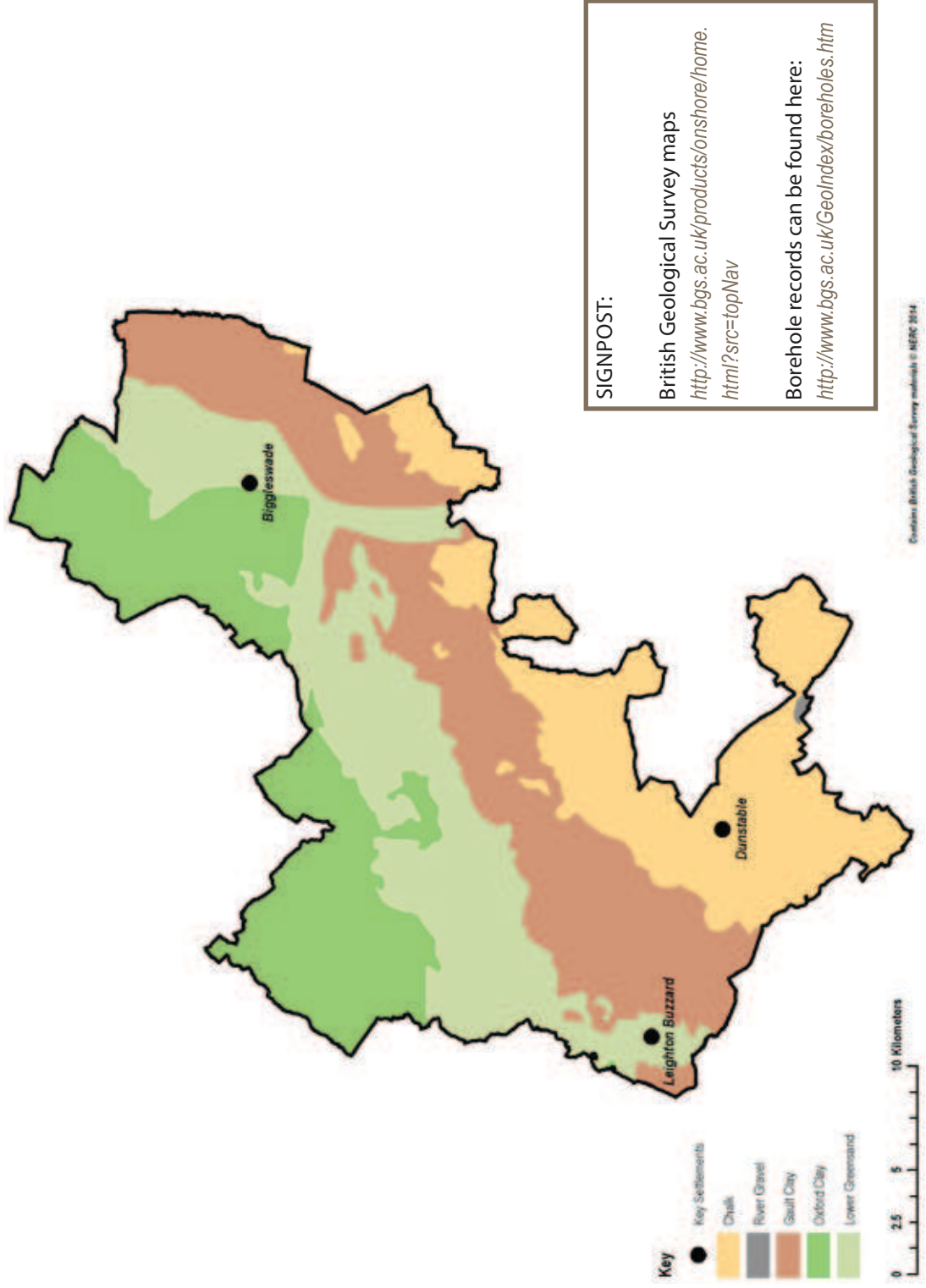
Rebuilding Biodiversity in Bedfordshire and Luton
http://www.bedscape.org.uk/BRMC/newsite/index.php?c=bedslife_rebuild

1.6 Geology

The Geology of the area is broken into lateral strata stretching from west to east. The southern areas largely consist of chalk, in line with the areas of higher elevation which make up part of the Chilterns; however, small pockets of river gravel are also found here. A ridge of gault clay stretches across the entire width of the area and makes up part of the West Anglian Plain, separating the chalk area from the strata of lower greensand found to the north. The northern border is for the most part made up of Oxford Clay. Following the course of the River Ivel and River Ivel Navigation are deposits of river gravel and alluvium stretching from the northern tip of the area down south and also to the west.

In areas underlain by chalk and greensand infiltration to the water table below is possible and should be a priority. Where possible in these areas, SuDS should be designed for recharging groundwater. Unlike chalk, clay is poor for allowing water to infiltrate to the groundwater below – SuDS in these areas will need to manage water on the surface, focusing on attenuating and filtering water before returning it to a receiving body of water downstream.

a Geology in Central Bedfordshire



1.7 Topography

Central Bedfordshire as an area has a varied topography, but it can be broken down into two main topographical areas. To the south are the chalk Chilterns which at 260-metres above sea level they are the highest points in Central Bedfordshire.

Along the greensand ridge, to the north of the Chilterns land falls down to 89-118 metres, which is largely maintained along the ridge stretching from the west to the east.

The areas to the east and north of the Unitary Authority, Oxford and Gault clays, are generally flatter and low-lying with elevations between 21 and 60 metres, with even lower lying land found in the most northern areas.

1.8 Water Resources and Rainfall

Similar to many parts of the UK, water resources in parts of Central Bedfordshire are already under pressure (Central Bedfordshire Climate Change Risk Assessment, 2012). Projections suggest that water supply will continue to be constrained, with the potential for a 30% reduced output by the 2080s.

With an average annual rainfall of approximately 600mm, Central Bedfordshire is also one of the driest parts of the UK. By comparison, the annual average rainfall for the UK is approximately 1,200mm. While month-to-month precipitation is relatively similar in the unitary authority, there are more rainy days in autumn and winter, and fewer but heavier rainfall events during the spring and summer.

Water quality is also an issue. The majority of Central Bedfordshire falls within the Anglian River Catchment, which has been designated a nitrate vulnerable zone. This means the level of nitrates in the waters either exceed or at risk of exceeding safe levels of nitrates. The high nitrate levels can

result in algal blooms, which can devastate aquatic ecosystems. For this reason, there is a greater need for SuDS near waterways to focus on removing pollutants.

The southern tip falls under the Lea sub-catchment of the Thames catchment area. The Upper Lea Valley is targeted as an area for practical conservation to enhance the setting and quality of the river. The river corridor provides the opportunity for educational and as well as recreational uses. The location of the sewage works on the river may be an opportunity to improve water discharge from the facility through the use of SuDS.

Central Bedfordshire Climate Change Risk Assessment, 2012:

http://www.centralbedfordshire.gov.uk/Images/Central%20Beds%20Climate%20Change%20Risk%20Assessment%20Apr%2012_tcm6-31868.pdf#Ffalse

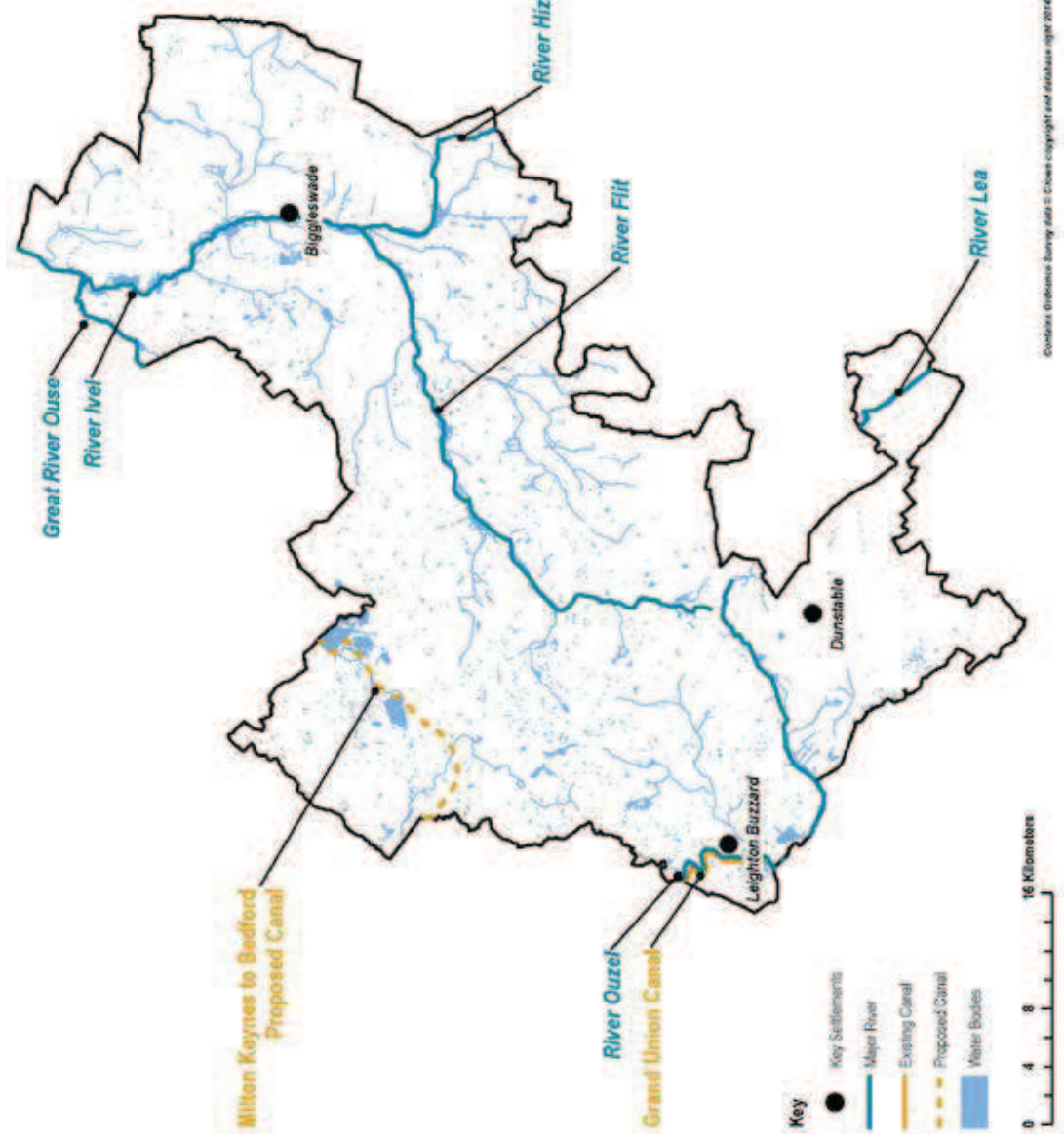


1.9 Presence of water features

Central Bedfordshire is rich with watercourses and water features. Multiple rivers flow through the Unitary Authority, including the River Great Ouse, River Flit, River Ivel, River Hiz, River Lea and the River Ouzel. To the South, in the Luton area is the River Lea, which is partly culverted through the city. Several lakes, such as Stewartby Lake as well as other areas of open water such as reservoirs are located within the area.

Wetlands are another prominent water feature in Central Bedfordshire. The Grand Union Canal is a significant area of open water with associated wetland habitats. The presence of water features in Central Bedfordshire requires that they are considered in the design of SuDS - it is important that runoff entering these features does not contaminate them. The features also offer the opportunity to, where sufficient research and testing has been carried out, make use of them as part of the wider SuDS systems.

b Water features in Central Bedfordshire



1.10 Flood risk

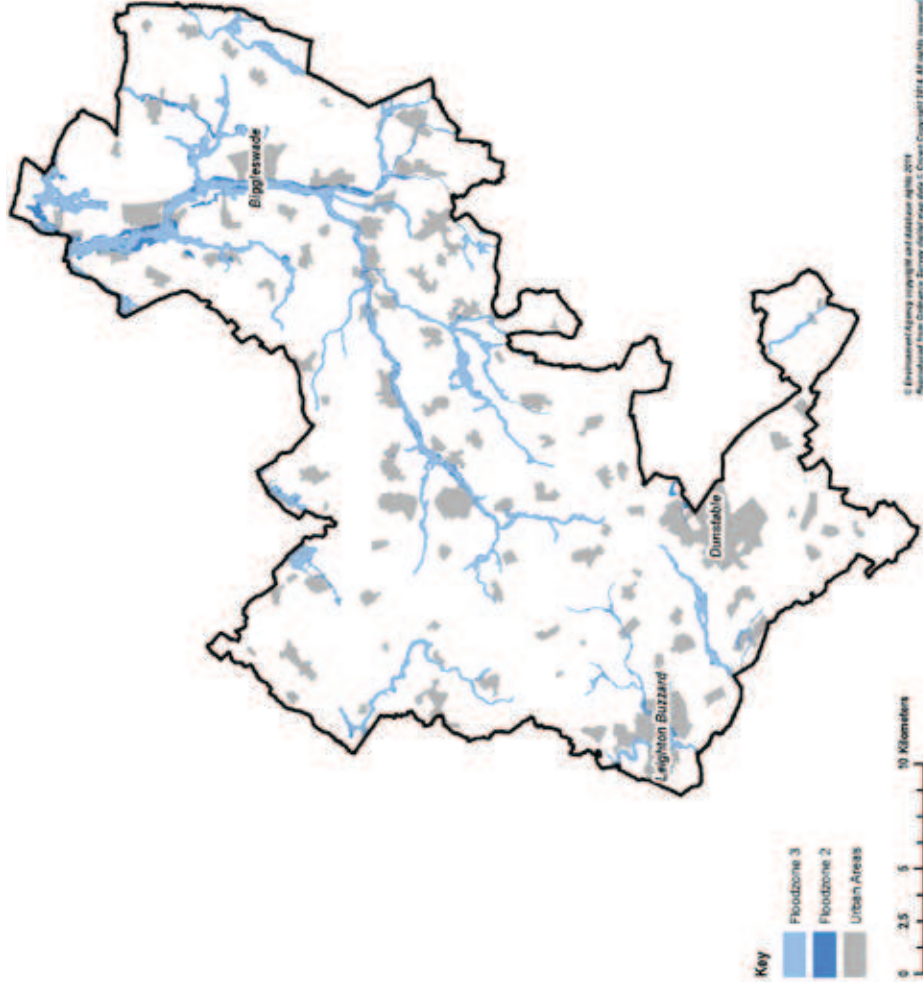
From the two SFRAs there are flood events recorded from as far back as 1875 with more recent flood events in 2002, 2003, 2005 and 2006 - causes of these events range from blocked culverts to main river flooding. Current day flood risk has been mapped on the pages to follow.

Fluvial Flood Risk

Fluvial flooding occurs when a watercourse is overwhelmed by the amount of water draining into it causing the watercourse to overtop its banks.

Generally rivers, watercourses and floodplain areas are considered to be floodzone 3, which falls under a 1 in 1000 risk. However, there are some areas which under floodzone 2, 1 in 100 risk, particularly along the River Ivel to the north and south of Biggleswade.

C Fluvial Flood risk in Central Bedfordshire



SIGNPOST:

Central Bedfordshire Local Flood Risk Management Strategy

<http://www.centralbedfordshire.gov.uk/environment/natural-environment/flood-risk/>

Upper River Great Ouse Tri Lead Local Flood Authority Preliminary Flood Risk Assessment

<http://www.bedford.gov.uk/pdf/PFRA.pdf>

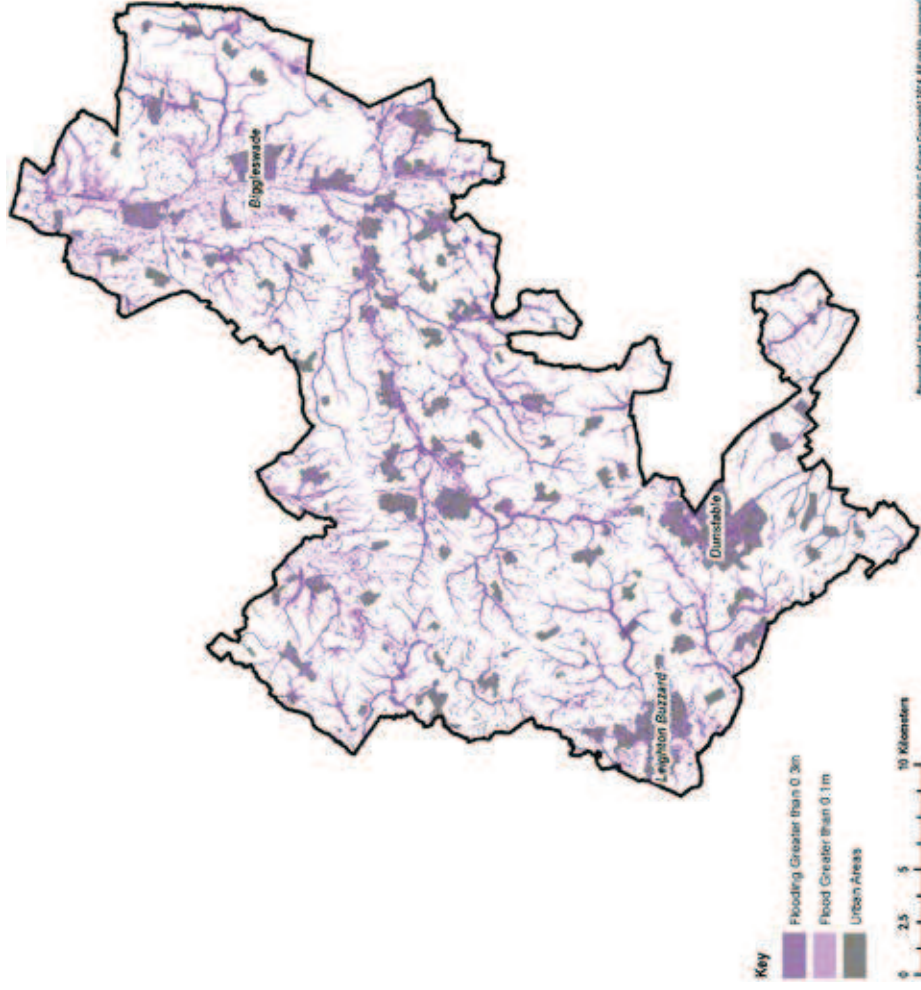
d Risk of Surface Water Flooding in Central Bedfordshire

Surface Water Flood risk

Surface water flooding occurs when normal drainage systems fail to drain away rainwater, or it fails to soak into the ground. As a result, the rainwater lies on the ground or flows over it. Predicting flooding of this type can be difficult.

Surface water flood risk areas are spread across Central Bedfordshire and largely follow water courses, or channels linked to them, across all geologies.

Based on national surface water modelling, approximately 10,000 properties in CBC are estimated to be at risk from flooding during a 1 in 200 year rainfall event.



SIGNPOST:
Upper River Great Ouse Tri Lead Local Flood Authority Preliminary Flood Risk Assessment
<http://www.bedford.gov.uk/pdf/PFRA.pdf>

e

Risk of Groundwater Flooding in Central Bedfordshire

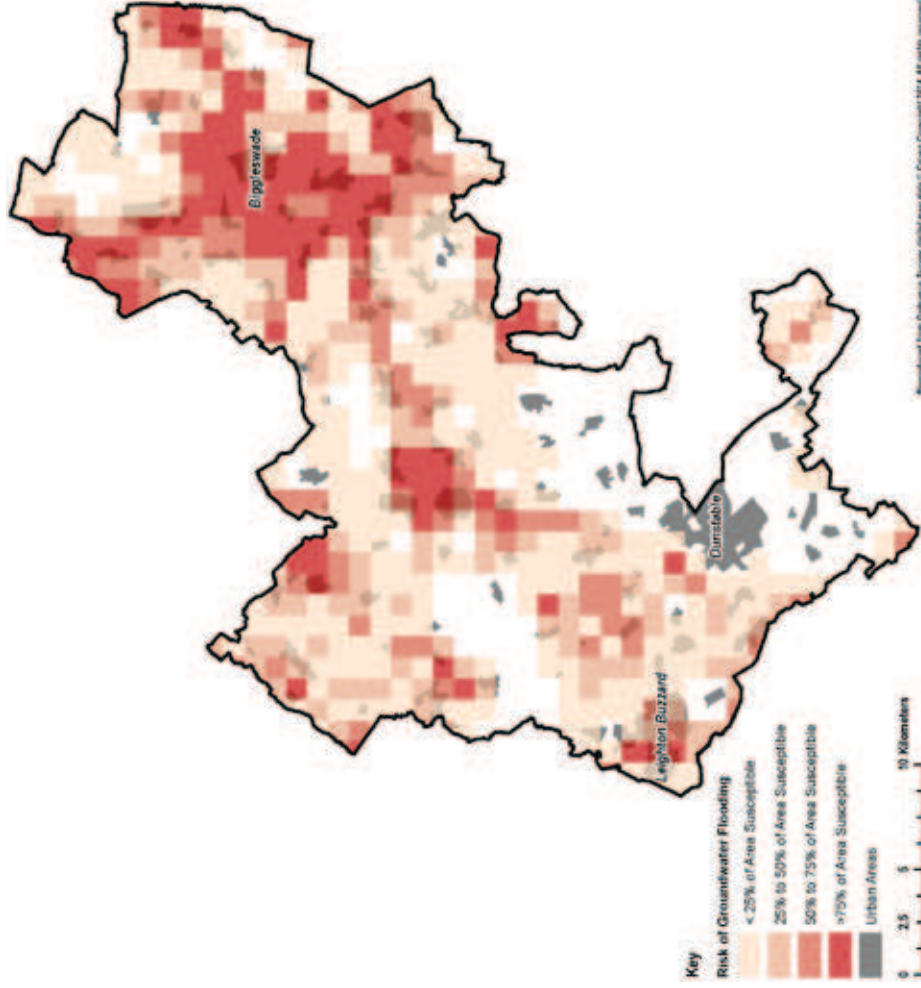
Groundwater Flood risk

Flooding of this kind occurs when precipitation overwhelms the water table below ground causing it to rise above the surface. It is most common in areas where there are aquifers (permeable rock that water can soak into or pass through).

Groundwater flood risk is largely concentrated in the north and east, within areas underlain by clay geology. This flood risk also extends west along watercourses. There are also some isolated flood risk areas identified in the western and southern parts of Central Bedfordshire.

1.1.1 Growth and New Development

Central Bedfordshire's population is expected to grow over the next two decades. To accommodate the expected population and household growth, a substantial number of new homes are expected to be delivered by the end of the planning period, 2031. Strategic sites near urban areas such as Houghton Regis, Luton, and Leighton Buzzard are where the majority of these new homes will be delivered. New development provides the best opportunities to design SuDS in from the beginning of the masterplanning process to maximise the multiple benefits.



SIGNPOST:

Upper River Great Ouse Tri Lead Local Flood Authority Preliminary Flood Risk Assessment
<http://www.bedford.gov.uk/pdf/PFRA.pdf>

1.14 Why SuDS

Conventional drainage relies on underground sewers to manage surface water runoff. This has the unfortunate consequence of overwhelming the existing sewer system, which sometimes results in untreated water being discharged into receiving waterways during heavy rainfall events. Focusing on managing water runoff through conventional drainage does nothing to address the negative impacts from increased urbanisation, including:

- Increased runoff rates, which result in soil erosion and flood risk
- Reduced water table recharge
- More polluted water discharged into environmentally sensitive waterways
- Missed opportunities to improve the landscape character

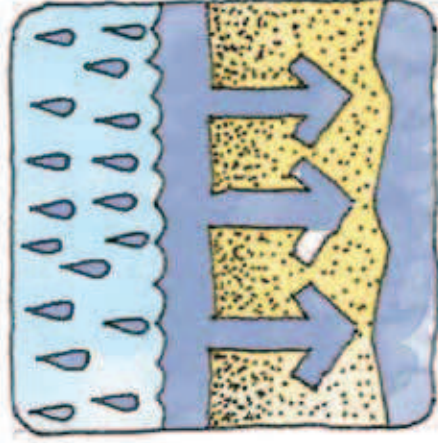
Sustainable Drainage Systems are now recognised as the preferred method for managing rainfall runoff. This is partly due to their versatility and ability to be designed for numerous landscapes and in response to a host of constraints. SuDS can be designed to include natural vegetation – wetlands, green roofs, ponds, wetlands, and swales.

However, they can also be designed to respond to more urban character, such as permeable paving, canals, and rills. When infiltration is not possible SuDS can also be designed to include underground storage.

While individual SuDS features can improve water management, they are most effective when considered on a site-wide basis. When individual SuDS features are combined in sequence together, they are known as a treatment train. The purpose of a treatment train is to drain the site as closely as possible to pre-development runoff rates.

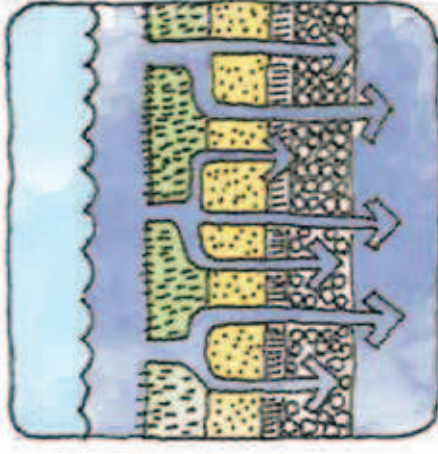
In order for these benefits to be realised in the most effective and efficient manner, both in terms of cost and time, it is important that SuDS are considered from the outset and designed strategically to be integrated in new developments. Consideration for easy access and maintenance will ensure a high level of design can be maintained throughout the scheme's lifetime.

1.15 SuDS have a number of benefits:



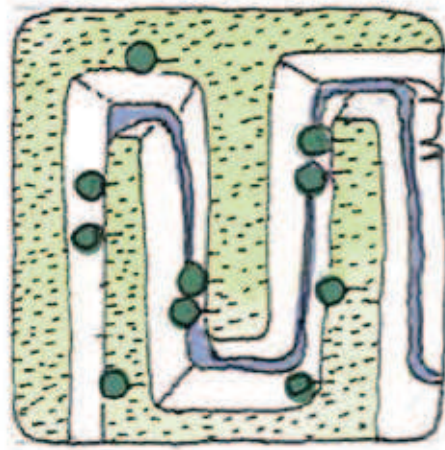
A) Infiltration

Enables groundwater recharge where possible, and slows conveyance to the nearest watercourse at a “greenfield” runoff rate – the pre-development rate and volume of surface water runoff



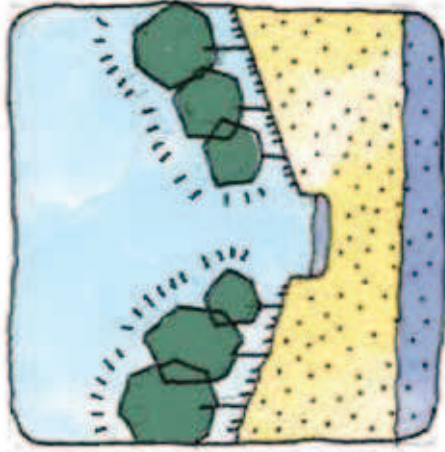
B) Filtration

Removes pollutants such as metals, hydrocarbons, and nutrients from roads, car parks, and agricultural land



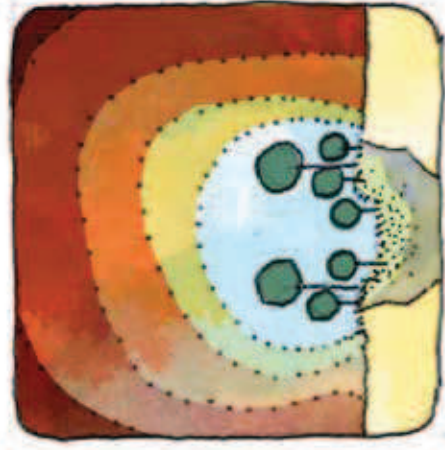
C) Attenuation

Naturally vegetated SuDS also help to attenuate and convey water slowly, reducing soil erosion and mitigating flood risk



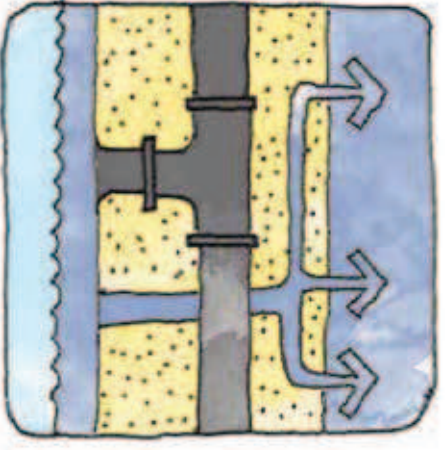
D) Carbon sequestration

Naturally vegetated SuDS can also sequester carbon in the atmosphere as they grow



E) Thermal control

Green infrastructure is known to reduce the temperature of the immediately surrounding environment by increasing evapotranspiration. The changing climate will mean this becomes increasingly important.



F) Reduced pressure on infrastructure

Reducing the amount of surface water runoff sewer infrastructure handles provides headroom for the sewer system to manage wastewater, reducing the potential for combined sewer overflows.

APPROVAL AND ADOPTION PROCESS

2

THE APPROVAL PROCESS

This section details the approval and adoption process that Central Bedfordshire Council (in its role as a SuDS Approval Body, and Local Planning Authority) will follow. Information about Central Bedfordshire Council's approach to approval and adoption of SuDS in the interim period before taking on the SuDS Approval Body role is detailed in section 2.1.

With the passage of the FWMA (2010), any development which could have an impact on the existing drainage infrastructure will require SAB approval. The SuDS approval process will differ depending on whether planning permission is also required, or if it is permitted development. The two different processes are outlined in Figures 1 & 2.

The aim of this section is to detail the steps developers and designers will need to undertake meet the National Standards in the Central Bedfordshire context; enabling their schemes to be approved and adopted. When considered along with the local requirements outlined in section 3, this document should be a valuable resource in simplifying the design process.

2.1 Interim Period

There will be an interim period between the adoption of this guidance and the time when Central Bedfordshire Council takes on the SuDS Approval Body role. In this period, we will expect the design of SuDS to comply with the local requirements set out in Chapter 3 of this guidance, and design SuDS to consider local nuance, as described on Chapter 4, as these requirements and principles relate to adopted local planning policies. This will be assessed as part of the planning application process.

There may also be instances where Central Bedfordshire Council will be able to adopt the SuDS. For developments where the Council is intended to adopt the green spaces that are part of the development, and where the SuDS are designed to be an integral part of the greenspace network, the Council would consider adopting the SuDS as part of the greenspace adoption. In these instances, the SuDS should be designed to demonstrably meet the drainage performance requirements described by Defra in their National Standards for Sustainable Drainage, and the design and drainage requirements explained in the SuDS Manual (CIRIA c697, 2007, or as updated), as well as the local requirements and design considerations

detailed in this guidance. Funding for the maintenance and management of the SuDS would need to be negotiated and agreed as part of the package of funding for the greenspaces, and agreed through the planning application process.

2.2 Planning Application and Drainage Application

All construction and development requiring planning permission will need collaboration between planners and the SAB to ensure both planning application and drainage application are managed in an efficient and timely manner. As a unitary authority, Central Bedfordshire benefits from having planners and the forthcoming SAB operating within the same authority – this should make communication and collaboration more efficient than for two-tier authorities.

At the Full or Reserved Matters planning application stage, the developer will submit both the planning application and the drainage application to the planning department. The planning department will then submit the drainage application the SAB with any relevant documents and context-relevant information. Should the SAB require additional information, this request should

be made of the developer in parallel with any clarifications the planning department needs.

The drainage application should not delay the process – as such, the SAB is given 12 weeks to determine the drainage application for all major developments, and 7 weeks for all other applications. The SAB is then to submit their determination and any drainage-related conditions to the planning department to be included in the planning permission. In the case where planning permission is granted, but drainage application is rejected, the drainage application will need to be re-submitted to a satisfactory level (as determined by the SAB) before full planning permission can be granted.

The relationship between the two parties, the developer and the statutory consultees is outlined in the Figure 3. If the development seeks outline planning permission, SuDS approval is not required at this stage; however, ensuring the developer provides the planning department with a concept SuDS strategy for the site to be passed to the SAB to make any necessary representations.

2.3 Drainage Application: Planning Permission Required

Designing and implementing the most effective SuDS schemes requires involving a variety of relevant professionals from the beginning of the masterplanning process. Consulting with the SAB, statutory and non-statutory consultees during pre-application stage will make the process more efficient at the Full and Reserved Matters Application stage. Figure 1 outlines the process diagrammatically. Each stage of the application process is detailed below.

Stage 1: Masterplanning

For larger developments a masterplan is often necessary. At this stage, the developer or landowner should consult with the SAB to understand drainage requirements their development needs to consider. The SAB will provide high level design considerations, and notify them of any relevant by-laws and consultees which should be included in the design process. It is at this stage that SuDS layout should be determined – the design team should design the site around natural flow routes, considering topography, geology,



This image of a sewer overflow is the result of overstressed water infrastructure. One advantage of SuDS is their ability to remove surface water runoff from the sewer system, improving its capacity for managing wastewater.

and greenspace to ensure the design is safer, mitigating flood risk in the process. Seeking advice from the SAB and relevant experts from the earliest stages of the masterplanning process will create a better functioning drainage scheme, and reduce the need for costly alterations to the masterplan at later stages. Considering SuDS at this stage also provides an opportunity for SuDS to be inform and enhance the site design, enabling developers to maximise the financial benefits that SuDS can provide in the process.

Stage 2: Pre-application

Consultations undertaken at this stage will reduce the time and cost of doing so in later stages. During the pre-application stage, it is advisable for the developer to share the drainage scheme's conceptual design with the SAB, planning department, and any relevant statutory consultees.

INFORMATION REQUIRED AT MASTERPLANNING AND PRE-APPLICATION

During the pre-application and masterplanning stage, the SAB will provide general guidance and may respond to any specific questions. While there is no submission at this stage, the developer should consult with relevant consultees and review pertinent documents such as Flood Risk Assessments and underlying geology maps. Doing so at this stage could avoid costly masterplan changes later.

Stage 3: Outline Planning Application

When an outline planning application is to be submitted, the developer should include a concept SuDS strategy with the planning application. The concept SuDS strategy should include basic design information which demonstrates that SuDS design has been intelligently considered and incorporated into the overall masterplan.

The planning department will need to forward the Drainage Application to the SAB who will need to make representations to the planning department before planning permission can be granted. If the developer has not yet consulted the relevant statutory consultees, this is the time for the SAB to recommend which ones the developer should contact. If statutory consultees are not also planning application consultees, they should provide comments through the SAB.

INFORMATION REQUIRED AT OUTLINE APPLICATION STAGE

At outline application stage, the developer will need to describe how SuDS have been accommodated in the site's concept design. The documentation should be considered under three different headings: site assessment, SuDS design, and processes and timings.

SITE ASSESSMENT

- Site drainage patterns – An examination of the current and previous drainage patterns on the site and surrounding sites needs to demonstrate that drainage proposals do not impair the existing drainage system, and mitigates any existing flood risk.
- Infiltration assessment – Following an initial site investigation, soil types and geology should be assessed for infiltration potential. Infiltration tests should be conducted on site, and test for: constraints to be considered prior to planning infiltration SuDS; drainage rate of the ground; ground stability, particularly after water has been absorbed; and groundwater quality after infiltration. Seasonal variations in groundwater levels

should also be examined. One of the best resources to consult for assessing infiltration is the British Geological Survey (bgs.ac.uk).

SUDS DESIGN

- Concept surface water runoff management strategy, including; rationale for the SuDS selected and their layout and indicative sizing within the site.
- Feasibility of SuDS should be considered: Indicative runoff rates and attenuation volumes over the development's lifetime
- Consideration for how the SuDS scheme integrates with the existing landscape design
- Expected source control measures

PROCESS AND TIMING

- Development phasing: For larger sites, the development's phasing plan and its impact on delivery of the SuDS scheme
- Explanation of how land use decisions will impact drainage
- Any records of relevant consultations with statutory and non-statutory consultees



Stage 4: Full or Reserved Matters Planning Application

Assuming the previous stages have been completed as recommended above, this stage should be streamlined. The developer submits the Drainage Application with the Full/Reserved Matters Application to the planning department. The submission should address how the Drainage Application complies with the National Standards as well as the Local Requirements. As with the outline planning application, the planning department will receive the Drainage Application and pass it to the SAB. The SAB will be responsible for passing the Drainage Application to any relevant statutory consultees. The SAB will have 12 weeks to determine the Application for all major developments (10 or more dwellings), and 7 weeks for all other applications. Within the SAB's timeline, the statutory consultees will be given 3 weeks to respond to matters concerning the Application. The SAB can review the Drainage Application at the same time as the statutory consultees' own review process to streamline the process.

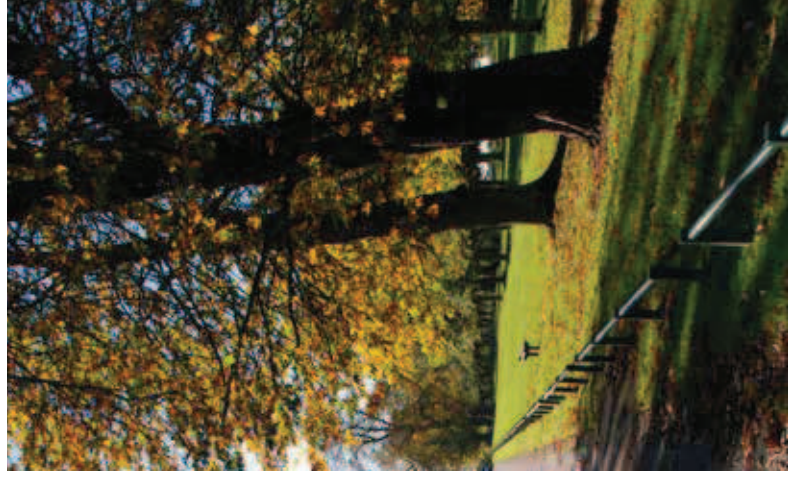
INFORMATION REQUIRED AT FULL PLANNING APPLICATION/ RESERVED MATTERS APPLICATION

As outlined in the CIRIA SuDS Manual (2007), the following information will be required as part of the Drainage Application submission to the SAB:

- Drainage layout: the types of SuDS to be incorporated, as well as their layout, and land take
- Landscape integration strategy: How the SuDS scheme will integrate with the existing landscape. This should also detail if there is any publicly accessible open space, and if the SuDS will provide habitat or other social enhancement. The planting scheme around SuDS features should work to improve the integrity of the storage design.
- Details of how surface water will be managed during the development's construction phase
- SuDS design statement, including which SuDS will be incorporated and any relevant discharge points. This should also consider how the drainage design will manage water

- quality, attenuation, and discharge quantity in-line with SuDS best practices.
- Runoff calculations: A comparison of the runoff rate before and after construction. The comparison should demonstrate that the development results in no increase in flood risk and where possible should reduce the risk of flooding. As well as any Central Bedfordshire by-laws, or discharge rates specified by the Environment Agency or IDBs should be demonstrated.
- Overland flow paths: Indication of natural overland flow routes and protection plan for properties at risk of flooding.
- Flow control: If runoff is being discharged off-site, flow control should be given and design detailed.
- Maintenance: Outline which body is responsible for testing and maintaining the drainage proposals
- Soil porosity tests: To be completed at the location of any SuDS with consideration given to proximity of winter water table
- Wet weather flows: Provisions made for drainage during large storm events, including protection for SuDS

- Confirmation of land ownership: of all land required for drainage
- Foul drainage proposals: with relevant routes and interaction with SuDS
- Any records of relevant consultations with statutory and non-statutory consultees.





- SuDS Management Plan: This should be prepared in conjunction with any required landscape and ecology management plans. It should provide:
 - Statement outlining management goals and required maintenance
 - Maintenance schedule and tools required
 - Site plan, including access points and outfalls
 - Phasing plan: A plan will be required for developments which will be delivered in phases. For smaller developments a plan for each development plot, which shows the allocated storage volume and discharge rate given to that plot as part of the wider SuDS strategy.

ADDITIONAL REQUIREMENTS TO BE INCLUDED IF RELEVANT, OR AT THE SAB'S REQUEST:

- Consideration of future development
- Consideration for safety and how it has been incorporated in SuDS design
- Treatment volume calculation and demonstration of its adequacy
- Impact of development on groundwater, including pollution and contamination risks
- Additional treatment for SuDS schemes discharging to sensitive receiving bodies of water
- Ecological assessments to determine impact on biodiversity. Reference should be made to designated sites, protected species, priority species & habitats, and local Biodiversity Action Plans
- Demonstration of best practice with respect to ecology, including protecting and enhancing

- habitats, and de-culverting waterways.
- Consideration for site relationship to surrounding water sources, including groundwater
- Details of site's previous uses and environmental impacts

Process of Planning Application

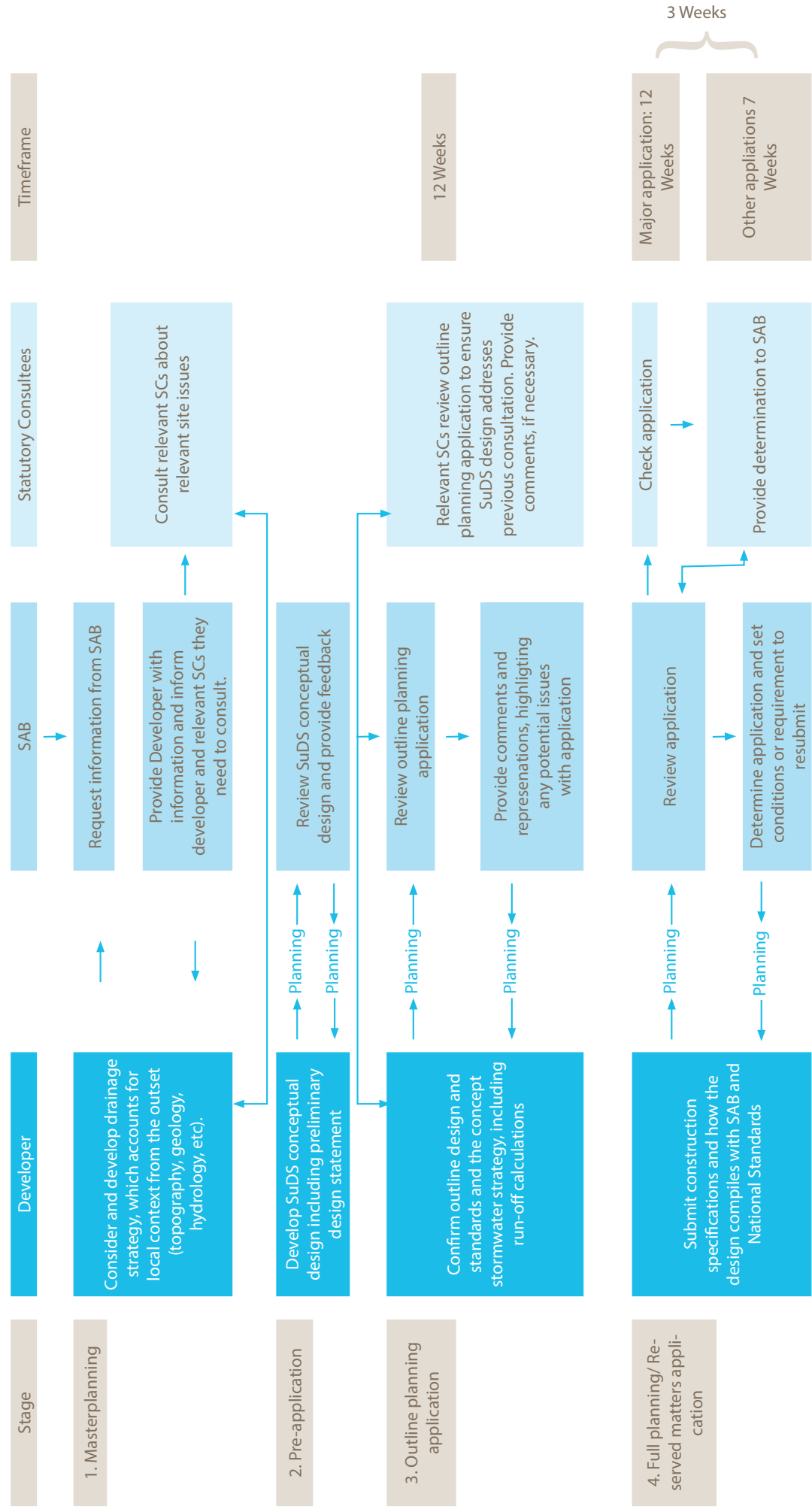


Fig. 1. SAB Approval Process when planning permission is required

2.4 Permitted Developments with Impact on Drainage

For developments which will have an impact on surface water drainage, but do not require planning permission (permitted developments) a Drainage Application must be submitted to the SAB. Without a planning application, there is a simpler process, which has been outlined in Figure 2.

In this simplified process, there is only a pre-application and an application phase. The planning department is not involved, and the developer or land owner communicates directly with the owner. In pre-application, the developer or land owner will consult with the SAB and any relevant statutory consultees. During application phase, the developer or land owner will submit the Drainage Application to the SAB, and the SAB will forward the application on to relevant statutory consultees. The application will be determined based on satisfying the National Standards, Local Requirements, and any relevant statutory consultees' requirements.

Information required to be submitted with a free-standing drainage application is the same as information required at full/reserved matters applications. See the previous section for details.



Approval Process with Permitted Development

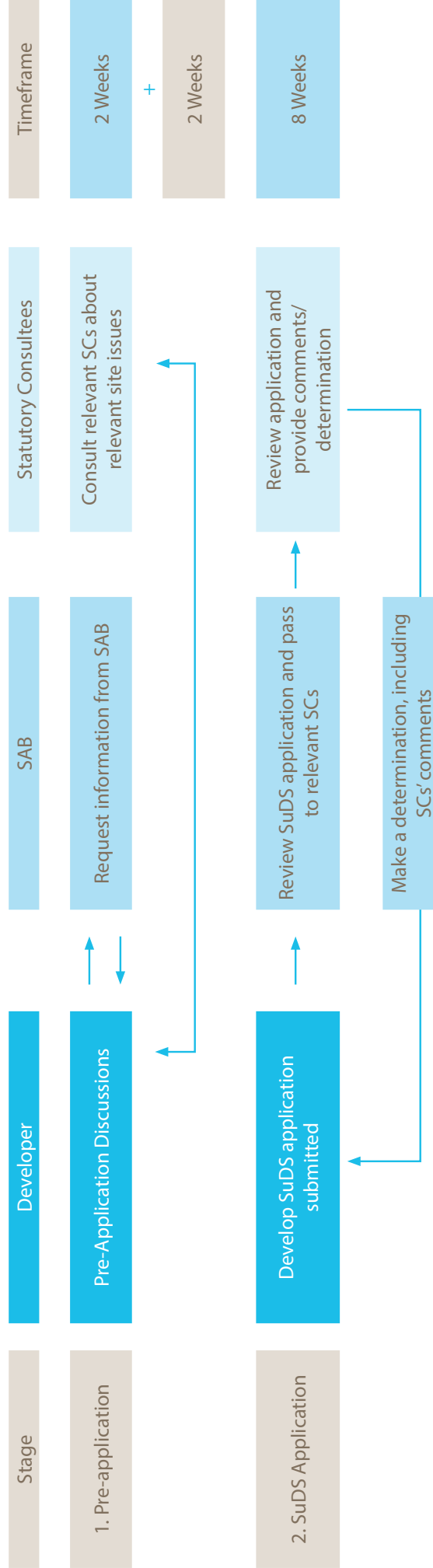


Fig. 2. SAB Approval process with permitted development

2.5 Statutory Consultees

The Flood and Water Management Act (2010) and the SuDS National Standards detail when various statutory consultees should be consulted. Figure 3, found to the right, outlines this.

For any Drainage Application believed to impact on these bodies, it is incumbent on the SAB to consult with the relevant statutory consultees. The SAB should also consider the proposed drainage scheme's impact on adjacent sites. This may require consulting with the planning department or other statutory or non-statutory consultees.

Statutory consultees are only required to be consulted during the formal application stage. However, by involving them from the earliest stages of the planning process, developers can avoid delays and unnecessary charges. The result is likely to be a better functioning, more aesthetically pleasing design.

2.6 Non-Statutory Consultees

Non-statutory consultees are those organisations not included in the National Standards, but whom the SuDS scheme is likely to impact on, or who may want to adopt and maintain the SuDS features. For example, The Wildlife Trust might need to be consulted if there are habitat, or other significant ecological implications. Similarly, while permission from the planning department is not necessary for permitted development, consulting them may still be appropriate.

As they are not required to be consulted, it is up to the SAB to recommend relevant consultees to the developer/ landowner. It will be up to the SAB to include non-statutory consultees' comments in their own representations/ determinations.

| Statutory Consultees | When to consult |
|-------------------------|---|
| Internal Drainage Board | If the drainage system will discharge directly or indirectly into a watercourse within the board's district |
| Canal and Rivers Trust | If the drainage system may affect the discharge of water into or under a waterway managed by them |
| Environment Agency | If the proposed SuDS scheme will discharge any water into a watercourse |
| Highways Authority | If the proposed SuDS scheme will impact on any adopted public highways or discharge surface water into highway authority drainage systems |
| Sewerage Undertaker | If the proposed SuDS scheme is connected to their network |

Fig. 3. When to consult Statutory consultees

2.7 SAB Determination

Once the SAB has received the Drainage Application, they will check to ensure that all required documentation has been included. Once they have determined that all documents have been completed sufficiently, the SAB will notify the planning department, who will then notify the developer. At this point, the review process will begin.

At the beginning of the review process the SAB will contact the relevant statutory consultees. Given the number of bodies involved in the process – developer, SAB, planning department, and numerous statutory and non-statutory consultees – communication is of primary importance.

The Drainage Application will be determined based on the National Standards, the local requirements outlined in this document, and any relevant by-laws from the Environment Agency, IDBs, or Central Bedfordshire Council. As part of the determination, the SAB will make a site visit to ensure the SuDS scheme considers the

site character and drainage. Once the SAB has made its determination, it will notify the planning department, who will then notify the developer.

The Flood and Water Management Act (2010) grants the SAB with the power to approve applications subject to conditions, such as modification of proposed drainage, payment of non-performance bond, inspections during and after construction, and any required fees paid to the unitary authority to determine the application.

2.8 What SuDS will the SAB Adopt?

The SAB is required to adopt all SuDS schemes that meet the National Standards, as well as any relevant local requirements outlined in this guidance. The SAB will adopt all SuDS serving more than one property. However, the SAB may still adopt SuDS that the National Standards do not require them to adopt, such as ‘orphan’ SuDS or SuDS that only serve individual properties at their discretion.

The SAB is the organisation responsible for adopting SuDS in Central Bedfordshire; however, in some instances, other organisations will be responsible for adoption. For developments incorporating SuDS that the SAB does not adopt, a third party will need to be secured to adopt and maintain them (see Figure 4). The SAB may provide guidance to developers looking to source an appropriate body for SuDS adoption and maintenance. If a third party wishes to adopt a SuDS scheme, a legal agreement tied to the title of the property will need to be agreed to with the SAB and the SAB should be informed of the third party during the pre-application stage of the Drainage Application.

The SAB will not adopt SuDS on single properties and public roads. In compliance with the National Standards, the Highways Authority will adopt all SuDS within the adopted public highway, including all above ground SuDS. Developers will need to secure a third party adoption body to operate and maintain SuDS on single property developments, such as school campuses, hospitals, and commercial or office buildings.

With respect to mineral extraction and landfill developments, they would not normally require SAB approval and adoption if they do not involve construction work in connection with or in preparation for the creation of a building or other structure. The SAB is not required to adopt any SuDS serving minerals and waste development which is designed only to provide drainage for a single property.

SIGNPOST:

Bedford Borough, Central Bedfordshire and Luton Borough Councils Minerals and Waste Local Plan: Strategic Sites and Policies (January 2014)
<http://www.centralbedfordshire.gov.uk/planning/minerals-and-waste/development-framework.aspx>



Fig.4: SuDS Features the SAB may adopt

2.9 Requirements for SAB Adoptions

Before the SAB will adopt a SuDS scheme, it will need to confirm that its design and construction has been completed in line with SAB-approved scheme. Therefore, the developer will need to allow the SAB to conduct site visits throughout the construction process. Once the Drainage Application is approved, the developer will be required to submit a detailed programme of construction to the SAB. After construction is complete, a verification report, which includes detailed evidence of the construction phase being completed to the approved design is required. In case the SuDS do not meet the design specification, a non-performance bond must be provided. Details regarding what is required pre and post construction are outlined below.

Prior to commencing construction the developer will be required to submit a programme of construction to the SAB. This will detail the following items:

- Construction time, and expected completion date
- Temporary drainage measure during construction

- The site manage during site construction
- Access points for SAB inspections
- Consideration and assessment of health and safety

Once construction of the SuDS scheme has been completed a verification report, which details the construction process, will be needed. The report will need to include:

- Photographs of excavations, confirmation of soil conditions and levels, profiles and general earthworks
- Photographs and manufacturers' details of inlets, outlets and any control structures associated with any feature to be adopted
- Sources of topsoil (with appropriate certificates)
- List of plants and confirmation of sources, planting method statement, and initial maintenance requirements
- Confirmation of subsoil and topsoil respective depths
- Confirmation of gravel fill specification and sources, installation method statement of filter drains
- Test certificates of membrane liners used. Membranes are required to have welded joints and be inspected after

installation.

- Photographs of the SuDS features both before and after planting
- 'As constructed' drawings including flow control structures and any associated chambers and outfalls. A topographical survey of the 'as constructed' feature should also be included
- The initial maintenance schedule

Verifying that the SuDS operate as designed will require a maintenance period of one year after completion of the entire development. As per the National Standards, within this year, the non-performance bond may be used to cover any adjustments based on the performance of the SuDS scheme. At the end of the year there will be a final inspection. The non-performance bond may also be used to cover any repairs required as a result of the final inspection.

If the SuDS system does not function as designed, or does not meet adoption requirements, the SAB reserves the right to decline adoption.



2.10 Request for Adoption

Following the initial year, the developer may submit a request to the SAB to adopt the scheme. The SAB must then determine whether it will adopt the scheme within 8 weeks. A formal request for adoption will require the developer to provide the SAB with:

- Location, type of SuDS, and design specifications
- Roles and responsibilities for each organisation related to the SuDS scheme
- Previous and future maintenance records
- Manufacturer's guides

2.11 Post-Adoption

As per the National Standards, the SAB is required to register all adopted SuDS as flood risk structure and feature within 28 days of adoption. Designating SuDS as such means they cannot be altered, replaced, or moved without consent from the relevant authority. SuDS along public roads will need to be designated as having "special engineering difficulties" as per the New Roads and Street Works Act.

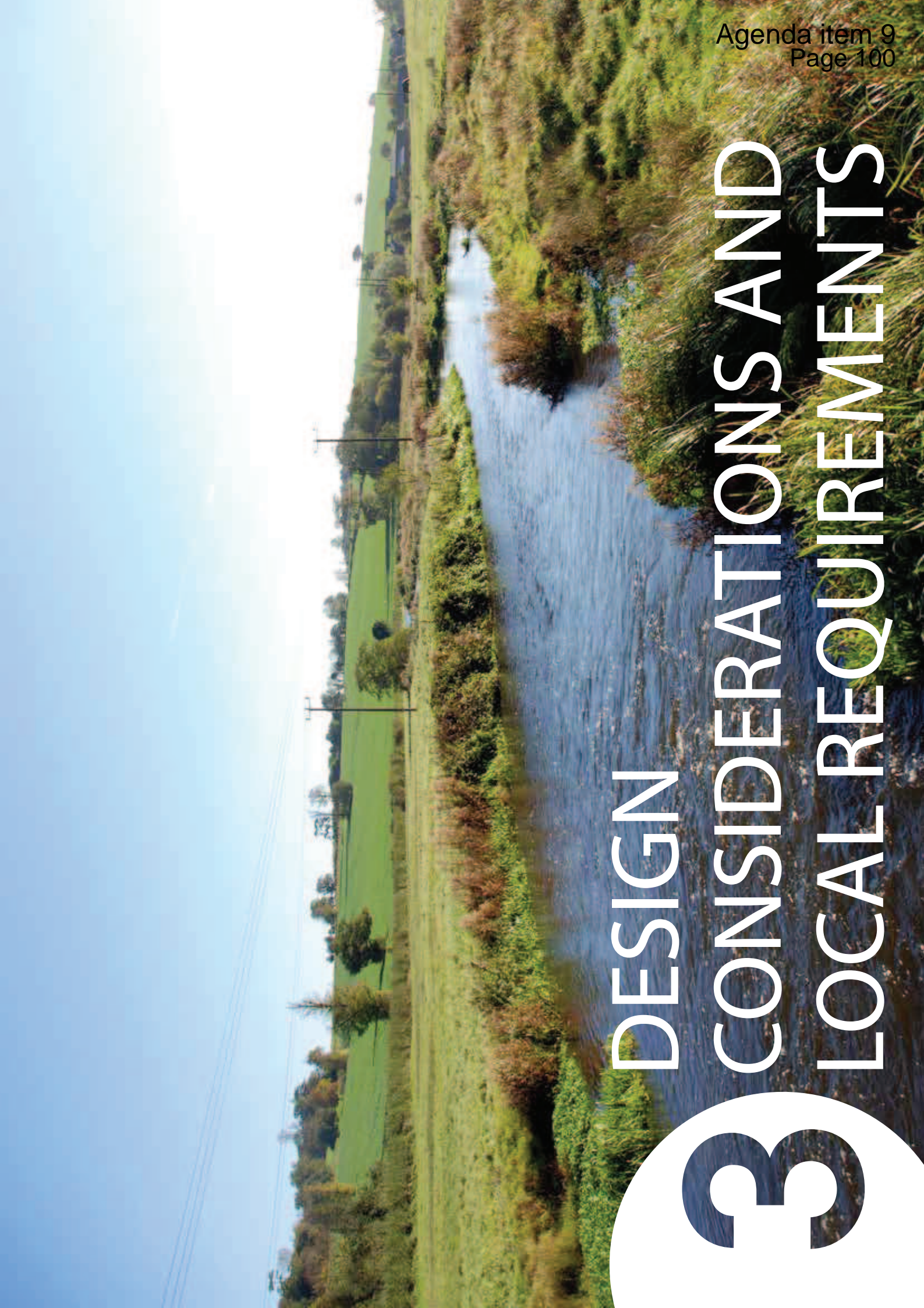
Following registration, the scheme should be included in a SuDS asset management system. Central Bedfordshire should maintain a database of local SuDS scheme they have adopted, including GIS layers, and maintenance regimes. The SAB will also need to organise maintenance responsibilities, which they may undertake in-house, or outsource the responsibility to a private third party. Should the SAB elect to outsource maintenance, it is important to note they are still ultimately responsible for SuDS it adopts.

Engaging with the community is an important component of SuDS maintenance. When designed effectively, residents should be able to notice if the scheme is not working as it should. Sign posting to notify residents how a SuDS feature should operate can help mitigate health and safety concerns, and serve to educate them in the process.



DESIGN CONSIDERATIONS AND LOCAL REQUIREMENTS

3



DESIGN CONSIDERATIONS

The National Standards outline national requirements for SuDS designs, and provide top tier authorities with the ability to apply more stringent local SuDS requirements to ensure developments respond to the local context. This section sets forth local requirements for SuDS design in all developments in Central Bedfordshire and addresses common site challenges for SuDS. The next section, Considering Local Nuance: Development of Local SuDS Zones, outlines guidance for SuDS design based on the geographic location of the development.

In general, intelligent SuDS design will apply the following elements:

- Designs should be inspiring, engaging and educational, aid people’s well being and quality of life, while improving the aesthetic appeal and value of an area.
- All flow control structures should be simple and easily maintained
- Minimal use of sub-surface linking features. Where necessary, they should be simple uncomplicated and easily maintainable structures

The importance of designing SuDS with ease of access and maintenance in mind cannot be understated. This image to the right presents thoughtfully designed access, which facilitates ease of maintenance.



For more information on detailed SuDS design guidelines, SuDS designers should reference The SuDS Manual (CIRIA C697).











SIGNPOST:
 CIRIA SuDS Manual
<http://www.ciria.org/SERVICE/Home/core/orders/product.aspx?catid=2&prodid=155>.



This image shows adequate access to effectively maintain SuDS features.

There are a number of SuDS features which can be incorporated in any drainage scheme. Features should be selected based on local context, and how the features fit into the wider management train. As runoff should first be managed at source, features such as green roofs and rainwater harvesting can be implemented on individual buildings. Bioretention areas and wetlands, on the other hand, are better suited to managing communal surface water runoff, while SuDS such as swales and permeable paving may be used to convey water between the two different scales. The table below outlines the various SuDS features with a description, and the associated area required.

| | Description | Setting | Required area |
|---|--|--|---|
|  Green roofs | A planted soil layer is constructed on the roof of a building to create a living surface. Water is stored in the soil layer and absorbed by vegetation. |  Building | Building integrated. |
|  Rainwater harvesting | Rainwater is collected from the roof of a building or from other paved surfaces and stored in an overground or underground tank for treatment and reuse locally. Water could be used for toilet flushing and irrigation. |  Building | Water storage (underground or above ground). |
|  Soakaway | A soakaway is designed to allow water to quickly soak into permeable layers of soil. Constructed like a dry well, an underground pit is dug filled with gravel or rubble. Water can be piped to a soakaway where it will be stored and allowed to gradually seep into the ground. |  Open space | Dependant on runoff volumes and soils. |
|  Filter Strip | Filter strips are grassed or planted areas that runoff is allowed to run across to promote infiltration and cleansing. |  Open space | Minimum length 5 metres. |
|  Permeable paving | Paving which allows water to soak through. Can be in the form of paving blocks with gaps between solid blocks or porous paving where water filters through the block itself. Water can be stored in the sub-base beneath or allowed to infiltrate into ground below. |  Street/open space | Can typically drain double its area. |
|  Bioretention area | A vegetated area with gravel and sand layers below designed to channel, filter and cleanse water vertically. Water can infiltrate into the ground below or drain to a perforated pipe and be conveyed elsewhere. Bioretention systems can be integrated with tree-pits or gardens. |  Street/open space | Typically surface area is 5-10% of drained area with storage below. |

| | Description | Setting | Required area |
|--|---|--|---|
|  <p>Swale</p> | <p>Swales are vegetated shallow depressions designed to convey and filter water. These can be 'wet' where water gathers above the surface, or 'dry' where water gathers in a gravel layer beneath. Can be lined or unlined to allow infiltration.</p> |  <p>Street/open space</p> | <p>Account for width to allow safe maintenance typically 2-3 metres wide.</p> |
|  <p>Hardscape storage</p> | <p>Hardscape water features can be used to store run-off above ground within a constructed container. Storage features can be integrated into public realm areas with a more urban character.</p> |  <p>Open space</p> | <p>Could be above or below ground and sized to storage need.</p> |
|  <p>Pond / Basin</p> | <p>Ponds can be used to store and treat water. 'Wet' ponds have a constant body of water and run-off is additional, while 'dry' ponds are empty during periods without rainfall. Ponds can be designed to allow infiltration into the ground or to store water for a period of time before discharge.</p> |  <p>Open space</p> | <p>Dependant on runoff volumes and soils.</p> |
|  <p>Wetland</p> | <p>Wetlands are shallow vegetated water bodies with a varying water level. Specially selected plant species are used to filter water. Water flows horizontally and is gradually treated before being discharged. Wetlands can be integrated with a natural or hardscape environment.</p> |  <p>Open space</p> | <p>Typically 5-15% of drainage area to provide good treatment.</p> |
|  <p>Underground storage</p> | <p>Water can be stored in tanks, gravel or plastic crates beneath the ground to provide attenuation. This feature, however, does not provide the wider benefits that other green SuDS do, and should be viewed as a secondary option.</p> |  <p>Open space</p> | <p>Dependant on runoff volumes and soils.</p> |

3.1 The SuDS Design Team

Before the SuDS design process can begin, it is critical that the correct experts are part of the design. Not only will including the right experts result in a more intelligent design, it will also save costs in the long-run by integrating SuDS from the beginning. In Central Bedfordshire, the relevant experts who should be included as part of the developer's design team are:

- Drainage engineers
- Land developers
- Ecologists
- Town planners
- Urban designers
- Architects
- Landscape architects
- Highways engineers

Co-ordinating all of these people will require collaboration and effective communication. Ensuring team members remain engaged throughout the process is key to an effective SuDS scheme.



3.2 SuDS Local Requirements

SuDS design can define a community. Delivering SuDS effectively in Central Bedfordshire will need to adhere to the local requirements outlined here. These local requirements have been tailored to Central Bedfordshire, and aim to ensure that SuDS are designed to function optimally and improve the character of the surrounding landscape.

Importantly, the local requirements have been developed with a keen eye on the local planning policies, which support the wider benefits SuDS can deliver. The draft Development Strategy for Central Bedfordshire Council has been through public consultation. Previously adopted Core Strategies for Central Bedfordshire – formerly known as Mid and South Bedfordshire – contain the existing policies.

The local requirements within this section will help to ensure new developments meet these wider policies requirements. The policies overleaf support the list of local requirements, which have been created to help ensure developments have an easier time meeting local expectations. It should be noted that each local requirement is considered equally

important to the delivery of effective SuDS schemes in Central Bedfordshire. Additional surface water management information relating to development can be found in the Marston Vale Surface Waters Plan.

The policies in the table, “Relevant SuDS Policies”, on the following page have been labelled ‘a’ through ‘e’. These labels are included in all ten local requirements to indicate the most relevant policy areas for each.

SIGNPOST:

Marston Vale Surface Waters Plan (2002)
http://www.centralbedfordshire.gov.uk/Images/The%20Surface%20Waters%20Plan_tcm6-13659.pdf

- 1 Plan in SuDs from the start
- 2 Replicate natural drainage
- 3 Water re-use first
- 4 Enhance biodiversity
- 5 Focus on multi-functional uses
- 6 Minimise carbon and waste in SuDs
- 7 Design for easy access and maintenance
- 8 Linked design through every scale
- 9 Place making through SuDs design
- 10 Reduce reliance on pipes and pumps

RELEVANT SUDS PLANNING POLICIES

| Policy | Subject | Explanation | Policy Requirements |
|----------|--|---|---|
| a | Climate Change mitigation and adaptation | Focusing on increasing carbon sequestration, improving water efficiency and drainage. It also focuses on incorporating vegetated SuDS to prevent surface water flooding, and on water recycling measures where appropriate. | CBC draft development strategy Policy 48; Mid-Bedfordshire policy CS13; South Bedfordshire policy CS12. |
| b | Green infrastructure and ecological enhancements | Restore and repair fragmented habitats to created functional green corridors. | CBC draft development policies 56 and 57; Mid Bedfordshire CS18, CS17; South Bedfordshire policy CS10. |
| c | Managing water quality and flood risk | Improve the ecological quality of water bodies and produce an overall positive impact on the water environment | CBC draft development strategy policy 49; South Bedfordshire policy CS12; |
| d | Landscape character | There is a focus on conserving and enhancing existing landscape character and local distinctiveness as per Central Bedfordshire's landscape character assessment | CBC draft development strategy policy 58; Mid Bedfordshire policy CS16 |
| e | Open space for healthy and sustainable communities | Policies targeted at improving the quantity, quality and access to open space will enhance opportunities for recreation and general well-being. | CBC draft development strategy policies 22 and 41; Mid Bedfordshire policy CS3; South Bedfordshire policy CS7 |

SIGNPOST:

Development Strategy for Central Bedfordshire (pre submission) January 2013.
http://www.centralbedfordshire.gov.uk/Images/Development%20Strategy%20publication%20January%202013%20070113_tcm6-39267.pdf##False

Mid Bedfordshire Core Strategy and Development Management Policies, November 2009
http://www.centralbedfordshire.gov.uk/Images/CSDM%20Policies%20Adopted%20Nov%202009%20tagged_tcm6-21001.pdf##False

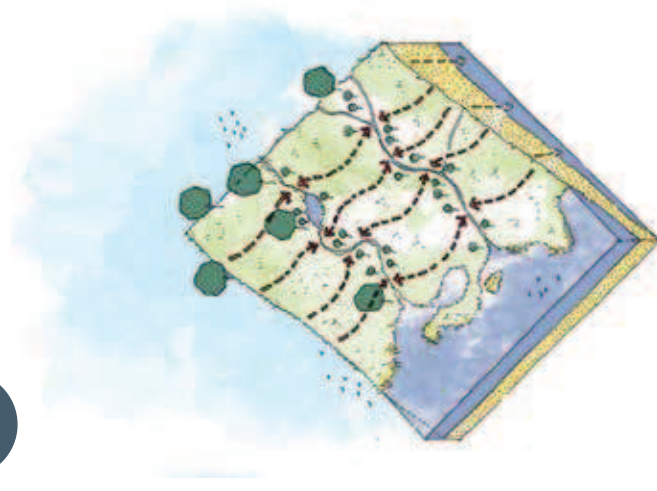
Luton and Southern Central Bedfordshire Core Strategy (pre-submission), November 2010 http://www.centralbedfordshire.gov.uk/Images/JCS1LutonandsouthernCentralBedsCoreStratPre-SubNov2010_000_tcm6-48032.pdf##False



1. Plan in SuDS from the start

Ensuring that SuDS are considered and incorporated early in site design will avoid costs associated with attempting to shoehorn drainage plans in at a later stage in the masterplanning process. This is also essential if the potential benefits are to be maximized. Considering SuDS and drainage from the outset ensures that built up areas are designed to be outside of potential flood risk zones and natural flow routes, and open spaces can be designed to accommodate exceedance flow routes during extreme weather events. By including SuDS from the beginning the drainage system can perform more effectively and will remove the risk of having to retrofit post-construction which is less effective, less efficient and more expensive.

One of the additional benefits of planning SuDS from the beginning of the process is the opportunity to engage the community and garner their support. Including the community from the outset ensures citizens can learn about how SuDS operate, their potential for flood risk mitigation, and also addresses the community's priorities and concerns. Ultimately, this increases the likelihood of achieving the community's buy-in and designing SuDS which maximises benefits for all parties involved.



Most Relevant Policy areas:



Examine site topography and geology

The goal is to replicate natural drainage and processes. The first step is to identify key natural flow paths, existing water bodies and potential infiltration areas to understand where opportunities and constraints exist.

Create a spatial framework for SuDS

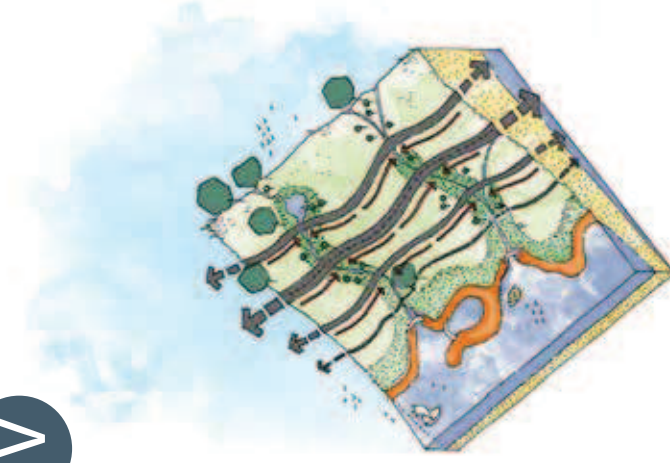
Minimise runoff by maximising permeable surfaces. Consider likely spatial requirements for SuDS on-site based on the character of the development and proposed degree of source control. Natural flow paths and opportunities for infiltration or storage areas should inform the development's layout.

III



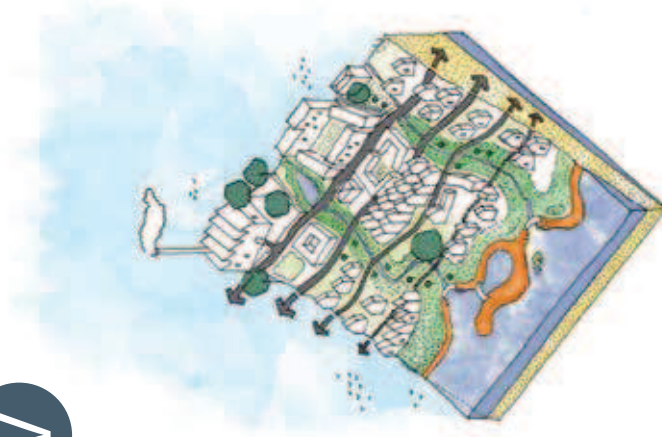
Look for multi-functional spaces
Consider how SuDS features can incorporate green infrastructure, open space and public realm areas to create multi-functional spaces. SuDS can be designed to be assets with valuable amenity and ecological features.

IV



Integrate the street network with SuDS
Structure the street network to complement and manage flow pathways, with SuDS features integrated into street cross-sections. SuDS should be used to enhance the streetscape providing amenity as well as multi-functional benefits, integrating SuDS with other street features such as tree plantings, traffic calming, parking bays, verges and central reservations.

V



Cluster land uses to manage pollution
Land uses and the corresponding pollution risk will affect the number, size and type of SuDS selected. Potential polluters, such as industrial developments, should have their own isolated SuDS network. A series of SuDS features that will provide water treatment throughout the networks should be integrated, and respond to the level of pollution risk. Clustering should be considered alongside other mixed-use ambitions.

2. Replicate natural drainage

By mimicking natural drainage patterns, SuDS can be designed to work with the landscape rather than against it. By assessing the natural patterns that exist on the site, far more effective and cost-efficient designs can be developed. Controlling the surface water runoff at source through groundwater infiltration where appropriate and rainwater recycling measures will help to reduce the amount of surface water running off-site.

Runoff rates should always aim to match greenfield runoff rates to mitigate flood risk and maintain or improve the health of downstream waterways. Designing with natural drainage patterns in mind, where natural systems have been lost, is the best opportunity to restore natural drainage.

SIGNPOST:

Groundwater Protection Policy and Practice
<http://www.environment-agency.gov.uk/research/library/publications/14346.aspx>

Most Relevant Policy areas:



3. Water reuse first

Central Bedfordshire's 600mm of annual rainfall is half the UK average. Therefore, finding ways to increase supply is crucial, especially as water demand increases with population growth. Collecting and recycling rainwater and surface water runoff are both options which can be used for non-potable purposes, such as irrigation and toilet flushing. Rainwater can be collected from roofs and stored in water butts, or rainwater recycling systems. Surface water runoff can be collected from impermeable surfaces and treated using SuDS features before being used for non-potable purposes such as on site irrigation or to replace toilet flushing water.



Most Relevant Policy areas:



4. Enhance biodiversity

Part of the application of SuDS is the potential to promote local biodiversity through considered planting and habitat creation. Due to the vast variety of SuDS designs, the varieties of potential habitats that can be developed are equally vast, including larger wetland habitats as well as small vegetated areas. Assessments to determine local native

species will ensure that the correct species are introduced to an area. It is important that SuDS measures do not negatively impact on the existing biodiversity needs of an area, but instead they should enhance and strengthen it.

If biodiversity is determined to be a priority on site SuDS should be designed to function with little intrusive maintenance.

Most Relevant Policy areas:



SIGNPOST:

- Rebuilding biodiversity Vol. 1 and Vol. 2
http://www.bedscape.org.uk/BRMC/newsite/index.php?c=bedsife_rebuild
- Bedfordshire and Luton Biodiversity Recording and Monitoring Centre
http://www.bedscape.org.uk/BRMC/newsite/index.php?c=sites_bedscape
- RSPB and WWT Sustainable Drainage Systems, Maximising the Potential for People and Wildlife: A Guide for Local Authorities and Developers, 2012.
http://www.rspb.org.uk/images/SuDS_report_final_tcm9-338064.pdf



5. Focus on multi-functional uses

One of the main benefits of SuDS is their ability to deliver multiple benefits. Open spaces are a prime example, as they offer a place for ecology, recreation, and incorporation of sustainable drainage. When designed intelligently, SuDS can optimise all of these in a way which fits with the surrounding landscape. Examples include park areas which can be used as temporary flood storage during heavy rainfall events, and wetlands being used to deliver amenity value and habitat as well as water treatment.

While large open spaces are optimal, small spaces should also be sought to maximise benefits. Permeable paving in town squares can be used to improve the design quality of the space while increasing land permeability, and tree pits can improve amenity value while delivering flood mitigation opportunities.

Most Relevant Policy areas:

b e

6. Minimise carbon and waste in SuDS

Minimising the carbon consumption associated with SuDS building and operation – the embodied carbon – ties in with the need to design in a natural, environmentally sensitive manner. The construction of SuDS using large amounts of concrete or other materials, which inherently have high levels of carbon, is strongly discouraged. Reducing the need for water pumps, which use large amounts of energy, should also be avoided. Rather, SuDS should be constructed using vegetation, as its ability to sequester carbon as it grows makes it carbon positive.

The design of SuDS should consider the waste that will be produced through their maintenance, and maintenance schedules should be designed to prevent excess waste from accumulating. As much of the waste generated will be organic, it can be managed on-site. However, extra care should be taken on industrial sites as waste may be hazardous and will need to be disposed of off-site.

Most Relevant Policy areas:

a

7. Design for easy access and maintenance

It is important that post-construction access and maintenance are considered when designing SuDS. Ideally, this should be considered from the outset of the masterplanning process to reduce costs, improve maintenance access, and ensure a more intelligently designed SuDS scheme. In this respect, the Construction Design Management regulations should be followed for health and safety purposes. Understanding the individual responsible for maintenance can also improve design and access.

Easy maintenance also requires using hardy species, which take hold quickly. In amenity spaces it is important to design SuDS that also look pleasing. This can be achieved using a species mix tolerant of higher nutrient soils, including selection of acidic, neutral or calcareous grasses.

Most Relevant Policy areas:

b e



Most Relevant Policy areas:

c

8. Linked design through every scale

Individual SuDS features should not be considered in isolation, but instead as part of a wider network of drainage solutions. SuDS should be interconnected and should be designed with the wider context in mind. Minimising site runoff through source control measures such as permeable paving, green roofs, and water butts should be the first step. The relationship between neighbouring properties to manage water on a site-wide basis should be considered next. These features may include swales, wetlands, or large rain gardens which attenuate and treat surface water runoff. At the largest scale, regional measures such as retention ponds and larger wetlands can be considered.

Most Relevant Policy areas:



9. Place making through SuDS design.

One of the biggest advantages of SuDS over conventional drainage is its ability to improve the character of the surrounding area – using water to celebrate and animate the landscape rather than hide it in underground pipes. When considered in this way, SuDS can be used to enhance the public realm, create unique spaces, use water as public art, and deliver recreational spaces, all while providing all the functional benefits SuDS offer. This is especially the case when SuDS have been integrated into the designs from the beginning as part of a ‘water sensitive urban design’ approach. Considering SuDS from the outset also allows for an effective approach to construction design and management (CDM), which creates a safe environment while minimising the need for unsightly handrails and fences.

When designing an interactive water feature where there is potential for human contact, the upstream SuDS treatment train should be designed for adequate treatment. The design of SuDS should enhance and contribute to the surrounding landscape and built environment within which it operates. A landscape-led approach, which considers the wider ecosystem, will be important to creating functional ecological corridors,

ensuring permeability for wildlife through new developments. Plant selections can contribute to establishing more resilient ecosystem.

While ecology and the natural environment are important considerations, it is equally important to consider the built environment when designing SuDS for the urban context. A selection of hardscape materials, including concrete, brickwork, and paving may be more suitable in this context, and help to incorporate greenery in an urban-appropriate manner.

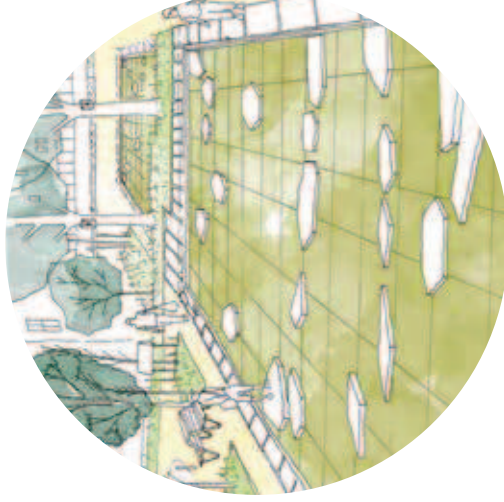
Most Relevant Policy areas:



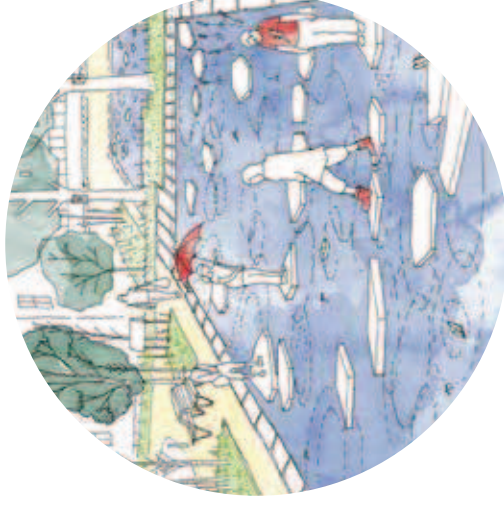
SIGN POSTING:

Central Bedfordshire Landscape
Character Assessment – Mid and
South Beds

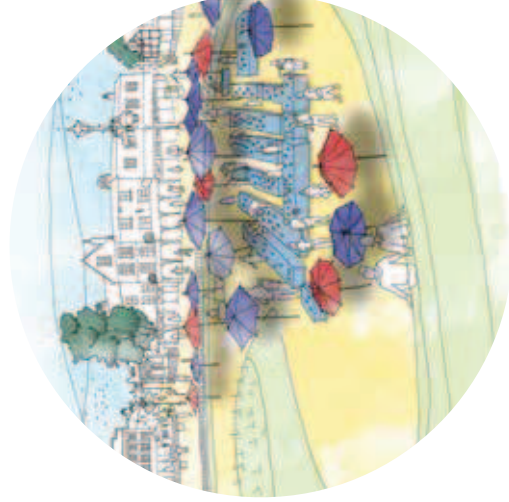
<http://www.centralbedfordshire.gov.uk/environment/natural-environment/natural-environment-landscape-character-assessment.aspx>



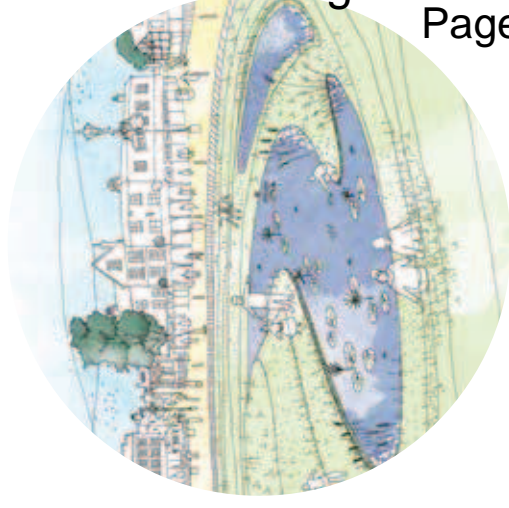
Public square: dry conditions



Public square: wet conditions



Open space: dry conditions



Open space: wet conditions

10. Reduce reliance on pipes and pumps

SuDS should be designed to retain and convey water on the surface as much as possible. This avoids unnecessary underground piping. In the clay, for areas of Central Bedfordshire which do not lend themselves to effective infiltration, avoiding the use of underground pipes and pumps and managing runoff on the surface has a number of benefits, such as: attenuating water, which reduces erosion and flash flood risk; improved filtration; fewer construction and maintenance costs; increased habits; community engagement and awareness; and easier detection of and blockages.

The scale with which systems of this type can be incorporated safely into urban areas include: roadside kerbs, swales and rills. These are effective features for collecting and conveying water to areas with better permeability, and they avoid the need to convey water in underground pipes.

Most Relevant Policy areas:



Site Challenges for Designing SuDS

Many sites have issues which can make SuDS schemes difficult to design and construct. However, SuDS can almost always be incorporated to respond to local site conditions if considered intelligently from early in the design process. The following are common site challenges, and the best practices to address them.

Flood Prone Areas

Designing in a Floodplain

Challenge – Floodplains mitigate flood risk. During storms and heavy rainfall these areas will naturally flood with river or coastal water, making them ineffective for storing surface water runoff and are potentially vulnerable to erosion.

Approach - The presence of a floodplain should not preclude the site from including SuDS as they could still be effective in managing routine rainfall. Design should limit grading and the creation of surface features (such as berms and non-reinforced channels) that could be washed out in a flood. Surface discharge from SuDS should be dispersed (allowed to shed off as sheet flow), and point discharges minimised or eliminated. Attenuation periods for SuDS should be designed so that SuDS empty within 48 hours of any rainfall.

Managing Runoff

Lying within or upstream of local surface water issues

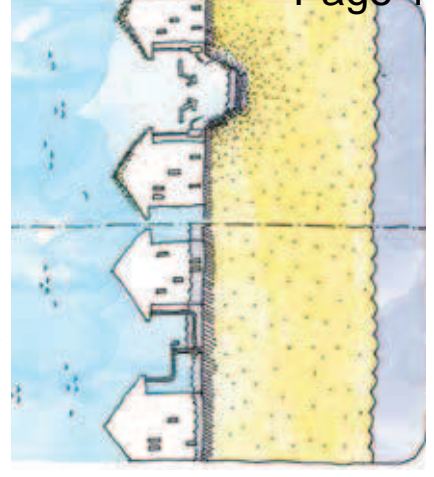
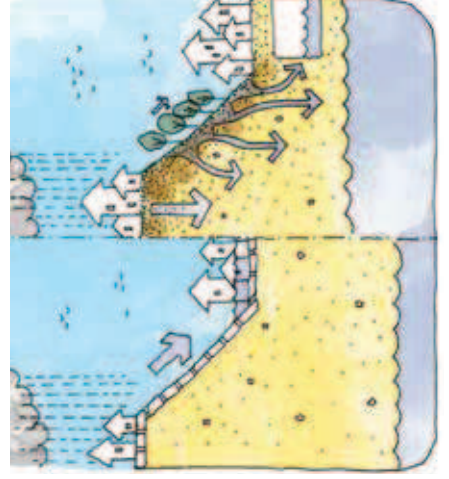
Challenge – Sites that are in or upstream of local surface water issues may be subject to additional restrictions, such as a lower runoff rate, in order to manage problems.

Approach - It is important to investigate at the initial design stage if your site is in, or upstream of, local surface water flood risk areas. Early discussions with the SAB will help define attenuation requirements and may influence the placement or design criteria for SuDS features. See the SuDS Approval section for further details.

Preventing runoff from neighbouring sites flooding the development site

Challenge – Some sites will lie downstream of surface water flows and as such can be liable to flood.

Approach – Ideally, runoff should be managed at a catchment scale rather than on individual properties. As such, the SAB actively supports effective communication and collaboration from all stakeholders. However, where this is not possible an understanding of flows from elsewhere will ensure that buildings are located outside existing surface water conveyance routes. Furthermore, SuDS such as a swale could be used along the boundary to intercept and divert flows and increase land permeability.

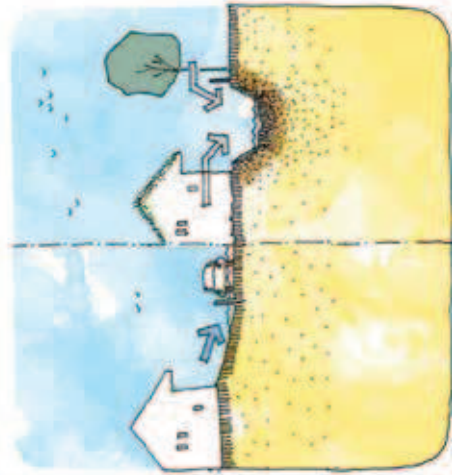


Considering Groundwater

Managing runoff to and from Adopted Highway

Challenge – Large areas of hard, impermeable surfaces, roads and highways can generate large amounts of runoff. As such, development sites cannot usually discharge to road drainage and conversely, there may be instances where some sites will be expected manage runoff from neighbouring roads.

Approach – The local highways authority representative should be engaged early in the development process, as there may be potential for an efficient solution which benefits both private property owners and the highways authority. Adoption of SuDS in the roadway should also be discussed at this point.



Protecting the quality of a receiving body of water

Challenge – As surface water flows over the surface it can pick up pollutants that will reduce the quality of the receiving body of water, damaging the ecological systems. This can be particularly acute for runoff from industrial sites. Any runoff at high risk of contamination from chemicals or other serious waterborne pollution should be contained and treated as industrial waste.

Any water being discharged into a water body should be well treated to remove nutrients and sediments and a greater number of treatment stages are likely to be required when the receiving body quality is high.

Approach – Particularly hazardous sites should be divided into sub-catchments that isolate areas where there is an identified risk so that they can drain into separate systems whilst less risky areas such as roof and car parking spaces can still be managed by SuDS. There are, however, a range of SuDS that can provide useful treatment for less hazardous pollution. As different SuDS provide different levels

of treatment, a treatment train of at least two or three SuDS features should be introduced to ensure water is exposed to a variety of filtration mechanisms and attenuated to allow pollutants to settle out. Infiltration SuDS such as soakaways, unsealed porous pavement systems or infiltration basins can only be used where it can be demonstrated that they will not pose a risk to controlled waters (i.e. groundwater, inland freshwaters, coastal waters and relevant territorial waters).

For additional guidance see CIRIA SuDS Manual

<http://www.ciria.org/SERVICE/Home/core/orders/product.aspx?catid=2&prodid=155>.



Topography

Sites with a high groundwater level

Challenge – Sites with a high water table are susceptible to flooding and may also damage deep SuDS features. If the surface of an infiltration system is too close to the water table, a rise in water levels during particularly wet periods could cause groundwater to enter the infiltration system, reducing the amount of storage available. Groundwater must also be protected from contamination and pollutants.

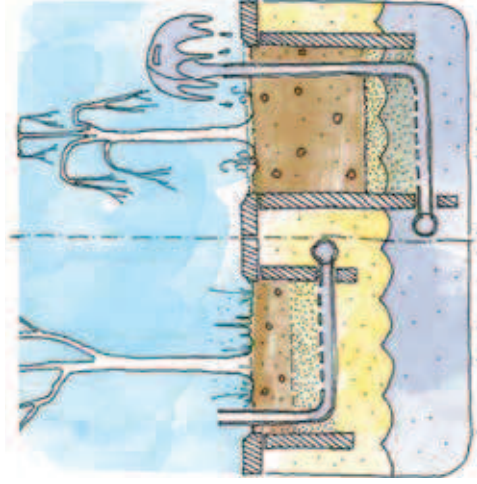
Approach – If a high groundwater table has been determined then SuDS selection will focus on surface and shallow features that avoid infiltration. Some SuDS features that usually allow infiltration may possibly still be suitable if used in conjunction with an impermeable liner (such as a water proof membrane or compacted native clay) to prevent infiltration. Infiltration SuDS should ensure that a minimum clearance between the base of infiltration SuDS and peak seasonal groundwater.

Environment Agency Groundwater Protection: Principles and Practice (GP3) document Position Statements G1 - G13.
<http://www.environment-agency.gov.uk/research/library/publications/144346.aspx>

Ground Water Protection Zones

Challenge – Some areas are designated as a groundwater protection zone to protect drinking water supply and as such are sensitive to contamination. In these areas there might be additional restrictions, particularly on infiltration.

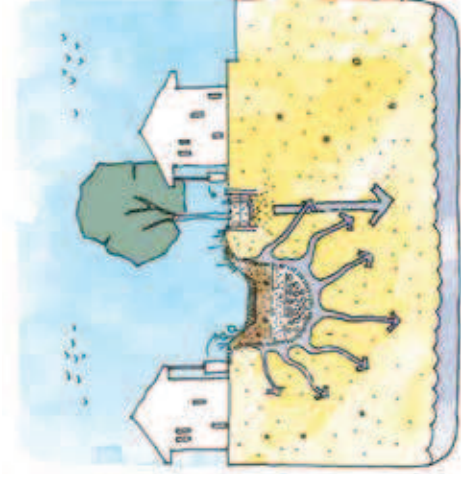
Approach – Some SuDS, such as permeable paving and some rain gardens can provide treatment of surface water before infiltration and potentially avoiding contamination. However, it is important that the proposed drainage strategy is discussed with the EA and if infiltration is not permitted then SuDS can be lined as discussed above.



Incorporating SuDS on a flat site

Challenge – Conveying water using gravity ideally requires a gradient. Flat sites can, therefore, be a challenge. If a piped system is being used to convey surface water on a flat site, downstream SuDS can become deep and unattractive due to the drop required for pipe cover and gradient.

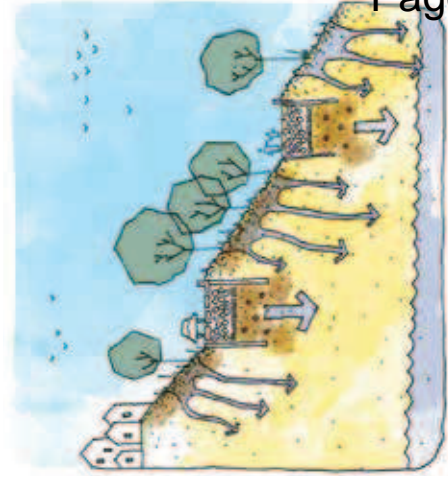
Approach – Manage surface water runoff at the surface and as close to its source as possible. If conveyance is required, surface approaches could include roadside kerbs with shallow rills and swales. Pumping should only be used as a last resort.



Incorporating SuDS on a steep site

Challenge – Steep slopes increase the velocity of surface water, which can in turn increase erosion.

Approach – Check dams and staged storage can be used to slow runoff as it travels down steeper slopes. Similarly, runoff can be controlled by conveying it on platforms in a similar manner to switchback roads on or using bioretention and wetland features staggered in a terraced arrangement. Infiltration is not recommended near steep slopes as it can cause instability.



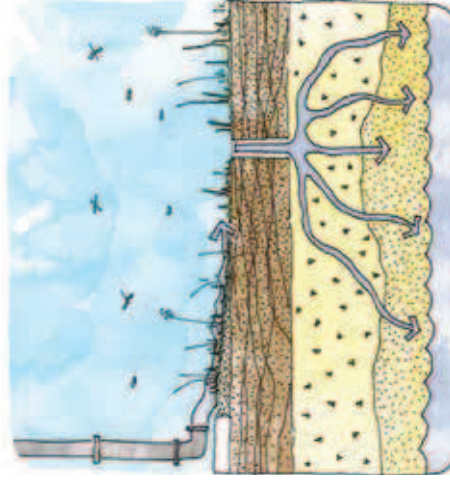
Ground Conditions

Poor Permeability

Challenge – Impermeable soils restrict infiltration and can lead to surface water flooding.

Approach – Where infiltration is not possible the required treatment and attenuation will need to be delivered on the ground or near to the surface. As areas with poor permeability are likely to have naturally high greenfield runoff rates, these requirements should be relatively manageable. It might be, however, that a more permeable layer occurs beneath shallow layers of impermeable geology. As such, it is worth understanding the vertical geology to see if infiltration could occur at a greater depth.

It should be noted that deep bore and other deep soakaway systems are not appropriate in areas where groundwater constitutes a significant resource. The requirements for deep bore soakaways should be discussed with the Environment Agency.

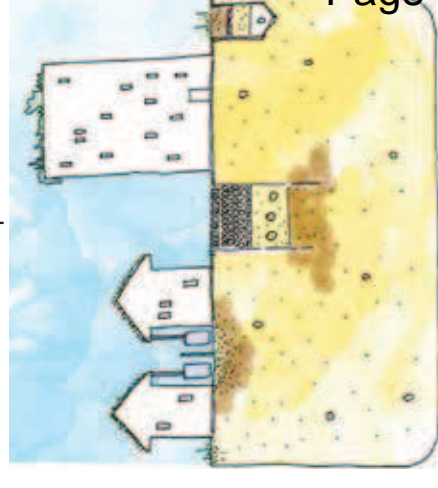


Constrained Space

Limited Space

Challenge – As SuDS are often associated with large open areas, space constraints are often cited as a reason for not incorporating them into drainage strategies.

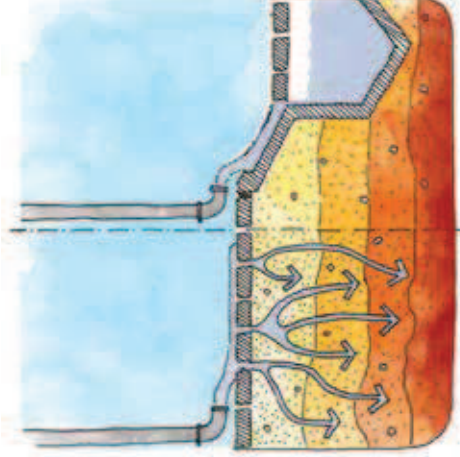
Approach – Considering SuDS early in the masterplanning process is key to ensuring that spatial requirements of features are planned for appropriately. There are also a range of SuDS features which can be easily designed into tight urban settings. Space efficient SuDS include green roofs, bioretention gardens, permeable paving, rills, rainwater harvesting, hardscape storage, micro-wetlands, and bioretention tree pits.



Contaminated Land

Challenge – Some sites may have contaminated soils. This restricts infiltration as concentrated ground flow could lead to water-borne contaminants being transferred to deeper soils or sensitive aquifers.

Approach – As with areas that are impermeable, water will need to be treated and attenuated on the ground or near to the surface. SuDS features may need to be lined to restrict any infiltration as SuDS of this type have the potential to provide a pathway for pollutants. They would only be acceptable if a phased site investigation showed the presence of no significant contamination.

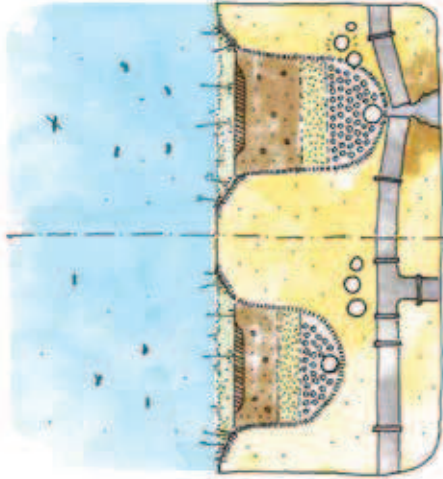


Compatibility with existing infrastructure

Challenge – The subterranean environment beneath previously developed sites can become constrained with existing infrastructure. Buried infrastructure, such as utilities, will need to be located and considered in SuDS design and construction. Access to these utilities is likely to restrict SuDS selection.

Approach – Existing drainage infrastructure could be usefully reused as part of a cost-effective drainage strategy. As such it will be important to understand the location and capacity of existing drainage to determine it is potential.

Using SuDS such as permeable paving and bioretention should be avoided in major service strips, as access will require disturbance and rebuilding of the SuDS system, but compatibility can be achieved by constructing dedicated and well-marked service strips that are designed with access in mind.



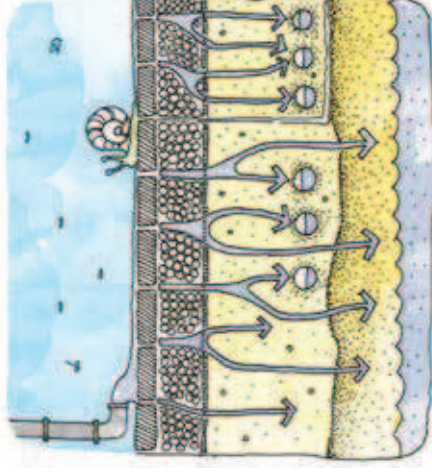
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Additional Guidance can be found in 'Use of SuDS in High Density Developments', HR Wallingford Report SR 640

Incorporating SuDS on a site that is mainly paved

Challenge – hard surfacing, such as paved areas, prevents infiltration and increases runoff.

Approach - Permeable paving can be used for part of the paved area to drain a larger area. The areas of permeable paving should be selected to be the least trafficked (e.g. parking and footpaths) and outside of service strips where possible. Hardscape depressions and rills can be used to provide aboveground storage and double as a water feature in courtyard and paved public realm areas. Underground storage is also an option, but one which won't deliver amenity benefits.





CONSIDERING LOCAL NUANCE: DESIGNING LOCAL SUDS ZONES

4

DESIGN CONSIDERATIONS

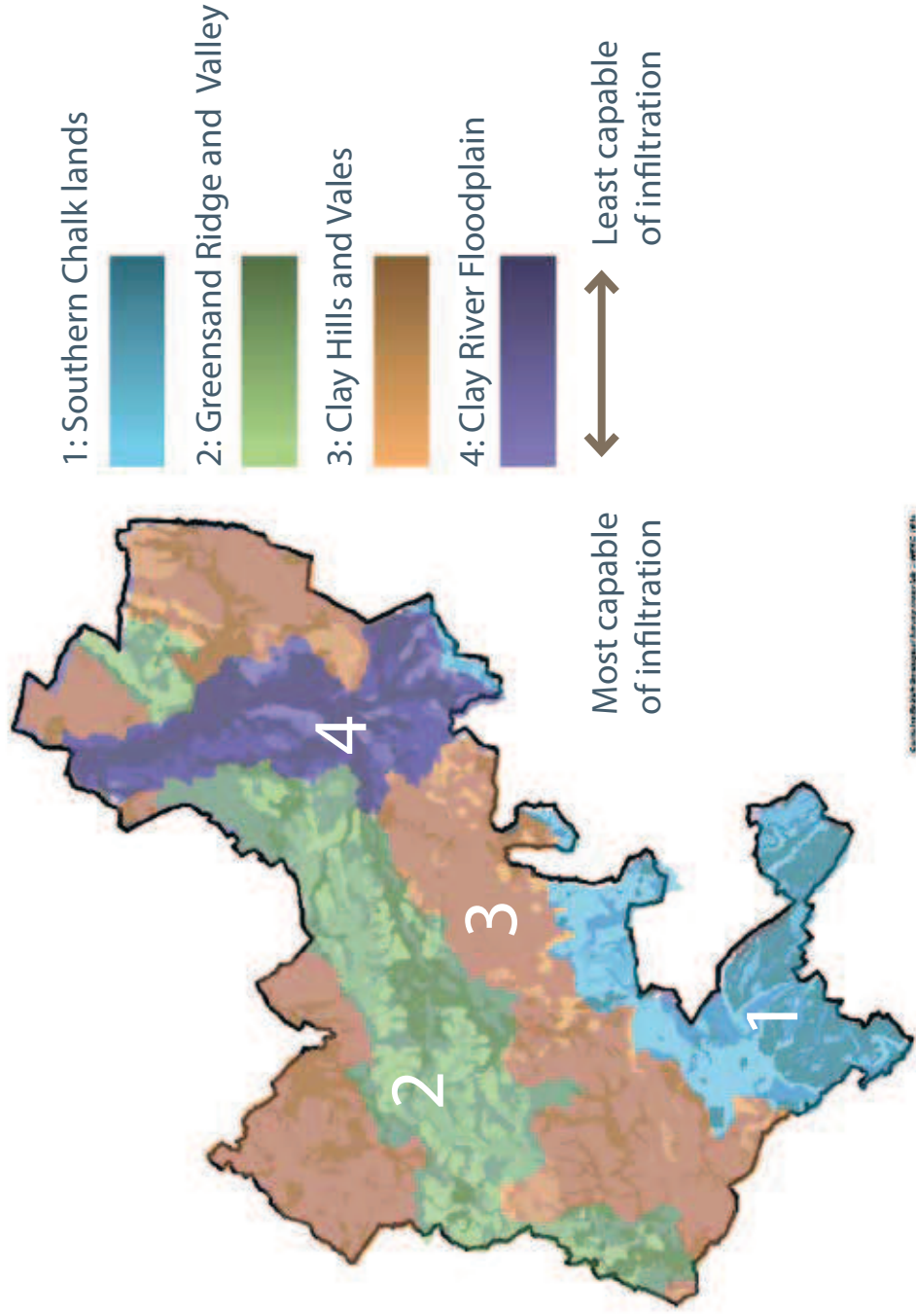
The local requirements outlined in the previous section are important for designing SuDS across Central Bedfordshire. However, Central Bedfordshire has a number of unique landscape characteristics, which will impact the way SuDS are designed. This section outlines how the existing landscape should inform the design of SuDS in four unique zones.

These are:

- 1. Southern Chalk Lands (Blue on map)
- 2. Greensand Ridge and Valley (Green on map)
- 3. Clay Hills and Vales (Orange on map)
- 4. Clay River Floodplain (Purple on map)

The map opposite outlines the four different zones and the ability of their respective underlying geologies to accept infiltration.

a Indicative map of the Central Bedfordshire Local Zones

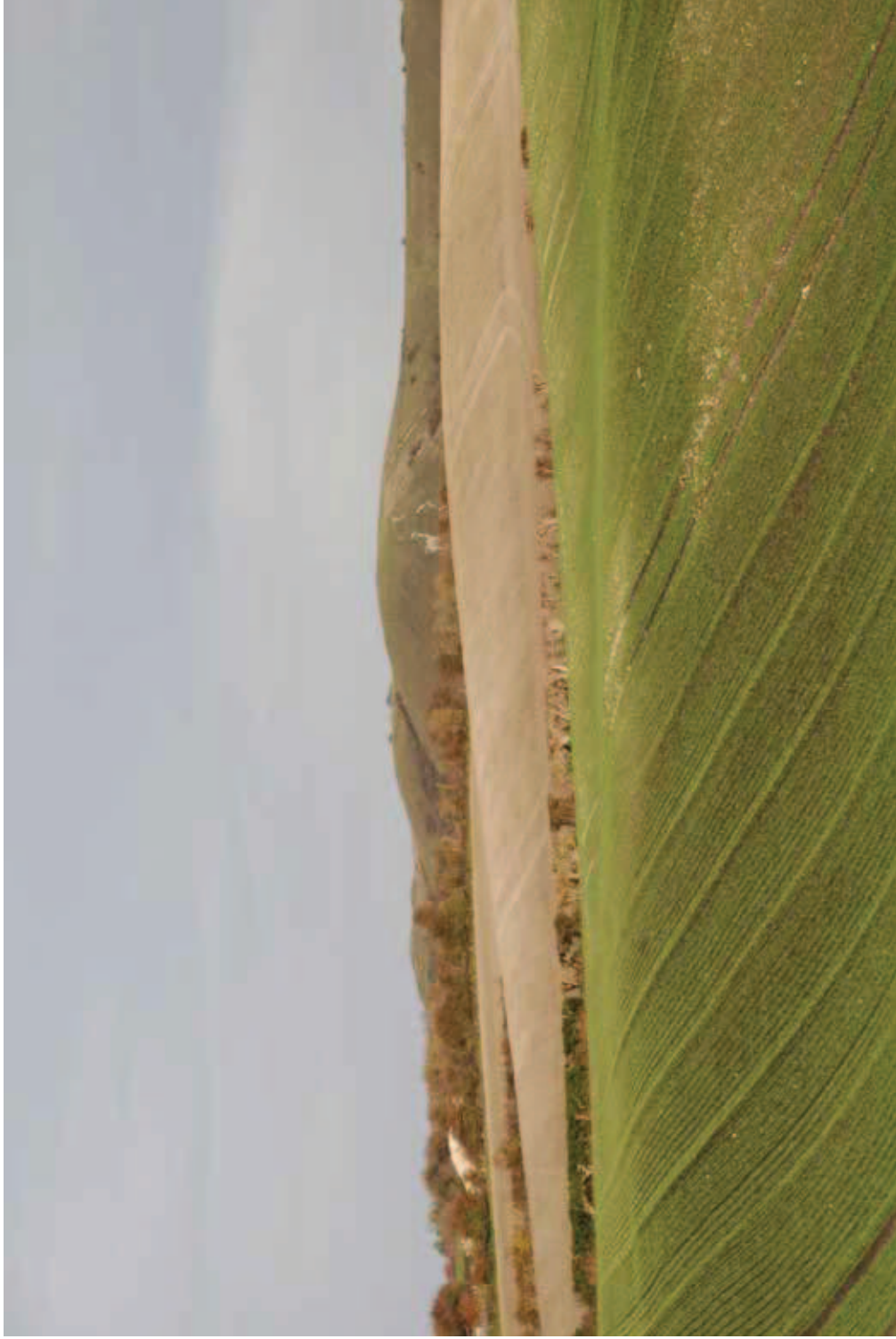


1. SOUTHERN CHALK LANDS

Arterial Chalk River Valleys, Chalk Dipslope, Chalk Escarpments and Rolling Chalk Farmland.

Characteristic features:

- Mixture of steep sided chalk valleys, with watercourses, as well as dry valleys
- Rivers Lea, Ivel, and Gade are the most prominent rivers flowing through the area
- Arable farming is the predominant land use outside of urban areas with some pasture land found around settlements
- It contains the Chiltern Hills AONB, Lea Valley, and various Sites of Special Scientific Interest (SSSIs)
- The River Lea has been dammed to create two lakes south of Luton



SuDS Standards in the Southern Chalk Lands

1. Consideration should be given to the requirements of the Chilterns Area of Outstanding Natural Beauty

It is important to consider the broader context of where the SuDS are being implemented and the extent to which they can have a positive impact. Water management will have particular implications on landscapes designated as environmentally sensitive, such as Areas of Outstanding Natural Beauty – water and soil quality will need to be monitored more closely to ensure with pollutants or agricultural chemicals from surface water runoff do not harm these landscapes. As such, considerations should be given to the filtration methods used as well as the direction of flow routes so as to ensure that SuDS features focus on filtration. This is particularly important if located near arable or pasture farmland, which often have surface water runoff with higher concentration of nutrient pollution, such as nitrate and phosphorous.

2. Tailor SuDS to suit the permeable nature of the underlying chalk geology of this area.

In areas, such as the Southern Chalk Lands, where the underlying geology is permeable, groundwater recharge via infiltration should be the priority for surface water runoff. Considering the underlying chalk aquifer is a major potable water resource, filtration will be an important consideration. This is particularly important where abstraction occurs.

Much of the area around Dunstable and Houghton Regis is located in a Groundwater Source Protection Zone. These areas are at risk for any activity that might cause pollution, and SuDS will need to be designed with special attention placed on filtering of pollutants, and protecting and improving the quality of the groundwater.

3. Collaboration between Highways Authority, the SAB, and developers

There are a number of large road infrastructure works in the area. The development of these road works will have an impact of surface water runoff from and onto roads. Communication and collaboration between the Highways Authority, SAB, developers, and any statutory and non-statutory consultees will be needed to ensure water quality entering receiving bodies of water is not compromised.

2. GREENSAND RIDGE AND VALLEY

Wooded Greensand Ridge and Greensand River Valleys.

Characteristic features:

- Elevated, heavily wooded landscape with a number of small valleys
- Many of the wooded areas are managed for commercial forestry
- There are many SSSIs within the area
- River valleys are largely comprised of low-lying riverside farmland
- Arable farming is the main land use, with some pasture farming
- River Ouzel and River Flit floodplains are important to the area – agricultural pollution is an issue in the River Flit
- Groundwater has filled a number of disused quarries



SIGNPOST:

Central Bedfordshire Development
Strategy: Ecosystem Services Appendices
January 2013

SuDS Standards in the Greensand Ridge and Valley

1. Consideration should be given to the underlying geology - clay and the layer of greensand further below. While clay is impermeable, greensand has a high level of permeability.

The underlying green sand aquifers are known to suffer from over abstraction and extended dry seasons with low flows during the spring season. Wherever possible, preference will be placed on SuDS which allow for infiltration. In this zone, however, an impermeable layer of clay covers many parts of the permeable layer of greensand geology preventing infiltration to the aquifer below. It is possible for SuDS to be designed to filter directly to the greensand below, but the thickness of the clay will need to be tested. As the thickness of the clay layer will vary across the zone, infiltration will only be reasonably practicable in areas of shallower depths.

2. Focus on reconnecting fragmented wetlands

The wetland habitat is a key feature to this SuDS zone; however, they are currently fragmented. It will be important that when opportunities arise, reconnecting them should be a priority. Species which inhabit wetlands in this zone should be used in constructed wetlands. These species include: royal fern, mudwort, bog pimpernel, common cotton grass, greater dodder, marsh violet, star sedge, bulbous rush, and heath rush.

3. Contribute to improving River Flit water quality

Agricultural runoff has polluted the River Flit and resulted in poor river water quality. With increased development pressure, there is a risk of even higher pollution levels entering into the river. As per the National Standards, the number of SuDS features in the treatment train will need to consider the poor quality of the Flit. Properties which runoff directly into the River Flit should ensure that surface water runoff is of a higher quality than the river's existing water quality.

3. CLAY HILLS AND VALES



Characteristic features:

- Rolling hills and farmland, with some woodland
- Both seasonal and permanent watercourses and wet ditches
- Includes significant parts of the Chiltern Hills Area of Outstanding Natural Beauty
- Arable and pasture farming are the predominant land use – orchards in the area are a distinct feature
- The Clipstone Brook is the main watercourse which feeds into the River Ouzel. Battlesden Lake, disused quarries, and village ponds make up some of the water bodies in the area
- The Marston Vale Surface Waters Plan gives specific details for water management in the area.

SuDS Standards in the Clay Hills and Vales

1. Consideration should be given to the requirements of the Chilterns Area of Outstanding Natural Beauty.

It is important to consider the broader context of where the SuDS are being implemented and the extent to which they can have a positive impact. Water management will have particular implications on landscapes designated as environmentally sensitive, such as Areas of Outstanding Natural Beauty – water and soil quality will need to be monitored more closely to ensure with pollutants or agricultural chemicals from surface water runoff do not harm these landscapes. As such, considerations should be given to the filtration methods used as well as the direction of flow routes so as to ensure that SuDS features focus on filtration. This is particularly important if located near arable or pasture farmland, which often have surface water runoff with higher concentration of nutrient pollution, such as nitrate and phosphorous.

2. The permeability of clay is poor and would not lend itself to infiltration measures; therefore, SuDS should be managed on the surface

The geology in this zone is not favourable for infiltration. As a result, it is important that surface water runoff is kept above ground.

When designing SuDS in this area, the Marston Vale Surface Waters Plan should be consulted.

This is detailed in Local Requirement 10, Reduce reliance on pumps and pipes.

Marston Vale Surface Waters Plan

http://www.centralbedfordshire.gov.uk/images/The%20Surface%20Waters%20Plan_tcm6-13659.pdf

3. Consider the quality of the water courses in the design of SuDS

The main water course, The Clipstone Brook, flows into the River Ouzel.

Consideration, therefore, for the quality of water should be a high priority. Water quality also has an impact on the health of wetland habitats such as marshes, which are prominent in the zone and are sensitive.

Reducing the risk of agricultural chemicals and other pollutants reaching water courses and water bodies will be important, as quality of surface water runoff will need to be higher than that of the receiving water bodies.

4. Establish habitat-friendly SuDS

This zone is unique in the richness of wildlife, which inhabit it. To achieve this, SuDS should be proximally located, but not connected to existing wetlands. Planted wetlands should be well vegetated, and constructed to have shallow bays and areas of marsh. Only native plants should be used, and “rough” or uneven surfaces are encouraged to increase habitat diversity.

5. Collaboration between Highways Authority, the SAB, and developers

There are several road infrastructure projects planned in the area, such as dualling of the A421 between junction 13 and the Central Bedfordshire boundary. The development of road works will have an impact of surface water runoff from and onto roads. Communication and collaboration between the Highways Authority, SAB, developers, and any statutory and non-statutory consultees will be needed to ensure water quality entering receiving bodies of water is not compromised.

4. CLAY RIVER FLOODPLAIN



This image is taken of the River Ivel Navigation which intersects the River Ivel.

Characteristic features:

- The zone is characterised by low-lying flat floodplains, with watercourses which support willow and poplars
- Arable farming is the predominant land use
- Fertile soils exist in the Ivel Valley
- Disused gravel pits often contain water and are used for conservation and recreation
- The Rivers Ivel and Great Ouse are the main hydrological features, and are generally natural meandering watercourses with some stretches of hard engineering
- Disused gravel pits have resulted in water bodies forming due to the exposure of the water table, features that range from small ponds to larger lakes

SuDS Standards in the Clay River Floodplain

1. The permeability of clay is poor and would not lend itself to infiltration measures; therefore, SuDS should be managed on the surface

The geology in this zone is not favourable for infiltration. As a result, it is important that surface water runoff is kept above ground.

This is detailed in Local Requirement 10, Reduce reliance on pumps and pipes.

2. Encourage uptake of raingardens and allotments as SuDS.

The land surrounding the River Ivel is considered to be fertile, resulting in increased levels of market gardening in the area. It is a practice that is unique to this area in Central Bedfordshire. Given the natural enthusiasm for gardening in the area, gardens should be promoted as an additional benefit. Allotments and gardens should be considered in the design process to appeal to local residents.

3. Place emphasis on the protection of habitats

There are many wet habitats associated with multiple water courses and water bodies in the area. Therefore, it is important that the water entering these is not contaminated with pollutants and agricultural chemicals. Doing so will require that surface water runoff is of a higher quality than that of the receiving waterways and water bodies. There is a high level of biodiversity found within the waterways and waterbodies, some of which are protected, such as Great Crested Newts protected by both EU and UK law. If SuDS features are to support protected species, the design process should consider how best to protect these habitats during maintenance and operation without compromising the function of the assets' to perform as designed.

4. The floodplain is generally low lying and flat, how water is transported should be carefully considered to take this into consideration.

In areas where there is no gradient, or such a low gradient that the movement of water between SuDS measures would require pumping, SuDS should be designed such that water is stored and treated with minimal movement required. It may be the case that water collected and filtered is simply reused on-site. Additional information on designing SuDS in flat landscapes can be found in the Topography section of Design Considerations and Local Requirements.





ADDITIONAL RESOURCES

This guidance document outlines the SuDS Approval and Adoption process in Central Bedfordshire, and how SuDS should be designed given the Central Bedfordshire context. Through considering SuDS from the beginning of the masterplanning process, consulting the appropriate professionals throughout, and creating SuDS schemes which respond to their immediate and wider context, developments can help create a Central Bedfordshire which contributes positively to the community. This guidance, however, should be viewed as a starting point, both for how to design and construct SuDS, and for the Central Bedfordshire context. Additional sources of information have been listed below. These sources will be updated regularly to account for the changing SuDS landscape.

National Policy and Guidance

National Planning Policy Framework, 2012. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/60777/2116950.pdf

National Standards for sustainable drainage systems Designing, constructing, operating and maintaining drainage for surface runoff, 2011. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/82421/suds-consult-annexa-national-standards-111221.pdf

Consultation on the Implementation of the Sustainable Drainage Systems provisions in Schedule 3 Flood and Water Management Act 2010, 2011. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/82423/suds-consult-doc-111120.pdf

Environment Agency Groundwater Protection Policy and Practice. <http://www.environment-agency.gov.uk/research/library/publications/144346.aspx>

RSPB and WWT Sustainable Drainage Systems, Maximising the Potential for People and Wildlife: A Guide for Local Authorities and Developers, 2012. http://www.rspb.org.uk/Images/SuDS_report_final_tcm9-338064.pdf

Local Policy

Joint Strategic Needs Assessment for Central Bedfordshire <http://www.centralbedfordshire.gov.uk/health-and-social-care/jsna/joint-strategic-needs-assessment-jsna.aspx>

Development Strategy for Central Bedfordshire: pre-submission, 2013. <http://www.centralbedfordshire.gov.uk/planning/strategic-planning/development-strategy.aspx>

Mid Bedfordshire Core Strategy and Development Management Policies, November 2009 http://www.centralbedfordshire.gov.uk/Images/CSDM%20Policies%20Adopted%20Nov%202009%20tagged_tcm6-21001.pdf#False

Luton and Southern Central Bedfordshire Core Strategy (pre-submission), November 2010 http://www.centralbedfordshire.gov.uk/Images/JCS1LutonandsouthernCentralBedsCoreStratPre-SubNov2010_000_tcm6-48032.pdf#False

Flood Risk

South Bedfordshire Local Plan Review 2004
http://www.centralbedfordshire.gov.uk/_sbdclocalplan/start.html

Bedford Borough, Central Bedfordshire and Luton Borough Councils Minerals and Waste Local Plan: Strategic Sites and Policies (January 2014)
<http://www.centralbedfordshire.gov.uk/planning/minerals-and-waste/development-framework.aspx>

Central Bedfordshire Local Flood Risk Management Strategy
<http://www.centralbedfordshire.gov.uk/environment/natural-environment/flood-risk/>

Upper River Great Ouse Tri Lead Local Flood Authority Preliminary Flood Risk Assessment <http://www.bedford.gov.uk/pdf/PFRA.pdf>

Marston Vale Surface Waters Plan
http://www.centralbedfordshire.gov.uk/Images/The%20Surface%20Waters%20Plan_tcm6-13659.pdf

Bedford Group of Drainage Boards
<http://www.idbs.org.uk/contact-us/>

Local Character and SuDS Design

Central Bedfordshire Landscape Character Assessment – Mid and South Bedfordshire
<http://www.centralbedfordshire.gov.uk/environment/natural-environment/natural-environment/landscape-character-assessment.aspx>

Design in Central Bedfordshire: A Guide for Development
http://www.centralbedfordshire.gov.uk/Images/Design%20Guide%20for%20Central%20Bedfordshire_tcm6-8531.pdf

Rebuilding biodiversity in Bedfordshire & Luton, 2007 (Vol. 1 and Vol. 2)
http://www.bedscape.org.uk/BRMC/newsite/index.php?c=bedsife_rebuild

Bedfordshire and Luton Biodiversity Recording and Monitoring Centre
http://www.bedscape.org.uk/BRMC/newsite/index.php?c=sites_bedscape

British Geological Survey
<http://bgs.ac.uk/>

CIRIA The SuDS Manual (C697), 2007.
<http://www.ciria.org/SERVICE/Home/core/orders/product.aspx?catid=2&prodid=155>

HR Wallingford Report SR 640 'Use of SuDS in High Density Developments'; 2005 (Book)

Central Bedfordshire Climate Change Risk Assessment, 2012:
http://www.centralbedfordshire.gov.uk/Images/Central%20Beds%20Climate%20Change%20Risk%20Assessment%20Apr%2012_tcm6-31868.pdf#False



Central Bedfordshire Sustainable Drainage Guidance – Table of key Public Consultation Comments and Responses

| Who made the comment | The Comment | Action/Response |
|--|---|--|
| Bedford Group of Drainage Boards (John Oldfield) | Does not cover the flood risk partners in the flood risk section and also flood risk seems too far down the list of priorities. 1.10. (flood risk) | Flood risk section has been added to with the Bedford Group of IDBs included. |
| Bedford Group of Drainage Boards (John Oldfield) | Missed opportunities to emphasise the need for maintenance access. Images need to highlight the need for access for maintenance. | Ease of access and maintenance is included as one of the local requirements. Emphasis and images have been added to the beginning of the design chapter, e.g. p31, where the difference between accessible and inaccessible features is noted, with the approach that the SAB would not adopt inaccessible features. A photo on p35 has been included to illustrate appropriate access for maintenance. Some thumbnail images (e.g. pp 50-52) are intended to be illustrative and are not intended to demonstrate all features of SuDS design, so have not been amended. |
| Bedford Group of Drainage Boards (John Oldfield) | Section Three, Chapter Four makes no reference to the Marston Vale Surface Waters Plan, nor does it align with the same philosophy of strategic and integrated maintainable SuDS to accommodate the growth area. Also, if you are placing an emphasis on habitat, you need to make it clear that you will be looking for SuDS which can perform hydraulically with low intrusive maintenance. | References added to the Marston Vale Surface Waters Plan. Comment on habitat relevant to document as a whole, not just Chapter Four. Enhancing biodiversity is covered as a local requirement, so it is considered that the balance of the document in relation to habitat is appropriate. |
| Bedford Group of Drainage Boards (John Oldfield) | Amendments to the CBC context: main rivers under the EA jurisdiction and the 2 drainage districts within CBC under the jurisdiction of IDBs. | Corrections made to include such information. |

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| Bedford Group of Drainage Boards (John Oldfield) | Inclusion of information regarding the transition period. | Text will be included. |
| Bedford Group of Drainage Boards (John Oldfield) | Third party adoption needs to be clarified. Pg.30. | Clarified |
| Bedford Group of Drainage Boards (John Oldfield) | River Ivel and Ouse - are not generally natural... | Information regarding this has been taken from the Central Bedfordshire Biodiversity Character areas document. |
| Bedford Group of Drainage Boards (John Oldfield) | Amendments to river quality of the River Flit and Ouzel. Pg.60 | This was checked and based on Central Bedfordshire Development Strategy: Ecosystem Services Appendices (January 2013) |
| CBC (Cllr David McVicar) | Requirement 10: Keep surface water above ground - can be mis-understood. Consider rewording | Reworded to: 'Reduce reliance on pipes and pumps' |
| CBC (Building Control) | Reference to Local Flood Management Strategy | Added |
| CBC (Environmental Policy) | Added Interim Section | Added |
| CBC (Environmental Policy) | How to use this document section needs strengthening | Amended |
| CBC (Environmental Policy) | How does the interaction between the developer and statutory consultees occur, should it always go through the SAB? How this works needs clarifying. Pg.23. | When planning application is not required, communication will go through SAB - text added to this effect |
| CBC (Environmental Policy) and Environment Agency | Removal of proposed canal on water courses map | Canal has been amended as a dashed line |
| David Lock on behalf of O&H Properties Ltd. | SuDS must be considered as part of an holistic masterplanning process; they are one of a range of issues and constraints that are taken into account in planning and design | CBC recognise that SuDS is one among many factors that influences the masterplanning process, and this is reflected in the emerging Development Strategy and recently adopted Design Guide. However, to support the design of |

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| | | effective, locally appropriate SuDS, this specific, detailed guidance has been produced, focussing on SuDS. |
| David Lock on behalf of O&H Properties Ltd. | It is vital that the guidance recognises the applicability of the different tiers of the SuDS design at each stage of the planning process. A proportional approach to SuDS is essential to ensure the correct level of detail is provided at the right time. A different level of SuDS design will be relevant at the strategic stages of the allocation and outline consent to the detailed stages of design codes and detailed / reserved matters consents. | Chapter two of the guidance sets out the different levels of detail required at the different stages of the planning process in recognition of this. |
| David Lock on behalf of O&H Properties Ltd. | Inclusion of basic design parameters that are considered to be acceptable by CBC | It was decided that providing design parameters beyond that included in the guidance would be too prescriptive and would result in homogeneous SuDS features throughout Central Bedfordshire. There is a need for designs to reflect the unique context of each site. |
| David Lock on behalf of O&H Properties Ltd. | The SDSPG should place a greater emphasis on locally relevant issues and existing understanding of local context. | Further inclusion and linkages to the Bedford Group of Drainage Boards and Marston Vale Surface Water Plan has been included. |
| David Lock on behalf of O&H Properties Ltd. | Clarity around requirements as well as thresholds/triggers that help to determine the circumstances where a comprehensive set of requirements would be applicable. | Clarification added: explicitly noted that major developments are 10 or more dwellings. |
| David Lock on behalf of O&H Properties Ltd. | What is considered to be acceptable for the drainage applications at key stages. | This information is contained in orange boxes within the chapter on the approval process (Chapter Two) |

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| David Lock on behalf of O&H Properties Ltd. | Further guidance on the role of the SAB in terms of SuDS adoption and costs should be provided in this guidance. | Costs are to be determined at the National level, and will be covered in the finalised version of the National Standards |
| David Lock on behalf of O&H Properties Ltd. | What are the access arrangements and how does this work? | This will be addressed during discussions with the SAB and agreed on a case by case basis as part of the approval and adoption process. |
| David Lock on behalf of O&H Properties Ltd. | Geology map could be made more legible if it was merged with a locational map. | More urbanised areas have been labelled on the map. |
| English Heritage | Consideration given to heritage sites - including direct impacts as well as impacts on the surroundings to such sites. Sensitive areas should be avoided. | These issues will be considered as part of the planning application. |
| Environment Agency | Too many large images, document too long? | Images have been used to break up text and to illustrate the CBC context. |
| Environment Agency | Broken links | Links on page 11 have been checked - clicking on the link does not work; however this is the correct website. Document should be updated regularly and links should be checked and updated as needed with the rest of the document. |
| Environment Agency | Clarify when the statutory and non-statutory consultees will be consulted | Page 29 outlines when statutory consultees needed to be consulted. Clarified non-statutory consultees comments. It will be partly up to the SAB to take on board their comments. |
| Environment Agency | Clarification as to when underground storage is suitable - what process of elimination would result in underground storage being suitable? | Clarified that underground storage should be a last resort. Process for determining whether underground storage should be included is site dependent and based on a number of variables. |
| Environment Agency | Is the entry level stewardship scheme relevant? (pg 13) | Removed section |
| Environment Agency | Links to the geology mapper on the British Geological Survey (pg. 14) | Added |

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| Environment Agency | Topography section (pg. 15) | Link topography to the geology. |
| Environment Agency | Requirement for the infiltration assessment is deemed to be very comprehensive and more than required. (pg 23) | Councils with experience adopting SuDS schemes informed the infiltration tests that should be required at this stage. Therefore, we have opted to keep these stringent requirements. |
| Environment Agency | SuDS Design (pg23) feasibility of SuDS should be considered - indicative runoff rates, divided by parcels if phased. | Added |
| Environment Agency | Check consultation table - is it the most up to date version. | Updated to include Canals and Rivers Trust |
| Environment Agency | Recommended comments to include: page 51, 52 and 53. | Text added. |
| Environment Agency and IDB | Importance of designing SuDS to mitigate flood Risk needs to be strengthened, including the map. Can groundwater and surface water be included on the same map. Flood modelling/historic flood risk. | CBC GIS does not have additional flood map data. Text surrounding this has been amended, and additional references added. |
| CBC (Minerals and Waste) | CBC guidance does not make mention of minerals and waste development - different issues but does need to be addressed. Does not mention recently adopted mineral and waste local plan. | Minerals and Waste discussion added. Reference to Minerals and Waste Plan added. |
| Natural England | Natural England supports the approach taken in this guidance, in particular your consideration of biodiversity, geology, landscape and soils. In principle, the guidance would not be subject to the Strategic Environmental Assessment Directive or the Habitats Directive. If there is any doubt on the need to carry out a SA or HRA a screening assessment should be carried out. | Sustainability Appraisal is not required for Supplementary Planning Documents (Planning Act 2008), and a Habitat Regulation Assessment is not required as it is not considered likely that this guidance is likely to have a significant effect on European habitats or species (Conservation of Habitats and Species Regulations 2010 (as amended)). |
| RSPB | Latest draft of the guidance looks great. Could images in the visions section be amended to illustrate SuDS in high density housing? | Images of SuDS in visions section amended; there is an image of SuDS in a high density urban setting. |

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Meeting: Executive
Date: 22 April 2014
Subject: Arlesey
Report of: Cllr Maurice Jones, Executive Member for Corporate Resources
Summary: This report seeks approval to secure a partner to promote a planning application for the land east of High Street Arlesey and subsequent disposal of the Council's assets in the open market.

Advising Officer: Deb Clarke, Director of Improvement and Corporate Services
Contact Officer: Andrew Gordon, Head of Estates
Public/Exempt: Public
Wards Affected: Arlesey
Function of: Executive
Key Decision Yes
**Reason for urgency/
 exemption from call-in
 (if appropriate)** N/A

CORPORATE IMPLICATIONS

Council Priorities:

- Enhancing Central Bedfordshire – the project will support the regeneration of Arlesey as well as supporting the delivery of the strategic housing requirements as set out in the adopted Core Strategy for the north of CBC, by bringing Council assets forward for development on a major allocated site.
- 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 project will identify 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 deliver a substantial net capital receipt, a proportion of which is anticipated to be received within the Medium Term Financial Plan (MTFP) period. A proportion of the land value (normally 10 – 15% of net capital receipts) will be used to remunerate the promoter-partner. However, use of an expert promoter-partner will off-set costs involved through an up-lift in value of the land.
2. This sale will be subject to the draft disaggregation agreement with Bedford Borough Council (BBC), whereby 37.5% of the net sale value will be payable to BBC. Under the draft agreement the cost to prepare for market are deducted prior to the calculation of what is due to BBC.

Legal:

3. The legal implications of this proposal relate to securing possession from a farm tenant. There is an existing lease agreement that will need to be terminated as part of any agreement with a partner. The legal team will provide advice and guidance to ensure the Council's 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. Anticipated non-financial outputs and outcomes are not realised – the brief to the Partner must unequivocally describe desired outputs and outcomes.
 - c. Failure to obtain planning permission – with the preferred approach the cost of pursuing a planning application would be met by the Partner. The site is included within the draft development strategy.
 - d. Failure to secure a partner – initial soft market testing and market intelligence suggests the site and proposed method of delivery will be attractive to the market.
 - e. Legal challenge – legal and procurement advice will be sought to mitigate the potential of a legal challenge.
 - f. Slippage of timescales – following appointment of a partner, milestones will be included within the agreement which will help mitigate against slippage.
 - g. Procedures not operated in a manner that demonstrates transparency, probity, and accountability – a full audit trail will be maintained throughout the process.
 - h. Failure to comply with relevant legislation – the Council's legal team will be engaged throughout the process.
 - i. Reputational risk – the chosen Partner will be expected to engage stakeholders throughout the process to mitigate this potential risk. The Council will undertake full checks on a potential Partner prior to entering into any agreement.
 - j. Poor value for money – the proposed method of delivery will optimise the level of capital receipts, whilst minimising expenditure and mitigating risk.
 - k. Under performance of chosen Partner – clauses for penalties and termination will be included within any agreement.
 - l. Failure to deliver the Council's priorities – the Council will relinquish some control of the development.
 - m. Potential perceived conflict of interests as Council is the landowner.
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. 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. Good planning can improve environments and opportunities for communities experiencing disadvantage. Planning which does not adequately engage with, or consider the needs of, local communities is unlikely to improve their life chances and may further entrench area-based disadvantage. Promoting equality of opportunity and social inclusion relates to the access to facilities and services, enhancing employment opportunities, the protection of open spaces as well as a broad range of policies concerned with the quality of life. Addressing the strategic land use, transport and development aspects of these needs is key to ensuring that the planning system is used to its full potential to deliver benefits to all communities.

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 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 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. **delegate powers to the Director of Improvement and Corporate Services, in consultation with the Deputy Leader and Executive Member for Corporate Resources, to proceed in securing a partner to promote a planning application for the land east of High Street Arlesey, and progress a disposal of the Council's assets in the open market.**

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| <i>Reason for Recommendation:</i> | <i>The capital cost and potential capital receipts to be achieved from the selection of an alternative option (other than the option proposed), is potentially greater than £500,000 and therefore requires Executive approval.</i> |
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Executive Summary

12. Arlesey Cross defines the land East and West of High Street (see attached plan), allocated for mixed but mainly residential development in the adopted Site Allocations document for the north of CBC, part of the Local Development Framework. The entire allocation comprises some 73.5 hectares gross, of which c.50 hectares is east of High Street (East Side) and c.23.5 hectares is west of High Street (West Side). The East Side is owned in entirety by the Council although currently subject to a farm tenancy which can be terminated. The West Side is in some 14 separate ownerships including the Council.
13. There is a Masterplan for Arlesey Cross which covers the entire allocated area. This Masterplan is endorsed as Technical Guidance for Development Management purposes. This report seeks Executive approval to the procedure for securing planning permission and delivery for development of the East Side, having regard to the options and recommendations which follow. It is probable that promotion and delivery of the West Side will be delayed for a considerable period due to the high number of land owners and complexity of delivery. Therefore the Council is pursuing development of the East Side, independent of the consortium. The Masterplan has guided the approach to this development proposal.
14. The East Side will comprise some 24.5 ha of residential land together with land for other uses including employment, local shopping, school, extra care and open space.
15. There are a number of options available to the Council to deliver its financial and regeneration objectives. In the case of the developer or the promoter option, whichever is adopted the Council needs to put in place a transparent and open procurement process.
16. Critical to the way the development is brought forward is the need to maintain a strong influence on both its evolution and detailed realisation on site. This is not simply about densities and the order in which parcels of land are brought forward but is also about the discretion around the timing of infrastructure works and the need for investment in the early stages of the development. In selecting a preferred route the ability to maintain this strong level of influence has been paramount.
17. ***The recommended option is to work with a promoter-partner to secure a planning consent and onward disposal to generate capital receipts and accelerate delivery.***
18. The agreement would commit the promoter-partner to meet all costs of securing planning permission and possession of the land in full consultation with the Council. The expectation would be submission of a planning application in Autumn 2014, and a resolution to grant in Spring/Summer 2015. The partner would be remunerated based on an agreed percentage of the value of the land on disposal. The costs of promotion will be netted off before dividing proceeds with BBC.
19. The benefits of this approach are:
 - a. With the appropriate legal structure in place a promoter-partner can enter into all planning, highway, and other agreements so that planning permission can be granted – the Council may have difficulties in entering into a S106 agreement with itself.

- b. This approach would ensure a straight forward relationship between Assets and Planning and avoid any potential perceived conflicts of interest.
- c. A promoter-partnership would allow for the earliest possible commencement of development. During the planning period all matters relating to the introduction of core infrastructure and the phasing of development would be resolved to allow development to commence shortly after planning permission is granted.
- d. All capital expenditure is met by the promoter-partner from the date of the agreement, thereby reducing the Council's cost exposure.
- e. First phase of housing potentially available by Summer 2016.
- f. Although a legal estate or beneficial interest in land would need to be given to the promoter-partner to allow the S106 to be completed the Council will retain significant control on the implementation and phasing of development.
- g. It is considered that the terms negotiable with a partner will be optimal in terms of value and timing of capital receipts and value for money.
- h. Furthermore, the promoter-partner would be incentivised to maximise the value of the land prior to disposal as their return is based upon a percentage of the disposal value, subject to the constraints of the brief.
- i. The promoter-partner will bring expert support and resources to ensure the successful delivery of the scheme.

20. The issues with this approach are:

- a. A proportion of the land value will be used to remunerate the promoter-partner, however most if not all of the value could be recovered because of expertise deployed by the expert promoter-partner. The Council relinquishes some control of the development, which may impact upon issues such as the levels of affordable housing, employment land, and community infrastructure.
- b. Notwithstanding the constraints of the brief, the promoter will be motivated to deliver best value from the land. It will be important therefore to ensure that non-financial outputs and outcomes expected from the development are unequivocally described in the brief.

21. In preparing the above recommendation, the following alternative options were considered and discounted:

22. ***Alternative Option A - CBC secure planning consent, prior to onward disposal***
When the land was allocated in 2011, the policy adopted, initially in conjunction with land owners on the West Side, but more recently to promote the East Side only, was to seek planning permission with a view to deferring a disposal to a developer consortium until consent was secured.

23. The benefits of this approach are:

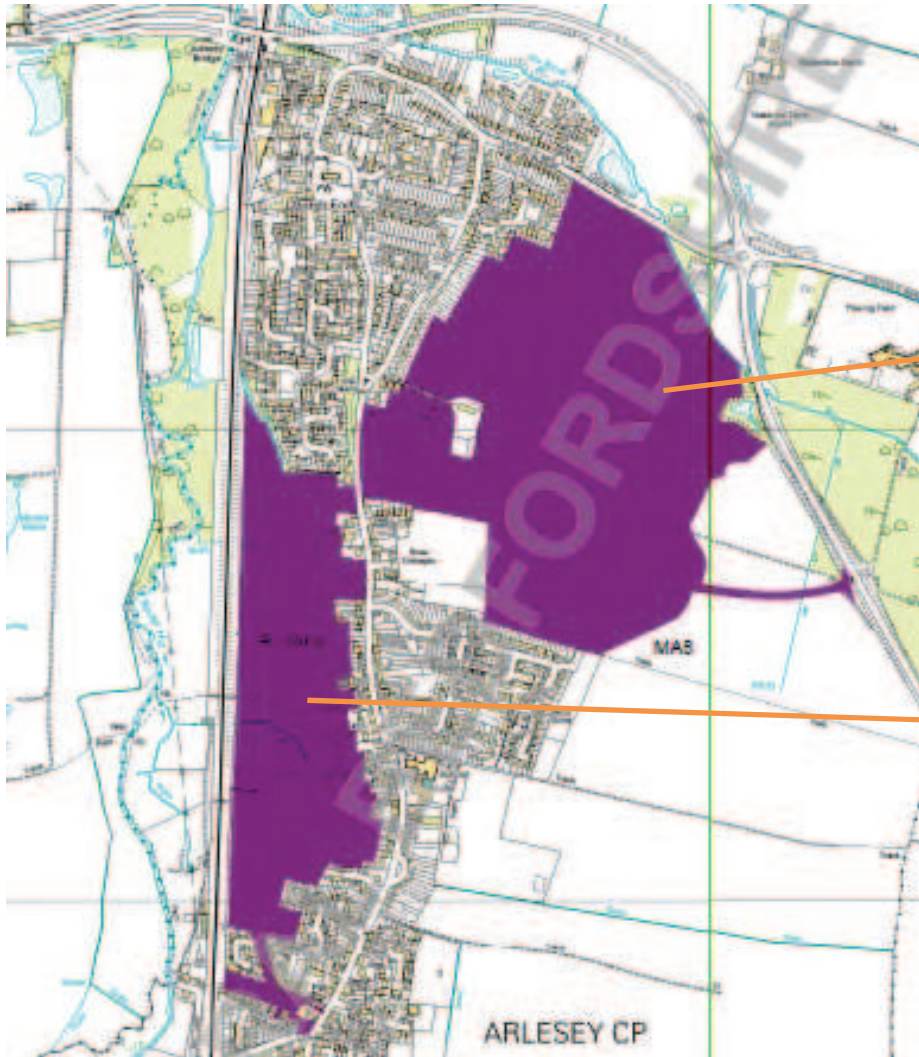
- a. The Council maintains full control of the development, thereby safeguarding volumes of housing, employment land, and community infrastructure.

24. The issues with this approach are:
- a. The Council cannot commit to a Section 106 planning agreement with itself and negotiation with developer consortia would likely necessitate re-negotiation of the planning application and/or planning and highway agreements related to it. As a consequence there is a possibility of considerable delay and concerns arising with regard to the timing and quantum of the sales proceeds.
 - b. The Council would incur all costs related to the planning process.
 - c. The Council is directly exposed to reputational risk, and/or a possible Judicial review or other challenge, relating to its decision to give consent for land owned by the Council.
25. ***Alternative Option B - an immediate unconditional sale of the land***
Under this option, the Council would market the site for immediate sale.
26. The benefits of this approach are:
- a. The Council is likely to achieve an earlier capital receipt.
 - b. There would only be minimal costs incurred by the Council relating to disposal.
 - c. As a land sale, there are unlikely to be any procurement issues.
27. The issues with this approach are:
- a. If a developer consortium considered this approach the bid would reflect a full allowance for infrastructure, planning agreement, and other costs. These will be inflated for risk. This would result in significantly reduced capital receipts for the Council.
 - b. The bid would also reflect both the risk and timeframe for securing an acceptable planning permission. For a scheme of this size a developer would normally wish to draw down land in phases from the date development commences.
 - c. The Council might be challenged for agreeing to a sale which fails to maximise the value of the land with the benefit of planning permission.
- Conclusion and Next Steps**
28. If the recommendations set out in this Executive paper are approved, the Council will, in consultation with Procurement and Legal, commence work to secure a partner to achieve a planning consent and onward disposal of the land.

Appendices:

Appendix A – Site allocation for Arlesey Cross

Appendix A – Site Allocation for Arlesey Cross



East of High Street

West of High Street

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Meeting: Executive
Date: 22 April 2014
Subject: Outline Planning Thorn Turn
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources

Summary: This report seeks approval to pursue an outline planning application for the Thorn turn site for employment uses and explore potential synergies with the proposed new waste transfer facility. Following planning consent, this report also seeks permission to progress the disposal of the employment land.

Advising Officer: Deb Clarke, Director of Improvement and Corporate Services
Contact Officer: David Cox, Chief Assets Officer
Public/Exempt: Public, but with an exempt report setting out the commercial sensitivity details.
Wards Affected: Houghton Hall
Function of: Executive
Key Decision Yes
**Reason for urgency/
exemption from call-in
(if appropriate)** N/A

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 the Dunstable and Houghton Regis area.
- 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. As per the report on the Exempt report.

Public Health

6. As per the report on the Exempt report.

Community Safety:

7. As per the report on the Exempt report.

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. pursue an outline planning application for the Thorn Turn employment land (Option 1); and
2. depending to the option decided, authorise the Director of Improvement and Corporate Services, in consultation with the Deputy Leader and Executive Member for Corporate Resources, to seek best consideration for the employment land (including timing of receipts 'Option 1b') through disposal on the open market.

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: 22 April 2014
Subject: The Future Management of Central Bedfordshire Council's Residential Care Homes for Older People
Report of: Cllr Carole Hegley, Executive Member for Social Care, Health & Housing
Summary: The report proposes the transfer of the management of the seven residential care homes for older people, owned by the Council, to direct council management at the end of the contract with Bupa.

Advising Officer: Julie Ogley, Director of Social Care, Health and Housing
Contact Officer: Tim Hoyle, MANOP Head of Service
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:

- Promote health and wellbeing and protecting the vulnerable.

Financial:

1. The proposal requests that Executive recommends to Council a budget virement of £3,789,000 between externally contracted care services and directly managed care services as a result of insourcing the management of these homes from 1 August 2014. It also requests that the budget estimate for income from Fees for Residential Care Homes is increased by £302,000.

Legal:

2. Central Bedfordshire Council has duties and powers to provide accommodation and care for vulnerable older people, either directly or by commissioning the service from suitable third parties.

3. The primary source of this is the NHS & Community Care Act 1990 – Section 47(1): The Local Authority has a duty to carry out an assessment of need for community care services where a person appears to be someone for whom community care services could be provided and a person's circumstances may need the provision of some community care services. This includes the provision of residential and nursing home places. The proposals in this report enable to the Council to continue to discharge its duties in this regard.
4. The standards operable in the homes are regulated by the Care Quality Commission (CQC). The standards are set out in the Care Standards Act 2000 and associated regulations and guidance.
5. The transfer of staff proposed in this report will be subject to the requirements set out in The Transfer of Undertakings (Protection of Employment) Regulations 2006 (and subsequently amended in 2009 and 2014). These regulations, normally referred to as 'TUPE', aim to ensure that under normal circumstances the terms and conditions of employment of the staff transferring are not worsened as a result of the transfer.

Risk Management:

6. Risks associated with the proposals in this report and the process of the transfer itself are being recorded on the project risk register and managed through the established project management processes. The project will also feature in the Council's strategic risk register and be monitored corporately.
7. The most significant risks associated with these proposals are:
 - Financial risk that the costs of running the homes exceed the amount currently allocated for this purpose.
 - Service delivery risk if the homes transfer in with existing deficiencies (such as staff vacancies or building defects).
 - Service delivery risk specifically around the capacity to transfer in a large number of staff over a short period of time.
 - Risk of not operating homes to meet current registration standards.
 - Risks of failure to discharge statutory responsibilities.
 - Relationship management risks between the Council and Bupa during the transfer period.
 - Reputational risks in relation to the transfer and the running of the homes.
 - Failing to deliver as service that addresses the requirements of residents and families.

Mitigation actions are underway to manage these risks.

Staffing (including Trades Unions):

8. Adopting the recommendations in this report will increase the number of employees of Central Bedfordshire Council by around 400 people. This will have an impact on the resources required within Social Care, Health and Housing and the Improvement and Corporate Services directorates. The requirements of TUPE regulations will apply to the staff transferring into Council employment.

Equalities/Human Rights:

9. No specific equalities or human rights issues have been identified in the proposals set out in this report as the proposals do not affect the services delivered to residents or the employment circumstances of the staff.

Public Health:

10. Not applicable.

Community Safety:

11. Not applicable.

Sustainability:

12. Not applicable.

Procurement:

13. In order for the transfer to be effective the Council will need to contract for the supplies and services currently being provided in the homes by third parties. This will include supplies such as food and cleaning materials. Where the Council does not already have in place suitable arrangements then a procurement process will be required.

Overview and Scrutiny:

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

RECOMMENDATIONS:

The Executive is asked to:

1. **recommend to Council that it approves the transfer of the staff in the homes affected to the employment of Central Bedfordshire Council on 1 August 2014 in accordance with TUPE regulations;**
2. **recommend to Council that it approves the virement from the budget allocated to the Bupa Residential Homes Contract for the period August 2014 to March 2015 of £3,789,000 to a new budget heading of 'Directly Managed Residential Homes for Older People' under the Assistant Director, Adult Social Care, and that the subjective amounts in this budget are as set out in paragraph 45 of this report; and**
3. **recommend to Council that it increases the budget estimate for income from Fees for Residential Care Homes by £302,000 for the period August 2014 to March 2015.**

| | |
|------------------------------------|---|
| <i>Reason for Recommendations:</i> | <i>To ensure the continued delivery of services to older people in the seven residential homes for older people owned by Central Bedfordshire Council</i> |
|------------------------------------|---|

Executive Summary

15. Bupa has given notice of its intention to withdraw from the management and operation of the seven residential care homes for older people owned by Central Bedfordshire Council on 31 July 2014. Since receipt of this notice, work has been underway to examine the Council's options.
16. In the timescale available the only viable option is to take the homes into the direct management of the Council, along with the staff working in them. This option also supports the Council's strategic intention to reprovide the capacity in the seven homes with modern replacements, whilst leaving its options open in the future.
17. In evaluating the options officers have been mindful of the need to provide continuity of care and reassurance to the residents of the homes, who are some of the most vulnerable members of our community and their relatives.
18. The net cost of the transfer of the homes' staffing and management to Central Bedfordshire Council are estimated as broadly neutral although this may need to be revised as issues and costs become more completely known.
19. This report seeks the authority to make the changes to the Council's budget framework to allow for the transfer.
20. Ongoing costs relating to the maintenance and repair of the homes are not the primary focus of this report as the buildings are already owed by the Council. Further work will be done to determine the planned expenditure in this respect, in the light of information about the conditions of the buildings and the likely reprovion timescale.

Background

21. Bedfordshire County Council contracted out the running of its residential care homes for older people to Bupa in 1998. On its formation in 2009 CBC took over the contract with Bupa for the seven homes in Central Bedfordshire. None of the homes meet modern registration standards in terms of their physical environment, or could be modified to meet those standards. The Council's stated intention with respect to the homes is a phased transition away from them into new-build residential homes over the next 6 years. The Council has been seeking to negotiate a contract extension with Bupa on this basis.
22. Bupa has served formal notice on CBC that it intends to cease its involvement with the running of the seven homes on 31 July 2014. Bupa cited their strategic intent to withdraw from operating homes on behalf of other organisations as their reason for this.

23. The seven homes affected are:

Abbotsbury, Biggleswade
Allison House, Sandy
The Birches, Shefford
Caddington Hall, Markyate
Greenacre, Dunstable
Ferndale, Flitwick
Westlands, Leighton Buzzard

An eighth home, Ridgeway Lodge, Dunstable which is part of the block arrangements, is owned by Bupa and will be continue to be operated by them.

24. In total the seven homes affected have capacity for 249 people. Occupancy at the current time is set out in the table below:

| Type of placement | Number |
|--|---------------|
| Residents placed by Central Bedfordshire Council | 190 |
| Residents placed by other local authorities | 5 |
| Private residents | 21 |
| Vacancies | 33 |
| Total | 249 |

25. The seven homes form 37% of the overall capacity of residential care home places in Central Bedfordshire (674), and 19% of the combined residential and nursing home capacity (1,280).

Actions taken to date

26. In response to this event it was agreed that the overriding priority is the welfare of the residents in the homes who will be affected by this decision. The options available to the Council are set out below:
- (a) Take the homes into the Council's direct management.
 - (b) Form an 'arms-length' company to take over their management.
 - (c) Contract with an existing organisation to take over their management.
27. In evaluating these options officers were mindful of the relatively short timescale, the current physical state of the homes and the existing strategy to re-provide the homes' capacity in new buildings.
28. Option (a) was identified as comparatively low risk and achievable within the 31 July 2014 timescale. This option also gives the Council more flexibility in taking forward proposals for re-providing the homes as schemes come forward.

29. Option (b) was identified as feasible but very difficult to achieve in the timescale to which the Council has to work. It is likely that CQC would demand a clear plan from the new company to deliver the improvements in the physical standards in the homes as a condition of its registration as a care provider. The Council is not yet in a position to do this.
30. Similarly option (c) was identified as feasible but very difficult to achieve in the timescale. It was also noted that attempts by Bedford Borough Council to attract an existing organisation had failed following the withdrawal of all potential operators. The risks for a third party organisation in running homes that do not meet current registration standards (in the absence of an agreed programme of re-provision) mean that the chance of successfully attracting a partner would be very low.
31. It is therefore strongly recommended that option (a) is the one to be taken forward at this stage. It should be noted that taking this option now does not preclude pursuing one or both of the other options at a later date.
32. An officer project team has been established to manage the processes associated with the ending of the contract. This consists of representatives of key areas from within Social Care, Health and Housing and Improvement, Finance and Corporate Services Directorates and is lead by the Assistant Director, Adult Social Care. A detailed project plan has been developed. This is designed to ensure that all of the actions required to deliver a safe and effective transfer can be completed prior to 31 July 2014.
33. Meetings have been held with residents, relatives and staff members to advise them of the situation and to hear their views. Representatives of Bupa and the Council attended these meetings. Residents have been given assurances that their welfare remains of paramount importance. They have also been advised the homes will remain in operation after 31 July 2014 and that the existing staff will continue to provide their care.
34. The homes are continuing to operate as normal.

Financial Implications

35. The Council allocated funds in 2014-15 budget for the contract with Bupa to run the seven homes. The total annual budget for the contract for the seven homes is £5,684,000. Expenditure on the contract is based on monthly invoicing based on a daily rate for each home. It is expected that by the end of July 2014 4/12^{ths} of the budget will have been expended and 8/12^{ths} (£3,789,000) will remain.
36. The other source of income for Bupa in respect of the homes is income from privately-funded customers. In addition to the direct costs of running the homes these sources of income also need to provide for Bupa's corporate overheads and operating profit elements. It is therefore expected that the direct operating costs will be lower than their contract and fee income
37. At the request of officers, Bupa has provided information about the running costs of the homes. It has been supplied on a confidential basis and has been reviewed by the author and the Council's Chief Finance Officer as part of the process of preparing this report.

38. Although existing staff will transfer on their current salaries and other contractual terms and conditions, the Council will need to assess the posts within the homes against its own job evaluation criteria in order to recruit to existing or future vacancies. If the outcome of the evaluations is a significant difference between the terms and conditions of the existing and future staff then this may create difficulties in managing the workforce going forward. It may be possible to avoid this by implementing a one-off improvement in terms and conditions for existing staff. It is not possible to estimate this at present but such changes would be a call on the contingency sum identified in paragraph 41(e).
39. Income from charges for residents placed by the Council are already paid directly to the Council and the budget for 2014-15 was set at £2,310,000. This income will not be affected by the proposals.
40. Income from the 21 privately-funded residents who have contracted directly with Bupa is received by Bupa and the Council does not currently have information about the rates charged and the total income received. Prior to the transfer the Council intends to agree with each of those residents (or their representatives) that they will remain in the home and that from 1 August 2014 they will be charged by Central Bedfordshire Council at the current Full Cost rate for Central Bedfordshire residents for the home in question. The rates for 2014-15 are set out in below:

| Home | Weekly Rate 2014-15 |
|-----------------|------------------------|
| Abbotsbury | £461.60 |
| Allison House | £451.33 |
| Caddington Hall | £426.89 |
| Ferndale | £471.89 |
| Greenacre | £465.52 |
| The Birches | £462.00 |
| Westlands | £469.14 |

Based on an average charge of £460.19 per week it is estimated that income from these residents is would total £453,000 per annum and £302,000 for the period 1 August 2014 to 31 March 2015. It is proposed that the relevant income budget is revised to reflect this.

41. The following on-going budget pressures have also been identified:
- (a) **Ongoing additional pension costs:** The pension situation for staff is complex and will need to involve the pension scheme actuary and Bedford Borough Council (as administrators of the scheme) in determining the additional cost pressures. An estimate of the ongoing pressure has been made based on the Council paying a contribution of 14% of gross salaries and this has been incorporated into the staff costs estimate set out in paragraph 45. There will be further investigations to ascertain if Bupa has liability for any additional pension costs.

- (b) **Employment of an Area Manager:** it will be necessary to employ a manager to line manage the seven registered managers of the homes. The post has yet to be evaluated but the estimated cost is £58,000 per annum. Subject to the recruitment process it is intended to have this post occupied well before the transfer takes place and the cost for the 2014-15 year is therefore estimated to be £48,000.
 - (c) **Additional HR support capacity:** the increase in the number of employees of the council will increase the demand on all aspects of the HR function. This is difficult to estimate ahead of the transfer but an allowance of £175,000 for 2014-15 year is proposed. Requirements in this area will be reviewed following transfer and be incorporated into budget planning for 2015-16.
 - (d) **Meeting the on going training needs of staff in the homes:** This capacity may not be transferred as part of the TUPE process. It is understood that two part time trainers currently deliver 'in house' training to staff in the homes. An allowance of £38,000 for 2014-15 year is proposed. Requirements in this area will be reviewed following transfer and be incorporated into budget planning for 2015-16.
 - (e) **A contingency** to ensure that the cost of applying relevant Central Bedfordshire Council policies can be met. This would include the cost of any actions taken in relation staff terms and conditions (see paragraph 41). A contingency of £292,000 is proposed for 2014-15. This represents the balance of the existing budget. Any expenditure against this would be incorporated into budget planning for 2015-16.
42. In total these pressures are estimated at £553,000 for the financial year 2014-15.
43. The following 'one-off' budget pressures have been identified to ensure the safe and effective transfer of the homes:
- (a) **'Due diligence' activities prior to transfer:** Due diligence activities to be carried out prior to the transfer are likely to identify expenditure requirements. It is difficult to estimate these at this stage and an allowance of up to £150,000 is proposed to both undertake the activities and to complete any urgent works required as a consequence.
 - (b) **Replacement of staff uniforms:** The uniforms worn by the staff in the homes are of Bupa's corporate design and will need to be replaced. Although there is allowance in budgets for replacements due to wear and tear and staff turnover, it is estimate that an additional one off sum of £25,000 will be required.
 - (c) **Purchase, installation and connection of IT equipment:** The IT equipment currently in use is the property of Bupa and will need to be replaced with Council equipment and this will need to be connected to the Council's network. A sum of £65,000 is estimated to be required.

- (d) **HR – set up and transfer of staff:** Additional short term staff resources will be required to undertake the processes associated with the transfer of staff, such as the setting up of each of them on corporate systems such as SAP. It is proposed that a sum of up to £25,000 is allowed for this.
- (e) **Replacement of signage:** The current Bupa-branded signage on each home will need to be replaced and a sum of £10,000 is allowed for this.

44. In total these pressures are estimated at £275,000.

45. Based on the preceding paragraphs, the net effect on the Council's budget for 2014-15 is estimated to be as summarised in the table below. All costs relate to the part year August 2014-March 2015.

| | £ |
|---------------------------|------------------|
| Current Budget (A) | 3,789,000 |

Direct Management Costs

| Description | £ |
|-----------------------|------------------|
| Staffing costs | 2,600,000 |
| Catering | 170,000 |
| Housekeeping | 28,000 |
| Medical | 25,000 |
| Utilities & Services | 250,000 |
| Repairs & Maintenance | 120,000 |
| Administration | 70,000 |
| Total (B) | 3,263,000 |

| | |
|------------------------------|-----------------|
| Additional Income (C) | -302,000 |
|------------------------------|-----------------|

| | |
|------------------------------------|-----------------|
| Total Variation (D)=(B+C-A) | -828,000 |
|------------------------------------|-----------------|

| Additional Costs - Ongoing | £ |
|----------------------------|----------------|
| Area Manager | 48,000 |
| Additional HR Capacity | 175,000 |
| Staff Training | 38,000 |
| Contingency | 292,000 |
| Total (E) | 553,000 |

| Additional Costs - One-off | £ |
|----------------------------|----------------|
| Due Diligence | 150,000 |
| Staff Uniforms | 25,000 |
| IT | 65,000 |
| HR Resources | 25,000 |
| Signage | 10,000 |
| Total (F) | 275,000 |

| | |
|--------------------------------|----------|
| Net Difference (=D+E+F) | 0 |
|--------------------------------|----------|

46. It is proposed to manage costs set out above incurred by the corporate centre during 2014-15 using virements from the 'Directly Managed Residential Homes for Older People' budget. These will be made at or before year-end to reflect actual expenditure.

47. It should be emphasised that all of these estimates may be subject to change and refinement as the preparations for the transfer proceed. It is also possible that other requirements will emerge.

Conclusion and Next Steps

48. Following approval of the recommendations work will continue to deliver a smooth transfer and to refine further the cost estimates for the current financial year. Members will be kept apprised of progress and outcomes.

Appendices:

None

Background Papers: (open to public inspection)

None

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Meeting: Executive
Date: 22 April 2014
Subject: Procurement of Specialist Professional Services
Report of: Cllr Maurice Jones Deputy Leader and Executive Member for Corporate Resources
Summary: The report proposes to implement a contract for the supply of specialist professional services which is available through the North East Procurement Organisation framework.

Advising Officer: Deb Clarke, Director of Improvement and Corporate Services
Contact Officer: Paul Meigh, Chief Procurement Officer
Public/Exempt: Public but with an exempt appendix under category number 3 "information relating to the financial or business affairs of any particular person (including the authority holding that information)".
Wards Affected: All
Function of: Executive
Key Decision Yes
Reason for urgency/ exemption from call-in (if appropriate) N/A

CORPORATE IMPLICATIONS

Financial:

1. The estimated total value for the contract is £4m per annum funded through existing revenue/capital budgets.
2. This change in the introduction of a new supplier will contribute to the delivery of the £1m procurement efficiency target as part of Medium Term Financial Plan 2014/15.

Legal:

3. The Council has no specific contract for spend in this area (although some of the spend in this sector has been managed for CBC by Carlisle Managed Solutions under a separate Agreement). This represents a new approach to the procurement of specialist professional services by Central Bedfordshire Council.

4. The value of this contract means that any contract award is subject to the European Procurement Directive and the Public Contract Regulations. In this instance, those requirements are met by a framework. The annual value of the contract exceeds £500K and therefore the expenditure must be approved by the Executive before Central Bedfordshire Council can award it.

Risk Management:

5. The Council has an on going requirement for the supply of specialist professional services. The risks associated with not progressing this route are as follows:
 - Procurement efficiencies targets in the medium term Financial Plan will not be achieved.
 - Alternative procurement for the service would need to be progressed resulting in:
 - Risks to service delivery and defer potential savings.
 - Inability to deliver priorities outlined in The Medium Term Plan: Delivering Your Priorities for Central Bedfordshire 2012 – 2016.
 - Greater risk of a lack of compliance to appropriate and auditable processes.
6. Risk have been considered and addressed with Directorates and if the recommended option is adopted, the following risks will also need to be managed:
 - Change management risks.
 - Adverse impact on the existing supply chain.
 - Lack of engagement from suppliers.
 - Lack of engagement from service areas with revised processes.

Staffing (including Trades Unions):

7. No direct staffing implications. The Council has a continued requirement for the supply of specialist professional services.
8. The proposed changes includes a gatekeeper approach which will also ensure employees have access to relevant job opportunities and that the use of specialist professional service providers are used appropriately, is managed and in accordance with relevant legislation.
9. It's expected the gatekeeper would be the same individual managing the temporary staff contract. The purpose of the gatekeeper is to ensure that specialist professional services are properly sourced and that where there is in-house capability that this is used first. Also that spend only occurs when necessary.

10. The gatekeeper will also provide the day to contract management, invoice approval and will be the first point of contact for departments including dealing service issues. The role includes internal system administration and with training capability. To ensure benefits realisation, the role will gather management information and data and also deal with FOI responses for example. Should disputes arise from suppliers the gatekeeper provides a point of contact for their issue escalation.

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. Consideration is always given to the requirements of equality legislation as part of local authorities' procurement practices. There are no adverse equalities impacts associated with this proposal.

Public Health:

13. This contract will provide a corporate wide service that would be used by the public health service at Central Bedfordshire Council.

Community Safety:

14. Not applicable.

Sustainability:

15. Not applicable.

Procurement:

16. The framework contract for specialist professional services is available through North East Purchasing Organisation (NEPO). A contract can be awarded directly under the framework contract to the single provider NEPRO. The framework has been tendered in accordance with the Council's Corporate Procurement Rules. The Council's Code of Procurement Governance provides that the Executive must approve expenditure before commencing any procurement over £500,000 per annum. The annual costs of the contract/s exceed that threshold. The procurement team are actively supporting this process.

Overview and Scrutiny:

17. This matter was considered by Corporate Resources Overview and Scrutiny Committee on 8 April 2014. The Committee gave its full support and recommended that the proposals outlined in the Executive report be agreed.

RECOMMENDATION(S):

The Executive is recommended to:

- 1. approve the implementation of the NEPO framework contract for the neutral provision of specialist professional services; and**
- 2. delegate authority to award the contract to the Director of Improvement and Corporate Services, in consultation with the Executive Member for Corporate Resource, following presentations to assess organisational fit and best value.**

| | |
|------------------------------------|---|
| <i>Reason for Recommendations:</i> | <i>So that the Council can continue to source specialist professional services, as required, in a new and more commercially compliant way for the period of the framework which ends on 16 September 2015 and with the option to extend for a period of up to a further year. This will contribute to the delivery of Medium Term Financial Plan 2014/15.</i> |
|------------------------------------|---|

Executive Summary

18. The Council has a continued requirement for the supply of specialist professional services.

It is evident that despite overall reductions in spending on specialist professional services, there is still a need at CBC to source such work, with such professionals bringing a wealth of expert advice, knowledge and capability which may not be available in-house or would be expensive and/or inappropriate to retain on a permanent basis. Example procurements have included:

- Service reviews
- Gypsy travellers – needs assessment.
- Adult social care assessment.
- Strategic housing market assessment.
- Land study
- Specialist planning advice.

19. As part of the Medium Term Financial Plan 2014/15 an efficiency target of £1m has been assigned to procurement activity. As part of this £155k is to be delivered through efficiencies generated via spend on specialist professional services.
20. Alternative procurement options have been explored including the creation and use of traditional frameworks.
21. Based on the financials gains and the outcome of a full risk assessment exercise, the recommendation is to call off from the NEP framework and implement the full NEPRO model with an implementation roll out immediately following Executive Approval.

Background

22. In September 2012, NEPO (North East Purchasing Organisation) awarded a single-source (Neutral Vendor) contract for the supply of Specialist Professional Services (SPS). That solution is called "NEPRO".
23. The contract is available to all public sector bodies across the UK via associate membership of NEPO. Bath & North East Somerset Council are an associate member.
24. Since launching in January 2013 ,the following Council's have taken up the NEPRO solution:
 - South Tyneside
 - Northumberland County
 - Durham County
 - Wirral
 - Cheshire East
 - Liverpool City
 - Bedford Borough
 - Herefordshire
 - London Borough of Havering
 - Bath & North East Somerset.
25. The LGA have also partnered with NEPRO as their recommended compliant route for members to procure professional services / consultants in the Adult Social Care field.
26. The volume of spend on specialist professional services exceeded £3.6M in 2012/13. This level of spend has continued through 2013/14 and the requirement for services of this type is expected to continue in 2014/15 and beyond.
27. Some of the spend in this sector has been managed for CBC by Carlisle Managed Solutions (CMS) acting as a neutral vendor under a separate Agreement. The renewal of the CMS service requirement is the subject of a separate paper which also provides the opportunity to consider the full range of spend related to specialist professional services.
28. NEPRO is a Neutral Vendor model to centrally and compliantly procure, contract and performance manage specialist professional services. It is the only model of its kind currently available via call-off to the public sector.
29. It is evident that despite overall reductions in spending on specialist professional services , there is still a need at CBC to source such work, with such professionals bringing a wealth of expert advice, knowledge and capability which may not be available in-house or would be expensive and/or inappropriate to retain on a permanent basis.

Options Considered

30. There are currently three recognised models of SPS providers available and identifiable; these being:
 - Multi-disciplined professional service and /or consultancy organisations that offer a wide range of specialisations at strategic, operational and tactical levels of service delivery and organisational with a global presence.
 - SMEs specialising in a particular market sector or field of expertise.
 - Stand-alone or Sole Trader SPS agencies focus on specialist and technical consultancy and professional advice around a particular field, function or industry.
31. In 2012 the North East Procurement Organisation ('NEPO') developed a procurement strategy for Specialist Professional Services on behalf of its members and the wider public sector work (the Pro 5).
32. Many options were considered, from traditional frameworks (ESPO or Consultancy 1), Dynamic Purchasing Systems through to fully managed service providers and each area was assessed on its own merits. The conclusion was that a Neutral vendor, service led approach with enabling technology, was the best option for managing this complex category.
33. The Neutral Vendor model has been used successful at CBC for managing agency spend. Prior to the Pro5 group recommended a Neutral Vendor partner, a robust market test was conducted, including an open call for interest and a series of supplier engagement sessions. The Pro 5 met with significant players within the field including Matrix SCM, Comensura and Adecco Beeline and all suppliers had differing levels of maturity within the field – from simple concepts through to advanced models (either in theory or practice). After a through selection process NEPRO were awarded the contract by NEPO in September 2012 after an OJEU compliant competitive tender process.

34. In adopting the NEPO model which selected NEPRO the Neutral Vendor partner (NEPRO) would act as a single point interface between CBC and the supply base and offers many benefits, for example:
- A reduction in administrative processes, supported for instance by channelling activity via a central web based application.
 - Improved transparency, reporting and audit of all activity associated with professional and consultancy services.
 - Efficiency savings through the elimination of transactional activity resulting in the volume of invoices and processes being minimised as contact and contracts sits with one vendor.
 - Quick, simple and compliant procurement processes for all values of spend.
 - Use of a single monthly invoice paid to NEPRO who are then responsible for fee distribution.
 - Improved capacity in procurement as the need to utilise traditional procurement methods is reduced allowing increased focus on key priorities.
 - Increased exposure to, and use of, local SMEs.
 - Ensure IR35 compliance.
35. NEPRO supports market led outcome based pricing, relying on well-defined briefs with outcomes, aims, objectives, deliverables and milestones formulated. NEPRO leads the implementation of processes and controls that will encourage a shift in attitude as to how, why and where CBC utilises Specialist Professionals.
36. The solution provides an alternative model to using traditional frameworks but the solution was not set up to compete with them. The key differences are highlighted in the table below:

| NEPRO | Framework |
|---|--|
| Authority has a single contract with NEPRO which in turn contracts with the Suppliers. | Authority contracts with each Supplier often on their terms. |
| Can favour local SMEs and has no limit on accredited suppliers. | Suppliers are limited to those on the Framework. |
| Controls spend and therefore provides accurate MI. | Call off is for individual engagements only. |
| Can run mini-competitions without public sector restrictions. | Tender processes run by the Authority and can incur expensive cost especially for higher value procurements and particularly above OJEU. |
| Provides a system to govern demand, contract and performance management. | Frameworks do not offer this. |
| Payment for providers is subject to performance. | Payment terms are different for every contract and are often on rate card only. |
| Benchmarks data and drives savings by greater and more open competition, and demand management. | Frameworks offer increased value for money especially if mini-competitions are run, but on a piecemeal basis. |

37. The benefit of a more proactive management regime to centrally procure, contract and performance manage specialist professional services has been shown to deliver financial savings in a range 7.5 –15%.

ISSUES:

Why do CBC need this approach? There are risks to which the Council is currently exposed:

38. **Business Case Process** – CBC currently has no corporate policy or procedure for the use of SPS apart from the procurement procedures, with many requests/ requirements not being visible at a senior level or having Director level sign-off.
39. **Spend data** – whilst the Council has better vision of spend, SPS may be included within a variety of cost headings, making it harder to achieve a full overview of activity.
40. **Performance Management** – there is currently no mandated process for managing the performance of SPS providers once appointed and poor performance may not be captured, with the risk of ultimately providers being paid whether or not they actually deliver.
41. **Scope creep** – this is currently dependent on local management of the contract with no comprehensive process to mitigate for this.

42. **Collaboration** - the Council has no formal means to collaborate with other regional authorities and share business cases, IP etc.
43. **IR35** - the Council contracts directly with many contractors via their Ltd companies. The Council is therefore putting itself at financial risk by enabling potential tax evasion. Many authorities have recently been caught out by this issue and it is a matter of “when not if”, unless mitigating action is taken. Using the NEPRO solution/ route to market, this issue would be mitigated against.
44. **Local providers** - there needs to be a compliant way to increase the use of local SMEs without breaking EU procurement laws.
45. **Spend** – needs to be reduced through a mixture of centralised demand management, supplier engagement and better overall control/management.

How can NEPRO specifically support this?

46. **Business Case Process** - NEPRO would provide a process and template policy and procedure documents for managing business cases and authorisations together with an automated governance system to centrally manage the process online.
47. **Compliance** – as NEPRO are a private sector organisation they are not subject to EU procurement rules. NEPRO can therefore manage direct appointments or run mini competitions as required and for any level of spend.
48. **Spend data** – NEPRO would perform a diagnostic as part of the implementation and as the spend would be centrally controlled, spend data will thereafter be available in real time.
49. **Performance Management** – the process requires all providers of services to the council to produce monthly highlight reports, before invoicing is approved. The NEPRO system automates this process but the overarching principle is that providers only get paid on the agreement that the outputs within the milestones as detailed in the original business case have been met.
50. **Scope creep** – suppliers only get paid for the work as was approved in the business case, with any additional work having to be approved in the same way.
51. **Collaboration** - the process captures business cases and outputs which can be shared amongst any authorities if appropriate.
52. **IR35** - All NEPRO contracts are for output based services not input driven interims. Providers are treated as consultants and not interim members of staff therefore mitigating this risk. Payment is on performance only.

53. **Local providers** - NEPRO can positively discriminate in favour of local SMEs and will engage in regional and local supplier engagement as part of their implementation. NEPRO can operate a tiered approach whereby, where possible, 3 quotes for each requirement are obtained from the local and (then) regional supplier base.
54. **Spend** – closer management / control over the appointment of providers will drive down spend by improving demand management (buying only what Council needs), and driving best value from suppliers.

In addition to the above NEPRO will drive efficiency savings by reducing back office costs and reducing risk for the Council.

Published spend data will show spend via NEPRO Ltd. NEPRO is perceived as a NEPO initiative who are a member of the Pro5.

Impact of Change

55. Moving the spend to a new supplier will have an associated 'cost of change' that will impact the Central Bedfordshire Council stakeholders and users. It is anticipated that the change in provider would require a three month implementation period.

Conclusion and Next Steps

In summary, the recommendation is:

1. To call off from the NEPO framework and implement the full NEPRO model with an implementation roll out immediately following Executive Approval.
2. Implement the mechanisms to deliver the agreed services and specified services.

Appendices:

Appendix A – Financial and other options (Exempt)

Background Papers: (open to public inspection) None

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