

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



please ask for Jonathon Partridge

direct line 0300 300 4634

date 09 January 2014

NOTICE OF MEETING

SUSTAINABLE COMMUNITIES OVERVIEW & SCRUTINY COMMITTEE

Date & Time

Wednesday, 22 January 2014 10.00 a.m.

Venue at

Council Chamber, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

To: The Chairman and Members of the SUSTAINABLE COMMUNITIES OVERVIEW & SCRUTINY COMMITTEE:

Cllrs D McVicar (Chairman), A R Bastable (Vice-Chairman), Cllr K M Collins,
Ms A M W Graham, R W Johnstone, K C Matthews, T Nicols, B Saunders and
P Williams

[Named Substitutes:

R D Berry, D Bowater, Mrs C F Chapman MBE, D Jones, A Shadbolt and
M A Smith]

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**

Apologies for absence and notification of substitute members

2. **Members' Interests**

To receive from Members any declarations of interest and of any political whip in relation to any agenda item.

3. **Chairman's Announcements and Communications**

To receive any announcements from the Chairman and any matters of communication.

4. **Minutes**

To approve as a correct record the Minutes of the meeting of the Sustainable Communities Overview and Scrutiny Committee meetings held on 12 December 2013 and to note actions taken since that meeting.

5. **Petitions**

To receive petitions from members of the public in accordance with the Public Participation Procedure as set out in Annex 2 of Part A4 of the Constitution.

6. **Questions, Statements or Deputations**

To receive any questions, statements or deputations from members of the public in accordance with the Public Participation Procedure as set out in Annex 1 of part A4 of the Constitution.

7. **Call-In**

To consider any decision of the Executive referred to this Committee for review in accordance with Procedure Rule 10.10 of Part D2.

8. **Requested Items**

To consider any items referred to the Committee at the request of a Member under Procedure Rule 3.1 of Part D2 of the Constitution.

REPORTS

Item	Subject	Page Nos.
9	<p>Executive Member update</p> <p>To receive a verbal update from the Executive Member(s) on matters pertaining to their portfolio(s).</p>	* verbal
10	<p>Community Safety Plan and Priorities (2014/15)</p> <p>To consider the Community Safety Plan and Priorities for 2014/15.</p>	* to follow
11	<p>Leisure Strategy</p> <p>To consider Chapters 2 (recreation and open space strategy) and 3 (playing pitch strategy) of the draft Leisure Strategy and the overarching Leisure Strategy prior to adoption by Executive.</p> <p>Appendices B and C to the report have not been circulated with the agenda due to their size. Hard copies will be circulated to Members of the Committee only and are available on the following website:-</p> <p>http://www.centralbedfordshire.gov.uk/leisure/sports-clubs-andcentres/leisure-strategy.aspx</p>	* 13 – 98
12	<p>Community Services - Draft Budget 2014/15 and Medium Term Financial Plan 2014-2018</p> <p>To consider the draft Budget, updated Medium Term Financial Plan and Capital Programme pertaining to the Community Services Directorate.</p> <p>Papers relating to these items were circulated to Members in the Executive agenda for 14 January 2014 (Items 08 and 09 refer). In addition to the covering report included in this agenda Members are requested to bring their copies of the Executive report with them to the meeting. The report is available to view and print at the following website:-</p> <p>http://www.centralbedfordshire.gov.uk/modgov/ieListDocuments.aspx?CId=577&MId=4397&Ver=4</p>	* 99 - 100
13	<p>Regeneration and Business Support Services - Draft Budget 2014/15 and Medium Term Financial Plan 2014-2018</p> <p>To consider the draft Budget, updated Medium Term Financial Plan and Capital Programme pertaining to the Community Services Directorate.</p>	* 101 - 102

Papers relating to these items were circulated to Members in the Executive agenda for 14 January 2014 (Items 08 and 09 refer). In addition to the covering report included in this agenda Members are requested to bring their copies of the Executive report with them to the meeting. The report is available to view and print at the following website:-

<http://www.centralbedfordshire.gov.uk/modgov/ieListDocuments.aspx?CId=577&MId=4397&Ver=4>

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| 14 | Fees and Charges (2014/15) | * 103 - 126 |
| | To receive the draft Fees and Charges schedule for 2014/15 pertaining to the Community Services and Regeneration and Business Support Services Directorates. | |
| 15 | Street scene and environmental service issues | * 127 - 132 |
| | In light of a request item the Committee will receive a report on a range of street scene and environmental services provided by Waste and Highways Services. | |
| 16 | Road and Pavement Maintenance Performance | * verbal |
| | In light of a previous request the Committee will receive a verbal update in relation to performance on satisfaction with road and pavement maintenance for information. | |
| 17 | Work Programme and Executive Forward Plan | * 133 - 136 |
| | To consider the currently drafted Committee work programme and the Executive Forward Plan. | |

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **SUSTAINABLE COMMUNITIES OVERVIEW & SCRUTINY COMMITTEE** held in Council Chamber, Priory House, Monks Walk, Shefford on Thursday, 12 December 2013.

PRESENT

Cllr D McVicar (Chairman)
Cllr A R Bastable (Vice-Chairman)

Cllrs Ms A M W Graham
R W Johnstone
K C Matthews

Cllrs T Nicols
B Saunders
P Williams

Members in Attendance: Cllrs P N Aldis
D Bowater
A D Brown
C C Gomm
D Jones
A Shadbolt
N J Sheppard
B J Spurr
B Wells
J N Young

Vice-Chairman of the Council
Deputy Executive
Member for Sustainable Communities - Strategic Planning and Economic Development

Executive Member for Sustainable Communities - Services
Deputy Executive
Member for Sustainable Communities - Services
Executive Member for Sustainable Communities - Strategic Planning and Economic Development

Officers in Attendance: Mr D Bowie – Head of Traffic Management
Mr M Coiffait – Community Services Director
Mr J Partridge – Scrutiny Policy Adviser
Ms S Templeman – Senior Finance Manager
Ms S Wileman – Service Development Manager

SCOSC/13/72 Members' Interests

None.

SCOSC/13/73 Chairman's Announcements and Communications

The Chairman informed the Committee that as a result to timetable changes for the development of the Gypsy and Traveller Accommodation Assessment and the Gypsy and Traveller Local Plan a Special meeting of the Committee had been arranged for 14 January 2014 at 2pm to consider proposals prior to a report being submitted to the Executive.

SCOSC/13/74 Minutes**RESOLVED**

- 1. That the minutes of the meeting of the Sustainable Communities Overview and Scrutiny Committee held on 10 October 2013 be confirmed and signed by the Chairman as a correct record subject to the addition of Councillor P Williams in the list of attendees.**
- 2. That the minutes of the Special meeting of the Sustainable Communities Overview and Scrutiny Committee held on 15 October be confirmed and signed by the Chairman as a correct record.**

SCOSC/13/75 Petitions

None

SCOSC/13/76 Questions, Statements or Deputations

The Chairman informed the Committee that a question had been received from a resident asking why the Development Strategy had not yet been adopted or submitted to the Secretary of State. In response Cllr Young stated that he was frustrated at the lack of progress during 2013, which was due to the need to revisit the population and household projections underpinning the draft strategy as new information had been published by the Office for National Statistics.

Professional consultants had been engaged to support the process in addition to analysts at the Department for Communities and Local Government. Once the Council had produced an updated Strategic Housing Market Assessment (SHMA) the Council would consider the implications for the draft strategy. It was possible further changes would be required, which would be reported to the committee in due course. In the meantime, as an emerging strategy produced in line with the National Planning Policy Framework (NPPF) and having been subject to local consultation, the draft strategy was a material consideration and carried some weight in planning decisions, although it did not have formal status.

Members were reassured that the Executive Member was doing all he could to make progress with the Development Strategy but he asked for patience while it was ensured that the evidence base was accurate. Cllr Young also informed the Committee that the preliminary work on the SHMA indicated that that numbers previously proposed in the draft Development Strategy were slightly higher than necessary although that did not mean the Council would now be looking to allocate fewer houses. It was indicated that the required numbers of

homes for Luton had increased substantially. The Council had a duty to consult and further consultation would be required prior to a final Development Strategy being submitted to the Inspector.

SCOSC/13/77 **Call-In**

None.

SCOSC/13/78 **Requested Items**

None.

SCOSC/13/79 **Executive Member Update**

The Committee raised questions with regards Cllr Young's response to the public question on the Development Strategy. Cllr Nicols felt the numbers that had previously been put forward in the Development Strategy had been too low and he commented that the council should be realistic about the numbers of homes that were needed in Central Bedfordshire. Cllr Nicols also stated that he felt Luton had underestimated the level of housing required in their area, Central Bedfordshire should propose a slightly higher figure but it must be realistic and based on the level of need.

In response Cllr Young stated that the numbers of homes needed to take account of the whole SHMA area, Luton's recent decision to consider building east of Luton might ease the need to find space for development. Cllr Young felt the present likely number of homes required in Central Bedfordshire was 28,500 to 32,000.

Cllr Spurr informed the Committee that £800k had previously been allocated during 2013/14 to remedy category two potholes at the same time as category one potholes. This had been a success and Members hoped it would continue in 2014/15. A report on works on potholes had been produced by Amey, which could be provided to Members on request. Cllr Spurr also advised the Committee that announcements would be made regarding Houghton Regis Leisure Centre in January 2014 and a report had recently been approved by the Executive to abandon the procurement on the BEaR project.

In response to further questions the Executive Members commented as follows:-

- The Council would encourage commercial bus operators to consult locally prior to making any changes to service routes.
- Highways would be asked to confirm that they were no longer surfacing concrete roads with tarmac and to provide a response to Councillors.
- Briefing notes and A-Z of services that were provided to Members should have also been circulated to Town and Parish Councils, Executive Members would confirm if this had been the case.
- Further detail on the BEaR Project was available in the report to Executive dated 10 December 2013.
- There were currently no plans to cut subsidies to rural bus services in the budget for 2014/15.

NOTED the update.

SCOSC/13/80 **Parking Strategy**

The Committee received a report regarding the financial performance of the parking service, which had been requested at a previous meeting. The Head of Traffic Management apologised for the delay in providing the report and highlighted the financial performance of the service, which included car park ticket sales, on street resident parking permits, and penalty charge notices (PCNs). In addition the Head of Traffic Management thanked Councillors for their support of the previous transformation of the service. In addition the Chairman commented on the importance of issuing PCNs to ensure the movement of traffic.

In response to the report and further clarification the Committee discussed the following issues in detail:-

- Whether third party payments included costs for bailiffs. The Head of Traffic Management confirmed that third party costs included bailiffs, there were also back office support costs that included maintenance and cash collection. *Following the meeting it was clarified that the third party payments were for works undertaken by Amey.*
- Profit from the Council's off-street car park ticket sales, which went into the Council's general fund, other funding was ring-fenced for highways. Cllr Spurr highlighted that approximately £9 million had been spent on highways during the previous year.
- The numbers of agency staff employed to support PCN appeals. The Head of Traffic Management informed the Committee that agency staff had previously been employed to deal with a backlog of appeals that had arisen due to IT problems. There was presently one FTE member of agency staff supporting appeals.
- The scope that might exist to amend the level of car parking charges in the fees and charges report that would be provided to the Committee in January 2014.
- Whether costs related to parking appeals were charged to the loser. The Head of Traffic Management informed the Committee that the Council paid for an adjudicator to rule in appeal cases, there were no powers to award costs against the Council.

Following the discussion the Head of Traffic Management informed the Committee that a recent policy announcement regards parking on verges was an 'opt-in' scheme. The Council would work with Town and Parish Councils (TPCs) to identify instances where parking on grass verges created a problem. TPCs would take a lead in identifying whether they would wish for parking on specific verges to be made an illegal act.

RECOMMENDED that the Committee consider level of charges for off-street car park ticket sales and suitable car parking charges when they received a report on fees and charges in January 2014.

SCOSC/13/81 Capital Budget Monitoring - Regeneration & Business Services

The Senior Finance Manager provided a presentation that highlighted the key points in relation to the forecast capital expenditure and external funding for 2013/14 for Regeneration and Business Support. The attention of the Committee was drawn to a forecast variance of £1,216k underspend and that funding relating to Pratts Quarry was not envisaged to be totally spent until 2025.

In response to a query the Executive Members commented that an update regards regeneration of Leighton Buzzard South of High Street would be provided at a forthcoming partnership meeting.

NOTED the report

SCOSC/13/82 Revenue Budget Monitoring - Regeneration & Business Services

The Senior Finance Manager provided a presentation that highlighted the key points in relation to the forecast revenue outturn for 2013/14 for Regeneration and Business Support. The attention of the Committee was drawn to a forecast variance of £97k underspend.

NOTED the report

SCOSC/13/83 Capital Budget Monitoring - Community Services

The Senior Finance Manager provided a presentation that highlighted the key points in relation to the forecast capital expenditure and external funding for 2013/14 for Community Services. The attention of the Committee was drawn to a forecast variance of £5,114k underspend.

NOTED the report

SCOSC/13/84 Revenue Budget Monitoring - Community Services

The Senior Finance Manager provided a presentation that highlighted the key points in relation to the forecast revenue outturn for 2013/14 for Community Services. The attention of the Committee was drawn to a forecast variance of £153k underspend.

NOTED the report

SCOSC/13/85 Performance Monitoring

The Director for Community Services advised the Committee of concerns regards performance on serious acquisitive crime and domestic burglaries, many incidents of which could be attributed to a small number of individuals. Improvements in performance were highlighted in relation to road maintenance and the percentage of household waste sent for reuse, recycling and composting. In addition Cllr Young highlighted recent good performance in relation the number of people in employment aged 16 to 64.

In response to questions Cllr Young commented there had been some minor incidents relating to the guided busway, many of which had occurred at the Luton end and further signage may be required. The route for the busway had been designed to make the journey as quick as possible and whilst there were some suggested amendments to the route many of these were not feasible. Extending the busway to Leighton Buzzard was a long-term suggestion that was already being considered.

NOTED the report.

SCOSC/13/86 Work Programme 2013/14 and Executive Forward Plan

The Corporate Policy and Scrutiny Manager introduced the current draft work programme for the Committee. In response a Member requested that a report be received at a future meeting regards the South East Midlands Local Enterprise Partnership (SEMLEP). The Councillor raised concerns that the funding available to SEMLEP was significant but there had been no update for Councillors on the progress of SEMLEP or where this money would be spent. The Councillor had concerns that SEMLEP had developed a strategic plan that identified the growth required in the area and the location and extent of that growth. This strategic plan suggested that higher numbers of jobs should be allocated in the Luton area but this was not matched by an equal increase in housing stock to meet the growth in employment. It was requested that the Chairman and/or an officer attend a meeting of the Committee to provide a report and answer questions.

In response Cllr Young agreed that a report should be provided and suggested that Cllr Jamieson, as the Council's representative on SEMLEP should also be invited to attend.

RECOMMENDED that the work programme be approved subject to the addition of an item regarding the South East Midlands Local Enterprise Partnership, as detailed in the body of the Minutes.

SCOSC/13/87 Arrangements for Service Areas

The Chairman informed the Committee that by virtue of the Local Government Act (1972) he had agreed to add an urgent item to the agenda regarding the currently proposed service areas of Community Services and Regeneration and Business Support. This item was felt to be of urgency due to the importance of advising Members of current management arrangements so as they would be able to fulfil their roles as locally elected representatives.

The Director of Community Services outlined the management arrangements and agreed to circulate the slides to Members of the Committee outside the meeting.

NOTED the presentation.

(Note: The meeting commenced at 10.00 a.m. and concluded at 12.00 p.m.)

Chairman.....

Date.....

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Meeting: Sustainable Communities Overview and Scrutiny Committee
Date: 22 January 2014
Subject: Draft Leisure Strategy incorporating leisure facilities, recreation and open space, and playing pitch strategies
Report of: Cllr Brian Spurr, Executive Member for Sustainable Communities - Services
Summary: The report provides an overview of the Leisure Strategy Technical Guidance documents proposed Planning policy standards and leisure facilities, open space and playing pitch requirements for comment prior to consideration by Executive on 18 March 2014.

Advising Officer: Marcel Coiffait, Director of Sustainable Communities
Contact Officer: Jill Dickinson, Head of Leisure Services
Public/Exempt: Public
Wards Affected: All
Function of: Executive

CORPORATE IMPLICATIONS

Council Priorities:

1. The Leisure Strategy will support the following Council priorities;
 - Enhancing Central Bedfordshire – creating jobs, managing growth, protecting our countryside and enabling businesses to grow.
 - Promote health and wellbeing and protecting the vulnerable.
 - Great universal services – leisure.
 - Value for money – freezing council tax.

Financial:

2. The Leisure Strategy will be used to guide investment priorities including CBC capital investment for sites and facilities within the Council's ownership. In addition, the capital programme, approved at Executive in February 2013, includes funds for Leisure Strategy Implementation.
3. The Leisure Strategy will provide the evidence base required to secure both Section 106 contributions and the Community Infrastructure Levy (CIL), and the respective chapter action plans will identify priorities for use of these contributions once secured.

Legal:

4. N.A

Risk Management:

5. The following risks have been identified, which are considered in more detail below:

- Failure to deliver the Council's priorities
- Reputational risks
- Risk to customer satisfaction

The strategy identifies significant facility requirements in both quantity and quality terms. The cost of addressing these requirements is considerable. Central Bedfordshire Council's role in the delivery of these requirements is primarily as the provider of Planning policy to secure new/improved facilities or developer contributions required to mitigate the impact of new development. CBC also has a facilitation role in advising asset owners regarding external funding to assist in the delivery of provision within their ownership.

6. The Leisure Strategy, part of the Council's Medium Term Plan, is planned for Executive to consider for adoption on 18 March 2014. The proposed policy and facility standards in the Strategy have been developed and tested with member and stakeholder consultation.

The project has been managed in line with Prince 2 methodology with a Project Board comprising Assistant Director, Executive Members and a range of internal and external stakeholders.

7. Chapters 1, 2 and 3 of the Leisure Strategy have been developed in partnership with Sport England using the most up to date and relevant methodology and research tools for each chapter in order to develop a robust, defensible evidence base and policy standards for leisure provision.

8. The pre submission Development Strategy for Central Bedfordshire establishes the requirement to provide good quality, accessible sport, leisure and open space facilities. The Leisure Strategy sets standards and facility requirements which seek to address the needs identified for each type of facility. The Strategy has been developed in accordance with the procedures required for adoption as a Supplementary Planning Document (SPD) however, until the Development Strategy is adopted the Leisure Strategy can only be adopted as Technical Guidance for Development Management purposes and will attract some weight in decisions reached on planning applications

Staffing (including Trades Unions):

9. Not Applicable.

Equalities/Human Rights:

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

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

Public Health

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

Community Safety:

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

The siting and design process for future leisure facilities will incorporate an assessment of the potential community safety implications generated by the facility.

Sustainability:

14. The Leisure Strategy will seek to provide or facilitate new or improved facilities through the planning process, so that our customers participate in sport, recreation and physical activity through a network of good quality accessible and readily available sport, leisure and open space facilities, reducing the need for customers to travel to other local authority areas to participate in these activities.

New leisure facilities will, as far as economically practicable, be designed to be as energy efficient as possible.

The strategy also identifies standards for informal open space and country parks which will help protect the natural environment, support biodiversity and mitigate the impact of climate change.

Procurement:

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

RECOMMENDATION(S):

The Committee is asked to:-

- 1. Following formal consultation required for adoption as Technical Guidance, approve the minor amendments to the adopted Leisure Strategy Chapter 1: the Leisure Facilities Strategy.**
- 2. Comment on the process and proposed policy standards and facility recommendations of the draft Leisure Strategy, Chapters 2 and 3.**
- 3. Recommend that Executive consider adoption of the Leisure Strategy (Chapters 1, 2 and 3) for Central Bedfordshire and as Technical Guidance for development management purposes.**

Purpose of the Report

16. On 18 March 2014 the Executive will consider the Leisure Strategy (Chapters 1, 2 and 3) for adoption as Technical Guidance to inform the emerging Development Strategy. The purpose of this report is to provide an overview of the Leisure Strategy development and to seek approval for:
- the minor amendments made to Chapter 1 which resulted from the formal Planning consultation undertaken in October/ November 2013
 - the policy standards and facility requirements identified in Chapters 2 and 3
 - the Overarching Strategy Document

Purpose of the Leisure Strategy

17. The primary purpose and function of the Leisure Strategy is as a Planning policy document providing the evidence base and policy standards to secure new or improved indoor and outdoor sports facilities and recreational open space provision required as a result of new housing development to mitigate the additional demand placed upon those facilities by the increased population.

The facility requirements identified in the Strategy are not intended to be provided directly by Central Bedfordshire Council, with the exception of the approved capital projects for major public leisure centres within Central Bedfordshire Council's ownership. The remaining smaller facilities are not owned or managed by Central Bedfordshire Council, consequently the responsibility for delivery of the identified needs remains with the facility owners.

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

To support the delivery of the strategy Central Bedfordshire Council will also provide facility owners with guidance on external funding sources and will facilitate / advise, where appropriate, the improvement / creation projects of those facility providers.

19. The Leisure Strategy is part of the Medium Term Operational Plan and will provide:
- a comprehensive picture of sport, leisure and open space facilities and opportunities within Central Bedfordshire up to 2031
 - an up-to-date evidence base which will be used to guide the provision of sport, leisure and open space facilities required as part of new development, and to secure the necessary funds from Section 106 and Community Infrastructure Levy to deliver the infrastructure requirements
 - to provide the strategic direction for the delivery of CBC-owned indoor leisure facilities and countryside sites for CBC capital investment proposals

Planning Status, Structure and Scope

20. The Leisure Strategy comprises four chapters, three are facility-based chapters which examine a range of indoor, built facilities, recreational open spaces and outdoor playing pitches; and a fourth chapter which seeks to marry the facilities currently available, and those identified as being required, with the types of physical activities needed to support Central Bedfordshire's residents in pursuing healthy, active lifestyles now and in the future.

21. Planning Status

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

22. Structure and Scope

The chapters have been developed on a phased basis and their respective status is as follows:

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

- Approved by Executive on 8 January 2013 as the Leisure Facilities Strategy for Central Bedfordshire.
- In order for Chapter 1 to be formally adopted as Technical Guidance for planning purposes it has been subject to the required formal consultation. Minor amendments have been made to the chapter to reflect the relevant consultation responses.
- To approve the minor amendments to the adoption Leisure Facilities Strategy following formal consultation

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

- In order for Chapter 2 to be formally adopted as Technical Guidance for planning purposes it has been subject to the required formal consultation
- Draft strategy complete December 2013
- To be considered for approval as the Recreation and Open Space Strategy for Central Bedfordshire and as Technical Guidance for Development Management purposes by Executive on 18 March 2014

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

- In order for Chapter 3 to be formally adopted as Technical Guidance for planning purposes it has been subject to the required formal consultation
- Draft strategy complete December 2013
- To be considered for approval as the Playing Pitch Strategy for Central Bedfordshire and as Technical Guidance for Development Management purposes by Executive on 18 March 2014

The consultation comments for Chapters 1, 2 and 3 are detailed in the Consultation Responses Statement which is attached at Appendix C.

Chapter 4: Physical Activity (a defined range of physical activity classes, sports, exercises etc. undertaken indoors and outdoor)

- Approved by Executive on 24 September 2013 and will not be adopted as Technical Guidance

Methodology

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

Stage 1 Audit & Assessment:

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

24. **Evidence Gathering and Consultation:**

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

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

25. **Stage 2 Issues & Options:**

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

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

26. **Stage 3 Strategy:**

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

27. **Stage 4 Adoption:**

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

28. **Stage 5 Action Plans:**

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

Policy Standards and Facility Requirements

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

Chapter 1: the Leisure Facilities Strategy

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

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

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

- Accessibility - consultation established Central Bedfordshire residents' expected travel times to each open space type
- Quantity – to support the accessibility standards, the quantity standard was calculated, providing a quantity of provision per 1000 people required to meet each accessibility standard
- Quality - to ensure the content and quality of provision meets customer expectations, quality criteria is provided for each open space type

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

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

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

The guidance places greater emphasis on:

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

32. The overarching priorities for the future delivery of sports pitch facilities across Central Bedfordshire are:

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

33. The priorities for each sport are shown in the Leisure Strategy Document in Appendix A (from page 46), the main themes can be summarised as follows:

- Protect all current facilities
- Increase the amount of pitches available (especially football)
- Ensure the amount or quality of facilities is not limiting participation
- Monitor supply, demand and participation to ensure facilities keep pace with population growth
- Ensure quality of existing facilities can accommodate demand – quality improvements
- Support initiatives which encourage participation
- Support dual use of school facilities and partnerships where appropriate

Consultation Issues

34. The Leisure Strategy Chapters 1, 2 and 3 were published for six weeks consultation in October/November 2013 in accordance with the requirements for adoption as a Supplementary Planning Document (SPD). The responses to the consultation have been assessed and responded to in the Consultation Responses Statement which is published on the council's web site.

35. The consultation responses revealed a number of key themes, these can be summarised as:

- The production of a leisure strategy comprising the range of indoor and outdoor facilities was welcomed
- There is strong support for the overarching aims and objectives of the strategy from respondents to the online survey

- Consultees accepted the robust methodologies employed and the setting of standards for open space provision
- The reliance upon school pitch facilities, and the securing of community use was a key issue
- Adoption of the Leisure Strategy as a Supplementary Planning Document was questioned as the Development Strategy adoption has been delayed

Conclusion and Next Steps

36. The report seeks to provide an overview of the approach and evidence resulting from the Leisure Strategy Chapters 1, 2 and 3 and summaries the recommended policy standards and facility requirements for comment prior to Executive considering it on 18 March 2014.

Appendices:

Appendix A: Leisure Strategy Summary Document

Appendix B: Example of a parish schedule (not attached)

This appendix is contained in the appendices to Chapter 2 of the draft Strategy which is available online at the following link:-

http://www.centralbedfordshire.gov.uk/Images/Chapter%202%20Recreation%20%26%20Open%20Space%20Strategy%20Appendices%20Final%20Draft_tcm6-51036.pdf#False

Appendix C: Consultation Responses Statement (not attached - to follow)

(Due to their size appendices B and C have not been attached to the report. Hard copies have been sent to Members of the Committee only and are available on the Council's website at the following page:-

<http://www.centralbedfordshire.gov.uk/leisure/sports-clubs-andcentres/leisure-strategy.aspx>

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

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

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Appendix **A**

Central Bedfordshire Council

**Leisure Strategy
Summary Document**

Comprising:

Chapter 1: Leisure Facilities Strategy

Chapter 2: Recreation & Open Space Strategy

Chapter 3: Playing Pitch Strategy



Contents

	Page
1. Introduction and Background	1
2. Purpose and Scope of the Leisure Strategy	5
3. Leisure Strategy Development	8
4. Central Bedfordshire Context	14
5. Leisure Strategy Standards and Priorities	21
6. Application of the Leisure Strategy	28
7. Funding and Implementation	30
8. Adoption Standards and Commuted Maintenance Sums	32
9. Next Steps	42
10. Glossary / Definitions	44
Appendices	
Appendix A. Chapter 3: Site and Sport Specific Priorities	46

1. Introduction and Background

The Context

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

Sport England is focused on helping people and communities across the country create a sporting habit for life, its priorities are set out in the 2012-17 Strategy – *Creating a Sporting Habit for Life*. In order to achieve its goals Sport England works in partnership with other key agencies in the national sports structure, including local authorities, schools, national governing bodies of sport (NGBs) and County Sports Partnerships (CSPs). The key central aim of all partners is to increase participation in sport.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Council is committed to strategic planning for sport, recreation and open space in line with national policy guidelines and the Leisure Strategy reflects the approach set out. Moreover the Leisure Strategy links the Council's corporate objectives and

the authorities commitment to improving health, well being and independence in its new public health role by ensuring in planning delivery terms Central Bedfordshire has leisure facility and open space provision that will drive sports participation and lead to improved health outcomes for all residents.

The Leisure Strategy for Central Bedfordshire

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

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

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

Chapter 1: Leisure Facilities Strategy

Chapter 2: Recreation & Open Space Strategy

Chapter 3: Playing Pitch Strategy

Chapter 4: Physical Activity Strategy

Overarching Leisure Strategy

As set out in the context, in accordance with Government guidance in the National Planning Policy Framework (NPPF), each chapter of the Leisure Strategy will assess the current provision of identified leisure facilities and opportunities across Central Bedfordshire in 2012/13, and further evaluate the respective leisure requirements which result from the planned growth in Central Bedfordshire's population up to 2031.

The purpose of the Leisure Strategy is to support the securing of new and improved facility provision, identify needs and priorities, address inequalities of provision, inform investment strategies of the Council and other bodies, provide a basis for management reviews and ensure that residents of Central Bedfordshire have access to good quality leisure and recreation facilities which enable them to be physically active.

Planning Status

Chapters 1, 2 and 3 of the Leisure Strategy have been prepared in accordance with the procedures required for adoption as a Supplementary Planning Document (SPD) but will initially be adopted as Technical Guidance for Development Management purposes as a material consideration for planning applications.

The Leisure Strategy relates to Policy 22 Leisure and Open Space Provision of the pre submission Development Strategy for Central Bedfordshire 2013, which identifies general requirements for recreation and leisure provision. On adoption of the Development Strategy the Council will look to formally adopt the Leisure Strategy

Chapters as a Supplementary Planning document which will attract more weight in decisions reached on planning applications.

Chapter 4: the Physical Activity Strategy will detail Central Bedfordshire Council's strategic approach to the promotion and delivery of physical activity programmes.

Timetable

Technical Guidance Adoption

The timetable for the approval and adoption of the Leisure Strategy Chapters is:

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

Consultation

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

2. Purpose and Scope of the Leisure Strategy

Purpose and Functions of the Leisure Strategy

The primary purpose and function of the Leisure Strategy is as a Planning policy document providing the evidence base and policy standards to secure new or improved indoor and outdoor sporting facilities and recreational open space provision as a result of new housing development.

The Strategy provides the evidence base and justification for seeking either new facilities which are to be provided within a new housing development site, or developer contributions secured to provide / improve off-site facilities which are required to mitigate the additional demand placed upon them by the increased population.

The facility requirements identified in the Strategy are not intended to be provided or funded directly by Central Bedfordshire Council, with the exception of the approved capital projects for the major public leisure centres within Central Bedfordshire Council's ownership. The majority of other indoor and outdoor sporting facilities and recreational open spaces are not owned or managed by Central Bedfordshire Council, consequently the responsibility for delivery of the identified needs remains with the facility owners.

Central Bedfordshire Council's role in the delivery of facilities is primarily via the creation and application of Planning policy from which it will secure new or improved facilities or developer contributions from new development in line with the requirements set out in the Strategy chapters.

Where Central Bedfordshire Council directly owns facilities, such as the major public leisure centres, the Strategy will be used to guide its future investment priorities. Additionally, Central Bedfordshire Council will provide facility owners with guidance on external funding sources and will facilitate / advise, where appropriate, the improvement / creation projects of those facility providers.

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

In developing the action plan to accompany each chapter, Central Bedfordshire Council will consult further with relevant stakeholders and facility providers to establish their delivery priorities. These will be used to inform both the securing of facilities / developer contributions resulting from new development and the release of S106 / CIL funds.

Key Drivers

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

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

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

The vision for the Leisure Strategy is:

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

Principle Objectives of this Guidance

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

Composition and Scope of the Leisure Strategy

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

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

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

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

3. Leisure Strategy Development

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

Stages of Strategy Development

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

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

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

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

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

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

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



Chapter 1: Leisure Facilities Strategy

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

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

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

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

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

Sport England's strategic planning tools for sport:

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

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

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

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

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

Chapter 2: Recreation and Open Space Strategy

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

The typologies assessed in Chapter 2 are:

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

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

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

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

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

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

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

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

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

Chapter 3: Playing Pitch Strategy

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

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

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

The TaLPF methodology established 8 key stages in developing a playing pitch strategy (detailed in Chapter 3) which cover the issues of supply and demand as well as analysis of the adequacy of provision. The updated TaLPF places greater emphasis on site specific issues and includes new ways of assessing the quality of facilities and recording the availability of each pitch. Most importantly, the new methodology promotes the involvement of National Governing Bodies and Sport England, ensuring

that local priorities are matched with regional issues and priorities. It also seeks to ensure that strategies are representative of the needs of sport.

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

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

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

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

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

Chapter 4: Physical Activity Strategy

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

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

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

Locations where activities may take place:

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

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

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

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

4. Central Bedfordshire Context

Profile of Central Bedfordshire

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

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

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

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

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

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

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

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

Central Bedfordshire Key Facts and Figures. January 2013



Central Bedfordshire

Planning Policy Context

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

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

National Planning Policy Framework, March 2012

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

Central Bedfordshire Council Emerging Development Strategy

- The Development Strategy will be the main planning document for Central Bedfordshire. It will set out the overarching spatial strategy and development principles for the area together with more detailed policies to help determine planning applications.
- It was anticipated that the plan would be formally adopted in early 2014, however, additional time has been needed to consider the representations made and implications of new population and household projections. A revised timetable has yet to be agreed but submission is anticipated in the near future.

The Development Strategy timetable is:

- "Publication" stage – Jan 2013
- Submission to Secretary of State – To be confirmed
- Examination hearing sessions – To be confirmed
- Draft Inspector's report – To be confirmed
- Adoption – To be confirmed

Policy 22 Leisure and Open Space Provision

- Policy 22 of the emerging Development Strategy states that the Council will require new development to be supported by the delivery of leisure and open space facilities. These are to be provided as an integral part of new development, planned in at the early stages to meet both the needs arising on and off-site. Provision is to be made on-site in accordance with the required accessibility, quantity and quality standards.
- It also states that where adequate on-site provision is not possible, contributions will be sought to maintain and enhance existing leisure and open space facilities. The Council will safeguard existing leisure and open space facilities. If open space is lost as a result of development replacement

open space of equal size and quality will be required. Developers will also be required to make contributions towards maintenance and running costs. Contributions will be secured through planning obligations or CIL.

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

Central Bedfordshire Council draft Community Infrastructure Levy Charging Schedule

- The Community Infrastructure Levy (CIL), as set out in the Planning Act 2008, is a new system of charging and collecting developer contributions and is intended to supplement other public sector funding streams to ensure that new community infrastructure (such as schools, health care facilities, etc) can be provided to keep pace with population growth.
- CIL is set locally and will become a standard charge per square metre applied to almost all developments. Social housing, buildings used by charities and buildings into which people do not normally go are exempt. The charge will be imposed at the time planning permission is granted and normally be paid at the commencement of development.
- Whilst CIL will replace Section 106 contributions / Planning Obligations for general types of community infrastructure, Section 106 will still be used for site specific mitigation measures that are required to make a development acceptable (such as a new access road) as well as for affordable housing provision.
- CIL is to be paid according to a Charging Schedule prepared by the Charging Authority. Central Bedfordshire Council's Preliminary Draft Charging Schedule was published on 14 January 2013. The next stage of consultation was planned for Autumn 2013, however, further consideration of issues raised and the implications of new Government CIL regulations is required. The Council is therefore currently considering its approach to the introduction and timing of the Community Infrastructure Levy.

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

- The Planning Obligations Supplementary Planning Documents (SPD) set out the Council's policy for negotiating and securing planning obligations associated with new development.
- The SPD's give guidance on when and how the Council will enter into planning obligations and the type of facilities and other benefits the Council expects developers to provide. It contains standard charges which may be applied for new developments.
- Planning obligations are primarily intended to make acceptable those developments that would otherwise be unacceptable in planning terms. However, in accordance with the NPPF development needs to be viable and deliverable and this will need to be taken into account when determining the required contributions.
- The Planning Obligations Strategy Supplementary Planning Documents (SPD) are being revised and will identify the council's policy for securing planning obligations from new development to secure the infrastructure needed to

mitigate the impact of new development in response to the amended context of the current legislative framework for seeking planning obligations.

Local Context

Housing Growth

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

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

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

Central Bedfordshire Context

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

Central Bedfordshire Healthier Communities Strategy 2010-2031

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

Central Bedfordshire Council Sustainable Community Strategy 2010-31

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

The strategy comprises two key themes to delivering this vision:

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

There are eight priorities which underpin the key themes:

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

Sport England Guidance

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

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

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

Health Agenda

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

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

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

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

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

5. Leisure Strategy Standards and Priorities

Chapter 1: Leisure Facilities Strategy

Chapter 1: the Leisure Facilities Strategy has assessed the current provision of the identified types of indoor sport and leisure facilities (listed on page 6), and was approved by Central Bedfordshire Council as its Leisure Facilities Strategy in January 2013. The formal planning guidance consultation process carried out in October/November, will enable the council to formally adopt this chapter as a technical planning guidance.

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

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

Progress to Date

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

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

Chapter 2: Recreation and Open Space Strategy

Chapter 2 has assessed the current provision of the identified types of recreation and open space facilities (listed on page 7) across Central Bedfordshire in 2012/13, and evaluated the respective requirements which will result from the planned growth in Central Bedfordshire's population up to 2031.

The strategy has identified the following standards for Accessibility, Quantity and Quality for each type of open space. These will be applicable to all residents of Central Bedfordshire:

Leisure Strategy Site Types and Standards	Accessibility	Quantity	Quality
Countryside Recreation Sites	20 minute drive time	3.19 hectares per 1,000 population	Size: average 45 hectares, appropriately located for the local catchment, predominantly natural landscape, may have DDA access audit, toilets, café or visitors centre, play equipment, parking etc
Urban Parks	15 minute walk time for Major and Minor Settlements and; 20 minute drive time for Large and Small Villages	0.22 hectares per 1,000 population (Major Service Centres only) and; 0.39 hectares per population (minor towns where/if required)	Size: min. 5 hectares, appropriately located for the local catchment, offering a range of activities and events, landscaped with ornamental planting which reflects the character / history of the local area/town, toilets, refreshments, seating, play facilities and lighting etc.
Large Formal Recreation Areas	10 minute walk time for major settlements or; 10 minute drive time for small villages	1.16 hectares per 1,000 population	Size: approx 1 hectare, appropriately located for the local catchment, formal recreation area offering a variety of facilities for different age groups such as formal sports pitches/courts/changing facilities, play provision, DDA compliant access, parking etc
Informal Recreation Spaces	10 minute walk	2.36 hectares per 1,000 population	Size: relevant to location/size of site, appropriately located for the local catchment, predominantly natural space, links with rights of way network, DDA compliant access, parking etc.
Small Amenity Spaces	5 minute walk	0.58 hectares per 1,000 population	Size: min. 0.2 hectares of functional recreation space, appropriately located for the local catchment, seating, signage, safe paths, no formal facilities.
Children's Play Spaces	10 minute walk	0.11 hectares per 1,000 population	Size: relevant to location/size of site, local catchment facilities, formal play facilities for 3-14+yrs, seating, signage, fencing where appropriate, etc.
Facilities for Young People	10 minute walk	0.043 hectares per 1,000 population	Size: relevant to location/size of site and local catchment facilities, located to allow surveillance but not disturb residents, accessible by bicycle with storage, formal age-appropriate play/recreation facilities, signage, DDA etc.
Allotments	10 minute walk	0.37 hectares per 1000 population / 15 plots per 1000 population	Size: approx. 0.25 hectares (i.e. 10 standard sized plots) appropriately located for the local catchment, accessible via roads and paths, DDA compliant access, parking, one shed per plot, mains water, toilet and washing facilities etc.
Cemeteries & Burial Grounds	N/A	N/A	The audit evidence will be used by the council's Planning Department to inform local requirements

Following adoption of the Chapter 2 facility standards above, the standards will be applied to the open spaces in each settlement in Central Bedfordshire. These will be displayed on the GIS layer and in the Settlement Summaries which will be produced for consultation with site providers to establish local priorities to inform the securing of on-site facilities and developer contributions.

Chapter 3: Playing Pitch Strategy

Chapter 3 assessed the location, availability and quality of existing sports pitches and outdoor sports facilities (listed on page 8) across Central Bedfordshire. The overarching priorities for the future delivery of sports pitch facilities across Central Bedfordshire are:

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

The conclusions and commitments for each type of facility are summarised below.

Artificial Grass Pitches (AGPs)

While relative provision of artificial grass pitches (AGPs) in Central Bedfordshire is very low, most local residents can access a pitch within a reasonable time, often in adjacent local authority areas, consequently unmet demand is low. The forecast population increase will however, generate sufficient demand to justify one or two new AGPs to meet the needs of hockey and football in the future.

Football-specific AGPs: While modelling suggests that there is currently sufficient provision, there is justification for some additional provision to support the further development of the sport within large clubs, and growth may generate the need for additional AGPs.

The strategy proposes to:

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

Football

Participation in football in Central Bedfordshire is above the national average for all types of football and many sites are at, or nearing capacity at peak times; there are also imbalances in the demand for junior and senior pitches. Population growth is predicted to significantly increase demand and generate an additional 6 adult teams, 47 junior teams and 41 mini teams.

The strategy proposes to:

- Protect all current playing fields
- Increase the amount of pitches available and support clubs to find home venues
- Secure formal agreements for the use of school sites
- Create new pitches linked with new developments

- Support football development
- Ensure clubs have access to good quality facilities (i.e. changing rooms, toilets)
- Maintain the existing football forums

Cricket

Analysis suggests that there are currently sufficient pitches overall, although supply and demand is particularly closely matched in the Dunstable and Houghton Regis area.

This however, disguises site specific pressures and almost all clubs are at capacity on both Saturday and Sunday afternoon. In contrast, some facilities are used much less frequently and have capacity for further clubs, however, these are largely of lower quality and may not be in locations where pressures are occurring.

The strategy proposes to:

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

Rugby

Rugby League - existing participation in rugby league is limited with no teams based in Central Bedfordshire although there are several on the periphery. There is limited evidence of demand for rugby league pitches in Central Bedfordshire.

Rugby Union - participation in rugby is high in Central Bedfordshire. There are four clubs, all offering full transition between midi, junior and senior rugby. There have been clear increases in participation in recent years.

There are 44 rugby pitches across Central Bedfordshire and modelling reveals that when all pitches are considered, there are sufficient pitches to meet demand. The majority of pitches are however, at school sites and there is limited, if any, use of these by the clubs.

Club bases are particularly important for the growth and development of rugby. All four clubs in Central Bedfordshire own and manage their facilities and have security of tenure. Pitch usage analysis highlights that pitches are used between two and four times per week, taking into account training and matches, which is at the higher end of recommended levels.

The quality of pitches is high, although clubs identify some concerns and three of the four clubs identify the requirement to refurbish/ improve/ extend their club house facilities.

Population growth and the projected ageing population will impact on the number of additional teams that will be generated, however it is likely that population growth alone will see an increase of one adult rugby team, one junior rugby team and four midi rugby teams across Central Bedfordshire. Some clubs also have aspirations to increase their membership, generating further pressures on the existing facilities.

The strategy proposes to:

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

Hockey

Hockey is almost exclusively played on artificial grass pitches (AGPs) and real grass pitches are largely obsolete for competitive forms of the game. There are currently 12 AGPs in Central Bedfordshire, but only two are suitable for hockey. The two hockey clubs in Central Bedfordshire run a total of 18 adult teams, but clubs have to access pitches and training facilities outside Central Bedfordshire.

Despite significant recent increases in participation, the current and potential playing profile of the area is relatively limited, with hockey likely to attract less than 1% of residents of Central Bedfordshire. Total demand for hockey pitches is equivalent to 1.7 pitches across Central Bedfordshire, meaning that the current stock is sufficient.

The significant population growth predicted will have minimal impact on the demand for hockey with no additional teams being created.

The strategy proposes to:

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

Outdoor Bowls

There are currently 19 bowling greens across Central Bedfordshire. Provision is highest in the north (particularly to the east) and lowest in Leighton Buzzard and the Rural South of Central Bedfordshire.

Analysis of capacity of existing facilities suggests that all clubs are able to accommodate additional members, and there is scope to accommodate more teams on most greens.

The current membership of bowls clubs in Central Bedfordshire represents 2.3% of residents over 60 years. In contrast to pitch sports, bowls may become more popular in future years due to the ageing population. While overall provision is currently sufficient, regardless of current capacity, it should be noted that residents expect these facilities to be local to their home (on average, 55% of members live within one mile of their club) and many residents are outside of this distance to a current facility.

The strategy proposes to:

- Protect all current bowling greens
- Any new bowling greens will need to be further than 1 mile from an existing green
- Maintain and where necessary improve the quality and consistency of existing bowling greens
- Monitor club activity and demand
- Support clubs to proactively increase participation and membership, particularly junior players

Tennis

There are currently 15 tennis clubs in Central Bedfordshire, with a total of 75 courts located at 28 sites and approximately half of these are floodlit. With more than half of all courts in the major towns, most residents in larger settlements have access to at least one tennis court within a five mile radius. Provision in the Dunstable and Houghton Regis area is however much lower.

There is currently a shortfall in provision. Despite this, there are sufficient courts at all clubs to meet the needs of current membership, with only Studham Tennis Club, Barton Le Clay Tennis Club and Langford Tennis Club approaching their capacity.

The quality of court surface and changing accommodation are the issues most in need of attention. Several clubs believe that the quality issues at both club and public facilities will inhibit the overall development of tennis in both the short and long term.

Population growth alone could be accommodated within existing club structures (where there is a total capacity for up to 1,000 more members) although some clubs are approaching capacity and may require additional courts if growth is focused in their area.

The strategy proposes to:

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

Athletics Tracks

There is one athletics track in Central Bedfordshire at Sandy Sports and Community Centre. The track is floodlit and available on a pay and play basis and is of County standard. Within a 40 minute drive of Central Bedfordshire there are seven pay and play tracks, in addition to which a number of schools in the area mark out grass athletics tracks in the summer months. Evidence suggest that across Central Bedfordshire there are 5870 people who would like to participate in athletics but do not currently do so.

This is a relatively high quantity and suggests that there are opportunities to increase the number of people participating. It also indicates that housing growth will likely increase demand.

The Playing Pitch Strategy identifies the current provision of athletics facilities in Central Bedfordshire and through emerging consultation the English Athletics Association, has identified the likely key issues for athletics in the area.

Further investigations with England Athletics and local clubs are ongoing to determine future requirements.

Site / Sport Specific Priorities

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

6. Application of the Leisure Strategy

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

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

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

The Council will require:

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

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

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

Applying the Leisure Strategy Standards

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

On-site Provision: where appropriate the respective Leisure Strategy Chapter will identify the need for the provision of facilities on-site, for example; children's play facilities.

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

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

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

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

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

Community Infrastructure Levy (CIL)

As Central Bedfordshire Council has yet to approve its approach to the Community Infrastructure Levy, the Leisure Strategy action plan will identify the requirement to develop a detailed methodology for calculating contributions for CIL and S106 for inclusion in Leisure Strategy when the Council's approach has been decided.

Spending/Release of Developer Contributions

Where contributions are secured from development, these will be used in one of two ways, as follows:

1. Where contributions are secured to provide or improve facilities owned by Central Bedfordshire Council - contributions will be used by the Council to carry out the identified works to the named facility/facilities. The respective Leisure Strategy Chapter identifies the schemes/priorities for Council-owned facilities; or
2. Where contributions are secured to provide or improve facilities owned by a Town/Parish Council, sports clubs etc. - the contributions will be released in accordance with the Sustainable Communities S106 Planning Obligations Guidance and with the schemes/priorities identified for each parish/area in the respective Leisure Strategy Chapter.

7. Funding and Implementation

Funding

Local authority finances are under pressure and previous national funding programmes such as Building Schools for the Future (BSF) and Regional Development Agency funding are no longer available. Some funding opportunities, however, still remain; for example, individual school capital grants have replaced BSF and Sport England now has more clearly defined capital available through its Places People Play Legacy funding programme. While the education capital funding programmes will continue to change over time, there will still be a need for investment to take place on school sites during the strategy period and opportunities for joint projects may arise.

Using assets innovatively will be a key feature of the next few years, as will working in partnership on a multi-agency approach. The Government is also seeking to ease planning bureaucracy and encourage local communities to realise assets to deliver community benefits. The National Planning Policy Framework (NPPF) also provides opportunities for investment through the Community Infrastructure Levy (CIL).

Given the potential level of funding required to refurbish or redevelop the leisure facility infrastructure across Central Bedfordshire it is therefore likely that investment will only be achieved through a combination of opportunities.

The main funding delivery mechanisms for Central Bedfordshire Council and others in delivering the strategy are:

- Community Infrastructure Levy (CIL) and Section 106 developer contributions: The Leisure Facilities Strategy aims to secure developer contributions in association with new development to provide or improve infrastructure.
- Capital Grant funding: From schools and national agencies such as Sport England, including its Iconic Facilities, Improvement Fund and Inspired Facilities programmes. National Governing Body (NGB) support could also be available to develop specific specialist facilities.
- Third party funding: Financing capital through the forecast operational surplus and finance packages as part of the leisure management procurement process or construction contracts. Also, leisure management operators are asked as part of their consideration, to fund developments of health and fitness suites and small refurbishments of existing leisure centre sites.
- Commercial sector funding: limited potential for investment from commercial leisure operators such as those who provide health and fitness centre and 5 a-side artificial pitch football centres.
- Council funding: including use of capital receipts from the sale of existing assets.
- Prudential Borrowing: or 'spend to save': the local authority may choose to use revenue savings or income from its investment to pay for monies used for capital development, which may be cheaper than an operator can borrow.

- Education sector: while the previous sources of funding (including BSF and Primary Schools Programme) have changed and the scale of the education capital programmes have been reduced, the education sector is still likely to be a key funding stream especially for sports halls.

Developer Contributions

Community Infrastructure Levy (CIL) and Section 106 Planning Obligations

Previously local authorities have sought and secured developer contributions for physical and social infrastructure through Section 106 legal agreements. These obligations are secured in accordance with Section 106 of the Town and Country Planning Act 1990 (as amended) which requires contributions to be reasonable and proportionate to the development, and in principle necessary for the development to be acceptable in planning terms.

The legislation covering Section 106 developer contributions is being changed and local authorities will only be able to pool a maximum of 5 secured S106 contributions to fund one specific infrastructure project. Projects which relied upon funding from a wide number of tariff-based Planning Obligation contributions will instead need to be secured via the new Community Infrastructure Levy (CIL). S106 agreements will only be used to secure new or improved infrastructure which is either site-specific or immediately related to the development, e.g. affordable housing, children's play facilities, community centre.

Adoption of CIL is not mandatory however Government regulation requires charging authorities to enter into a two stage consultation process to formally decide what CIL charges are to be introduced prior to adoption. Development and refinement of the CIL regulations is currently ongoing and Central Bedfordshire Council is working with Government and consultants to produce its Community Infrastructure Levy Charging Schedule and carried out initial consultation in January 2013. A date for adoption by Central Bedfordshire Council is not known at the time of writing.

The key to securing and administering funding through CIL will be the development of a robust needs and evidence base in terms of providing further detail and options for delivery. CIL will be a limited resource with many calls upon it to deliver a wide range of infrastructure needs. It is therefore important that clear information is available to enable decision-makers to make informed choices when allocating these resources at the local level. The Leisure Strategy will provide Central Bedfordshire Council with this evidence base and stand it in good stead to maximise the contribution of future CIL funding to the delivery of leisure infrastructure

Leisure Strategy Approach to CIL/S106

For projects that may be candidates to be funded in whole or part from CIL contributions it is important for estimated costings to be provided (which can be refined and reviewed over time) for inclusion in the Council's Community Infrastructure Levy (CIL) charging schedule. This document will be used to demonstrate both the need for important local infrastructure and the existence of a substantial funding gap between the cost of such projects and the funding currently available.

The Leisure Strategy chapter action plans will be used to determine local priorities and highlight projects for inclusion in CIL or the Planning Obligations Supplementary Planning Documents for the north and south of Central Bedfordshire.

8. Adoption Standards and Commuted Maintenance Sums

The council's Countryside Access Service and Leisure Services Section currently own and manage a range of open spaces and children's play facilities. The council will consider the adoption of certain applicable types of new facilities in accordance with the respective department's guidance set out below.

When a developer offers a site to the council for adoption, the following general process will be followed:

1. To consider a site for adoption, the council will require full details of the development and the areas/sites the developer proposes for adoption.
2. The developer shall provide a scale plan (1:1250) detailing all the areas and features they propose for adoption. The plan should identify all landscaping elements, including trees, shrub, hedge and grass areas; for play areas developers must provide details of the play equipment, surfacing, fencing etc separately. Each of the elements/facilities which comprise the site must be quantified in square metres.
3. Where the council is willing to accept the adoption of new facilities, a financial contribution will be required to cover the cost of future management and maintenance. The current costs are outlined in the respective sections below. These sums will be reviewed annually and the current version will be available on the council's website.
4. The site information provided by the developer will be checked and the commuted sum figure will be calculated.
5. The council will evaluate the site for adoption and inform the developer if it wishes to adopt the site. The council will inform the developer of any problems with the site or remedial action required in order that the developer can rectify these to the satisfaction of the council, prior to the council adopting the site. Any areas proposed for adoption must be laid out fully in accordance with planning approvals.
6. The developer will be informed of the commuted sum, which will also include the cost of the council's legal fees in respect of the land transfer.
7. Should the developer wish to proceed with adoption then written confirmation of acceptance of the commuted sum and remedial action will be required together with six copies of the site plan identifying in a red outline the areas for adoption. The developer will also provide details of their solicitors or representatives that will deal with the transfer of the land which will be passed to the council's legal department.

Management Company

In certain circumstances a developer may choose to transfer the ownership of a site to a private management entity which will be responsible for its long term maintenance as well as ensuring ongoing public access to the site.

In this instance the developer will be required to provide details of the management entity to the council for approval to ensure the entity is sufficiently well-funded, or will be so, to ensure that the facilities are capable of being managed and maintained to the appropriate standard in perpetuity.

A management plan must be submitted and agreed in writing by the council to ensure that appropriate maintenance and safety inspections regimes are carried out to ensure the site remains safe for public use.

Town or Parish Council

Where a town or parish council is to adopt a site, the developer must consult directly with the town/parish council to agree the adoption and the commuted sum for maintenance. The commuted sum must be paid by the developer to the town/parish council at the time of the land transfer. The town or parish council may utilise the commuted sum calculations below or use its own maintenance contract specification and rates.

**Chapter 2: Recreation and Open Space Strategy
Adoption of Open Spaces - Countryside Access Service**

1. Countryside Access Service

This policy relates to the type of newly created open space sites that the Council's Countryside Access Service (CAS) would consider adopting and managing. As an indication of the type of sites which may be applicable for adoption by CAS, Table 1 identifies the type of sites CAS currently own and / or manage.

Table 1.

Countryside Access Service - Existing Responsibilities
Countryside Sites: <ul style="list-style-type: none"> • Country parks • Urban parks • Woodland • Wildlife sites • (all types except linear routes)
Heritage Sites: (e.g. Swiss Garden at the Shuttleworth Estate) <ul style="list-style-type: none"> • Landscape with heritage value • Buildings and landscape with heritage value
Common Land and Village Greens (statutory responsibility to manage)
CROW Act Open Access Land (statutory responsibility to manage)
Rights of Way (statutory responsibility to manage network)

2. Evaluation of Sites for Adoption

The suitability for adoption and management of new sites by the Countryside Access Service will be considered on a case by case basis. Table 2 below outlines the basic criteria sites must meet in order to be considered for adoption by CAS.

Table 2.

Leisure Strategy Chapter 2 typologies suitable for adoption by CAS
<ul style="list-style-type: none"> • Country Parks • Large Recreation Areas (Informal) • Urban Parks (dependant on nature and location of site)
Criteria for adoption of new sites by CAS
<ul style="list-style-type: none"> • Sites should be minimum of 1ha in size • Should have a relevance and similarities to the existing portfolio of CAS sites • Sites that are connected to existing CAS site (if below 1ha or of different typology)

3. Sequential Approach

Table 3 identifies the sequential approach which will be taken in considering sites for adoption by CAS. The decision regarding adoption will be made using this approach and in accordance with the relevant policies of Central Bedfordshire Council and the Countryside Access Service.

Table 3.

Sequential approach for considering site adoption	
i)	site offered to CBC (CAS) for adoption with commuted sum negotiated;
ii)	site offered to relevant town or parish council for adoption with commuted sum negotiated by Town or Parish Council;
iii)	site offered to partner organisation – i.e. Marston Vale Trust, The National Trust, The Wildlife Trust, The Greensand Trust;
iv)	developer retains ownership and a management company maintains the facilities to CBC defined and approved standards.

4. Commuted Sums

Central Bedfordshire Council will only accept the transfer of new open space sites where an appropriate commuted sum is paid for the future maintenance of the open space. The commuted sum will provide for the appropriate management and maintenance of the open space and avoid situations where open spaces are neglected and deteriorate to an extent that their functions are harmed.

For open space sites less than 5ha the commuted sum will be calculated for a maintenance period of 15 years and for sites over 5 ha it will be calculated for a maintenance period of 20 years. The site areas are for general guidance only as the levels of facilities on a site may influence, to a greater or lesser degree, the amount of commuted sum; i.e. a 4 ha site may be provided with a car park, building and other facilities that could require a longer maintenance period.

5. Aftercare Period

Where CAS agrees to the adoption of a new open space, the site will be maintained by the developer to the satisfaction of the Council for a period of 12 months after it is laid out. Upon the expiry of this period, a land transfer shall be completed which transfers the site to the Council and the agreed commuted sum paid to cover its future maintenance.

6. Adoption Requirements

Prior to the land transfer being completed (and following the 12 month Aftercare period) the open space will be inspected by the Countryside Access Service and the Council's Property Services Surveyor to ensure all the planning conditions have been discharged. Any undischarged planning conditions, problems with planting, landscaping, fencing, access, etc which are evident will be referred to the developer for rectification prior to adoption.

Sustainable Drainage Systems

Sustainable Drainage Systems can form a valuable part of the open space, however, it should be planned at the outset and a discreet adoption process will be required. Please refer to the Central Bedfordshire Council SuDS Approval and Adoption Guide, and point X below.

7. Management Plan

A Management Plan should be submitted by the developer for the open space and approved by CAS. The management plan will detail the management (including

conservation/ecological) regime (including costings) for the open space site for a 20 year period. The Management Plan will be required irrespective of who will be managing the site and will be a planning condition or S106 requirement.

Table 4 sets out an example of how the commuted sums are calculated, using figures which are valid at the time of writing.

Table 4.

Countryside Access Service					
Commuted Sum Calculator for Country Parks, Large Recreation Areas (Informal) and Urban Parks (under review).					
	Unit Cost	Number	per site* per year	10 year cost	20 year cost
Officer/Ranger Inspections visits per year	£40.00	25	£1,000.00	£10,000.00	£20,000.00
Bins and emptying	£190.00	2	£380.00	£3,800.00	£7,600.00
Access Routes (including surfaced paths) per linear m	£30.00	1000	£3,000.00	£30,000.00	£60,000.00
Access Infrastructure					
Signage, waymarking and interpretation	£15.00	100	£150.00	£1,500.00	£3,000.00
Grounds Maintenance					
Grass management	£4.40		£2,900.00	£29,000.00	£58,000.00
Hard Surface and Perimeter Weed Spraying	£0.80	2500	£2,000.00	£20,000.00	£40,000.00
Ground cover Maintenance	£0.40	1000	£400.00	£4,000.00	£8,000.00
Tree Maintenance x 2 visits per year	£3.00	100	£300.00	£3,000.00	£6,000.00
	£0.20	1000	£200.00	£2,000.00	£4,000.00
Seats/Benches	£50	1	£50.00	£500.00	£1,000.00
Fencing, Gates & Boundary Treatments	£12	1000	1200	£12,000.00	£24,000.00
Notice Boards and Cabinets	400	1	40	£400.00	£800.00
Special Features					
X As appropriate and to be costed accordingly.					
Totals for Site			£8,720.00	£87,200.00	£174,400.00

*Size of site is based on sites between 1 and 10 ha. For sites above this size - the costings will be increased accordingly.

**Chapter 2: Recreation and Open Space Strategy
Adoption of Equipped Children’s Play Areas and Open Space within the
Settlement Envelope**

1. Leisure Services Section

This policy relates to the type of newly created children's play space sites that the Council's Leisure Services Section would consider adopting and managing.

2. Evaluation of Sites for Adoption

Consideration of the suitability for adoption and management of new sites by the Leisure Service Section will be considered on a case by case basis. Table 2 below outlines the basic criteria sites must meet in order to be considered for adoption by Leisure Services.

Table 2.

Chapter 2 typologies suitable for adoption by Leisure Services
<ul style="list-style-type: none"> • Children’s Play Spaces • Facilities for Young People
Criteria for adoption of new sites by Leisure Services
<ul style="list-style-type: none"> • Sites should be minimum of 100 square meters in size • Should have equipment relevant to their respective typology i.e. formal children’s play equipment, equipment/facilities for young people

3. Sequential Approach

Table 3 identifies the sequential approach which will be taken in considering sites for adoption by Leisure Services. The decision regarding adoption will be made using this approach and in accordance with the relevant policies of Central Bedfordshire Council and the Leisure Services Section.

Table 3.

Sequential approach for considering site adoption
<ul style="list-style-type: none"> i. The housing developer offers the play area to Central Bedfordshire Council (CBC) for adoption. If the area meets the Standards for Adoption set out below, CBC will accept adoption of the area. However, CBC reserves the right to refuse adoption at all times. ii. If CBC chooses not to adopt the area, the housing developer may offer it to the relevant Town or Parish Council for adoption. iii. The housing developer may choose to pass ownership and management of the area to a management company.

4. Adoption Standards

Size and Layout of Land:

All areas offered for adoption must be at least 100 square metres. The land must have been laid out in accordance with the landscaping, play, sporting or amenity scheme approved by Central Bedfordshire Council as part of the proposed development; in addition the following are required:

Grass

The grass must be of a type specified and approved by CBC.

Trees and Shrubs

These should be planted in accordance with the relevant British Standards laid out below:

- (i) Planting and landscaping BS4428 (1989). The quality of plants should comply with BS3936.
- (ii) Planting and landscaping must be carried out as approved by the Council's Tree and Landscape Officer.

Play Equipment and Safety Surfaces

- (i) Equipment - must be in accordance with the approved play area plans as approved in advance by CBC. The type, manufacturer, quantity and layout cannot be altered unless appropriate permission is granted.
- (ii) All new equipment and components must conform to and be installed in accordance with BS EN 1176.
- (ii) Safety surfaces - Continuous wet pour rubber safety surface should be used, installed flush with ground level. The safety surface must conform and be installed in accordance with BS EN 1177 and BS7188. The free height of fall of the safety tiles must be equal to or greater than the free fall height of the equipment that the safety surface is to be provided for when tested in accordance with BS EN 1177 and BS7188.

Sustainable Drainage Systems

Please refer to the Central Bedfordshire Council SuDS Approval and Adoption Guide, and Sustainable Drainage Systems – Additional Safety Information below.

5. Adoption Requirements

Prior to adoption by the Council, the open space will be inspected by a Facility Officer and Planning Officer to ensure all the planning conditions have been discharged. In addition, any problems with landscaping, fencing, access etc which are evident will be referred to the developer for amendment prior to adoption.

In respect of play areas, the developer will be required to employ an independent inspector to carry out a post-installation inspection of the play site in accordance with the British Standards for play equipment and safety surfacing BS EN 1176, 1177 & BS7188. In addition, the independent inspection will include an assessment of the facility and its immediate environs against the access requirements of the Disability Discrimination Act (DDA) 1995. Any faults, barriers to reasonable access, or non-compliance with the British Standards must be rectified before adoption can be considered.

6. Commuted Sums

This Council will only accept a transfer of open space provided a commuted sum is paid for the future maintenance of the open space. This will be for 15 years' maintenance of small POS sites, but for sites within major developments it will be for 20 years' maintenance.

Set out below is an example of how these sums are calculated, using figures which are valid at the time of writing the guidance notes. The table below shows an example of a commuted sum calculation.

Grass Cutting

- £0.10 per square metre
 - 16 cuts per year
 - 15 years
 - e.g. 100 sq.m of grass
- Total cost for 15 years' grass cutting would be £2,400

Independent Play Area Inspections

- Equipped Play Areas will have an Annual Independent Inspection, at a cost of £46.50 per year.
- £46.50 per site per year
 - 15 years
 - e.g. 1 site
- Total cost for 15 year's annual independent inspections would be £697.50

Council Play Area Inspections

- In addition to the Annual Independent Inspections, the Council will inspect the site once per week:
- £30 per site per inspection
 - 52 inspections per year
 - 15 years
- Total cost for 15 years' Council Play Inspections would be £23,400

Play Equipment Repair & Maintenance

- £200 per item, per year
 - 15 years
 - = £3,000 for one item
- Total cost of Equipment Repair & Maintenance for one item would be £3,000.

Litter Bin Emptying

- £15 per bin per year (weekly empty)
 - 15 years
- Total cost of Bin Emptying for 15 years would be £225 per bin, Plus;

Litter Bin Vandalism/Maintenance/Replacement

- 25% of cost of new (Big Ben) Litter Bin purchase per year = £62.50
- Total cost of Bin Emptying & Maintenance for 15 years would be £1,162.50 per bin

Seats / Benches Vandalism/Maintenance/Replacement

- Metal:** £150 per seat per year
- 15 years
- Total cost of Metal Seat maintenance for 15 years would be £2,250

Timber: £150 per seat per year, plus 15% of cost of new metal seat (Ranger) purchase
@ £62 per year
- 15 years
Total cost of Timber Seat Maintenance for 15 years would be £3,180

Litter Picking

- 0.055p per square metre
- 17 visits per year
- 15 years
- e.g. 100 square metre site
Total cost for 15 years' maintenance would be £1,402.50

Shrub Maintenance

- £60 per 100 sq.m per cut
- two cuts per year
- 15 years
- e.g. 100 sq.m of shrubs
Total cost of shrub maintenance for 15 years would be £1,800

Tree Maintenance

- £10 per tree per visit
- 2 visits per year
- 15 years
- e.g. 10 trees
Total cost of tree maintenance for 15 years would be £3,000

Hedge Maintenance

- 1.60p per Linear Metre
- for two cuts per year
- 15 years
- e.g. 100 Linear Metres
- Total cost of hedge maintenance for 15 years would be £2,400

In some instances the cost of maintenance will be calculated individually by the Council's Tree & Landscape Manager.

Fencing

To Fencing Standard BS1722

Metal fencing will be painted once every 5 years.

- £11.25 per linear metre per year
- 15 years
- 40 Linear Metres
Total Cost of Metal Fence maintenance per 40 linear metres for 15 years would be £6,750

Timber Fencing will be stained once every 3 years, plus cost of replacing whole fence with Bow Top metal fencing e.g. 40 linear metres @ £2,354 at 2004 prices

- £8.60 per linear metre per year
- 15 years
- 40 Linear Metres
Total Cost of Timber Fence maintenance per 40Lin M. for 15 years would be £5,160, plus £2,354 = £7,514

Special Features

The cost of maintenance for any special or unusual features will be evaluated separately by the relevant officer.

Sustainable Drainage Systems – Additional Safety Information

If a SuDs is to be located near a play area, the following must be provided:

- (a) safety and information signs must be installed warning of the depth and irregularity of the water levels;
- (b) life saving equipment should be provided, regularly checked and maintained;
- (c) fencing must be provided to a minimum height of 1.1 metres. It must be Band 3 fencing which has vertical bars, is canted over at the top using pretensioned wire or mesh, and is un-climbable to children under the age of 8 years;
- (d) planting in and around the water's edge should be used to restrict and hinder access to it, i.e. the use of emergent plants at the water's edge causes the water to be less attractive to potential paddlers;
- (e) a perimeter of grass around the water should be left uncut to allow nettles to flourish and discourage access. Additionally, the planting of thorny hedge and shrub material will add to this effect;
- (f) the play area itself should be securely fenced with the entrance/s away from the water. Seats within the site should be placed with their backs to the water and facing the play equipment to give parents/carers a clear view of children playing at all times.

ROSPA recommend that a risk assessment of the water element and the play facility be carried out and that a management plan be prepared and put in place for the owners/operators of the site to ensure safety equipment and measures are maintained and any new advice/recommendations on water/play are implemented.

9. Next Steps

Chapter 1: the Leisure Facilities Strategy

In order to detail the facility requirements identified in Chapter 1, Part 5 and to prepare CIL and S106 calculations, a costed Action Plan will be prepared for the first phase of the strategy delivery 2013-2018. The tables below set out the next steps for completion of the Leisure Facilities Strategy, and the delivery of its short and medium term strategic objectives.

No	Objective	Target Date
1	Develop a detailed methodology for calculating contributions for CIL and S106 for inclusion in Leisure Strategy Supplementary Planning Documents (SPD) and the Community Infrastructure Levy (CIL) and Section 106 Planning Obligations Strategy	Delayed until CBC approach to CIL is determined
2	Develop a fully costed Facilities Action Plan detailing the new and improved facility requirements to meet planning policy objectives	Executive Feb 2013
3	Approval of Central Bedfordshire Council capital expenditure priorities	Executive Feb 2013
4	Delivery of approved Central Bedfordshire Council capital schemes	Ongoing
5	Development of criteria for the release of the Capital Fund for Delivery of the Leisure Strategy	Jan 2014

Chapter 1 Appendix 1. Draft Action Plan Short and Medium Term 2013-2018 Strategic Priorities

Proposal	Action	Timetable	By Whom	Priority	Capital Budget
DHR1 Refurbish Dunstable LC	Planning, design, procurement and construction	Medium, by 2018	CBC	High	£2,300k 2015/16
DHR2 New LC at Houghton Regis	Planning, design, procurement and construction	Medium, by 2018	CBC	High	No budget
DHR3 Market testing reopening of HR pool	Consultation, feasibility, tendering of leisure management contract	Short, by 2014	CBC	High	£150k 2013/14
W1 Replacement public leisure centre for Flitwick	Planning, design, procurement and construction	Short, by 2015	CBC	High	£12,482k 13/14-15/16
E1 Refurbishment of Saxon Pool & Leisure Centre	Planning, design, procurement and construction	Short, by 2015	CBC	High	£1,600k 12/13-13/14

E2 Support development of joint use leisure facility at Etonbury School	Consultation, planning, design, procurement and construction	Medium, by 2018	Etonbury School	Medium	£300k 2013/14
LB/RS1 Refurbish Tiddenfoot LC	Planning, design, procurement and construction	Short, by 2015	CBC	High	£1,400k 12/13-13/14

Chapter 2: Recreation and Open Space Strategy

In order to apply the respective open space typology standards the Parish Schedules will be produced. These will identify the surpluses/shortfalls of each open space type in each parish of Central Bedfordshire. In order to develop delivery priorities the Parish Schedules will be presented to Town and Parish Councils and other stakeholders to determine their priorities for the sites in their ownership which will inform the Chapter 2 action plan together with S106 and CIL.

Chapter 3: Playing Pitch Strategy

In order to demonstrate the local requirements arising from the Strategy's priorities, site specific facility requirements and recommendations will be produced for consultation with facility providers, Town and Parish Councils and other stakeholders. Their feedback will inform the Chapter 3 Action Plan together with S106 and CIL.

Chapter 4: Physical Activity Strategy

In order to deliver the five strategic priorities an annual programme of activity is being developed with the appropriate partners. This will identify the types of activities the Team will deliver in addition to the supplementing the activity database and forging links with other providers to provide a one-stop-shop for physical activity information.

10. Glossary of Terms / Definitions

APP - Active Places Power. Sport England database containing information on sports facilities throughout England, also enabling analysis of data

CB - Central Bedfordshire

CBC - Central Bedfordshire Council

Community use – use of a sports facility by the wider community, either on a pay or play basis or available through block bookings by clubs.

FPM - Facilities Planning Model, Sport England facility modelling system, testing:
Satisfied demand – demand for a specific type of sports facility which is met because local residents can access it within a reasonable travel time by car, public transport or on foot (20 minutes), and there is some spare capacity within the facility
Unmet demand - demand for a facility that is not satisfied
Utilised capacity – the amount of the overall capacity of a facility that the FPM estimates is used
Personal/relative share – the share of the opportunity which people have to use facilities, taking into account the number, size and availability of facilities, and the local population which has access to them

HRLCAG – Houghton Regis Leisure Centre Action Group

HRHCBC – Houghton Regis Hard Core Badminton Club

LA – Local authority

LTA – Lawn Tennis Association

NGB – national governing body of sport

NPPF – National Planning Policy Framework published by the Government in 2011

ONS – Office of National Statistics

PPG17 – Planning Policy Guidance Note 17 published by the Government in 1991 (revised 2002) giving guidance on planning for sport, recreation and open space

NPPF - National Planning Policy Framework published by the Government on 27 March 2012, key part of Government reforms to make the planning system less complex and more accessible, to protect the environment and to promote sustainable growth

ROSA - Rest of the study area (comprising the local authority areas adjoining CB)

SFC - Sports Facilities Calculator. Sport England calculation system to assess demand for key community sports facilities

Household Occupancy

For the purpose of calculating requirements, the following occupancy levels will be used:

1 bed - 1.3 persons
2 bed - 1.9 persons
3 bed - 2.6 persons
4 bed - 3.0 persons
5+ bed - 3.4 persons

(source: DCLG Survey of English Housing 2002/03 & 2005/06) (updated with Census figures released in 2011 census)

Appendix A. Chapter 3: Playing Pitch Strategy - site and sport specific priorities

Table 13.1 Football - Strategic Priorities – Area Specific Requirements

Aim	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
<p>Ensure that there are enough pitches to meet demand (Protect)</p>	<p>Protect all current playing fields to ensure the longevity of the pitch stock across Central Bedfordshire (unless pitches are replaced with larger multi pitch sites). This should include former playing pitches, unless they are located in an area identified as having sufficient provision to meet current and future demand.</p> <p>All pitches (including former playing fields unless they are located in an area identified as having sufficient provision to meet current and future demand.</p>		
	<p>In the short term, review the designation of pitches to address deficiencies in junior football and to accommodate the recent FA review of youth football. Ensure that as far as possible, all teams are playing on pitches of the correct size</p> <p>Review of all pitch requirements required by pitch providers following introduction of FA Youth Review Requirements</p>		
	<p>Increase the amount of pitches available and support clubs to find home venues to ensure that they are not dispersed across multiple sites. This is likely to include</p> <ul style="list-style-type: none"> • securing of formal agreements for the use of school sites – ideally sites offering multiple pitches should be prioritised and consideration should be given to the provision of accessible changing / toilets for community teams • reinstating former playing pitches • new pitches (promote the creation of new multi pitch sites to support large clubs). This will free up other sites for the use of smaller clubs and single teams • the creation of new pitches linked with new developments, to offset the impact of the increase in population on the demand for playing pitch provision. There are particular pressures in areas of growth and new facilities will be required where there is evidence of need. Improvements to the quality of existing facilities should be required where there is already sufficient provision. 		

	<p>Dunstable and Houghton Regis Capacity to meet current demand. Population growth will however generate unmet demand in both Houghton Regis and Dunstable.</p>	<p>Leighton Buzzard and Rural South Eaton Bray Totternhoe Tilsworth Leighton Buzzard (longer term depending upon closure of pitches following opening of Astral Park).</p>	<p>North Amphill Arlesey Flitwick (proposed developments currently underway will address existing deficiencies) Langford Maulden Potton Shefford Stotfold (proposed developments currently underway will address existing deficiencies)</p>
	<p>Support football development and access to training facilities for football clubs through the provision of 3g pitches, particularly in the North and Central parts of the borough. 3g pitches (if provided to appropriate standards) can also be used for competitive fixtures and to reduce the requirement for grass pitches.</p>		
	<p>Dunstable and Houghton Regis North Houghton Regis (3g)</p>	<p>Leighton Buzzard and Rural South Totternhoe / Eaton Bray</p>	<p>North (up to 2 required) Toddington / Harlington area Stotfold / Arlesey Biggleswade</p>
<p>Ensure Pitch Quality Meets Requirements</p>	<ul style="list-style-type: none"> • Ensure that all clubs have access to facilities of the appropriate specification by focusing on the improvement of both pitch quality and ancillary facilities. Qualitative improvements should be prioritised over quantity where there are already enough facilities. The following standards should be considered; <ul style="list-style-type: none"> • investment to address basic quality issues at key sites to ensure NGB specifications and standards are met; • the provision of changing accommodation at all sites where adult football is played, and a minimum of toilet provision at junior and mini football sites; and • supporting clubs in the creation of facilities of higher specification where these are required for club 		

	<p>progression.</p>	<p>Dunstable and Houghton Regis Dunstable Houghton Regis</p>	<p>Leighton Buzzard and Rural South Eaton Bray Leighton Buzzard Slip End</p>	<p>North Cranfield Biggleswade Harlington Lidlington Marston Shillington Northill Westoning</p>
<p>Support Club Development</p>	<p>Maintain the existing football forums to establish clear routes of communication with pitch users and providers ensuring that all decisions are taken with a full understanding of needs and aspiration</p>	<p>Ongoing monitoring and review of strategy to take place including evaluation of success of football forum.</p>	<p>Support the principles of asset transfer where this will result in positive club and football development outcomes</p>	<p>To be evaluated on a club specific basis.</p>

Strategic Priorities – Cricket

The assessment of cricket provision across Central Bedfordshire indicates that the key issues to address are as follows;

- Participation is increasing and almost all clubs have aspirations to grow further.
- Most community play takes place at public facilities. Facilities at school sites are largely artificial and in general are poor quality and insufficient for community use.
- The quality of first team cricket facilities is high, and the condition of the outfield and issues with drainage are perhaps the main concerns and several clubs also raise concerns with the quality of their pavilion. There are much lower levels of satisfaction with the overall stock of facilities however, with 50% of clubs suggesting that facilities inhibit club development and 40% of clubs suggesting that they are not happy with the stock of facilities. The quality of pitches for 3rd and 4th teams, as well as access to sufficient pitches are the main reasons attributed to this.
- Although there are enough pitches overall to meet current peak time demand, this disguises site specific pressures and almost all club bases are at capacity on both Saturday and Sunday afternoon. Most clubs with capacity are not located in close proximity to those clubs requiring additional pitches. Added to this, several clubs are using wickets above optimum levels (5 times per season) and for many, there are no artificial wicket or training nets, meaning that any practice must take place upon the grass square or off site.
- Population growth will generate increasing demand and unmet demand may rise to over 10 pitches.

The strategic priorities to respond to these issues and the area / site specific implications are therefore set out overleaf in Table 13.2

Table 13.2 - Cricket - Strategic Priorities – Area Specific Requirements

Aim	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
<p>Ensure that there are enough pitches to meet demand</p>	<p>C1 Reflecting the pressures on existing club bases across Central Bedfordshire, protect all existing cricket grounds through the inclusion of appropriate planning policy.</p> <p>Appropriate planning policy to be incorporated into emerging development strategy and other relevant documents</p> <p>C2: Ensure that the amount of cricket facilities available does not impact on the opportunities to grow participation in the sport. Many clubs are at or nearing capacity and there is a need to provide access to additional appropriate facilities. This should be sought by;</p> <ul style="list-style-type: none"> • the ongoing development of relationships between larger and smaller clubs. This has already proved successful in the borough, with many larger clubs using facilities owned by smaller clubs; • the provision of a new satellite ground for clubs at capacity where this represents a sustainable option for growth. This may be either through new provision or the reinstatement of sites that have formerly been used for cricket; • the development of school club links and the establishment of a relationship between schools and cricket clubs. Facilities at school sites can then be used by the cricket club as the club expands. Note improvements to the quality of facilities are likely to also be required if this is to be successful; and • ensuring that the impact of the increasing population is taken into account when identifying facility requirements – there are particular pressures in areas of growth and new facilities will be required where there is evidence of need. Improvements to the quality of existing facilities should be required where there is already sufficient provision. <p>Any new facilities should be provided in conjunction with an existing club or in support of a new club that has appropriate leadership and structures in place.</p>		
	<p>Dunstable and Houghton Regis</p> <p>Additional provision required in</p>	<p>Leighton Buzzard and Rural South</p> <p>Areas where provision needs to be</p>	<p>North</p> <p>Capacity issues in the following</p>

<p>Dunstable and Houghton Regis (1 pitch) to be delivered through either new facility or investment into school site. There was a former cricket pitch at Luton Road that may provide an opportunity to bring back into use</p>	<p>addressed are as follows;</p> <p>Caddington CC currently at capacity (impacted by lack of training facilities too) C4</p> <p>Leighton Buzzard CC at capacity but use overspill ground. Facility at this site requires improvement (C3). No use of second facility currently, but may be required longer term</p>	<p>settlements:</p> <p>Biggleswade Blunham Amphill Flitwick</p> <p>Potential to reinstate facilities at Houghton Conquest / Westoning to provide additional capacity but this should be considered in conjunction with clubs.</p> <p>No clear evidence of need for former facility at Shefford currently.</p>
<p>C3: Address quality issues raised and ensure that both cricket grounds and pavilions are up to appropriate standards. This should include overspill facilities as well as first team grounds.</p> <p>Key areas for improvement relate to:</p> <ul style="list-style-type: none"> • grounds maintenance skills • changing pavilions • surface • drainage 	<p>North</p> <p>Biggleswade CC Sandy CC Wrest Park (Silsoe) Lidlington CC Henlow CC Milton Bryan CC Steppingley CC Aspley Guise</p>	<p>Leighton Buzzard and Rural South</p> <p>Page Park / Mentmore Gardens</p>
<p>Dunstable and Houghton Regis Dunstable Cricket Club</p>		

<p>Ensure Pitch Quality Meets Requirements</p>	<p>C4: To ensure that pitches can accommodate the level of play that they are required to currently, as well as to support cricket clubs in the development of training nets to enhance club sustainability and improve overall performance as well as to remove pressure on grass wickets. This may include:</p> <ul style="list-style-type: none"> • an indoor cricket venue • the provision of outdoor cricket nets at larger clubs that do not currently have access to such facilities 			
<p>Support Club Development</p>	<table border="1"> <tr> <td data-bbox="778 1160 896 1675"> <p>Dunstable and Houghton Regis Houghton Regis (no nets or artificial wicket)</p> </td> <td data-bbox="418 656 778 1160"> <p>Leighton Buzzard and Rural South Caddington (no nets or artificial wicket) Eaton Bray Eggington Studham</p> </td> <td data-bbox="418 161 778 656"> <p>North Biggleswade (no nets or artificial wicket) Harlington (no nets or artificial wicket) Lidlington (no nets or artificial wicket) Amphill Flitwick Henlow</p> </td> </tr> </table> <p>C5: Support long term sustainability of clubs by promoting succession planning, for example in groundsmanship. Both providers (including Town and Parish Councils) and clubs should be supported in gaining key skills.</p> <p>Initiatives to be developed to achieve these objectives</p> <p>C6: Support initiatives to increase cricket participation including the introduction of new forms of the game, which may require the provision of flexible spaces</p> <p>Ongoing monitoring and review of strategy to take place and additional requirements to be added where necessary</p>	<p>Dunstable and Houghton Regis Houghton Regis (no nets or artificial wicket)</p>	<p>Leighton Buzzard and Rural South Caddington (no nets or artificial wicket) Eaton Bray Eggington Studham</p>	<p>North Biggleswade (no nets or artificial wicket) Harlington (no nets or artificial wicket) Lidlington (no nets or artificial wicket) Amphill Flitwick Henlow</p>
<p>Dunstable and Houghton Regis Houghton Regis (no nets or artificial wicket)</p>	<p>Leighton Buzzard and Rural South Caddington (no nets or artificial wicket) Eaton Bray Eggington Studham</p>	<p>North Biggleswade (no nets or artificial wicket) Harlington (no nets or artificial wicket) Lidlington (no nets or artificial wicket) Amphill Flitwick Henlow</p>		

Strategic Priorities – Rugby

The assessment of rugby provision across Central Bedfordshire indicates that the key issues to address are as follows;

- Participation in rugby is relatively strong in Central Bedfordshire and there are four clubs, all of which offer full transition between midi, junior and senior rugby, offering clear player pathways.
- The majority of pitches in the Central Bedfordshire are at school sites and there is limited if any use of these by the clubs currently. Club sites are important for the growth and development of rugby clubs and all clubs are approaching capacity and training facilities are poor. Added to this, there are some quality issues that need to be addressed
- Population growth is likely to generate an increase in participation and some clubs also have aspirations to increase their membership, in all likelihood generating further pressures on the existing facility stock. Pitch capacity at club bases will become particularly strained by 2022 if club development aspirations are realised. In this instance, access to school pitches and / or the creation of new pitches at club bases or as a satellite pitch may become increasingly important.

The strategic priorities to respond to these issues and the area / site specific implications are therefore set out overleaf in Table 13.3.

Table 13.2 - Rugby - Strategic Priorities – Area Specific Requirements

Aim	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
<p>Ensure that there are enough pitches to meet demand</p>	<p>R1: Monitor club growth over strategy period. Additional facilities will be required for clubs if participation increases significantly over and above levels that are generated by growth in population. Notably, the impact of training on pitches is significant and this could be addressed through the provision of a 3g training pitch which would reduce the impact of use on grass pitches. Any new provision should be in conjunction with existing or new clubs rather than provided ad hoc on new sites.</p> <p>Amount of pitches currently sufficient. Population growth and increase in participation likely to generate requirement for new pitch. To be delivered either through;</p> <ul style="list-style-type: none"> • New pitch at club base or satellite facility • Conversion of grass pitch to AGP to increase capacity • Use of school facility by club (may require qualitative improvements) – Queensbury Academy) 	<p>Amount of pitches currently sufficient. Population growth and increase in participation may generate requirement for new pitch longer term. To be delivered either through;</p> <ul style="list-style-type: none"> • New pitch at club base or satellite facility • Conversion of grass pitch to AGP to increase capacity • Use of school facility by club (may require qualitative improvements) – Cedars Upper School / Vandyke School 	<p>Amount of pitches currently sufficient. Population growth and increase in participation may generate requirement for new pitch longer term. To be delivered either through;</p> <ul style="list-style-type: none"> • New pitch at club base or satellite facility • Conversion of grass pitch to AGP to increase capacity • Use of school facility by club (may require qualitative improvements) – Stratton Upper School / Redborne Upper School
	<p>R2: Monitor demand for rugby league provision over the strategy period.</p>		
	<p>Ongoing monitoring and review of strategy to take place and additional requirements to be added where necessary</p>		

<p>Ensure Pitch Quality Meets Requirements</p>	<p>R3: To ensure that pitches can accommodate the level of play that they are required to currently, as well as to meet the needs of additional teams in future years, maintain and improve the quality of existing facilities by;</p> <ul style="list-style-type: none"> • addressing maintenance issues identified through RFU ground surveys; • improving and expanding social facilities and pavilions; and • the provision of training floodlights – these should be located to enable rotation and use of different parts of the pitches to ensure that additional wear and tear is dispersed 			
<p>Support Club Development</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="805 1160 997 1675"> <p>Dunstablians RUF – Recent improvements to clubhouse undertaken. Priority should now be given to improving the capacity of the facility</p> </td> <td data-bbox="997 584 1182 1160"> <p>Leighton Buzzard RUF – require additional training floodlights. Quality improvements should be prioritised over additional capacity in the short term.</p> </td> <td data-bbox="997 163 1182 584"> <p>Biggleswade RUF – improvements to clubhouse Amphill RUF – improvements to clubhouse Quality improvements should be prioritised over existing capacity in the short term.</p> </td> </tr> </table> <p>R4: Support aspirations to increase participation in rugby across Central Bedfordshire Council and manage the impact of these aspirations on facility development.</p> <p>Ongoing monitoring and review of strategy to take place and additional requirements to be added where necessary</p> <p>R5: Support initiatives to increase rugby participation including the introduction of new forms of the game, which may require the provision of flexible spaces.</p> <p>Ongoing monitoring and review of strategy to take place and additional requirements to be added where necessary</p>	<p>Dunstablians RUF – Recent improvements to clubhouse undertaken. Priority should now be given to improving the capacity of the facility</p>	<p>Leighton Buzzard RUF – require additional training floodlights. Quality improvements should be prioritised over additional capacity in the short term.</p>	<p>Biggleswade RUF – improvements to clubhouse Amphill RUF – improvements to clubhouse Quality improvements should be prioritised over existing capacity in the short term.</p>
<p>Dunstablians RUF – Recent improvements to clubhouse undertaken. Priority should now be given to improving the capacity of the facility</p>	<p>Leighton Buzzard RUF – require additional training floodlights. Quality improvements should be prioritised over additional capacity in the short term.</p>	<p>Biggleswade RUF – improvements to clubhouse Amphill RUF – improvements to clubhouse Quality improvements should be prioritised over existing capacity in the short term.</p>		

Strategic Priorities – Hockey

The assessment of hockey across Central Bedfordshire indicates that the key issues to address are as follows;

- There are two hockey clubs in Central Bedfordshire. Analysis of participation trends demonstrate evidence of significant recent expansion. Despite this, the current and potential playing profile of the area is relatively limited, with hockey likely to attract less than 1% of residents of Central Bedfordshire, even when taking into account latent demand
- Both hockey clubs are dissatisfied with the current levels of provision in Central Bedfordshire. There are concerns about both access to changing and social facilities, with neither club having a dedicated on site clubhouse, as well as issues with access to facilities for training and matches. Both clubs highlight challenges of competing demands with football.
- Analysis of use of the facilities at a peak time confirms that there are enough pitches overall to accommodate demand within Central Bedfordshire, however this is skewed by the presence of the pitch at Dunstable Leisure Centre, which is not currently used at all for hockey although it has a sand based surface. It is not located appropriately to function as an overspill facility for either of the two existing hockey clubs. While overall there are sufficient pitches, both clubs are at / nearing capacity at their club bases, meaning that access to overspill facilities is essential if levels of activity are to be maintained.
- While population growth alone will have limited impact, schemes designed to increase participation in hockey may generate demand for further facilities in the longer term. These include Back to Hockey and Rush Hockey, both of which are currently being trialled at Flitwick Leisure Centre.

The strategic priorities to respond to these issues and the area / site specific implications are therefore set out overleaf in Table 13.4

Table 13.4 - Hockey- Strategic Priorities – Area Specific Requirements

Aim	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
<p>Ensure that there are enough pitches to meet demand</p>	<p>H1: To support hockey development, ensure that the surfaces currently used for hockey are retained as sand based pitches.</p>		
	<p>Dunstable and Houghton Regis</p> <p>No facilities required for hockey</p>	<p>Leighton Buzzard and Rural South</p> <p>Pitches at Van Dyke School should remain sand based surface</p>	<p>North</p> <p>Sandy Sports Centre should remain sand based surface</p>
	<p>H2: Monitor club activity and support the provision of additional sand based facilities (linked with the clubs) if significant participation increases occur and / or if issues are identified with pitches used outside of Central Bedfordshire.</p>		
	<p>New provision likely to be required within reasonable distance of club base to support existing club structures.</p>		
	<p>H3: Ensure priority access for hockey clubs at sand based facilities</p>		
<p>Ensure Pitch Quality Meets Requirements</p>	<p>Dunstable and Houghton Regis</p> <p>No facilities required for hockey</p>	<p>Leighton Buzzard and Rural South</p> <p>Van Dyke School</p>	<p>North</p> <p>Sandy Sports Centre</p>
	<p>H4: Ensure that the impact of housing growth is taken into account and that contributions towards hockey are required</p> <p>The two hockey clubs will both be impacted upon by population growth and will serve residents across Central Bedfordshire</p>		
<p>Ensure Pitch Quality Meets Requirements</p>	<p>H5: Support aspirations for the provision of on site club houses and changing accommodation to facilitate club development. There may be opportunities to share this with other sports as part of the process of securing formal use of school sites to address quantitative deficiencies</p>		
	<p>Dunstable and Houghton Regis</p>	<p>Leighton Buzzard and Rural South</p>	<p>North</p>

	No facilities required for hockey	Pavilion / clubhouse at Van Dyke School	Pavilion / clubhouse at Sandy Sports Centre
	<p>H6: Maintain the quality of existing sand based AGPs, ensuring that facilities are refurbished every 10 years</p> <p>Dunstable and Houghton Regis</p>	<p>Leighton Buzzard and Rural South</p> <p>Van Dyke School</p>	<p>North</p> <p>Sandy Sports Centre</p>
Support Development	No facilities required for hockey		
Club	<p>H7: Support the introduction of new forms of hockey through the provision of appropriate facilities for the new form of the game</p>	Ongoing monitoring and review of strategy to take place and additional requirements to be added where necessary	

Strategic Priorities – Bowls

The assessment of bowls across Central Bedfordshire indicates that the key issues to address for bowls are;

- Analysis of the capacity of existing bowling greens suggests that all clubs are able to accommodate additional members, and there is scope to accommodate more teams on most greens. Adding to this, there is no evidence of growth in bowls with all responding clubs indicating that participation is static despite efforts to attract new players.
- Almost all clubs are satisfied with the quality of existing greens and this was also reinforced through site visits, which reveal that facilities are well maintained and all greens are in good condition. Just three clubs identify site specific issues requiring improvement and only two clubs are not happy with the overall stock of facilities (attributing this to the number of greens of the right quality).
- The average membership of bowls clubs in Central Bedfordshire is 69, representing a rate of 2.3% of residents over the age of 60. In contrast to pitch sports, the ageing population may see bowls become more popular in future years. This growth alone could generate additional 435 bowls players, meaning that clubs would have on average 92 members and supply would be much more closely matched with demand. Sport England Active people surveys however suggest that current demand is higher and also highlight the potential to increase participation, potentially up to 4%. If these targets were to be achieved, added to the anticipated impact of participation increases, the current stock of bowling greens would become insufficient.
- The changing population profile and the propensity of the older age groups to play bowls means that there is a significant opportunity to promote the sport. While overall provision is currently sufficient, regardless of current capacity, it should be noted that residents expect these facilities to be local to their home (on average, 55% of members are within 1 mile of their club) and many residents are outside of this distance to a current facility.

The key strategic priorities and area specific implications for bowls are therefore set out in Table 13.5.

Table 13.5 Strategic Priorities and Site Specific Implications – Outdoor Bowls

Aim	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
Ensure that there are enough pitches to meet demand	<p>BG1: Protect all current bowling greens</p> <p>All bowling greens. Consideration should be given to the future of Potton Bowling Green, a valuable site which may be at risk in the longer term.</p> <p>BG2: New bowling greens are not required to meet current (or future) demand unless expressed demand is identified in an area further than 1 mile from an existing bowling green. New provision should be demand rather than supply led and facilities should only be developed where demand has already been identified. Instead, improvements to existing bowling greens should be prioritised</p> <p>New participants and residents of new development should be channelled towards existing bowling clubs until it becomes clear that an existing facility is over capacity and / or there is significant expressed demand for a new facility in an area currently outside of the catchment of a facility.</p> <p>BG3: Monitor the impact of attempts to increase participation as well as population growth on club membership.</p>		
Ensure Pitch Quality Meets Requirements	<p>Ongoing monitoring and review of strategy to take place and additional requirements to be added where necessary</p> <p>BG4: Seek to maintain the quality of facilities and where issues are identified, improve the quality and consistency of bowling greens</p>	<p>Dunstable and Houghton Regis</p> <p>No facilities required for hockey</p>	<p>North</p> <p>Biggleswade St Andrews Bowls Club</p>

Support Development	Club BG5: Support clubs to proactively increase participation and membership. To maximise the sustainability of bowls as a sport, efforts should focus on recruitment of junior players as well as adult and veterans. Ongoing monitoring and review of strategy to take place and additional requirements to be added where necessary
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Strategic Priorities – Tennis

The assessment of tennis across Central Bedfordshire indicates that the key issues to address for tennis are;

- The stock of tennis courts is well spread across Central Bedfordshire, with more than half of all courts in the major service centres. Most residents in larger settlements have access to at least one tennis court within a five mile radius. Provision in the Dunstable and Houghton Regis placemaking area is however much lower than in other parts of Central Bedfordshire.
- Tennis offers a significant opportunity to increase overall participation in sport and physical activity in Central Bedfordshire – the sport has a wider participation base and there are high levels of latent demand
- there are sufficient courts at all clubs to meet the needs of current membership and only three clubs are approaching capacity. While club membership does not account for casual play, the current club membership figures suggest that the Active People survey perhaps overestimates demand slightly and provides an indication of the upper echelons of potential demand.
- Population growth alone could be accommodated within existing club structures (where there is capacity for up to 1000 more members) although some clubs are approaching capacity and may require additional courts if growth is focused in their area. Significant participation increases would however require more wholesale increases in provision
- there are concerns about the quality of courts (particularly at public facilities) but also at several club sites and the overall quality is the most varying of all types of outdoor sport. Several clubs believe that the quality issues at both club and public facilities will inhibit the overall development of tennis in both the short and long term.

The strategic priorities to respond to these issues and the area / site specific implications are therefore set out overleaf in Table 13.6

Table 13.6 Strategic Priorities and Site Specific Implications – Tennis

Aim	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
Ensure that there are enough pitches to meet demand	<p>T1: Support the provision of new facilities at clubs where specific need can be identified at clubs, taking into account the capacity and quality of existing facilities. In the first instance, additional capacity should be created by adding floodlights to courts. Longer term and following population growth, new courts may be required at some clubs.</p>	<p>Dunstable and Houghton Regis</p> <p>n/a</p>	<p>North</p> <p>Barton le Clay TC</p> <p>Langford TC</p>
	<p>Dunstable and Houghton Regis</p> <p>n/a</p>	<p>Leighton Buzzard and Rural South</p> <p>Studham TC</p>	<p>North</p> <p>Barton le Clay TC</p> <p>Langford TC</p>
	<p>T2: Where there is expressed demand for tennis in areas not currently within a 5 mile catchment, to maximise the use of resources, support additional demand for tennis through a partnership approach with schools where this is possible. Demand for pay and play tennis should be considered in line with the Beacon Tennis Scheme, established by the LTA. Existing tennis courts in large public settlements should also be retained. Existing public tennis courts in large settlements should also be retained, unless appropriate pay and play opportunities can be organised through club bases or schools</p>		
Ensure Pitch Quality Meets Requirements	<p>Dunstable and Houghton Regis</p>	<p>Leighton Buzzard and Rural South</p>	<p>North</p>
	<p>T3: Address quality issues identified at club sites prioritising areas where club development is limited by quality constraints, specifically</p> <ul style="list-style-type: none"> • Floodlighting (linked with increasing capacity above) • Covering existing courts (linked with increasing capacity above) • Surfacing • Pavilion / Changing. 		

	<p>Dunstable and Houghton Regis</p>	<p>Leighton Buzzard and Rural South</p> <p>Linslade TC Studham TC (Impacting upon capacity) Eaton Bray TC Slip End Tilsworth Billington</p>	<p>North</p> <p>Langford (impacting upon capacity) Barton le Clay (impacting upon capacity) Potton Westoning</p>
Support Club Development	<p>T4: Support the development of new forms of tennis in order to increase participation. This might include mini tennis, which provides the use of more flexible spaces.</p> <p>Ongoing monitoring and review of strategy to take place and additional requirements to be added where necessary</p>		

Strategic Priorities – Athletics

The assessment identifies the key issues for athletics as:

- There is only one athletics track in Central Bedfordshire at Sandy Sports and Community Centre.
- There are four athletics clubs in Central Bedfordshire. While Biggleswade Athletics Club is based at Sandy Sports Centre, the remainder are road running and cross country clubs. Only Biggleswade AC therefore uses a formal athletics track regularly.
- Sport England's Active Places data suggests that the amount of facilities in Central Bedfordshire is poor compared with the average. Supporting this, analysis indicates that with the existence of only one track in the district and despite other tracks nearby, accessibility for local residents is poor, with over a third living outside a 20 minute driving catchment.
- Accessibility is skewed to the east, with parts of Central Bedfordshire in the west outside of the catchment to a track. Accessibility is best in Sandy (the location of the current track) but in general, residents in the North placemaking area are closer to athletics facilities than in the south. Poorest accessibility is in Leighton Buzzard and the Rural South.
- Despite these deficiencies, current activity levels do not provide clear evidence of a requirement for a new athletics track in Central Bedfordshire (as most activity is in the form of road running).

There is however clear evidence of demand for a new facility in Leighton Buzzard, an area which has previously had a track and the area of the borough that is least well served for facilities. Leighton Buzzard Athletic Club indicate that there is a clear need for facilities in the area and that club development is inhibited without the creation of a track. Recognising that the creation of a track is a longer term project, the club also highlight an immediate priority of the provision of a clubhouse, floodlit outdoor training area and storage facility. The area specific priorities for athletics are therefore set out overleaf in Table 13.7.

Table 13.7 - Strategic Priorities and Site Specific Implications – Athletics

Aim	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North	
Ensure that there are enough pitches to meet demand	A1: Support ongoing athletics participation through the protection of the existing athletics track used by Biggleswade AC			
	n/a	Leighton Buzzard and Rural South	North Sandy Sports and Community Centre	
	A2: Ensure that appropriate changing and meeting facilities are available for road running clubs			
	A3: Support sustainable solutions to provide new facilities for athletics in Leighton Buzzard.	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
Ensure Pitch Quality	A4: Ensure that appropriate changing and meeting facilities are available for road running clubs	Dunstable and Houghton Regis	North	
		Leighton Buzzard and Rural South Sustainable athletics facility	North	

Meets Requirements	Dunstable and Houghton Regis Dunstable	Leighton Buzzard and Rural South Tiddenfoot Leisure Centre (or alternative venue)	North Flitwick Leisure Centre / Redborne School Sandy Sports and Community Centre
A5: Maintain the quality of the existing track			
Support Club Development	Dunstable and Houghton Regis n/a	Leighton Buzzard and Rural South n/a	North Sandy Sports and Community Centre
A6: Support clubs to proactively increase participation and membership to maximise the sustainability of the sport.			
Ongoing monitoring and review of strategy to take place and additional requirements to be added where necessary			

Strategic Priorities – Netball

The assessment identifies the key issues for netball as:

- There is a strong network of participation in netball across Central Bedfordshire, linked with other local authorities in Bedfordshire. There are several affiliated and accredited clubs in the area offering strong development pathways. National increases in participation in netball are mirrored in the Bedfordshire area and participation remains strong.
- England Netball indicate that much of the lower levels of participation are focused in the urban areas and particularly in Dunstable, where the main gap in participation is considered to be. Despite this, all areas of Central Bedfordshire are equitably served by local leagues.
- Bedfordshire Netball indicate that the network of facilities is currently adequate for local leagues, although there are some issues with access to appropriate training facilities for clubs. The nature of netball and the leagues that are run mean that competition generally takes place at central venues and some degree of travel is expected. Growth in participation may place further demand upon existing facilities, which are spread across Bedfordshire.

The strategic priorities to address the key issues identified are therefore set out overleaf in Table 13.8

Table 13.8 - Strategic Priorities and Site Specific Implications – Netball

Aim	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
Ensure that there are enough pitches to meet demand	<p>N1: Ensure that there are sufficient appropriate venues for club based netball training</p> <p>No priorities at current time. Dunstable Leisure Centre may provide an opportunity to accommodate demand for training if aspirations to develop a club are achieved. This site is not currently marked out for netball (indoor or out)</p>	<p>N2: Facilitate the requirement for any competitive netball venues longer term in the event of significant participation increases and the creation of new leagues</p> <p>Ongoing monitoring and review of strategy to take place and additional requirements to be added where necessary</p>	
Ensure Pitch Quality Meets Requirements	<p>N3: Maintain the quality of the existing facilities and improve the standard of those courts that are not sufficient to sustain appropriate levels of play</p>	<p>Dunstable and Houghton Regis</p> <p>Dunstable Leisure Centre</p>	<p>North</p> <p>Stratton Upper School</p>
Support Club Development	<p>N4: Support clubs to proactively increase participation and membership to maximise the sustainability of the sport</p> <p>Ongoing monitoring and review of strategy to take place and additional requirements to be added where necessary</p>	<p>N5: Support initiatives designed to increase player retention and participation.</p> <p>Ongoing monitoring and review of strategy to take place and additional requirements to be added where necessary</p>	

Tables in the previous pages have served to highlight the priority areas for new and improved provision by sport. Table 13.9 provides a brief summary of areas where action is required, bringing together the findings for all sports.

Table 13.9 – Key Priority Summary

	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
New Pitch Provision	<p>Football Capacity to meet current demand. Population growth will however generate unmet demand in both Houghton Regis and Dunstable.</p> <p>3g AGP North Houghton Regis</p> <p>Cricket Dunstable / Houghton Regis</p> <p>Rugby Dunstable RUFC (increased capacity)</p>	<p>Football Eaton Bray Totternhoe Tilsworth Leighton Buzzard (longer term depending upon closure of pitches following opening of Astral Park).</p> <p>3g AGP Totternhoe / Eaton Bray</p> <p>Cricket Caddington</p> <p>Rugby n/a</p> <p>Tennis Studham TC</p>	<p>Football Amphill Arlesey Flitwick (proposed developments currently underway will address existing deficiencies)</p> <p>Langford Maulden Potton Shefford Stotfold (proposed developments currently underway will address existing deficiencies)</p> <p>3g AGP Toddington / Harlington area Stotfold / Arlesey Biggleswade</p> <p>Cricket Biggleswade Blunham Amphill Flitwick</p>

	Dunstable and Houghton Regis	Leighton Buzzard and Rural South	North
<p>Quality Improvements</p>	<p>Football Dunstable Houghton Regis</p> <p>Cricket Dunstable</p> <p>Rugby n/a</p> <p>Athletics Dunstable</p>	<p>Football Eaton Bray Leighton Buzzard Slip End</p> <p>Cricket Leighton Buzzard</p> <p>Rugby Leighton Buzzard RUFC (floodlights)</p> <p>Hockey Van Dyke School</p> <p>Bowls Leighton Buzzard Bowls Club</p> <p>Tennis Linslade TC Studham TC (Impacting upon capacity) Eaton Bray TC Slip End Tilsworth Billington</p>	<p>Rugby n/a</p> <p>Tennis Barton le Clay TC Langford TC</p> <p>Football Cranfield Biggleswade Harlington Lidlington Marston Shillington Northill Westoning</p> <p>Cricket Biggleswade Sandy Silsoe Lidlington Henlow Milton Bryan Steppingley Aspley Guise</p> <p>Rugby Amphill RUFC Biggleswade RUFC</p> <p>Hockey Sandy Sports Centre</p> <p>Bowls Biggleswade St Andrews</p>

		<p>Athletics Leighton Buzzard</p>	<p>Tennis Langford (impacting upon capacity) Barton le Clay (impacting upon capacity) Potton Westoning</p> <p>Athletics Sandy Biggleswade</p> <p>Netball Biggleswade</p>

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Meeting: Sustainable Communities Overview & Scrutiny Committee
Date: 22 January 2014
Subject: Community Services Draft Budget 2014/15, Medium Term Financial Plan 2014 – 2018 and Capital Programme 2014/15 to 2017/18
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources
Summary: The report allows Members the opportunity to review the Council's draft Budget for 2014/15, Medium Term Financial Plan and Capital Programme, which was presented to Executive on 14 January 2014

Advising Officer: Charles Warboys, Chief Finance Officer and Section 151 Officer
Contact Officer: Charles Warboys, Chief Finance Officer and Section 151 Officer
Public/Exempt: Public
Wards Affected: All
Function of: Executive

CORPORATE IMPLICATIONS

Council Priorities:

Please see Executive Report (circulated separately).

Financial:

1. Please see Executive Report (circulated separately).

Legal:

2. Please see Executive Report (circulated separately).

Risk Management:

3. Please see Executive Report (circulated separately).

Staffing (including Trades Unions):

4. Please see Executive Report (circulated separately).

Equalities/Human Rights:

5. Please see Executive Report (circulated separately).

Public Health

6. Please see Executive Report (circulated separately).

Community Safety:

7. Please see Executive Report (circulated separately).

Sustainability:

8. Please see Executive Report (circulated separately).

Procurement:

9. Please see Executive Report (circulated separately).

Overview and Scrutiny:

10. Please see Executive Report (circulated separately).

RECOMMENDATION(S):

The Committee is asked to:

1. **consider the Council's Draft Budget for 2014/15, Medium Term Financial Plan and Capital Programme 2014/15 to 2017/18; and**
2. **submit its comments, observations and recommendations in respect of the Executive's proposals with particular reference to the Community Services proposals, to the meetings of the Executive on 4 February 2014.**

Executive Summary

Members are requested to bring along the following papers issued for the meeting of the Executive on 14 January 2014 to this Committee meeting:

1. Draft Budget 2014/15 and Medium Term Financial Plan 2014 – 2018 (Executive Item 08); and
2. Capital Programme 2014/15 to 2017/18 (Executive Item 09).

Appendices:

None

Background Papers (open to public inspection):

None

Meeting: Sustainable Communities Overview & Scrutiny Committee
Date: 22 January 2014
Subject: Regeneration and Business Support Services Draft Budget 2014/15, Medium Term Financial Plan 2014 – 2018 and Capital Programme 2014/15 to 2017/18
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources
Summary: The report allows Members the opportunity to review the Council's draft Budget for 2014/15, Medium Term Financial Plan and Capital Programme, which was presented to Executive on 14 January 2014.

Advising Officer: Charles Warboys, Chief Finance Officer and Section 151 Officer
Contact Officer: Charles Warboys, Chief Finance Officer and Section 151 Officer
Public/Exempt: Public
Wards Affected: All
Function of: Executive

CORPORATE IMPLICATIONS

Council Priorities:

Please see Executive Report (circulated separately).

Financial:

1. Please see Executive Report (circulated separately).

Legal:

2. Please see Executive Report (circulated separately).

Risk Management:

3. Please see Executive Report (circulated separately).

Staffing (including Trades Unions):

4. Please see Executive Report (circulated separately).

Equalities/Human Rights:

5. Please see Executive Report (circulated separately).

Public Health

6. Please see Executive Report (circulated separately).

Community Safety:

7. Please see Executive Report (circulated separately).

Sustainability:

8. Please see Executive Report (circulated separately).

Procurement:

9. Please see Executive Report (circulated separately).

Overview and Scrutiny:

10. Please see Executive Report (circulated separately).

RECOMMENDATION(S):

The Committee is asked to:

1. consider the Council's Draft Budget for 2014/15, Medium Term Financial Plan and Capital Programme 2014/15 to 2017/18; and
2. submit its comments, observations and recommendations in respect of the Executive's proposals with particular reference to the Regeneration & Business Support proposals, to the meetings of the Executive on 4 February 2014.

Executive Summary

Members are requested to bring along the following papers issued for the meeting of the Executive on 14 January 2014 to this Committee meeting:

1. Draft Budget 2014/15 and Medium Term Financial Plan 2014 – 2018 (Executive Item 08); and
2. Capital Programme 2014/15 to 2017/18 (Executive Item 09).

Appendices:

None

Background Papers (open to public inspection):

None

Meeting: Sustainable Communities Overview and Scrutiny Committee

Date: 23 January 2014

Subject: Fees and Charges 2014/15

Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Services.

Summary: The report proposes the revised fees and charges rates to be effective from 1 April 2014 and identifies those charges where increases are significantly different from the 2% advisory increase as per the 2014/15 Budget Strategy.

Advising Officer: Charles Warboys, Chief Finance Officer

Contact Officer: Denis Galvin, Head of Financial Performance

Public/Exempt: Public

Wards Affected: All

Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

1. The annual review and setting of the Council's Fees and Charges are integral to the Council's Budget Strategy and the legal requirement to deliver a balanced budget. The review ensures a rigorous, responsible and realistic approach is taken to determine the appropriateness and relevance of the Council's schedule of fees and charges. Setting a balanced budget ensures the Council allocates its resources to deliver the priorities. These are:
 - Enhancing Central Bedfordshire – creating jobs, managing growth, protecting our countryside and enabling businesses to grow.
 - Improved educational attainment
 - Promoting health and wellbeing, and protecting the vulnerable
 - Better infrastructure – improved roads, broadband reach and transport.
 - Great universal services – bins, leisure and libraries.
 - Value for money – freezing council tax.

Financial:

2. The financial implications are set out in the report.

Legal:

3. The Council has various powers to charge for aspects of the services it provides. The general rule is that when it is carrying out a statutory duty the Council can only make a charge where there is specific power to do so.

Section 93 of the Local government Act 2003 provides that when the Council is providing a discretionary service, it may charge for the service, provided the person receiving the service has agreed to its provision. Overall the income from such charges must not exceed the cost of the provision.

Risk Management:

4. Risks relating to service take-up and organisational reputation can be associated with increases to fees and charges that are perceived to be 'comparatively' high. The key risks are:
- Subject to the level of increase (and in view of the current financial climate), services might become unaffordable to some members of the community, which may impact take-up and therefore overall income levels. This may also impact on the Council's reputation.
 - Those paying fees and charges may perceive that a higher than expected increase on any given area will be used to cross-subsidise increased costs of other service areas and not to cover the direct cost of the service they receive. This again may present a reputational risk.
 - Services subject to significant increases in fees might attract unfavourable media attention, which again could result in reputational damage to the Council.

Staffing (including Trades Unions):

5. Not applicable.

Equalities/Human Rights:

6. Where appropriate, Equalities Impact Assessments will be carried out for proposals.

Community Safety:

7. Not applicable.

Sustainability:

8. Not applicable.

Procurement:

9. Not applicable.

RECOMMENDATION:

The Committee is asked to consider the report and associated appendices and comment as necessary to the Executive:-

Background

10. The Council's Charging Policy states that '*All fees and charges will be reviewed annually and adjusted as necessary in line with the Council's charging policy. The Chief Finance Officer will provide services with guidance each year as to the maximum inflation rate that may be applied.*'

11. It also states that '*All fees and charges should be reviewed on a more fundamental basis at least every 3 years, where it will be necessary to examine all the factors set out below in accordance with good practice guidance i.e. the CIPFA Practical Guide for Local Authorities on Income Generation (Fully revised 2008).*' This was undertaken in 2010/11 with the Revenue Income Optimisation Project where successful business cases were integrated into the fees and charges as agreed by Council in February 2011 and published thereafter. The next review is scheduled for autumn 2014.
12. In accordance with the policy, the Chief Finance Officer has advised that the minimum inflation rate to be applied in line with the Corporate Budget Strategy is 2% which is below the latest reported Retail Price Index. Where there have been significant variations from this advisory level these have been identified at Appendix B.

General 2% increase

13. For the majority of services there will be a 2% increase for 2014/15.. There are instances where this is not practically possible and these are highlighted in the following paragraphs. The detail of the changes is set out in Appendix A.

Appendices:

Appendix A – Fees and Charges Schedule

Appendix B – Non 2% Charges

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

None

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Appendix A – Fees & Charges Schedule – Community Services and Regeneration & Business Support.

Note: yellow highlighting indicates national set charges or statutory charges.
(CMT Note: Minor formatting changes still required)

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Public Protection		
Licences - Animals		
Riding Establishments		
Full Licence		
1-5 Horses	120.00	123.00
6-12 Horses	180.00	184.00
13+ Horses	250.00	255.00
Provisional Licence	25% of relevant full fee	25% of relevant full fee
Dangerous Wild Animals	190.00	194.00
Renewal of Dangerous Wild Animals	80.00	82.00
Pet Shops	190.00	195.00
Animal Breeders	175.00	180.00
Animal Boarding Establishments	120.00	123.00
Animal Home Boarding	175.00	180.00
Animal Boarding and Breeding	225.00	230.00
Zoos	50.00 Plus costs calculated on basis of officer	50.00 Plus costs calculated on basis of officer
Grant / New	hourly rate for each hour spent	hourly rate for each hour spent
Renewal	Hourly rate = 45.00	hourly rate for each hour spent
Performing Animals (per licence)	33.00	34.00
Hackney Cabs and Private Hire Vehicles		
Licence Fee (12 months or less)		
Private Hire - New	240.00	250.00
Private Hire - Renew	162.00	170.00
Hackney Carriage - New	290.00	300.00
Hackney Carriage - Renew	220.00	230.00
Replacement Plate	25.00	26.00
Temporary Replacement Vehicle (3 Month Licence)	90.00	95.00
Variation / withdrawal / application administration fee	25.00	26.00
Private Hire Vehicle and Hackney Cab Driver Licence		
New or renewal combined 3 year driver's licence	150.00	155.00
New or renewal combined 1 year driver's licence	90.00	95.00
Driver Knowledge Test	25.00	26.00
Replacement badge	20.00	21.00
DBS enhanced check		44.00
Disclosure and Barring Scheme		15.00 admin fee
DVLA enquiry fee		7.00
Variation / withdrawal / application administration fee	25.00	26.00
Private Hire Operators Licence		
New Private Hire Operators Licence	195.00	200.00
Renewal Private Hire Operators Licence	72.00	75.00
Hackney cab and private hire vehicle licence - pre- application advice		
Per hour	25.00	26.00

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Transfer of Ownership of Vehicles		
Where the ownership of a vehicle already licensed by Central Bedfordshire Council is transferred to another person the following fees will be due by the new owner upon receipt of a successful application	110.00	115.00
Where the vehicle licence is transferred and is to remain in force until its expiry date	110.00	115.00
Petroleum Licence Fees		
Up to 2,499 litres		
1 year	42.00	42.00
3 years	126.00	126.00
2,500 up to 50,000 litres		
1 year	58.00	58.00
2 years		
3 years	174.00	174.00
Over 50,000 litres		
1 year	120.00	120.00
2 years		
3 years	360.00	360.00
Transfer of Petroleum Licence	8.00	8.00
Other Licensing		
Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing		
One-off registration fees:		
Premises	151.90	155.00
Person	142.80	146.00
Person(if member of accredited body)	45.00	46.00
Lottery Cert		
Grant (statutory fee / charge)	40.00	40.00
Renewal (statutory fee / charge)	20.00	20.00
Gambling Act 2005 Premises Licence Fees:		
New Premises Licence	600.30	615.00
Vary a Premises Licence	600.30	615.00
Transfer a Premises Licence	154.00	158.00
Re-instatement of a Premises Licence	273.70	280.00
Provisional Statement	600.30	615.00
Premises Licence with a Provisional Statement	107.20	110.00
Copy of Licence	20.00	21.00
Notification of Change of Address	33.30	34.00
Annual Premises Licence Fee	273.70	280.00
Sex Shop/Cinema		
Grant	593.00	610.00
Renewal	416.20	425.00
Transfer or Variation	416.20	425.00
Sexual Entertainment Venues		
Grant	1,394.10	1,430.00
Renewal	998.80	1,025.00
Transfer or Variation	998.80	1,025.00
Poisons Act 1972:		
New entry or change of name on list	34.00	35.00
Subsequent renewal of name on list	18.00	19.00
Alteration to premises (where listed person is entitled to sell)	9.20	10.00

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Explosives Manufacture and Storage of Explosives Regulations 2005		
Storage:		
New - one year licence	178.00	178.00
New - two year licence	234.00	234.00
Renew - one year licence	83.00	83.00
Renew - two year licence	141.00	141.00
Registration:		
New - one year licence	105.00	105.00
New - two year licence	136.00	136.00
Renew - one year licence	52.00	52.00
Renew - two year licence	83.00	83.00
Variations/Replacements/Transfers	35.00	35.00
Fireworks Act 2003-Fireworks Regulations 2004 (licence for all year sale)	500.00	500.00
Contaminated Land		
Contaminated Land Enquiries		
To provide additional information to solicitors, developers etc.	90.50	93.00
Food		
Food Export Certificate	53.00	55.00
Food Hygiene Course Lecturing	65.60	67.00
Food Premises Register		
Full	1,009.20	1,030.00
Single Entry	19.80	20.00
Primary Authority status		
Other - Public Protection		
Water Sampling	Cost Recovery	Cost Recovery
Voluntary Surrender Certificate	105.10	108.00
Preparation of report for accident investigation	69.70	72.00
Street Trading - annual	390.20	400.00
Street Trading - One off event	87.40	90.00
Trading Standards		
Annual Membership Fee	189.30	189.30
Renewal Fee for Existing Member	142.50	142.50
United Kingdom Trade Confederation Membership Fee	159.20	159.20
United Kingdom Trade Confederation Renewal Fee	159.20	159.20
Trading Standards Approved Stickers		
per 100	13.60	13.90
per 500	18.80	19.00
per 1000	25.00	25.50
Consumer Guide Leaflet		
per 100	30.20	30.50
per 500	76.00	77.50
per 1000	155.00	158.50
Trading Standards Approved Plaque	38.50	39.50
Replacement/Additional Membership Certificate	13.60	13.90

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Licensing Act 2003		
Temporary Event Notices - new application		21.00
Premises Licences/club certificates - new application/variation fee:		
Rateable value band A - new application/variation fee		100.00
Rateable value band A - renewal fee		70.00
Rateable value band B - new application/variation fee		190.00
Rateable value band B - renewal fee		180.00
Rateable value band C - new application/variation fee		315.00
Rateable value Band C - renewal fee		295.00
Rateable value Band D - new application/variation fee		450.00
Rateable value Band D - renewal fee		320.00
Rateable value Band E - new application/variation fee		635.00
Rateable value Band E - renewal fee		350.00
In addition, a multiplier will be applied to town and city centre pubs (those in bands D and E) where they are exclusively or primarily in the business of selling alcohol:		
Rateable value Band D (x2) - town centre pub application fee		900.00
Rateable value Band D (x2) - town centre pub annual charge		640.00
Rateable value Band E (x3) - town centre pub application fee		1,905.00
Rateable value Band E (x3) - town centre pub annual charge		1,050.00
Minor Variation to Premises Licence		89.00
Transfer responsibility from DPS to management committee (where the premises already has a DPS)		23.00
Transfer of DPS on new applications or variations to add alcohol sales		Full/new variation fee
Personal Licence New/Renewal		37.00
Personal Licence Change Name/address		10.50
New from October 2013		
Scrap Metal Dealers Licence		
Collectors Licence (3 years)		455.00
Site Licence (3 years)		530.00
Community Safety		
Community Safety - Fixed Penalty Notices - charging the maximum allowed by law	Maximum / Discounted	Maximum / Discounted
Nuisance parking - cars for sale and repair	100 / 60	100 / 60
Abandoning a vehicle	200 / 140	200 / 140
Litter	80 / 50	80 / 50
Street litter control notices and litter clearing notices	100 / 60	100 / 60
Unauthorised distribution of free literature	80 / 50	80 / 50
Graffiti and fly posting	80 / 50	80 / 50
Failure to produce authority (Waste Transfer Notes)	300 / 200	300 / 200
Failure to possess a Waste Carriers Licence	300 / 200	300 / 200
Offence in relation to waste receptacles	100 / 60	100 / 60
Offences under Dog Control Orders	80 / 50	80 / 50
Failure to nominate key holder and inform Local Authority	80 / 50	80 / 50
Noise from licensed premises under Noise Act 1996	Not adopted	Not adopted
Allowing a dog to foul under Dog Fouling of Land Act 1979/Environmental Protection Act 1990	50.00 / no discount	50.00 / no discount

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Pest Control		
VAT included at current standard rate		
Rats (First infestation treated in a twelve month period)	0.00	see below
Rats (Subsequent infestation treated in a twelve month period)	57.20	
Rats (charge for each infestation treated in a twelve month period)		60.00
Rats Concession	28.60	30.00
Mice (First infestation treated in a twelve month period)	0.00	see below
Mice (Subsequent infestation treated in a twelve month period)	57.20	
Mice (charge for each infestation treated in a twelve month period)		60.00
Mice Concession	28.60	30.00
Bedbugs (First infestation treated in a twelve month period)	0.00	see below
Bed Bugs (Subsequent infestation treated in a twelve month period)	57.20	
Bed Bugs (charge for each infestation treated in a twelve month period)		60.00
Bedbugs Concession	28.60	30.00
Cockroach (First infestation treated in a twelve month period)	0.00	see below
Cockroaches (Subsequent infestation treated in a twelve month period)	57.20	
Cockroaches (charge for each infestation treated in a twelve month period)		60.00
Cockroach Concession	28.60	30.00
Wasps (First nest)	62.40	see below
Wasps		68.00
Wasps (Concession)	31.20	34.00
Ants	67.60	68.00
Ant (Concession)	33.80	34.00
Fleas	67.60	68.00
Flea (Concession)	33.80	34.00
Dog Control		
Veterinary fee	Cost Recovery	Cost Recovery
Direct return to owner where dogs are chipped / tagged	27.50	28.00
Owner collects from kennels	54.70	56.00
Kennelling (per night)	10.90	11.00
Warden collects dog from kennels and returns to owner	109.20	112.00
Kennelling (per night)	10.90	11.00
Waste - other charges		
VAT included at current standard rate		
Bulky Waste		
To collect bulky waste from domestic premises (per load or part thereof)	50.00	50.00
Concession	25.00	25.00
Fridges & Freezers		
To collect fridges and freezers from domestic premises	39.10	40.00
Concession	19.55	20.00
Cement Bound Asbestos		
To collect cement-bound asbestos from domestic premises:	Assessed on individual case basis - contact the Service	Assessed on individual case basis - contact the Service
Persons in receipt of means tested benefit	Assessed on individual case basis - contact the Service	Assessed on individual case basis - contact the Service

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Abandoned / End-of-life Vehicles		
To collect and dispose of end-of-life vehicles from domestic premises	Free (except caravans - contact the service)	
To collect and dispose of end-of-life vehicle or abandoned vehicles from non-domestic premises	28.10	see below
To collect and dispose of end-of-life vehicles		Free
To collect and dispose of end-of-life caravans		170.00
Highways and Transportation		
Temporary Traffic Regulation Orders (including where orders extended by applicant)		
Orders from companies	1,250.00	1,280.00
Orders from individuals	750.00	770.00
Temporary Traffic Regulation Orders for special events	1,250.00	1,280.00
Special Events Orders for charities and local authorities	155.00	160.00
Emergency Traffic Regulation Orders either through Highways or Countyside Access Teams		
Orders from companies	625.00	645.00
<i>Orders from individuals</i>	375.00	380.00
Scaffold Licences, excavation of carriageway and hoarding	105.00	108.00
Streetworks Licences	260.00	267.00
Road Opening Permit Fee (non refundable)	95.00	97.00
Road Opening Permits (Refundable Bond) - less £100 inspection fee	450.00	461.00
Additional charge for above, over 5m2 (Refundable Bond)	90.00 per m2	92.00 per m2
Additional charge for excavations of footway or verge (Refundable Bond)	30.00 per m2	31.00 per m2
Developer Directional Signage - per application (non refundable)	140.00	145.00 or cost if higher
Developer Directional Signage (per sign) refundable deposit	60.00	62.00
Off Street Car Parking Charges		
VAT applicable included at current standard rate		
Dunstable		
West Street (2hr time limit)	Free	Free
Westfield Road (3 hr time limit)	Free	Free
Houghton Regis		
Bedford Square (3 hr time limit)	Free	Free
Tithe Farm Road (3 hr time limit)	Free	Free
Leighton Buzzard		
Baker Street (2 hr time limit)	Free	Free
Linslade		
New Road (2 hr time limit)	Free	Free
Off Street Car Parking Charges Aston Square, St Mary's Gate, Eleanor's Cross		
2 Hour	0.50	0.50
3 Hour	1.50	1.50
5 Hour	3.50	3.50
All Day	6.00	6.00

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Off Street Parking Charges - Flitwick		
Monday to Friday		5.00
Saturday and Sunday		1.00
Off Street Parking Charges - all other		
1 Hour	0.50	0.50
2 Hour	1.00	1.00
3 Hour	1.50	1.50
5 Hour	3.50	3.50
All Day	6.00	6.00
Other parking charges		
Excess Overnight Charge for parking in multi storey car park		12.00
Overnight parking (before 6.00am and after 8.00pm) - off street	Free	Free
Sunday parking	Free	Free
Lost car park token		6.00
Penalty Charge Notices		
Charges set by government as national standard and cannot be changed without the direction of the government (VAT N/A)		
Standard Rate	70.00 (high level) 50.00 (low level)	70.00 (high level) 50.00 (low level)
Discounted Rate- if paid within 14 days	35.00 (high level) 25.00 (low level)	35.00 (high level) 25.00 (low level)
Charge Certificate stage	105.00 (high level) 75.00 (low level)	105.00 (high level) 75.00 (low level)
Court and Bailiff Stage	110.00 (high level) plus costs 80.00 (low level) plus costs	110.00 (high level) plus costs 80.00 (low level) plus costs
Permits		
Resident Permit per annum	10.00	10.00
Resident Permit: Incremental increased fee - 2nd vehicle	70.00	70.00
Resident Permit: Incremental increased fee -3rd and subsequent vehicle	90.00	90.00
Commercial Permit (for town centre businesses) (for use in CBC car parks)		
12 months	386.00	386.00
Employee (for town centre workers) (for use in CBC car parks)		
12 months	386.00	386.00
3 months	129.00	129.00
1 month	52.00	52.00
Market Trader Allocated Parking Bay - per pitch per market day		
12 months	64.00	64.00
1 day	3.50	3.50
General Public Permit (for use in CBC car parks) - 1 week	12.80	12.80
Dispensation - per day	5.00	5.00
Dispensation: per week	20.00	20.00
Visiting Carers Permit		Free
Book 25 visitor's day tickets	30.00	30.00
Disabled badge holders	Free in designated bays only	Free in designated bays only

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Highway Licences		
Deposit for scaffolding on or over highway	No charge	No charge
Deposit for hoarding/fences on highway	No charge	No charge
Consent to deposit materials on the highway	35.00	36.00
Oversailing of crane over the highway	105.00	108.00
Permission to place skip on highway	35.00	36.00
Provision of estimate for construction of crossover	105.00	110.00 (+ 10% admin fee)
Construction of crossover	At cost	At cost
Mobile Food Trading		
First application inspection fee	51.00	52.50
Annual fee	510.00	525.00
Provision of H bar road markings	Cost	Cost
Charges for damaged highway assets	Cost	Cost
Concessionary Fares		
Replacement concessionary travel permits	10.00	10.50
Travel Aid Scheme	5.00	5.00
Room Hire Charges - hourly rate		
NB Requests for use of space (other than meeting rooms) will be negotiated by the library service on an individual basis		
Library Meeting Rooms:		
Flitwick Meeting Room:		
Within opening hours		
Commercial	19.80	21.50
Community	9.90	10.50
Outside opening hours		
Commercial	33.30	36.50
Community	23.50	25.50
Flitwick Small Meeting Room:		
Within opening hours:		
Commercial	13.60	14.00
Community	6.70	7.00
Outside opening hours:		
Commercial	26.00	29.00
Community	19.80	22.00
Biggleswade Ivel Room:		
Within opening hours:		
Commercial	13.60	14.00
Community	6.70	7.00
Outside opening hours:		
Commercial	26.00	29.00
Community	19.80	22.00
Leighton Buzzard Learning Room 1 (first floor):		
Within opening hours:		
Commercial	n/a	14.00
Community	n/a	7.00
Outside opening hours:		
Commercial	n/a	29.00
Community	n/a	22.00
Leighton Buzzard Learning Room 2 (first floor):		
Within opening hours:		
Commercial	n/a	20.00
Community	n/a	10.00
Outside opening hours:		
Commercial	n/a	35.00
Community	n/a	25.00
Leighton Buzzard Activities Room:		
Within opening hours:		
Commercial	n/a	10.00
Community	n/a	5.00
Outside opening hours:		
Commercial	n/a	25.00
Community	n/a	20.00
Sandy Library Meeting Room (within opening hours):		
Commercial	13.60	14.00
Community	6.70	7.00
Houghton Regis Library Meeting Room (within opening hours):		
Commercial	13.60	14.00
Community	6.70	7.00
Dunstable Library Meeting Room (within opening hours):		
Commercial	13.60	14.00
Community	6.70	7.00

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Leighton Buzzard Theatre - Meeting Rooms (hourly charge):		
Leighton Buzzard Theatre Lounge Area:		
Within opening hours:		
Commercial	26.00	27.00
Community	18.40	19.00
Outside opening hours:		
Commercial	n/a	42.00
Community	n/a	34.00
Leighton Buzzard Theatre Meeting Room:		
Within opening hours:		
Commercial	20.40	21.00
Community	13.30	13.50
Outside opening hours:		
Commercial	n/a	36.00
Community	n/a	28.50
Leighton Buzzard Theatre Prices		
Auditorium - Non Performance		
Commercial per hour	40.80	42.00
Non commercial per hour	30.60	32.00
Sunday per hour - (4 hours minimum)	51.00	53.00
Auditorium - Performance		
VAT applicable at current standard rate		
Commercial - Mon-Wed per hour (4 hours minimum)	46.00	47.00
Non commercial - Mon-Wed per hour (4 hours minimum)	40.80	42.00
Commercial - Mon-Wed 9.30 to 23.00	591.60	609.00
Non commercial - Mon-Wed 9.30 to 23.00	510.00	525.00
Commercial - Thur-Sat per hour (4 hours minimum)	56.10	58.00
Non commercial -Thur-Sat per hour (4 hours minimum)	51.00	53.00
Commercial - Thur-Sat 9.30 to 23.00	663.00	683.00
Non commercial Thur-Sat 9.30 to 23.00	561.00	578.00
Auditorium - Non Performance Plus Meeting Room		
Commercial per hour		52.00
Non-Commercial per hour		38.00
Sunday per hour - (4 hours minimum)		73.00
Auditorium - Performance Plus Meeting Room		
VAT applicable at current standard rate		
Commercial per hour (4 hours minimum)		67.00
Non-Commercial per hour (4 hours minimum)		50.00
Commercial - Mon-Wed 9.30 to 23.00		685.00
Non-commercial - Mon-Wed 9.30 to 23.00		575.00
Commercial - Thur-Sat per hour (4 hours minimum)		78.00
Non commercial -Thur-Sat per hour (4 hours minimum)		60.00
Commercial - Thur-Sat 9.30 to 23.00		757.00
Non commercial Thur-Sat 9.30 to 23.00		628.00

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Other Charges		
Technician per hour - VAT applicable at standard rate	20.40	21.00
Late Vacating - to be charged at the appropriate hourly rate above (minimum charge one hour) -for VAT see above	30.60	See hourly rate above
Block bookings of 5 days inclusive of 'get in and get out' 20% discount		
Note - Technical hire is a separate item. In addition to the Fees and Charges a number of long standing and regular hirers have 'side agreements' within the Terms & Conditions of hire		
Libraries		
All items for hire are free to Registered blind, partially sighted and hearing impaired people, people with dyslexia, people with dyspraxia		
Audio Visual (per item)		
CDs - per week		
Standard rate	1.00	1.00
Concessions	0.50	0.50
Videos - per week		
Standard rate	1.50	1.50
Concessions & children's Videos	0.80	0.80
DVD's - per week		
Standard rate	2.35	2.50
Concessions and children's DVDs	1.25	1.25
Spoken Word CDs and Cassettes (3 week loan period)		
Standard rate	1.35	1.50
Concessions	0.75	0.75
Library Fines		
Standard		
per day open	0.25	0.26
Maximum (after 5 weeks)*	7.50	7.80
Concessions		
per day open	0.12	0.13
Maximum (after 5 weeks)*	3.60	3.90
Children's Tickets and Children's Books		
per day open	0.05	0.07
Maximum (after 5 weeks)*	1.50	2.10
CD's, DVD's and Videos.	Further hire charge is made	Further hire charge is made
Lost and Damaged items	Charge on library catalogue plus £1. If not on catalogue refer to Service Development Manager	Charge on library catalogue plus £1. If not on catalogue refer to Service Development Manager
Magazines - charged at face value plus	0.00	0.65
No charge for damaged books borrowed by or for children aged 0 – 5 years. Charges for lost children's books, adult books damaged by a child, or damaged audio visual items still apply.		
British Library Lost Book Charge (50% remission if subsequently returned)	Actual + 3.40 admin fee	Actual + 3.50 admin fee
Requests (viewpoint and staff assisted) charge per request		
Standard rate	1.20	1.20
Children's rate	No charge	No charge
Concessions	0.60	0.60
Additional charge for books borrowed from outside Bedfordshire	2.20	2.50
Vocal scores : per set of 5 - 30	6.10	6.10
Vocal scores per set of 31+	12.20	12.20
Request charges for 16 – 18 year olds are at the concessionary rate	0.60	0.60

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Lost Ticket Replacement		
Charge per lost ticket (Adult only)	1.00	1.50
Libraries - Photocopies and Print Outs - VAT included at standard rate		
i) Black and white photocopies, fax, CD-ROM and internet prints		
Per copy A4	0.10	0.10
A3	0.15	0.15
ii) Black and white microfilm reader/printers		
Per copy A4	0.35	0.35
iii) Colour CD-ROM and Internet prints		
containing photographs, artwork or charts	0.50	0.50
iv) Colour photocopies		
Per copy A4	1.00	1.00
A3	1.50	1.50
(Use discretion where library only has colour printers and print would have been b & w if available)		
Libraries fax charges per copy sent - Vat included at standard rate		
UK		
first sheet	1.50	1.55
subsequent sheets	0.70	0.75
Europe & N America		
first sheet	2.90	2.90
subsequent sheets	1.50	1.60
Rest of world		
first sheet	4.20	4.20
subsequent sheets	2.10	2.30
Receiving faxes (per sheet)	1.00	1.00
Receiving faxes from premium rate lines		
standard charge	3.40	3.50
plus price per sheet	1.00	1.20
Occasional local publications (to be agreed with Operations Manager)		At cost +commission
Events and activities for adults and children		Charge to be determined as appropriate by the service for events and activities outside the core offer
Internet access		
VAT included at standard rate		
First 2 hours		Free
Per hour		1.00
Archives - charges set by Bedford Borough as part of its responsibility under the SLA (published on their internet site)		

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Regeneration & Business Support	£	£
VAT applicable unless stated		
Building Control		
duplicate certificate - administration charge on projects prior to 1st April 2003	29.50	30.00
confirmation of satisfactory final inspection where certificate has not previously been issued	29.50	30.00
Site Inspection and letter of confirmation of satisfactory completion of works (Building Regs)	59.50	60.00
Sale of Plans - VAT applicable at standard rate		
A2	9.40	10.00
A1	11.90	12.00
A0	15.10	16.00
Street Naming		
Existing Property - House Name Change	60.20	62.00
New Property - Naming / Numbering		
1-5 Plots	180.50	185.00
6-25 Plots	301.90	310.00
26-75 Plots	725.20	750.00
76+ Plots	997.60	1,030.00
Additional charge where this includes naming a building (e.g. block of flats)	241.70	250.00
Existing Street - Rename	301.90	310.00
Existing Street - Rename - additional charge per property	60.20	62.00
New Street - Additional charge to house numbering where this includes naming of a street	241.70	250.00
Existing properties - additional charge where this includes naming of a building (e.g. block of flats)		
Heritage		
Use of Historic Environmental Records (HER):		
Per hour by visit	46.80	48.00
Per hour by remote enquiry	67.60	69.00
Development Management		
High Hedges		
High Hedges Legislation - Administer a complaint brought under Part 8 of Anti-Social Behaviour Act 2003	700.00	720.00
Concession for applicants on means tested benefit	50% reduction	
Section 106 Town & Country Planning Act 1990 Agreement - Larger Colour Documents	As A4 sheets + Plan Fee at cost	As A4 sheets + Plan Fee at cost
Tree Preservation Orders	As A4 sheets + Plan Fee at cost	As A4 sheets + Plan Fee at cost
Completion Certificates		
Section 106 Town & Country Planning Act 1990 Agreement and Unilateral Undertakings: Compliance monitoring fee (charges associated with monitoring obligations contained in agreements and undertakings):		
Unilateral Undertakings	312.10	320.00
Agreements	468.20	480.00
Section 38 Highways Act 1980 Agreements - Technical audit, administration and supervision - percentage based on estimated cost of works before a signed Agreement for a proposed road scheme is in place	11%	11% for schemes up to a value of £750K, For schemes above this the percentage to be negotiated
Section 38 Highways Act 1980 Agreements - Technical audit, administration and supervision - percentage based on estimated cost of works after a signed Agreement for a road scheme is in place	8.50%	8.5% for schemes up to a value of £750K, For schemes above this the percentage to be negotiated
Section 278 Highways Act 1980 Agreements - Administration of schemes for the improvement or alteration to a public highway - percentage of fee based on scheme value	7%	7%
Highway Enquiry and Search letters: per standard enquiry	16.00	17.00
Highway Enquiry & Search Letters : per non standard enquiry including VAT	49.20	51.00
Minerals Letters: per enquiry	43.70	45.00
Planning Application fees http://www.planningportal.gov.uk/planning/usefultools	Charges set nationally	
Mineral & Landfill Monitoring Fees - (nationally set fees)		
Current Site	Charges set nationally - not yet set	
Dormant Site	Charges set nationally - not yet set	

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Regeneration & Business Support	£	£
VAT applicable unless stated		
Rights of Way		
Growth and Infrastructure Act documents:		
Landowner Statements (village greens)		
Processing applications:	44.80	Cost Recovery using flat rate fee of £48.00 per hr
Additional site notices		£20 each + mileage and travel time at £48/ hour
Highways statements and declarations (section 31 deposits)		
Processing applications		Cost Recovery using flat rate fee of £48.00 per hr
Definitive Map Modification Orders		
All aspects of processing applications	No Charge	No Charge
Public Path/Town & Country Planning Act Orders		
Pre application advice - only charged if an application is subsequently submitted and an order made.	Cost Recovery	Cost Recovery using flat rate fee of £48.00 per hr
Processing where no objection received	Cost Recovery	£2,000 or actual cost
Processing past point where an objection is received	No Charge	No Charge
Advertising costs	Cost Recovery	Cost Recovery based on charges from publishing paper
Public documents		
All copies listed below, sent by post, are subject to £2 P&P charge		
Definitive Statement	0.62	1.00
Confirmed Orders	3.70	4.00
Policy statements	11.40	12.00
Documents/requests relating to statutory procedures		
Completed user evidence forms	0.62	1.00
Witness interview write ups	0.62	1.00
Statutory declarations by Council officers [per hour]	35.40	48.00
Certified true copy of Definitive Statement	0.62	1.00
Certified true copy of Definitive Map		
per copy A4	22.50	23.20
per copy A3	30.00	31.00
per copy 60x80cm	40.00	41.20
GIS Maps		
A4	3.70	3.80
A3	7.20	7.50
A2	15.10	15.50
A1	19.30	20.00
A0	49.50	51.00
Other		
One-off Definitive Map searches, planning enquiries etc	58.10	60.00
Produce plan	35.40	Cost Recovery using flat rate fee of £48.00 per hr
Adult Skills Service		
Room Hire - Kingsland & Samuel Whitbread - per hour		
Within business hours		
Commercial	n/a - new	20.00
Community	n/a - new	10.00
Outside business hours		
Commercial	n/a - new	30.00
Community	n/a - new	20.00

Fees/Charges	2013/14 Rate	2014/15 Rate
Directorate - Regeneration & Business Support	£	£
VAT applicable unless stated		
Rights of Way		
Growth and Infrastructure Act documents:		
Landowner Statements (village greens)		
Processing applications:	44.80	Cost Recovery using flat rate fee of £48.00 per hr
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Room Hire - Kingsland & Samuel Whitbread - per hour		
Within business hours		
Commercial	n/a - new	20.00
Community	n/a - new	10.00
Outside business hours		
Commercial	n/a - new	30.00
Community	n/a - new	20.00

Pre-Application Advice – Charging & Information

CATEGORY	TYPE OF DEVELOPMENT	FEE
1	50 dwellings + Please speak to a Planning Officer regarding undertaking a PPA	£2,000 + £100 per dwelling
2	3000sqm + or 30-49 dwellings	£2,000
3	2000sqm – 2999sqm or 20 – 29 dwellings	£1,200
4	1000sqm – 1999sqm or 10 – 19 dwellings	£800
5	Under 1000sqm or 5 – 9 dwellings	£500
6	2 – 4 dwellings	£250
7	1 dwelling including replacement dwellings	£150
8	Household extensions, alterations, outbuildings, PD check or Change of Use (no floor space created) N.B. A formal determination can be obtained through a Lawful Development Certificate for half the normal planning fee.	£70

Categories 1- 4: 8 weeks process, up to 2 hours of officer meeting time, a written response, full consultation with relevant planning consultees

Categories 5- 6: 28 day process, up to an hour of officer meeting time, a written response, full consultation with relevant planning consultees

Category 7: 28 day process, a written response, full consultation with relevant planning consultees

Category 8: 28 day process, a written response, consultation at case officer's discretion.

Free – Listed Building Advice, Tree Preservation Advice, Requests for Information.

Any development not falling within the above categories please contact the planning department to discuss a fee for pre-application advice, this is likely to be no more than £500.

Building Regulation Charges			
2013/14 & 2014/15 Rates			
Standard Charges for the creation or conversion to New Dwellings			
No of Dwellings	Full Plans		Building Notice Charge
	Plan Charge	Inspection Charge	
	£	£	£
1	195.00	460.00	655.00
2	255.00	515.00	770.00
3	315.00	635.00	950.00
4	375.00	690.00	1,065.00
5	435.00	870.00	1,305.00
6	495.00	930.00	1,425.00
7	555.00	985.00	1,540.00
8	615.00	1,110.00	1,725.00
9	675.00	1,225.00	1,900.00
10	725.00	1,350.00	2,075.00
11	775.00	1,420.00	2,195.00
12	825.00	1,490.00	2,315.00
13	875.00	1,615.00	2,490.00
14	925.00	1,685.00	2,610.00
15	975.00	1,815.00	2,790.00
16	1,025.00	1,880.00	2,905.00
17	1,075.00	2,005.00	3,080.00
18	1,125.00	2,075.00	3,200.00
19	1,175.00	2,205.00	3,380.00
20	1,225.00	2,335.00	3,560.00

Domestic Extensions to a Single Building					
SINGLE STOREY EXTENSIONS					
Category	Description	Plan Charge £	Inspection Charge £	Building £	Additional Charge £
1	Single Storey Extension floor area not exceeding 40m ²	160.00	195.00	355.00	60.00
2	Single Storey Extension exceeding 40m ² but not exceeding 60m ²	160.00	285.00	445.00	60.00
3	Single Storey Extension exceeding 60m ² but not exceeding 100m ²	160.00	375.00	535.00	60.00

TWO STOREY EXTENSIONS					
Category	Description	Plan Charge £	Inspection Charge £	Building £	Additional Charge £
4	Two Storey Extension floor area not exceeding 60m ²	160.00	285.00	445.00	60.00
5	Two Storey Extension exceeding 60m ² but not exceeding 100m ²	160.00	375.00	535.00	60.00

LOFT CONVERSIONS					
Category	Description	Plan Charge £	Inspection Charge £	Building £	Additional Charge £
6	Loft conversion not exceeding 40m ² floor area	160.00	255.00	415.00	60.00
7	Loft conversion exceeding 40m ² floor area but not exceeding 100m ²	160.00	375.00	535.00	60.00

GARAGES AND CARPORTS					
Category	Description	Plan Charge £	Inspection Charge £	Building £	Additional Charge £
8	Erection or extension of a non exempt attached or detached domestic garage or carport up to 100m ²	160.00	140.00	300.00	60.00
9	Conversion of a garage to a dwelling to a habitable room(s)	210.00	Nil	210.00	60.00
10	Alterations to extend or create a basement up to 100m ²	210.00	Nil	210.00	60.00

DOMESTIC ALTERATIONS TO A SINGLE BUILDING						
Category	Description	Basis of Charge £	Plan Charge £	Inspection Charge £	Building Notice Charge £	Reduction for work carried out at the same time as an extension
1	The installation of a controlled fitting or other building work ancillary to the building of an extension	Included in charge for extension	n/a	n/a	n/a	n/a
2	Traditional Underpinning	Up to 25m in length	265.00	Nil	265.00	50.00
3	Renovation of a thermal element	Fixed Price	200.00	Nil	200.00	50.00
4	Other Alterations, installations of fittings (not electrical) and/or structural alterations. (If ancillary to the building of an extension no additional charge)	Fixed Price Based on Estimated Cost Bands				
		Estimated Cost up to £5000	175.00	Nil	175.00	
		Estimated Cost exceeding £5000 up to £25,000	175.00	150.00	325.00	
		Estimated cost exceeding £25,000 up to £50,000	175.00	300.00	475.00	
		Estimated cost exceeding £50,000 up to £75,000	175.00	360.00	535.00	
5	Window Replacement (non competent persons scheme)	Fixed Price grouped by number of windows				
		Per installation up to 20	125.00	Nil	125.00	50.00
		Per Installation over 20	175.00	Nil	175.00	50.00
6	Electrical Work (not competent persons scheme)	Fixed Price based on estimated cost bands				
		Estimated cost up to £10,000	210.00	Nil	210.00	50.00
		Estimated Cost exceeding £10,000	270.00	Nil	270.00	50.00

PRE-APPLICATION ENQUIRY CHARGING REGIME FOR MINERALS & WASTE

Pre-application advice in writing following a formal written enquiry, including allowance for a single meeting with one or two officers for up to 2 hours

A flat fee of £510 will be charged for pre-application advice on the following matters:

1. Waste Management Development including landfilling, landraising, built development and associated land/facilities. These would include, but not exclusively, energy from waste facilities, gasification plants, mechanical biological treatment (MBT)_pyrolysis, composting, anaerobic digesters, household recycling centres, waste transfer stations, materials recycling facility,
2. New mineral winning and working sites and extensions including the use of land for storage of minerals in the open or for the deposit of materials remaining after mineral extraction and any
3. All applications for variations of existing planning permissions for Waste Management Development including landfilling, waste disposal and landraising and the winning and working of
4. Review of Old Mineral/Mining Permissions (ROMPS) or Interim Development Orders (IDOs)
5. Certificates of Lawfulness or Existing Use or Development OR Certificates of Lawfulness of Proposed Use or development for all mineral and waste development.

A fee of £155 will be charged for pre-application advice on the following:

Discharge of pre-development conditions or request for confirmation of compliance with conditions

Subsequent / follow up meetings:

charged at **£80**.

Pre-application advice in writing following a formal written enquiry (excluding meetings)

£180 standard charge (*all categories of development as identified above*)

Nb. In accordance with the fee exemptions set out in the current Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008, Parish and

Complex and/or significant proposals:

Proposals which require a number of meetings, specialist advice from a number of subject areas and a schedule of timescales for determination of the application may be subject to Planning Performance Agreement (PPA) although this is not mandatory. Each PPA must be agreed on its

Appendix B – Fees & Charges greater than 2%

Community Services

Licensing

Following a freeze on increase for the last four years it is proposed that the fees and charges in relation to Private Hire / Hackney Carriages should be increased.

Following new legislation, new statutory fees have been introduced in relation to the Licensing Act and Licences for Scrap Metal Traders.

Pest Control

A new and simplified charging structure is proposed to be introduced for pest control. Rats, mice, bedbugs and cockroaches of £60 per infestation (£30 for concessions). Wasps, ants and fleas will be £68 per infestation (£34 for concessions). The first infestation will no longer be free.

Abandoned/End of life vehicles

A single charge is proposed to cover domestic and non-domestic premises and a new fee has been introduced for caravans.

Parking

It is proposed to continue to freeze parking charges. New fees have been set for the car park in Flitwick, once the Council takes full control of it in 2014. The charge will remain £5 per day Monday to Friday and introduce a £1 charge on Saturday and Sunday.

A new excess overnight charge for parking in multi storey car park and for any lost car park token is proposed to be introduced.

Libraries and Theatre

Internet access is proposed to be free for the first 2 hours and then charged at £1 per hour.

Following the refurbishment of the libraries and theatre it is proposed that room hire is based on the room size and its facilities.

The late vacating charge for Leighton Buzzard Theatre is now proposed to be based on the appropriate hourly rate rather than a fixed amount.

Regeneration and Business Support

Adult Skills Service

It is proposed to introduce room hire charges for Kingsland and Samuel Whitbread.

Pre-Application Advice

It is proposed to keep these charges at 2013/14 levels.

Building Control

It is proposed to keep these charges at 2013/14 levels.

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Meeting: Sustainable Communities Overview and Scrutiny Committee
Date: 22 January 2014
Subject: Street scene and environmental service issues
Report of: Cllr Brian Spurr, Executive Member for Sustainable Communities - Services
Summary: On request from a member of this Committee a report on a range of street scene and environmental services provided by Waste and Highways Services.

Advising Officer: Marcel Coiffait, Director of Community Services
Contact Officer: Tracey Harris, Head of Waste Services
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

1. The areas covered within this report support the following Council priorities;
 - Enhancing Central Bedfordshire –protecting our countryside
 - Great universal services – bins, leisure and libraries.

Financial:

2. There are no financial implications associated with this report

Legal:

3. There are no legal implications associated with this report.

Risk Management:

4. Not applicable

Staffing (including Trades Unions):

5. Not applicable

Equalities/Human Rights:

6. Public authorities have a statutory duty to promote equality of opportunity, to eliminate unlawful discrimination and to foster good relations in respect of nine protected characteristics: age disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
7. The services referred to in the report are universal environmental services that are provided across Central Bedfordshire that support the elimination of discrimination and promote equality of opportunity.

Public Health

8. The environmental services referred to in the report support the public health of Central Bedfordshire residents through maintaining sustainable transport infrastructure, improving the natural and built environments to encourage physical activity and reducing the potential for falls and accidents outside the home. The environmental services referred to in the report help maintain, improve and protect public health.

Community Safety:

9. Under section 17 of the Crime and Disorder Act the Council has a statutory duty to do all that is reasonable to prevent crime and disorder within its area. The quality of the local environment can contribute to the fear of crime and levels of anti social behaviour in communities.

Sustainability:

10. The services referred to in the report help maintain, improve and protect the natural environment and highways infrastructure.

Procurement:

11. Not applicable

RECOMMENDATION:

The Committee is asked to consider the contents of the report.

Purpose of Report

12. This report provides an overview of various activities carried out by Waste, Highways and Countryside Access and covers aspects of mechanical road sweeping, cycleway maintenance, gully clearance, grass cutting, tree maintenance, weed spraying and rights of way following a request from a member of this Committee. It also contains information about issues in Sandy that have been requested.

Road sweeping frequency and managing obstructions

13. Mechanical road sweeping is carried out on all kerbed roads, according to a schedule which is determined by the classification of road by type and usage and the resource available. Urban centres and high priority areas, such as larger town centres and sections of priority routes are swept mechanically on a maximum weekly frequency and minimum of fortnightly. Residential and main roads are typically swept every 6-12 weeks. This service is undertaken alongside regular mobile and static litter picking and sweeping by manual operatives.
14. Mechanical road sweeping is generally carried out between 07.00 hrs and 16.00 hrs. In order to minimise noise disturbance in residential areas cleansing is not undertaken in the early morning. The schedule also takes into account rush hour traffic on main roads, activities in town centres and areas with schools or other safety issues/obstacles at particular times.
15. The standard of the street cleansing is monitored routinely through scheduled and ad hoc inspections. Where scheduled inspections are undertaken the cleanliness of roads is graded and issues are addressed with the contractor as necessary.

16. Where obstructions arise, such as parked cars, operations may be carried out during office hours when it is likely that fewer cars will be present. In areas with a particular litter/leaf fall problem, mobile units manually cleanse (where appropriate) between the cars and along the road channel, which is more resource intensive. In areas where this has been a particular problem, local residents have been requested via direct mailing and doorstep visits to move cars from roads scheduled to be swept. However, this has had limited success due to cars belonging to visitors/others who do not live locally but use the road for parking. For this reason and the associated resource required, this practice is not widespread but can be applied in specific areas where it is felt that it is absolutely necessary and would have the desired outcome.
17. On average the service receives less than ten complaints per month from across the area relating to mechanical sweeping of roads and pavements.

Route 51 cleansing

18. Route 51 is a cycle route that passes through Sandy ; as with other cycle routes where there is appropriate access to publically adopted, hard paved sections in urban/residential areas, these are litter picked and can be swept under the street cleansing contract . Rural sections, such as that between Georgetown and Blunham are not included in the cleansing regime as standard. Route 51 is legally designated as highway but has no associated cleansing budget where it passes through rural areas (such as the dismantled railway section mentioned). Where specific areas of need are identified these can be reviewed as ad hoc works.

Gulley Clearing

19. Central Bedfordshire has around 38,000 individual gullies, with associated pipe work, connections, discharges and outfalls. Naturally the asset changes over time, and more gullies are added with new adoptions.
20. The regime for gulley clearance utilises an evidenced and risk based approach. All gullies are categorised as 'vulnerable' or 'not vulnerable'; the former are those which are regularly reported as full, and where there is demonstrable risk of flooding; for example a gulley at the bottom of a dip, or below significant tree cover. All vulnerable gullies are visited and emptied around three times a year; those classified as non-vulnerable are visited once every three years.
21. In addition to the above regime, any reports received are assessed and responded to appropriately and the gulley categorised and cleared as appropriate.

Grass cutting frequency and quality

22. Grass cutting is undertaken by Waste and Highways Services; it is also undertaken by a number of Town & Parish Councils who have opted out of the council's service. The service responsibility depends on the area and type of land; Waste services carry out the majority of urban grass cutting of highways and amenity land within urban and residential areas at a frequency of up to 15 cuts per season. Highways services cover 'rural' highways verges, vision splays, and junctions, for example: the A507 and A505. Highways services also undertake cutting of a number of Parish areas that are still opted into the old County Council cutting regime. The Highways Agency is responsible for the main trunk roads.
23. The weather is an influencing factor on this service and poor weather conditions (significantly wet or dry) can interrupt the grass cutting schedule. Allowances are made for disruptions due to rainfall and the contractor continues with the cutting schedule once weather permits.

24. Specific issues have been raised about grass cutting and associated activities including the spraying/trimming around obstacles in Sandy. Officers met with Sandy Town Council and the contractor to discuss and problem solve these issues and further meetings will be scheduled as required in 2014 to ensure a continued proactive approach. This approach has also been adopted with other Town & Parish Councils where particular issues are experienced.

Tree maintenance and management

25. Tree maintenance is generally reactive, and In August 2013 the responsibility for trees inspections transferred to Highways Services on the basis that the service will be more effective and efficient along with the introduction of a new survey regime and the development of a tree strategy.
26. There is also a programme of tree replacement the aim being to replace two highway trees for each tree removed. Practically, this is not always possible in the same place or even in the same street as the tree removed. Underground services and rooting space are the key factors that prevent trees being replanted when removed.

Urban weed spraying

27. All hard-surfaced, adopted urban footpaths and road channels maintainable by the Council at public expense are sprayed with a systemic herbicide twice to three times a year depending on the area. An enhanced regime in the north was introduced following investment in the 2013/14 programme to facilitate additional sprays.
28. Direct spraying of systemic herbicides is carried out by knapsack or quad application. Different options are being investigated for the 2014/15 season to deal with weeds in channels; this will include review of the regime and equipment used.
29. The weather impacts both on the speed of weed growth and the length of growing season so additional weed growth is experienced during warm wet weather. Weed spraying is avoided if rain is imminent. However, no areas are missed due to inclement weather; the schedule is adapted and continues over as many days/weeks as is required to complete the full spray.

Rights of Way – footpaths, walkways and cycle ways

30. There is a programme, 'Seasonal Vegetation Clearance' cutting around 200 kilometres (15%) of our footpath, bridleway and byway network that has been built up over a number of years. The bulk of this work is completed by our main contractors but a small proportion is covered by local farmers (for a nominal payment) or volunteers.
31. Most of the paths are cut twice in the growing season – in mid May and again in early September; the later cut includes some hedge/side growth cutting as required. Tarmac (or similar) surface paths are sprayed or trimmed rather than cut, the majority of these being in urban locations.

Conclusion

32. The report sets out information requested relating to a range of street scene and environmental services undertaken primarily by Community Services and addresses specific issues raised.

Appendices:

None

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

None

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Meeting: Sustainable Communities Overview & Scrutiny Committee
Date: 22 January 2014
Subject: Work Programme & Executive Forward Plan
Report of: Richard Carr, Chief Executive
Summary: The report provides Members with details of the currently drafted Committee work programme and the latest Executive Forward Plan.

Contact Officer: Jonathon Partridge, Corporate Policy and Scrutiny Manager
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

The work programme of the Sustainable Communities Overview & Scrutiny Committee will contribute indirectly to all 5 Council priorities. Whilst there are no direct implications arising from this report the implications of proposals will be detailed in full in each report submitted to the Committee.

RECOMMENDATION(S):

- 1. that the sustainable Communities Overview & Scrutiny Committee**
 - (a) considers and approves the work programme attached, subject to any further amendments it may wish to make;**
 - (b) considers the relevant items of the Executive Forward Plan; and**
 - (c) considers whether it wishes to add any further items to the work programme and/or establish any Task Forces to assist it in reviewing specific items.**

Overview and Scrutiny Work Programme

1. Appended is the currently drafted work programme for the Committee.
2. The Committee is now requested to consider the work programme attached and amend or add to it as necessary.

Overview and Scrutiny Task Forces

3. In addition to consideration of the work programme, Members may also wish to consider how each item will be reviewed i.e. by the Committee itself (over one or a number of Committee meetings) or by establishing a Member Task Force to review an item in greater depth and report back its findings.

Executive Forward Plan

4. Listed below are those items relating specifically to this Committee's terms of reference contained in the latest version of the Executive's Forward Plan to ensure Members are fully aware of the key issues Executive Members will be taking decisions upon in the coming months. The full Executive Forward plan can be viewed on the Council's website at the link at the end of this report.

Ref	Issue	Indicative Exec Meeting date
1. *	South East Midlands Local Enterprise Partnership's Strategic Economic Plan	04 February 2014
2.	Capital Programme 2014/15 – 2017/18	04 February 2014
3.	Revenue Budget and Medium Term Financial Plan 2014/15 – 2017/18	04 February 2014
4.	Central Beds Flood and Water Management Act (2010) Duties	18 March 2014
5.	Arlesey Masterplan (Land at Chase Farm and Land West and North-East of High Street, Arlesey)	18 March 2014
6.	Leisure Strategy	18 March 2014
7.	Revenue, Capital and Housing Revenue Account (HRA) Quarter 3 Budget Monitoring Reports	18 March 2014
8.	Central Bedfordshire Design Guide	18 March 2014
9.	Local Transport Plan Funding Allocations in 2014/15	18 March 2014
10. *	Waste Disposal Contracts	18 March 2014
11.	Community Safety Partnership Plan and Priorities	18 March 2014
12.	Quarter 3 Performance Report	18 March 2014
13.	Planning Guidance for Solar Farms	18 March 2014
14. *	Central Bedfordshire Development Strategy	22 April 2014

Those marked (*) are not presently on the Committee work programme

Conclusion

5. Members are requested to consider and agree the attached work programme, subject to any further amendments/additions they may wish to make and highlight those items within it where they may wish to establish a Task Force to assist the Committee in its work. This will allow officers to plan accordingly but will not preclude further items being added during the course of the year if Members so wish and capacity exists.

Appendix – Sustainable Communities Overview and Scrutiny Work Programme

Background reports:

The Executive Forward Plan (can be viewed at any time on the Council's website) at the following link:-

<http://www.centralbedfordshire.gov.uk/modgov/mgListPlans.aspx?RPId=577&RD=0>

Appendix A

Work Programme for Sustainable Communities Overview & Scrutiny Committee 2013 - 2014

Ref	Indicative Overview & Scrutiny Meeting Date	Report Title	Report Description	Comment
1.	27 February 2014	Central Bedfordshire's Flood and Water Management Act 2010 Duties	To consider a local flood risk strategy for Central Bedfordshire and proposals to create a Sustainable Urban Drainage Advisory Board prior to approval by Executive.	Executive: 18 March 2014 <i>Contact Officer: Iain Finnigan</i>
2.	27 February 2014	SuDS Guidance	To consider the SuDS Guidance to be adopted as Supplementary Planning Guidance before CBC takes on a new statutory role as SuDS Approving Body in April 2014.	Executive: 18 March 2014 <i>Contact Officer: Laura Kitson</i>
3.	27 February 2014	Local Area Transport Plan funding (2014/15)	To consider a report prior to Executive regards funding the LATP for 2014/15.	Executive: 18 March 2014 <i>Contact Officer: Ben King</i>
4.	27 February 2014	Solar Farm Guidance		Executive: 18 March 2014 <i>Contact Officer: Stephen Mooring</i>
5.	27 February 2014	Arlesey Masterplan (Land at Chase Farm and land west and north-east of High Street, Arlesey)	To consider the final Masterplan for Arlesey in light of a formal public consultation prior to its adoption by Executive as technical guidance for development management purposes.	Executive: 18 March 2014 <i>Contact Officer: Sue Frost</i>
6.	03 April 2014	Revenue and Capital Budget Monitoring Report (Quarter 3)	To receive the Q3 revenue and capital budget for the Sustainable Communities directorate	Executive: 18 March 2014 <i>Contact Officer: Sue Templeman</i>

Ref	Indicative Overview & Scrutiny Meeting Date	Report Title	Report Description	Comment
7.	03 April 2014	Q3 Performance Report	To receive the Q3 performance for the Sustainable Communities directorate	Executive: 18 March 2014
8.	08 May 2014	TBC		
9.	19 June 2014	TBC		